Revised University Diversity Plan Goal, Commitments, and Strategies (with Metrics) 2017-2022, with suggested changes noted in red.

Committee reservations with the Plan include the need for a reference to a rapid response to campus incidents, the lack of a detailed implementation plan and the need to add “such as” when providing lists (racial and ethnic minorities, gender minorities, first generation college students, low income students, etc.) to avoid leaving a group out.

Fostering an inclusive environment. Preparing students for success in a culturally diverse world.

ECU Diversity Definition:

ECU defines diversity in a broad context to include the representation, integration and interaction of different races, genders, ages, ethnicities, cultures, national origins, abilities, religions, sexual orientations, gender identities, veteran status, socio-economic status, intellectual positions and perspectives. ECU desires a pluralistic academic community where teaching, learning and living occurs in an atmosphere of mutual respect in pursuit of excellence.

ECU Diversity Goal:

ECU will cultivate excellence by:
- fostering an inclusive and respectful working, living and learning environment;
- providing culturally and academically rich educational experiences;
- preparing our students to lead in a global multicultural society; and,
- engaging the region through inclusive social and economic opportunities.

Commitment 1:
ECU will communicate and demonstrate the value of diversity and inclusion through our leadership, practice, policy, and assessment.

Commitment 1 Strategies:

1. ECU will promote diversity and inclusion in the content of our marketing materials and online forums to demonstrate the value of diversity and inclusion.
   Metrics:
   a) Number of current online marketing materials
   b) Stories related to, or tagged as, diversity and/or inclusion

2. ECU will include and align diversity goals as a part of our strategic planning documents to coordinate and enhance campus programming.
Metrics:
   a) Unit has a diversity-related goal as part of unit’s strategic plan
   b) Unit develops annual programming to better coordinate efforts in meeting diversity goal

3. ECU will ensure diversity initiatives are actively reviewed by the senior leadership and disseminated throughout the University community.
   Metrics:
   a) Annual presentation to senior leadership
   b) Annual report to campus community

4. ECU will establish and support participation in campus-based diversity committees, councils and working groups to advance diversity and inclusion.
   Metrics:
   a) Administrative support provided to diversity groups, committees and councils

5. ECU will implement best practices for diversity and inclusion.
   Metrics:
   a) Best practice initiatives/programs implemented.

6. ECU will recognize faculty, staff, students, and alumni engaged in diversity and inclusion best practices.
   Metrics:
   a) Number of awards and recognitions

7. ECU will review key indicators of climate and culture and establish responsibility for action-oriented enhancement programs.
   Metrics:
   a) Engagement, satisfaction, and climate surveys and focus group responses
   b) Trends and patterns in harassment and discrimination complaints
   c) Number of climate enhancement programs
   d) Number of incidents related to protected class

**Commitment 2:**
ECU will recruit, develop, and retain an engaged and diverse workforce at all levels of the University.

Commitment 2 Strategies:
1. ECU will promote and utilize best practices for diversifying its workforce through strategic pipeline partnerships and recruitment initiatives.
   Metrics:
   a) Number of new faculty and staff disaggregated by gender, race/ethnicity, veteran’s status, international status, and disability
   b) Number of strategic pipeline programs, partnerships, and initiatives

2. ECU will embed diversity competencies into educational programming for supervisors and

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1 Institutional data limitations prevent the tracking of diversity dimensions such as religion, gender identity, intellectual positions, sexual orientation, and national origin listed in the university diversity definition.
managers.

Metrics:

a) Number of programs for supervisors and managers with diversity competencies

3. ECU will enhance retention and employee engagement by offering mentoring and diversity, inclusion, and equal opportunity educational programming.

Metrics:

a) Number of faculty and staff retained disaggregated by gender, race/ethnicity, veteran’s status, international status, and disability\(^2\)

b) Number of mentoring opportunities, retention programs and related educational programming opportunities

c) Program Evaluations

Commitment 3:
ECU will integrate diversity with scholarship, research, and public service to increase rural prosperity.

Commitment 3 Strategies:
1. ECU will partner with communities and organizations in eastern North Carolina to address, through engaged research and service, the challenges disproportionately impacting Tier 1 and Tier 2 counties in eastern NC.

Metrics:

a) Number of community partnerships in Tier 1 and Tier 2 counties

2. ECU will expand programming to support engaged scholarship and research focused on diversity and inclusion.

Metrics:

a) Number of programs to support related scholarship

Commitment 4:
ECU will recruit and retain underrepresented and diverse student populations.

Commitment 4 Strategies:
1. ECU will create and expand programs to increase access of diverse populations to academic enrichment offerings and college preparatory programs.

Metrics:

a) Recruitment of racial and ethnic minorities, gender minorities, first generation college students, low income students, international status, and military-affiliated students\(^3\).

b) Number of access, recruitment and outreach programs created targeting underrepresented and diverse student populations\(^4\).

2. ECU will identify and remove barriers that impede the retention and graduation of underrepresented and diverse student populations.

Metrics:

\(^2\) See footnote #1
\(^3\) See footnote #1
\(^4\) Includes all programming targeting diversity dimensions consistent with the university’s definition of diversity: race, gender, age, ethnicity, culture, national origin, ability, religion, sexual orientation, gender identity, veteran status, socio-economic status, intellectual position and perspective.
a) Retention and graduation rates of racial and ethnic minorities, gender minorities, first
generation college students, low income students, international status, and military-affiliated
students\(^5\).

b) Number of success, retention and graduation programs targeting underrepresented and diverse
student populations\(^6\).

**Commitment 5:**
ECU will infuse diversity, inclusion, and multicultural competencies in curricular and co-curricular
programming to prepare students for a multicultural and global society.

Commitment 5 Strategies:
1. ECU will diversify the curriculum by adopting global and domestic diversity courses and
other diversity – related high impact practices.
   Metrics:
   a) Number of global and domestic diversity courses
   b) Identification and implementation of other diversity-related high impact practices
   c) Diversity related undergraduate research

2. ECU will expand access to global understanding and impact through international experiences,
including virtual global classroom courses.
   Metrics:
   a) Outreach Programs
   b) Number of students participating in international experiences disaggregated by race/ethnicity,
gender, first generation college students, low income students, and military-affiliated.
   c) Number of students participating in virtual global classroom courses disaggregated by
race/ethnicity, gender, first generation college students, low income students, and military-
affiliated.

3. ECU will promote and effect inclusion through co-curricular programs.
   Metrics:
   a) Number of co-curricular programs
   b) Program evaluations

4. ECU will support inclusive teaching and pedagogical approaches, such as universal design for
learning and culturally responsive teaching.
   Metrics:
   a) Number of inclusive pedagogical approaches implemented
   b) Number of recognitions and awards received for inclusive teaching

**Diversity Offices & Resources**

Office for Equity and Diversity
http://www.ecu.edu/oed/

Brody School of Medicine Diversity Affairs
http://www.ecu.edu/oed/

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\(^5\) See footnote #1
\(^6\) See footnote #4
Ledonia Wright Cultural Center  
http://www.ecu.edu/cs-studentaffairs/lwcc/

Office of Global Affairs  
http://www.ecu.edu/globalaffairs/

LGBT Resource Office  
http://www.ecu.edu/cs-cas/lgbt/

Student Veterans Services Office  
http://www.ecu.edu/veterans/

Disability Support Services  
http://www.ecu.edu/cs-admin/accessibility/index.cfm

Diversity Strategies in Action at ECU

Office of Undergraduate Admissions – Diversity Themed Brochure  
http://www.ecu.edu/cs-acad/admissions/diversity.cfm

College and Unit Strategic Plans  
http://www.ecu.edu/cs-acad/strategicplan/Unit-Plans.cfm

University Diversity Council  
http://www.ecu.edu/cs-acad/oed/committees.cfm

Staff Senate Diversity Council  
http://www.ecu.edu/cs-admin/staffsenate/committees/diversity.cfm

College of Nursing Diversity Advisory Council (DAC)  
http://www.ecu.edu/cs-dhs/nursing/diversity_advisory.cfm

Health Sciences Sexual & Gender Diversity Committee  
http://www.ecu.edu/cs-dhs/sgdc/Mission.cfm

Brody Women Faculty Committee  
http://www.ecu.edu/cs-dhs/bwfc/about.cfm

Vice Chairs of Diversity & Inclusion (VCDI) at Brody  
http://www.ecu.edu/vcdi/index.cfm

Diversity Committee at Joyner Library  

Honors College FAC: Sub-Committee Academic Resources & Diversity

Diversity Committee at Laupus Library

College of Allied Health Diversity Committee
College of Education Diversity Committee
http://www.ecu.edu/cs-educ/admin/diversity.cfm

College of Health and Human Performance Diversity Committee

Office for Equity and Diversity - Diversity and Inclusion Awards

Office of Global Affairs - Annual International Awards
http://www.ecu.edu/cs-acad/intlaffairs/Faculty-Abroad.cfm

Project ECYou Campus Climate Initiative
http://www.ecu.edu/ecyou/

Visiting Faculty and Scholars (VFS)
http://www.ecu.edu/cs-acad/oed/diversityandinclusion.cfm

Higher Education Recruitment Consortium (HERC) of the Carolinas
https://www.hercjobs.org/carolinas/index.html

Managers Bootcamp
http://www.ecu.edu/cs-admin/HumanResources/training_and_development_managers.cfm

SAFE ZONE Training
http://www.ecu.edu/cs-cas/lgbt/safe-zone.cfm

Pirate Ally Training
http://www.ecu.edu/cs-cas/lgbt/programs.cfm#pirateally

University Mentoring Program for First Year Faculty
http://www.ecu.edu/acad/ofe/teaching-learning_faculty-interest-groups.cfm

Faculty Interest Groups
http://www.ecu.edu/acad/ofe/teaching-learning_faculty-interest-groups.cfm

Diversity Affinity and Employee Resource Groups for Employees
http://www.ecu.edu/cs-acad/oed/committees.cfm

Office for Equity and Diversity - Diversity Educational Sessions
http://www.ecu.edu/cs-acad/oed/education.cfm

Race-Conscious Scholarships:
http://www.ecu.edu/cs-acad/universityscholarships/

Multicultural Appreciation Day at ECU (MADE)

Starfish Retention Solutions
http://www.ecu.edu/cs-acad/starfish/starfish.cfm

AMP-UP
http://www.ecu.edu/cs-acad/aa/AMP-UP/
Anchors Living-Learning Community
http://www.ecu.edu/cs-studentaffairs/campusliving/community.cfm

Ledonia Wright Cultural Center Student Success Programs
http://www.ecu.edu/cs-studentaffairs/lwcc/StudentSuccess.cfm

Global Living Learning Community
http://blog.ecu.edu/sites/globalliving-learningcommunity/

Domestic Diversity Course List
http://catalog.ecu.edu/content.php?catoid=12&navoid=882&hl=%22domestic+diversity%22&returnto=search

Global Diversity Course List
http://catalog.ecu.edu/content.php?catoid=12&navoid=895&hl=%22global+diversity+%22&returnto=search

University Writing Center – Social Justice Commitment
http://www.ecu.edu/cs-acad/writing/UWC-Social-Justice.cfm

University Writing Center – Writing for Change series
http://www.ecu.edu/cs-acad/writing/UWC-Social-Justice.cfm

Diversity and Inclusion Research and Scholarship (DIRS) Program
http://www.ecu.edu/cs-acad/oed/diversityandinclusion.cfm

Office of Global Affairs: Global Academic Initiatives (GAI)
http://www.ecu.edu/cs-acad/intlaffairs/Global-Academic-Initiatives.cfm

#ECUnited - Cupola Conversations & Civility Summit
https://m.ecu.edu/cs-studentaffairs/ecunited/index.cfm

Student Organizations and Greek Life
http://eastcarolina.orgsync.com/search

Brody School of Medicine Diversity Week

College STAR & Universal Design for Learning Consultant
http://www.ecu.edu/acad/ofe/about-us_college-star-consultant.cfm

Resolution #18-02
Approved by the Faculty Senate: January 30, 2018
Approved by the Chancellor: February 23, 2018

Curriculum and academic matters acted on and recorded in the Undergraduate Curriculum Committee’s meeting minutes of December 14, 2017 including curricular actions within the College of
Business, Department of English and Department of Biology and level 1 curriculum items approved by its delegated authority. Also curriculum and academic matters acted on and recorded in the Undergraduate Curriculum Committee’s meeting minutes of January 11, 2018 including curricular actions within the College of Business, action on the faculty curriculum liaison program removing within Curriculog the liaison curriculum approval step and replacing it with notification to liaisons only and level 1 curriculum items approved by its delegated authority.

Resolution #18-03
Approved by the Faculty Senate: January 30, 2018
Approved by the Chancellor: February 23, 2018

Curriculum matters acted on and recorded in the Writing Across the Curriculum Committee’s e-meeting minutes of December 4, 2017 including writing intensive (WI) designation for HNRS 4500: Signature Honors Project I and HNRS 4550: Signature Honors Project 2 and removal of WI designation for THEA 4080: Musical Theatre Practicum and IDSN 3001: Special Topics in Interior Design, IDSN 3002: Special Topics in Interior Design and IDSN 3003: Special Topics in Interior Design.

Resolution #18-04
Approved by the Faculty Senate: January 30, 2018
Approved by the Chancellor: February 23, 2018

Curriculum and academic matters acted on and recorded in the Educational Policies and Planning Committee’s meeting minutes of January 12, 2018 including a request to plan a new degree program: BS in Entrepreneurship in the Miller School of Entrepreneurship within the College of Business.

Resolution #18-05
Approved by the Faculty Senate: February 27, 2018
Approved by the Chancellor: March 26, 2018

2018 Spring Graduation List, including Honors Program graduates

Resolution #18-06
Approved by the Faculty Senate: February 27, 2018
Received by the Chancellor: March 26, 2018

Formal faculty advice on curriculum and academic matters acted on and recorded in the Graduate Council minutes of January 22, 2018 and February 12, 2018, including curriculum action items (GC 18-2, GC 18-3) within the Graduate Curriculum Committee meeting minutes from December 6, 2017, and January 17, 2018 which included level 3 programmatic actions which were forwarded to the Educational Policies and Planning Committee (EPPC), and included a revision of an existing degree: Physician Assistant (MS) in the Department of Physician Assistant Studies within the College of Allied Health Sciences; a proposal of a New Certificate: Sustainable Tourism and Hospitality in the School of Hospitality Leadership within the College of Business; and a revision of an Existing Degree: Psychology (MA) in the Department of Psychology within the Harriot College of Arts and Sciences. All other items in the GCC minutes were level 1 curriculum matters. Policy action items (GC 18-4) within the February 12, 2018 Graduate Council meeting minutes, included a change to the Graduate
Catalog to include a “Conditional Admission” status; and a revision to the “Readmission” policy in the Graduate Catalog.

Resolution #18-07
Approved by the Faculty Senate: February 27, 2018
Rejected by the Chancellor: August 13, 2019

The following resolution is held for further study:
Faculty Senate Resolution 18-07
Selection Procedures for Annual Service-Learning Teaching Excellence Award.

Further conversations need to be had between Student Affairs and the Academic Awards and Service Learning Committees on aspects of the nomination criteria and funding for the award. Provost Mitchelson will schedule a meeting with the key players to bring resolution to this matter, and will advise the Chancellor when that occurs.

Selection Procedures for Annual Service-Learning Teaching Excellence Award

Objective
The Service-Learning Teaching Excellence Award recognizes a faculty member’s unique time, effort, and planning for successful academic service-learning instruction. Service-learning is rooted in an academic discipline and provides learning experiences for students with meaningful assistance to the community. Through organized community-based learning activities, students address community needs and provide meaningful connections with community experiences, employing regular reflective practices for the purpose of personalizing the learning experience.

Award Per Year
A maximum of two awards will be awarded annually. Each award will carry a $1,000 monetary prize and will be included in a special awards ceremony each spring.

Eligibility
All full-time faculty who have been involved in ECU service-learning course work in the academic year in which they are selected and in at least one previous year.

Nominees must:
• have had experience teaching a designated service-learning course within an academic year,
• have demonstrated results/impact in student’s learning from community-based experiences in the course(s),
• have demonstrated excellence in teaching with respect to service-learning, as evidenced by innovative projects and partnerships, course evaluations and incorporation of service-learning best practices in the course,
• have demonstrated meaningful positive difference/change/impact in the community related to the service-learning course(s),
• have demonstrated collaborative work/planning with the community organization or constituents to build student learning while "doing good" in the community
• have demonstrated how the service-learning work described has enhanced ECU's strategic priorities, and
• have demonstrated how service-learning has enhanced the faculty member's professional development in teaching, scholarship, and/or service.
Nomination Procedures and Guidelines
Nominations may be made in the following ways:
1. by the department-level academic units (including areas of concentration)
2. by other representatives in the faculty member’s field of work, including community partners
3. by deans and department heads
4. by representatives from the Center for Leadership and Civic Engagement

Nominations are made by submitting a letter addressing the criteria outlined above. The letter must specify why the nominee deserves the award and should be submitted either electronically or in hardcopy form to the Office for Faculty Excellence (OFE) in Joyner Library Rm. 1001 no later than 5 p.m. on September 15th, or the next business day if the 15th falls on a weekend. Nominees will be contacted by the OFE following the nomination deadline and provided with information about the application packet they must submit if they wish to pursue the award.

Nominees who wish to pursue the award must submit their application packets electronically via flash-drive or website to the OFE no later than 5 p.m. on November 1st, or the next business day if the 1st falls on a weekend. Directions for flash-drive or website submission will be provided. In addition, nominees will be asked to complete an information sheet with their name as it should be listed, academic rank, department, and college or school, as well as a photograph at least 2.5” x 3” with a minimum resolution of 300.

The application packet:
1. should include representative examples of the faculty member’s instruction methods, including the incorporation of student reflection.
2. must contain the following in this order:
   • Contents: itemized list of all materials in the application packet
   • Nomination letter
   • 500-word essay describing the nominee’s excellence in teaching with respect to service-learning, including the impact on student’s reflective learning from community-based experiences in the course(s) and how the service-learning course has enhanced ECU’s strategic priorities and the related academic discipline
   • CV: a complete curriculum vitae, highlighting the nominee’s innovative projects and partnerships, course evaluations
   • Supportive letter from a community partner that addresses the reciprocity of the partnership and clear positive difference/change/impact in the community related to the service-learning course
   • Additional supporting materials (evidence that the nominee exemplifies the award criteria): At least 1, and no more than 3, examples of service-learning activity that can be submitted electronically. Examples include, but are not limited to: 1) course syllabi; 2) scholarly publications; 3) description of projects; 4) peer teaching reviews; 5) departmental awards; 6) letters of support from current and former students.
3. must adhere to the specifications presented here; those that do not may be disqualified.
4. should utilize appropriate margins, fonts, type sizes, and colors to ensure readability.
5. must not exceed 50 pages, excluding the itemized list and vitae.

Evaluation Procedures
In September, the selection committee will be convened by the Director of the Office for Faculty Excellence and will consist of 2 members of the Academic Awards Committee, elected by the
committee; 1 faculty member elected by the Service-Learning Committee; 1 faculty member appointed by the Chair of the Faculty; and 1 member appointed by the Center for Leadership and Civic Engagement. The selection committee will have at least one faculty member experienced in successful academic service-learning instruction; preferably a previous service-learning teaching excellence award winner.

In November, packets will be made available to members of the selection committee via the Blackboard course management software and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines.

In early January, the selection committee will identify their top candidates in rank order for committee discussion and, by scoring determine the recipient(s) of the Service-Learning Teaching Excellence Award. The committee will forward the name(s) of the winning candidate(s) and their academic service-learning award packet to the Vice Chancellor for Student Affairs. The Vice Chancellor will review the selected candidate(s) materials and, upon concurrence, make the public announcement of the award. If the Vice Chancellor does not concur, the Vice Chancellor will meet with the selection committee to seek resolution.

In the Spring, the award recipient(s) will be recognized during the annual Teaching Awards Ceremony. Following the public announcement of this award, the Vice Chancellor for Student Affairs and/or Director of the Center for Leadership and Civic Engagement will send letters of recognition to the recipient and letters of appreciation to nominees.

The award winning portfolio(s) will be kept on file for public review in the Office for Faculty Excellence Reading Room, Joyner Library.

Resolution #18-08
Approved by the Faculty Senate: February 27, 2018
Approved by the Chancellor: March 26, 2018

Curriculum and academic matters contained in the Writing Across the Curriculum Committee’s meeting minutes of February 12, 2018 including removal of writing intensive designation (WI) for KINE 4991 and the addition of WI designation for KINE 4150, NURS 3750, NURS 4750, HLTH 4006 and THEA 3300.

Resolution #18-09
Approved by the Faculty Senate: February 27, 2018
Approved by the Chancellor: March 26, 2018

Curriculum and academic matters acted on and recorded in the General Education and Instructional Effectiveness Committee’s meeting minutes of January 22, 2018 including a revised General Education Credit proposal form and area instructions, Global Diversity credit for *HDFS 3715: Global Perspectives in Early Childhood, General Education Social Science credit for GEOG 2300: Environmental Geography and a change to the General Education designation for HIST 1051, HIST 1030, HIST 1031, HIST 1050 and HIST 2300 from Social Sciences General Education credit to Humanities General Education credit. (*correction made to course number, 6-7-18)
Resolution #18-10
Approved by the Faculty Senate: February 27, 2018
Approved by the Chancellor: March 26, 2018

Curriculum and academic matters acted on and recorded in the Undergraduate Curriculum Committee’s January 25, 2018 meeting minutes including curricular actions within College of Engineering and Technology and Department of English.

Resolution #18-11
Approved by the Faculty Senate: February 27, 2018
Approved by the Chancellor: March 26, 2018

Revision to ECU’s policy defining one credit-hour, as follows:

Recommendation to the Educational Policies and Planning Committee from the ECU SACS 5th Year Report Educational Programs and Policies Sub-Committee addressing SACS Requirement 10.7 (Policies for Awarding Credit). The reason for revising ECU’s policy, which passed SACS review in 2013, is that ECU has expanded how courses are taught.

Note: the material designated below in both policies as the Federal definition of a credit hour is stipulated by the Federal Government and so cannot be altered.

The new bold text below would replace the current ECU Policy provided.

“Policy: REG02.07.01
Title: Definition of a Semester Credit Hour
Category: Academic Affairs
Sub-category: Accreditation, Assessment and Other Academic Matters
Authority: Provost and Senior Vice Chancellor for Academic Affairs
History: Adopted 06/2011; Revised 04/2018
Contact: Director for Academic Planning and Accreditation

Related Policies:
Additional References:
• Southern Association for Colleges and Schools Commission on Colleges, Principles of Accreditation
• UNC Policy Manual 400.1.6
• ECU Faculty Manual, Part VI, Section VII

1. Purpose and Applicability
ECU adheres to the federal definition of credit hour as well as UNC Policy Manual 400.1.6. This regulation applies to all courses at all levels that award academic credit (i.e. any course that appears on an official transcript issued by the university) regardless of the mode of delivery or site of instruction, including but not limited to self-paced, online, blended/hybrid, lecture, seminar, studio, laboratory, independent studies, internship, practicum, service learning, and
other experiential learning activities. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this regulation.

2. Federal Definition of the Credit Hour
For purposes of the application of this regulation at ECU and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

2.1 One hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

2.2 At least an equivalent amount of work as required outlined in item 2.1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (34 CFR 668.8, July 1, 2011)

3. UNC Policy Manual 400.1.6
UNC Policy Manual 400.1.6 (adopted 07/12/96; amended 07/01/07) requires that all UNC system campuses must ensure that every course offered for academic credit adheres to the standard of a minimum of 750 scheduled minutes of instructional time or the equivalent per credit hour. The time may include required examination periods, but may not include study days.

4. Procedure for Determining Credit Hours
Program and curriculum development are faculty responsibilities. Per ECU Faculty Manual Part VI, Section VII, the number of credit hours and the level of credits are determined when a new course or a revision to an existing course is proposed. Curriculum Committees of each unit within ECU shall comply with this regulation in their review and approval of all courses and for certifying that the expected student learning outcomes and activities for the course meets the credit hour definition.

The Undergraduate Curriculum Committee and the Graduate Curriculum Committee are responsible for ensuring that new and revised courses comply with the university’s credit hour standards as set forth in this regulation. Course proposals are examined for learning outcomes, instructional format and contact time as well as for assignments and evaluation mechanisms.”

Current ECU Policy 2017-2018
“Definition of a Semester Credit Hour, Version 1
Policy REG02.07.01
Title Definition of a Semester Credit Hour
Category Academic Affairs
Sub-category Accreditation, Assessment and Other Academic Matters
Authority Provost and Senior Vice Chancellor for Academic Affairs
History June, 2011
Contact Associate Provost for Academic Program Planning and Development (328-5358)
Related Policies
1. Introduction
New federal regulations essentially delegate responsibility for defining a credit hour to the accrediting agencies. SACS (4.9) now requires that “the institution has policies and procedures for determining the credit hours awarded for courses and programs that (1) conform to commonly accepted practices in higher education and (2) include the federal definition of credit hour as outlined in Commission policy.”

1.1. Academic credit has provided the basis for measuring the amount of engaged learning time expected of a typical student enrolled not only in traditional classroom settings but also laboratories, studies, internships and other experiential learning, and distance and correspondence education.

1.2. Students, institutions, employers, and others rely on the common currency of academic credit to support a wide range of activities, including the transfer of students from one institution to another.

1.3. The purpose of this policy is to clearly indicate to faculty, administrators and students SACS and ECU’s expectations regarding credits, to set forth the federal regulations regarding the award of credit, and to establish the definition of “credit hour” used by East Carolina University in policies, regulations, rules and reports, in the absence of any stated exception or alternative definition.

2. Federal Definition of the Credit Hour.
For purposes of the application of this regulation at ECU and in accord with federal regulations, A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

2.1 One hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

2.2 At least an equivalent amount of work as required outlined in item 2.1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (34 CFR 668.8, July 1, 2011)"

Resolution #18-12
Approved by the Faculty Senate: February 27, 2018
Approved by the Chancellor: March 26, 2018
Curriculum and academic matters acted on and recorded in the Educational Policies and Planning Committee’s February 9, 2018 meeting minutes including discussion on notice to withdraw from the Joint PhD in Integrative Coastal and Marine Sciences with UNCW, request to Deliver Online: MAEd in Curriculum and Instruction (English and History Education) in the Department of Literacy Studies, English Education and History Education within the College of Education, request to discontinue: BS in Athletic Training in the Department of Health Education and Promotion within the College of Health and Human Performance, request to approve the movement of the 4C Certificate in Entrepreneurship from the Department of Management to the Miller School of Entrepreneurship within the College of Business, request to increase program hours (1 SH from 99 to 100 credit hours): MS in Physician Assistant in the Department of Physician Assistant Studies within the College of Allied Health Sciences, request to establish a MS in Mechanical Engineering in the Department of Engineering within the College of Engineering and Technology, request to establish a BS in Software Engineering in the Department of Computer Science within the College of Engineering and Technology, and a request to establish a MS in Data Science in the Department of Computer Science within the College of Engineering and Technology.

Resolution #18-13
Approved by the Faculty Senate: February 27, 2018
Approved by the Chancellor: March 26, 2018

Summer 2019, Fall 2019 and Spring 2020 University Academic Calendars

**Summer Session 2019**
First Session
(Actual days First Session: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for final examinations)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>March 15, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
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<tr>
<td>March 18, Monday</td>
<td>Registration for Summer Session begins.</td>
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<tr>
<td>May 10, Friday</td>
<td>New student registration; schedule adjustments.</td>
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<tr>
<td>May 13, Monday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>May 14, Tuesday</td>
<td>Last day for registration and schedule adjustments (drop and add) for first session by 5:00 pm.</td>
</tr>
<tr>
<td>May 15, Wednesday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm).</td>
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<tr>
<td>May 27, Monday</td>
<td>State Holiday (no classes).</td>
</tr>
<tr>
<td>June 4, Tuesday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>June 17, Monday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>June 17, Monday</td>
<td>Last day for faculty to remove incompletes for graduate courses from first Summer Semester 2018.</td>
</tr>
<tr>
<td>June 18, Tuesday</td>
<td>Final examinations.</td>
</tr>
<tr>
<td>June 21, Friday</td>
<td>Grades due at 8:00 am.</td>
</tr>
</tbody>
</table>

Second Session
(Actual days Second Session: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for final examinations)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 15, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 18, Monday</td>
<td>Registration for Summer Session begins.</td>
</tr>
<tr>
<td>June 19, Wednesday</td>
<td>New student registration; schedule adjustments.</td>
</tr>
<tr>
<td>June 20, Thursday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>June 21, Friday</td>
<td>Last day for registration and schedule adjustments (drop and add) for second session by 5:00 pm.</td>
</tr>
<tr>
<td>June 24, Monday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm).</td>
</tr>
<tr>
<td>July 4, Thursday</td>
<td>State Holiday (no classes).</td>
</tr>
<tr>
<td>July 12, Friday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>July 25, Thursday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>July 25, Thursday</td>
<td>Last day for faculty to remove incompletes for graduate courses from second Summer Semester 2018.</td>
</tr>
<tr>
<td>July 26, Friday</td>
<td>Final examinations.</td>
</tr>
<tr>
<td>July 29, Monday</td>
<td>Grades due at noon.</td>
</tr>
</tbody>
</table>

**Summer Session 2019**

11-Week Summer Session

(Actual class days: 10 Mondays, 10 Tuesdays, 10 Wednesdays, 10 Thursdays, 10 Fridays, 1 day for final examinations)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 15, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 18, Monday</td>
<td>Registration for 11-Week Summer Session begins.</td>
</tr>
<tr>
<td>May 10, Friday</td>
<td>New student registration; schedule adjustments.</td>
</tr>
<tr>
<td>May 13, Monday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>May 14, Tuesday</td>
<td>Last day for registration and schedule adjustments (drop and add) by 5:00 pm.</td>
</tr>
<tr>
<td>May 15, Wednesday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm).</td>
</tr>
<tr>
<td>May 27, Monday</td>
<td>State Holiday (no classes).</td>
</tr>
<tr>
<td>June 18-19, Tuesday and Wednesday</td>
<td>Midsummer Break (no classes).</td>
</tr>
<tr>
<td>June 26, Wednesday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>July 4, Thursday</td>
<td>State Holiday (no classes).</td>
</tr>
<tr>
<td>July 25, Thursday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>July 25, Thursday</td>
<td>Last day for faculty to remove incompletes for graduate courses from 11-week Summer Semester 2018.</td>
</tr>
<tr>
<td>July 26, Friday</td>
<td>Final examinations.</td>
</tr>
<tr>
<td>July 29, Monday</td>
<td>Grades due at noon.</td>
</tr>
</tbody>
</table>

16
## Fall Semester 2019

(Actual class days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays. Effective class days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 15, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 18, Monday</td>
<td>Registration for Fall Semester 2019 begins.</td>
</tr>
<tr>
<td>August 16, Friday</td>
<td>Convocation at 9:00 am; Faculty meetings.</td>
</tr>
<tr>
<td>August 16, Friday</td>
<td>Advising, registration, and schedule adjustments.</td>
</tr>
<tr>
<td>August 19, Monday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>August 23, Friday</td>
<td>Last day registration and schedule adjustments (drop and add) by 5:00 pm.</td>
</tr>
<tr>
<td>August 30, Friday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm).</td>
</tr>
<tr>
<td>September 2, Monday</td>
<td>State Holiday.</td>
</tr>
<tr>
<td>October 5-8, Saturday-Tuesday</td>
<td>Fall Break.</td>
</tr>
<tr>
<td>October 9, Wednesday</td>
<td>8:00 am - Classes resume.</td>
</tr>
<tr>
<td>October 28, Monday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>November 1, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>November 4, Monday</td>
<td>Registration for Spring Semester 2020 begins.</td>
</tr>
<tr>
<td>November 21, Thursday</td>
<td>Undergraduate students last day to remove incompletes given during Spring and/or Summer Session 2019.</td>
</tr>
<tr>
<td>November 27-December 1, Wednesday-Sunday</td>
<td>Thanksgiving Break.</td>
</tr>
<tr>
<td>December 2, Monday</td>
<td>8:00 am - Classes resume.</td>
</tr>
<tr>
<td>December 3, Tuesday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>December 3, Tuesday</td>
<td>Graduate students last day to remove incompletes given during Fall Semester 2018.</td>
</tr>
<tr>
<td>December 4, Wednesday</td>
<td>Reading day.</td>
</tr>
<tr>
<td>December 5, Thursday</td>
<td>Final Examinations begin.</td>
</tr>
<tr>
<td>December 12, Thursday</td>
<td>Exams for Fall Semester close at 4:30 pm.</td>
</tr>
<tr>
<td>December 13, Friday</td>
<td>Commencement.</td>
</tr>
<tr>
<td>December 14, Saturday</td>
<td>Grades due at 4:30 p.m.</td>
</tr>
</tbody>
</table>

### Fall Semester 2019 Examination Schedule

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and
non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 5 - December 12). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 5 - December 12). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December 5 - December 12). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 - 7:30 Tuesday, December 10</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30 Wednesday, December 11</td>
</tr>
<tr>
<td>MATH 1066</td>
<td>5:00 - 7:30 Friday, December 6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Times class regularly meets</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 MWF</td>
<td>8:00 - 10:30 Monday, December 9</td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 - 10:30 Tuesday, December 10</td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>8:00 - 10:30 Wednesday, December 11</td>
</tr>
<tr>
<td>9:00 TTh (9:30)</td>
<td>8:00 - 10:30 Thursday, December 12</td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>8:00 - 10:30 Friday, December 6</td>
</tr>
<tr>
<td>10:00 TTh</td>
<td>8:00 - 10:30 Thursday, December 12</td>
</tr>
<tr>
<td>11:00 MWF</td>
<td>11:00 - 1:30 Monday, December 9</td>
</tr>
<tr>
<td>11:00 TTh</td>
<td>11:00 - 1:30 Thursday, December 5</td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>11:00 - 1:30 Wednesday, December 11</td>
</tr>
<tr>
<td>12:00 TTh (12:30)</td>
<td>11:00 - 1:30 Thursday, December 12</td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>11:00 - 1:30 Friday, December 6</td>
</tr>
<tr>
<td>1:00 TTh</td>
<td>11:00 - 1:30 Tuesday, December 10</td>
</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 - 4:30 Monday, December 9</td>
</tr>
<tr>
<td>2:00 TTh</td>
<td>2:00 - 4:30 Tuesday, December 10</td>
</tr>
<tr>
<td>3:00 MWF (3:30)</td>
<td>2:00 - 4:30 Wednesday, December 11</td>
</tr>
<tr>
<td>3:00 TTh (3:30)</td>
<td>2:00 - 4:30 Thursday, December 5</td>
</tr>
<tr>
<td>4:00 MWF</td>
<td>2:00 - 4:30 Friday, December 6</td>
</tr>
<tr>
<td>4:00 TTh</td>
<td>2:00 - 4:30 Thursday, December 12</td>
</tr>
<tr>
<td>5:00 MWF</td>
<td>5:00 - 7:30 Monday, December 9</td>
</tr>
<tr>
<td>5:00 TTh</td>
<td>5:00 - 7:30 Thursday, December 5</td>
</tr>
</tbody>
</table>
**Spring Semester 2020**

(Actual class days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 13 Fridays.
Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>November 4, Monday</td>
<td>Registration for Spring Semester 2020 begins.</td>
</tr>
<tr>
<td>January 10, Friday</td>
<td>Advising and schedule adjustments.</td>
</tr>
<tr>
<td>January 13, Monday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>January 17, Friday</td>
<td>Last day for registration and schedule adjustments (drop and add) by 5:00 pm.</td>
</tr>
<tr>
<td>January 20, Monday</td>
<td>State Holiday (no classes).</td>
</tr>
<tr>
<td>January 27, Monday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm).</td>
</tr>
<tr>
<td>March 16, Monday</td>
<td>8:00 am - Classes resume.</td>
</tr>
<tr>
<td>March 16-20, Monday-Friday</td>
<td>Advising for Summer Sessions and Fall Semester 2020.</td>
</tr>
<tr>
<td>March 25, Wednesday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>March 27, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 30, Monday</td>
<td>Registration for Summer Sessions and Fall Semester 2020 begins.</td>
</tr>
<tr>
<td>April 10 - 11 Friday-Saturday</td>
<td>State Holiday (no classes).</td>
</tr>
<tr>
<td>April 16, Thursday-Saturday</td>
<td>Undergraduate students last day to remove incompletes given during Fall Semester 2019.</td>
</tr>
<tr>
<td>April 28, Tuesday</td>
<td>State holiday makeup day. Classes which would have met on Friday, April 10, will meet on this day so there will effectively be the same number of Fridays and Tuesdays as every other weekday during the semester; Tuesday classes will not meet.</td>
</tr>
<tr>
<td>April 28, Tuesday</td>
<td>Classes end. Last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>April 28, Tuesday</td>
<td>Graduate students last day to remove incompletes given Spring Semester 2019.</td>
</tr>
<tr>
<td>April 29, Wednesday</td>
<td>Reading day.</td>
</tr>
<tr>
<td>April 30, Thursday</td>
<td>Final examinations begin.</td>
</tr>
<tr>
<td>May 7, Thursday</td>
<td>Exams for Spring Semester close at 4:30 pm.</td>
</tr>
<tr>
<td>May 8, Friday</td>
<td>Commencement.</td>
</tr>
<tr>
<td>May 11, Monday</td>
<td>Grades due at 8:00 a.m.</td>
</tr>
</tbody>
</table>
There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. The final exam meeting is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 30 – May 7). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second night of their usual meeting during the examination period (April 30 – May 7). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course Details</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 - 7:30 Friday, May 1</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30 Monday, May 4</td>
</tr>
<tr>
<td>MATH 1066</td>
<td>5:00 - 7:30 Tuesday, May 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Times class regularly meets</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 MWF</td>
<td>8:00 - 10:30 Friday, May 1</td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 - 10:30 Thursday, April 30</td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>8:00 - 10:30 Monday, May 4</td>
</tr>
<tr>
<td>9:00 TTh (9:30)</td>
<td>8:00 - 10:30 Tuesday, May 5</td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>8:00 - 10:30 Wednesday, May 6</td>
</tr>
<tr>
<td>10:00 TTh</td>
<td>8:00 - 10:30 Thursday, May 7</td>
</tr>
<tr>
<td>11:00 MWF</td>
<td>11:00 - 1:30 Friday, May 1</td>
</tr>
<tr>
<td>11:00 TTh</td>
<td>11:00 - 1:30 Thursday, May 7</td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>11:00 - 1:30 Monday, May 4</td>
</tr>
<tr>
<td>12:00 TTh (12:30)</td>
<td>11:00 - 1:30 Tuesday, May 5</td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>11:00 - 1:30 Wednesday, May 6</td>
</tr>
<tr>
<td>1:00 TTh</td>
<td>11:00 - 1:30 Thursday, April 30</td>
</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 - 4:30 Friday, May 1</td>
</tr>
<tr>
<td>2:00 TTh</td>
<td>2:00 - 4:30 Thursday, April 30</td>
</tr>
<tr>
<td>3:00 MWF (3:30)</td>
<td>2:00 - 4:30 Monday, May 4</td>
</tr>
<tr>
<td>3:00 TTh (3:30)</td>
<td>2:00 - 4:30 Thursday, May 7</td>
</tr>
<tr>
<td>4:00 MWF</td>
<td>2:00 - 4:30 Wednesday, May 6</td>
</tr>
<tr>
<td>4:00 TTh</td>
<td>2:00 - 4:30 Tuesday, May 5</td>
</tr>
<tr>
<td>5:00 MWF</td>
<td>5:00 - 7:30 Wednesday, May 6</td>
</tr>
</tbody>
</table>

Common examinations, including DE sections, will be held according to the following schedule:
Resolution #18-14
Approved by the Faculty Senate: February 27, 2018
Approved by the Chancellor: March 26, 2018

Revision to the *University Undergraduate Catalog*, Academic Regulations, Grading System, Change of Grade by replacing the current text with the new **bold** text in the catalog, as follows:

“**Change of Grade**
A change in grade, other than I (incomplete), for any reason, must be made within one year from the date the original grade was received.

**A change in grade, other than I (incomplete), for any reason, must be made within one year from the date the original grade was received.**

Grade changes are initiated by the primary instructor of a course. If the primary instructor is unavailable to complete the change, a request may be initiated via memo to the University Registrar by the departmental chairperson of the course. Approved reasons for a change of grade by someone other than the primary instructor include death or serious illness of the primary instructor, terminated employment of the primary instructor with East Carolina University (where the primary instructor no longer can access the system), and instructor lack of access to online grading or email functions. In each instance, appropriate documentation regarding the change of grade must be submitted to the University Registrar, along with the request, and will remain a part of the student’s academic record.”

Resolution #18-15
Approved by the Faculty Senate: February 27, 2018
Approved by the Chancellor: March 26, 2018

Revision to the *University Undergraduate Catalog*, Academic Regulations, Grade Replacement Policy by deleting **strikethrough bold text** from the current text in the catalog, as follows:

“**Grade Replacement Policy**
A student is permitted to use the Grade Replacement Policy a maximum of four times for courses **below 3000** in which he or she has earned a grade C-, D+, D, D- or F. For example, a student may replace a grade in four different courses or may replace a single course grade a maximum of 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 (e.g. a course for which the repeated course is a prerequisite.)
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 must be submitted 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 degrees with distinction. 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 C-, D+, D, D-, no additional credit hours will be awarded. The grade replacement policy does not apply to courses taken prior to fall 1994.

Resolution #18-16
Approved by the Faculty Senate: February 27, 2018
Received by the Chancellor: March 26, 2018

Formal faculty advice on a revised Tobacco Use on Campus Regulation, as follows:

The Committee encourages the creation of a Standard Operating Procedure to accompany this proposed regulation to detail implementation and enforcement procedures. In addition, noted below are suggested additions noted in red and deletions in strikethrough.

Authority: Chancellor
History: Revised, December 4, 2008; Approved by Chancellor’s Executive Council January 12, 2009; July 2017
Related Policies: N.C. General Statutes 143-596 to 143-597 and 130A-491 to 130A-493.1
Available Resources: Contact for Info: Associate Vice Chancellor, Human Resources (252-328-9881), University Wellness Committee (http://www.ecu.edu/cs-admin/uwc/wellness_committee.cfm)

Tobacco and Vaping Use on Campus Regulation

1. Introduction
1.1. This regulation governs all buildings and property that are owned, leased or occupied by East Carolina University (“university”). This regulation also governs the grounds and walkways of such properties and state vehicles.

1.2. This regulation is adopted in accordance with North Carolina law for purposes of improving public health and applies to all faculty, staff, students, visitors and patients. It is the responsibility of every member of the university community to conduct himself or herself in compliance with this regulation.

2. Tobacco and Vaping Use Restrictions
2.1. “Tobacco and Vaping use” is defined as the use of any product containing, made, or derived from tobacco and vaping that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, and any component, part or accessory of a tobacco and vaping product, including but not limited to cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking
tobacco and vaping; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cutting and sweepings of tobacco, e-cigarettes, hookah, and other kinds and forms of tobacco. Tobacco use shall be understood to also include vaping or vaporizing. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

2.1.1 Buildings: Effective August 14, 2008, smoking is prohibited inside university owned or leased buildings, including residence halls governed by the division of Student Affairs. The word “buildings” includes, but is not limited to, building walls, exits, entrances, air intakes, windows, exterior stairs, balconies, porches, breezeways or any other structure adjoining a campus building.

2.1.2 Grounds and Walkways: Effective January 1, 2018: Tobacco and vaping use is prohibited within 100 linear feet of all University buildings. Tobacco and vaping use may be prohibited in other outdoor spaces (beyond 100 feet) for safety or health reasons as approved by the Office of Environmental Health and Safety.

2.1.3 ECU Health Sciences Complex (“HSC”):
2.1.3.1 Tobacco and vaping use is prohibited on HSC grounds by ECU faculty, staff, students, patients and visitors. This regulation applies to parked cars on the grounds and to all property leased to, owned, or occupied by the HSC.

2.1.3.2 Offsite facilities: If a HSC facility is located off campus or otherwise away from the Health Science Center campus, the regulation will still apply.

2.1.4 State Vehicles: Effective January 1, 2009, smoking is prohibited in all state vehicles. State vehicles are defined as a passenger-carrying vehicle owned, leased or otherwise controlled by the State and assigned permanently or temporarily to a State employee, State agency, or institution for official State business. One or more signs placed in conspicuous areas of the vehicle shall state that “smoking is prohibited” and may include the international “no smoking” symbol.

2.1.5 Exceptions
2.1.5.1 Tobacco and vaping use is permitted inside university buildings that are used for medical or scientific research to the extent that smoking is an integral part of the research. Tobacco and vaping use permitted under this subsection shall be confined to the area where the research is being conducted and as approved by the Office of Environmental Health and Safety.

2.1.5.2 For outside athletic venues that require ticketing with no re-entry, designated areas approved by the Office of Environmental Health and Safety shall remain in effect at the discretion of the Athletic Director.

3. Implementation
3.1 Facilities Services, in consultation with the University Wellness Committee, shall be responsible for: (1) design, installation and maintenance of signage to promote awareness of the regulation at appropriate building locations and signage, (2) to indicate areas within 100 feet of university buildings that have been approved by an appropriate dean or vice chancellor as designated tobacco and vaping use areas, and (3) Facilities Services will provide appropriate receptacles for smoking waste in designated areas. Signage should include a phone number to report
infractions.

3.2. Department heads will be responsible for installation and maintenance of signage in state vehicles under their control.

3.3. University Communication, Public Affairs & Marketing, with input from the University Wellness Committee, will implement a communications plan to highlight available tobacco use cessation services and inform the campus community about the regulation.

3.4. The University Wellness Committee, with support from Healthy Pirates and other student groups, will implement an educational campaign to inform, educate, and promote compliance with the regulation.

3.5. Ongoing implementation to promote compliance will be led by Student Health Services (with responsibility for educating students) and Human Resources (with responsibility for educating staff and in collaboration with Office for Faculty Excellence for educating faculty).

4. Enforcement

4.1. Deans, directors and department heads have primary responsibility for administration and education and enforcement of this regulation when it involves individuals within their respective units. However, all members of the university community should promote compliance by educating visitors, patients and new faculty, staff and students. Students violating this regulation may be referred to the Dean of Students. Human Resources is available to assist with faculty and staff violations.

4.2. Visitors, patients, and students who violate the regulation should be reminded of the regulation and asked to comply. If a student refuses to comply with the regulation, the Dean of Students’ office should be contacted. That office will follow up with the student regarding the regulation and available resources.

4.3. Any university employee who violates the regulation should be reminded of the regulation and asked to comply. If an employee refuses to comply with the regulation, the immediate supervisor of the employee will be advised. departmental representative will notify the immediate supervisor of the noncompliant employee. The immediate supervisor will follow up with the employee to remind him/her about the regulation and available resources. Continuing violations may also result in appropriate corrective action under the applicable disciplinary policy.

4.4. ECU Police may issue citations to anyone who violates this regulation. Citations result in a fine of up to $25 and are subject to additional court costs and/or other University policies relating to debts owed the University.

5. Regulation Management

5.1 Human Resources will maintain and update this regulation as required. Human Resources is available to assist departments in policy interpretation and compliance. The University Wellness Committee is available to assist in efforts promoting compliance.

Resolution #18-17
Approved by the Faculty Senate: March 27, 2018
Received by the Chancellor: April 27, 2018
Formal faculty advice on curriculum and academic matters acted on and recorded in the Graduate Council’s March 12, 2018 meeting minutes. Programmatic action items (GC 18-5) within the Graduate Curriculum Committee meeting minutes from February 7, 2018, and February 21, 2018 were forwarded to the Educational Policies and Planning Committee (EPPC), which included an Accelerated Bachelors/Master’s Degree: Network Technology, MS in the Department of Technology Systems within the College of Engineering and Technology (level 2); a Proposal of a New Certificate: Teaching Children from Poverty in the Department of Elementary and Middle Grades Education within the College of Education (level 3); and revisions to the DNP degree core curriculum, specialty areas and three graduate certificates: Adult Gerontology, Primary Care Nurse Certificate, and Nursing Practice (DNP) in the Department of Advanced Nursing Practice and Education within the College of Nursing (level 3). Policy action items (GC 18-6) within the Graduate Council meeting minutes of March 12, 2018, included addition of a policy on Accelerated Bachelors and Master’s programs; revisions to the Foreign Student Credential Evaluation process; and editorial clarification of graduate student grading policies. Proposed changes to the Faculty Manual, Part VI, Section VII, Teaching and Curriculum Regulations, Procedures, and Academic Program Develop were reviewed and recommended for approval without change.

Resolution #18-18
Approved by the Faculty Senate: March 27, 2018
Approved by the Chancellor: April 27, 2018

Curriculum and academic matters acted on and recorded in the Undergraduate Curriculum Committee’s February 8, 2018 meeting minutes including curricular actions within the Departments of English and Economics, the February 22, 2018 meeting minutes including curricular actions within the Colleges of Education, Health and Human Performance and Business and the March 15, 2018 meeting minutes including curricular actions within the Colleges of Business, Health and Human Performance and Nursing and Departments of Mathematics, Interior Design and Merchandising, Human Development and Family Science and Kinesiology. {correction: March 1, 2018 minutes listed incorrectly.}

Resolution #18-19
Approved by the Faculty Senate: March 27, 2018
Approved by the Chancellor: April 27, 2018

Curriculum and academic matters acted on and recorded in the General Education and Instructional Effectiveness Committee’s February 19, 2018 meeting minutes including Global Diversity credit and Humanities credit for FORL 2662: Special Topics in Hispanic Cinemas and THEA 2235: Global Theater; Fine Arts credit for THEA 2002: Theater Design; removal of Fine Arts credit for DNCE 3601: Selected Topics in Dance, DNCE 3602: Selected Topics in Dance, DNCE 3603: Selected Topics in Dance, DNCE 4044: History of Dance I, DNCE 4045: History of Dance II and THEA 4066: Theatre Management; Mathematics credit for MATH 1064: Applied Mathematics; and Global Diversity credit for SOCW 4250: Substance Use Disorders and Research Methods.

Resolution #18-20
Approved by the Faculty Senate: March 27, 2018
Revisions to the Domestic and Global Diversity Course Requirements (originally approved as FS Resolution #12-75, April 2012), as follows:

(Additions are noted in bold text and deletions are noted in strikethrough.)

“Domestic and Global Diversity Course Requirements

This recommendation revises the current three-hour diversity requirement, which does not contain any goals.

These requirements have two components: domestic diversity and global diversity. Domestic diversity addresses understanding diversity within the USA in the context of problems faced by members of specific groups. Global diversity addresses understanding diversity in other cultures in the context of globalization.

Effective Fall 2013, Undergraduate students will be required to complete two three-hour diversity courses: one course with a domestic diversity (USA) focus and one with a global diversity focus. These courses can be chosen from courses that meet the Liberal Arts Foundations requirements and/or the requirements for the major. This requirement will be stated in the undergraduate catalog.

Courses that address diversity provide opportunities for students to learn about the beliefs, values and achievements of people other than those of their own age, ethnicity, culture, national origin, ability, religion, sexual orientation, and gender identity. These courses also provide opportunities to examine problems that may arise from differences, and opportunities to learn how to deal constructively with these issues.

Requests for diversity credit for a course are evaluated by the Foundations Curriculum General Education and Instructional Effectiveness Committee and approved by the Faculty Senate and the Chancellor. For a course to receive domestic diversity credit or global diversity credit, it must address either the generic domestic or global diversity goals stated below.

Study Abroad Courses: a Study Abroad course receives Global Diversity credit without the need for approval by the General Education and Instructional Effectiveness Committee, the Faculty Senate and the Chancellor provided that:

- The course earns 3 or more credit hours, and
- The course requires students to be in one or more countries other than the United States for a total of at least fourteen days.

For a Study Abroad course that does not require students to be in one or more countries other than the United States for a total of at least fourteen days to receive Global Diversity credit, the credit must be approved by the General Education and Instructional Effectiveness Committee, by the Faculty Senate and the Chancellor.

Courses that transfer to ECU as equivalent to an ECU course that is approved for diversity credit receive diversity credit. Transfer courses that are not equivalent to existing ECU diversity courses...
Domestic Diversity Course Goals
1. Students understand problems that arise in the USA from differences in age, ethnicity, culture, national origin, ability, religion, sexual orientation, and gender identity in the context of their historical and contemporary causes and effects, including attempts to resolve these problems.
2. Students demonstrate the ability to use critical thinking skills to evaluate from different perspectives domestic problems arising from differences in age, ethnicity, culture, national origin, ability, religion, sexual orientation, and gender identity.

Global Diversity Goals
1. Students understand how cultural beliefs and values shape people’s perceptions and impact global decisions and actions.
2. Students apply critical thinking skills to evaluate global issues and events from multiple perspectives.

ONCE APPROVED, THESE CHANGES WILL ALSO BE REFLECTED WHERE APPROPRIATE WITHIN THE UNIVERSITY UNDERGRADUATE CATALOG.

Resolution #18-21
Approved by the Faculty Senate: March 27, 2018
Approved by the Chancellor: April 27, 2018

Curriculum and academic matters acted on and recorded in the Educational Policies and Planning Committee’s March 16, 2018 meeting minutes including a Request to Deliver Online and at Off-Campus Sites: EdD in Educational Leadership within the Department of Educational Leadership, College of Education; Request to Deliver Online and at Off-Campus Sites: MSA (School Administration) within the Department of Educational Leadership, College of Education; Request to Deliver Online: MS in Counselor Education within the Department of Interdisciplinary Professions, College of Education; Request for significant program revisions, including approval of a new concentration: BS in Exercise Physiology within the Department of Kinesiology, College of Health and Human Performance; Request for significant program revisions, including two new concentrations: BS in Economics within the Department of Economics, Thomas Harriot College of Arts and Sciences; Request to Deliver 50-75% Online: MS in Rehabilitation and Career Counseling within the Department of Addiction and Rehabilitation Studies, College of Allied Health Sciences; Request to Deliver 75-80% Online and at an Off-Campus Site Twice per Semester: MFA in Art within the School of Art and Design, College of Fine Arts and Communication; Request to establish new certificate: Post-baccalaureate (PB) Certificate in Sustainable Tourism and Hospitality within the School of Hospitality Leadership, College of Business; Request to reduce credit hours: Certificate in Business and Technical Communication within the Department of English, Thomas Harriot College of Arts and Sciences; Request to discontinue and consolidate: MA in Clinical Psychology within the Department of Psychology, Thomas Harriot College of Arts and Sciences; Request to discontinue and consolidate: MA in School Psychology within the Department of Psychology, Thomas Harriot College of Arts and Sciences; Request to consolidate (as parent) and change program title to “Psychology”: MA in Psychology, General-Theoretic within the Department of Psychology, Thomas Harriot College of Arts and Sciences; Request to discontinue site offering at James Sprunt Community College: MSW in Social Work within the School of Social Work, College of Health and Human Performance; Request to revise program, including reduction in credit hours to 120: BS in Recreation and Park Management
within the Department of Recreation and Leisure Studies, College of Health and Human Performance and Request to discontinue degree program: MAEd in Health Education within the Department of Health Education and Promotion, College of Health and Human Performance
Revisions to *ECU Faculty Manual*, Part VI, Section VII. Curriculum Procedures and Academic Program Development, as follows:

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

“Curriculum Procedures and Academic Program Development

In accordance with ECU’s commitment to strong academic programs and the SACSCOC Principles of Accreditation, ECU “places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty.” Program and curriculum development are faculty responsibilities. These Program and curriculum changes will now be initiated, prepared, and presented for review through the Curriculog ECU’s curriculum management system. All proposals follow an approval process inclusive of all relevant ECU campus bodies and voting faculty as defined in *ECU Faculty Manual*, Part VI, Section VII this document. Three levels of approval have been identified and actions are grouped defined according to the specific delegated authority of final approvals bodies. Proposals governed by the policies and procedures of the UNC General Administration (GA) System Office (UNC-SO) and/or Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) will follow additional approval steps and will therefore take longer to proceed through the entire approval process. Instructions and training on specific procedures and documents for program and curriculum development proposals are available on the Curriculog Website.

Academic Planning and Accreditation (APA), a unit of Institutional Planning, Assessment and Research, facilitates the curriculum and program development process through administration of ECU’s curriculum management system and direct consultation with faculty planners. The Office of Continuing Studies and Distance Education and APA process requests to deliver new and existing academic programs through distance education. Consultation with the unit curriculum liaison, personnel in the Office of the Registrar, and personnel in Institutional Academic Planning and Accreditation (APA) is recommended at the onset of curriculum and program development.

The Academic Program Development Collaborative Team (APDCT), an advisory body to the Academic Council, is comprised of the Undergraduate/Graduate Curriculum Committee chairs; **Educational Policies and Planning Committee** (EPPC) chair; dean of the Graduate School; representatives from the Office of Continuing Studies and Distance Education, **Institutional Research**, Institutional Academic Planning and Accreditation, and Division of Health Sciences; and the Chair of the Faculty. APDCT collaborates with units faculty planners to strengthen program proposals and makes recommendations to the Academic Council, EPPC, and the dean of the Graduate School (as applicable) on developing programs. and inform the Educational Policies and Planning Committee (EPPC), of its recommendations to Academic Council and the dean of the Graduate School, concerning graduate programs under consideration.

Academic committees of the Faculty Senate and the Graduate School review course and program proposals in accordance with their stated charges. Faculty Senate committees also approve requests for special course designations, such as service learning, writing intensive, and diversity.
In cases of financial exigency or the initiation of a discontinuation, curtailment, or elimination of a teaching, research, or public service program, the provisions of the ECU Faculty Manual will apply.

The Chancellor or his or her designee in consultation with the Chair of the Faculty may establish deadlines of not less than two weeks by which each person and/or committee listed must report its concurrence (approval) or non-concurrence with the proposed action. Failure to report by the established deadline shall be considered an abstention and the proposed action shall progress to the next level for consideration.

A. Definitions

1. Degree Programs
   A degree program is a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a specified level of instruction. All degree programs are categorized individually in the University’s academic program inventory (API) at the six-digit CIP code level, with a unique GA UNC-SO identifying code, and teacher licensure area, if applicable. As a rule, a degree program requires coursework in the discipline specialty of at least 27 semester hours at the undergraduate level and 21 semester hours at the doctoral level. A master’s level program requires that at least one-half of the total hours be in the program area. Anything less than this should be designated a concentration. Degree programs require final approval by GA UNC-SO and the UNC Board of Governors (BOG). Minors and concentrations receive final approval at the campus level. (Paraphrased from Academic Program Guidance, UNC System Office, 1/25/16. Accessed at http://www.northcarolina.edu/sites/default/files/documents/academicprogramdevelopment_guidance_january25.2016v1.pdf, 2/23/18.)

2. Certificates
   A certificate program provides an organized program of study that leads to the awarding of a certificate rather than a degree. ECU offers certificate programs at a minimum of 9 credit hours at the pre-baccalaureate, post-baccalaureate, and post-master’s, and post-doctoral levels. UNC-GA UNC-SO has indicated that post-baccalaureate and post-master’s certificates must require a specified number of hours (18 s.h. for post-baccalaureate and 24 s.h. for post-master’s) to be reported to the Integrated Postsecondary Education Data System (IPEDS). Once a certificate is approved, it must be submitted to GC, and ECU will submit it to the U.S. Department of Education to determine if the program is eligible for participation in Title IV (financial aid) programs, as appropriate.

3. Teacher Licensure Areas (TLAs)
   These are specific course clusters that meet licensure requirements of the State Board of Education but do not lead to the conferral of a particular degree or certificate. These may be at either entry level or advanced level of teacher licensure. When an institution receives authorization from the State Board of Education to offer a TLA, GA UNC-SO must be notified. A current inventory of teacher licensure programs approved by the State Board of Education is available on the North Carolina Department of Public Instruction Website.

4. Curriculum Development
   Curriculum development includes developing courses and requirements for new academic programs, and developing and revising courses and requirements for existing programs.

5. Program Development
   Program development includes developing new academic degree programs, minors, and certificates; and new concentrations within existing degree programs; as well as requesting
degree title and/or CIP code changes, and moving or discontinuing programs.

B. Levels of Delegated Authority for Curriculum Course and Program Approval Process

**Level I Curricular Course and Program Changes**: Delegated authority to the Undergraduate and Graduate Curriculum Committees. Level I are curricular course and program changes that require campus approval by the department, college/school, and university Undergraduate Curriculum or Graduate Curriculum Committees. The Graduate Council delegates authority for these actions to the Graduate Curriculum Committee.

The following are Level 1 Curricular Course Changes:

1. Revising a course: title, description, objectives, prerequisite(s), prefix, repeatability, credit hours, and content
2. Renumbering an existing course at the same or different level
3. Revising the prefix for an entire course list or program*
4. Banking or deleting courses
5. Removing a 5000-level course from the undergraduate catalog
6. Proposing new or unbanking course (undergraduate courses require Faculty Senate review)

* Memo-only action; committee may waive faculty attendance

The following are Level I Program Changes:

1. Revising degrees, concentrations, and minors: deleting courses; revising core requirements, electives, admission standards, and descriptive text
2. Revising titles of existing concentrations and minors
3. Revising certificate course selections (excludes total hours), admission standards, and descriptive text
4. Discontinuing a minor or concentration
5. Adding or removing thesis/non-thesis options of degree program

Program changes excluded from Level I are degree and certificate title and/or CIP code changes; revising total hours of degree programs; change in delivery mode; and moving degree and certificate programs to a new academic home, as these actions require EPPC review and some are reported to GA UNC-SO as indicated below.

**Level II Curricular Course and Program Changes**: Delegated authority to EPPC and Academic Council. Level II changes are substantial curricular course and program changes that require approval at the department, college or school, and university levels including Undergraduate Curriculum/Graduate Curriculum Committee, Graduate Council, and EPPC review prior to Senate review and approval by Academic Council. They require no approval by the Chancellor or by GA UNC-SO.

1. Moving a degree, or certificate, concentration, or minor program to a new academic home
2. Proposing an integrated accelerated degree program
3. Proposing a new concentration in an existing degree program
4. Proposing a new minor
5. Moving a minor or concentration to a new academic home
**Level III Program Changes: Require Chancellor Approval**

Level III changes are also substantial program changes or proposals that require approval at the department, college/school, and university levels; Chancellor approval; and GA-UNC-SO and/or SACSCOC approvals or notifications.

EPPC campus review; additional and GA-UNC-SO and/or SACSCOC approvals or notifications

1. Discontinuing an existing degree or certificate program
2. Proposing a new certificate program
3. Proposing a new degree program (two-phase process: planning and establishing)
4. Revising an existing degree or certificate title
5. Consolidating two or more existing degrees
6. Proposing a new delivery mode for an existing degree
7. Revising Increasing/decreasing degree or certificate credit hours
8. Changing a degree designation (e.g., MA to MS)

GA and/or SACSCOC approvals or notifications only (no UCC, GCC, or EPPC review required)

1. Revising a CIP code for an existing degree or certificate program
2. Discontinuing an existing teacher licensure area

C. New Degree Program Development Approval Process

Program development includes creation of new academic degree programs, minors, certificates, and new concentrations within existing degree programs, as well as requesting degree title and/or CIP code changes, and moving or discontinuing programs.

**Proposed programs must be approved for inclusion on the ECU Academic Program Plan through the Request for Inclusion process and, by special circumstance, through the Academic Council in consultation with the Educational Policies and Planning Committee. All program proposals accepted on the plan** Program proposals on the ECU Academic Program Plan will be presented in a campus-wide forums, with opportunities for questions and written feedback concerning inclusion. All new Requests to Plan undergo a rigorous, thorough campus-wide vetting process and are submitted in accordance with UNC-SO policies and procedures. New degree programs follow Level III processes/actions. Curriculum development, as part of new degree program development, will follow Level I vetting processes. New degree programs may not be advertised until ECU receives UNC BOG approval.

1. New Degree Programs

   must include a list of all UNC and private in-state institutions that offer the same or a similar degree. Program planners are expected to contact those institutions regarding their experience with program productivity (applicants student demand, majors, job market, placement, etc.). Further, program planners are expected to identify opportunities for collaboration with institutions offering related degrees and discuss what steps have or will be taken to actively pursue those opportunities where appropriate and advantageous. To facilitate this portion of the planning process, the UNC-GA UNC-SO Division of Academic Affairs provides a link to the UNC Academic Program Inventory and a link to program inventories for other in-state institutions. In addition, proposals must include the Classification of Instructional Programs (CIP) code under which the proposed program is to be classified. Faculty should allow ample time for review of proposals at all levels.

The approval process to plan or establish new undergraduate or graduate degree programs involves two-three distinct phases:
Phase I: Planning (UNC Request to Plan) a New Degree Program
Phase II: Development (UNC Request to Establish; curriculum development) a New Academic Degree Program
New Degree Program Curriculum Development

The Request to Plan, which contains questions of full campus concern, will undergo the full Level III campus review. Once GA approves the plan, ECU has four months to submit the Request to Establish. The Request to Establish updates the Request to Plan, as well as curriculum and other materials that are the purview of unit faculty for administering the program. The Request to Establish will be approved through the appropriate academic units, the APD Collaborative Team, (an advisory body). Curriculum development, as part of new degree program development, will follow Level II vetting processes.

2. Process Completion
The proposing academic unit, Institutional Academic Planning and Accreditation, and the Office of the Registrar will collaborate to ensure that all approved actions are communicated to the campus community, as well as to GA UNC-SO and SACSCOC as required.

D. Academic Program Review
Every academic program that is not accredited by a specialized accrediting agency is required to be reviewed as part of a seven-year unit program evaluation. The unit Academic Program Review will be conducted according to the Academic Program Review Guidelines. Changes to these guidelines need to be approved by the Educational Policies and Planning Committee and the Faculty Senate. The unit Academic Program Review shall be used in the development of the unit’s operational and strategic plans.

Faculty Senate Resolution #12-50, March 2012
Faculty Senate Resolution #15-63, May 2015

Faculty Senate Resolution #14-62, May 2014
Faculty Senate Resolution #17-13, March 2017

Resolution #18-23
Approved by the Faculty Senate: March 27, 2018
Approved by the Chancellor: April 27, 2018

Revised ECU Faculty Manual, Part X, Section II. Tenure and Promotion Schedule, as follows:

(The revised section would replace the current text located here.)

“Tenure and Promotion Schedule

The timelines designated in these schedules are the normal review cycles for the stated personnel actions. The Chancellor (or designee) may approve an adjustment to these timelines when compelling circumstances, as determined by the Chancellor (or designee), justify a temporary revision. For Promotion and Tenure consideration, the Chancellor (or designee) will adjust the schedule for notifications to faculty candidates when required by unforeseen circumstances, such as a change in the Board of Trustees meeting date normally held in the spring of the academic year.
# Promotion and Tenure Timeline – Spring before Decision Year*

<table>
<thead>
<tr>
<th>Action</th>
<th>9 and 12 Month Faculty Deadline</th>
<th>Time Allotted for Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty member makes a request to the unit administrator to begin the process of consideration for promotion or early conferral of permanent tenure</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Friday in February</td>
<td></td>
</tr>
<tr>
<td>Faculty member submits a list of potential external reviewers to the tenure committee</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Friday in February</td>
<td></td>
</tr>
<tr>
<td>Tenure Committee submits a list of external reviewers to the unit administrator and selects materials to be sent to reviewers</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Friday in March</td>
<td></td>
</tr>
<tr>
<td>Unit administrator sends letter and materials to confirmed external reviewers</td>
<td>Last Friday in April</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>

See endnote below for deadlines affecting 12-month faculty member with prior academic credit**
<table>
<thead>
<tr>
<th>Action</th>
<th>9 and 12 Month Faculty Deadline (AA and HS)</th>
<th>Time Allotted for Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit administrator informs committee of upcoming need for a meeting</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in September</td>
<td></td>
</tr>
<tr>
<td>External reviewers’ reports due</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in September</td>
<td></td>
</tr>
<tr>
<td>Faculty member meets with unit administrator to verify that all</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in September</td>
<td></td>
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<tr>
<td>required documents are in PAD (optional but recommended)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty member turns in PAD to Committee</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Tuesday in September</td>
<td></td>
</tr>
<tr>
<td>Committee recommendation/PAD to unit administrator</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Tuesday in October</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Unit administrator recommendation/PAD to Dean (note: Brody School of</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in December</td>
<td>5 weeks</td>
</tr>
<tr>
<td>Medicine P&amp;T Committee reviews &amp; makes recommendation to BSOM Dean)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean recommendation/PAD to VCAA or VCHS</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in February</td>
<td>6 weeks</td>
</tr>
<tr>
<td>VC decision/PAD to Chancellor</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Tuesday in March</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>
### Reappointment of Probationary-Term Faculty Members Timeline*

<table>
<thead>
<tr>
<th>Action</th>
<th>9 Month Faculty Deadline</th>
<th>12 Month Faculty Deadline</th>
<th>Approx. Time Allotted for Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAD due to Tenure Committee for reappointment decision</td>
<td>3rd Tuesday in January</td>
<td>4th Tuesday in February</td>
<td></td>
</tr>
<tr>
<td>Committee recommendation to unit administrator</td>
<td>2nd Tuesday in February</td>
<td>3rd Tuesday in March</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Unit administrator recommendation to Dean (if applicable)</td>
<td>1st Tuesday in March</td>
<td>2nd Tuesday in April</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Dean recommendation to VCAA or VCHS</td>
<td>Last Tuesday in March</td>
<td>1st Tuesday in May</td>
<td>3 weeks</td>
</tr>
<tr>
<td>VCAA or VCHS decision</td>
<td>Last Tuesday in April</td>
<td>1st Tuesday in June</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>

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### Reappointment of Probationary-Term Faculty Members in 2nd Year of Employment With Credit for Prior Academic Service Timeline*

<table>
<thead>
<tr>
<th>Action</th>
<th>Time Allotted for Decision</th>
<th>12 Month Faculty Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAD due to Tenure Committee</td>
<td>1st Tuesday in September</td>
<td>1st Tuesday in April</td>
</tr>
<tr>
<td>Committee recommendation to unit</td>
<td>1st Tuesday in October</td>
<td>1st Tuesday in May</td>
</tr>
</tbody>
</table>

Note: Dates are subject to slight variations each year.
<table>
<thead>
<tr>
<th>Action</th>
<th>9 and 12 Month Faculty Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit administrator provides the Tenure Committee with the candidate's current annual report, copies of the candidate’s previous and current annual evaluations and previous progress toward tenure letters, and a draft of the new Progress Toward Tenure letter written by the unit administrator</td>
<td>3rd Friday in April</td>
</tr>
<tr>
<td>Tenure Committee meets with the unit administrator to review the cumulative record of a candidate’s progress and finalize the Progress Toward Tenure letter</td>
<td>4th Friday in April</td>
</tr>
<tr>
<td>Delivery of PTT letter and meeting that includes the faculty member, representative of the Tenure Committee and unit administrator to discuss the letter</td>
<td>End of the Spring Semester</td>
</tr>
</tbody>
</table>

**Subsequent Appointment of Fixed-Term Faculty Members Timeline – Spring of Decision Year**

<table>
<thead>
<tr>
<th>Action</th>
<th>9 and 12 Month Faculty Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed-term faculty members request consideration of a subsequent appointment and submit portfolio required by unit code</td>
<td>No later than 75 calendar days before term expires</td>
</tr>
<tr>
<td>Committee and unit administrator notify fixed-term faculty member in writing of subsequent appointment recommendation</td>
<td>No later than 45 days before term expires</td>
</tr>
</tbody>
</table>
*Faculty candidate will be notified of the recommendation or decision, as appropriate, in writing within one week at each decision point.

**For 12-month Assistant Professor with 1 year of prior academic credit, in the fourth year of appointment, external reviewer list is due to Tenure Committee on the 2nd Tuesday in April; Tenure Committee’s final list of external peer reviewers is due to unit administrator on 4th Tuesday in April; unit administrator will send letters and selected materials to reviewers by the 3rd Thursday in May."

(FS Resolution #12-68, April 2012)

Resolution #18-24
Approved by the Faculty Senate: March 27, 2018
Approved by the Chancellor: individual approval dates noted below

Revised Unit Codes of Operation: Department of Health Education and Promotion (6-22-18), Department of Human Development and Family Sciences (6-5-18), Department of Interior Design and Merchandising (7-9-18), Department of Kinesiology (6-19-18), Department of Recreation and Leisure Studies (6-22-18), School of Social Work (6-19-18), and Department of Geography, Planning and Environment (6-5-18)

Resolution #18-25
Approved by the Faculty Senate: March 27, 2018
Approved by the Chancellor: April 27, 2018

Addition to the University Undergraduate Catalog, Admission Requirements Relating to Applicants Who May Require Special Consideration or Exceptions to Policies, as follows:

(Addition is noted in bold text.)

“General Information
East Carolina University is an equal educational opportunity institution; and, in keeping with this policy, the university makes no distinction in the admission of students, or in any other of its activities, on the basis of race, color, gender, sexual orientation, creed, disability, age, or national origin. All students who are seeking college credit, whether or not they are working toward a degree, must gain admission to the university. Unless otherwise specified, undergraduate students are admitted to the university by the director of admissions. The completed application, with required evidence of eligibility, should be submitted to the Office of Undergraduate Admissions by the posted application deadline. Applicants should contact the Office of Undergraduate Admissions to determine deadline dates for each academic term. Visit www.ecu.edu/admissions.

- Admission to the university does not guarantee admission to individual programs. Individual program admission requirements are described in the specific academic sections.
- Post-baccalaureate students seeking a second undergraduate degree should apply to the Office of Undergraduate Admissions.
• Post-baccalaureate students seeking teacher licensure should apply to the Office of Undergraduate Admissions.

• Post-baccalaureate students seeking a graduate degree or nondegree credit only should apply to the Graduate School. This includes students with four year degrees who want to take undergraduate courses as prerequisites to graduate admission application.

The university seeks to admit undergraduate students who show evidence of being able to succeed in and benefit from academic programs of the rigor offered. The admission decision is based on those criteria indicative of performance and potential as listed below. The chancellor or his designee may admit students whose special talents indicate success in programs requiring those talents. In addition to the above, the Board of Trustees has authorized the Admissions and Retention Policies Committee, at its discretion, to require a personal interview and/or any test deemed advisable.

Prior to enrollment, admitted students must submit a satisfactory health certificate to Student Health Services.

Applicants who have registered in other colleges, universities, or technical institutes (whether or not they earned credit or wish to transfer credit) are required to submit official transcripts of all previous college attendance to the Office of Undergraduate Admissions prior to admission.

All official records must be forwarded from the institution previously attended and must be on file in the admissions office before a student can be admitted. Falsification of the application or any academic records will result in dismissal from East Carolina University.

Transcripts will be evaluated on the basis of East Carolina University requirements, not those of any institutions previously attended. If a transfer student meets admission requirements, full credit will be awarded for all transfer courses passed with a grade of C (2.0) or better and for which East Carolina University has equivalent courses. To have a transcript evaluated, the student must have on file in the Office of Undergraduate Admissions an application for undergraduate admission, the $75 application fee, and an official transcript from each school previously attended.

Any record submitted for evaluation may be totally or partially disallowed according to East Carolina University policies and regional accrediting association regulations. East Carolina University routinely accepts credit from institutions accredited by regional accrediting associations. Validating examinations may be required in any or all subjects and will be required for work completed at institutions not accredited by regional associations, if the student wishes to establish such credit. All transfer students must earn a minimum of one-half the hours of credit required for graduation through enrollment in a regionally accredited senior college; a minimum of 30 semester hours and one-half of the hours in the major must be completed through enrollment at ECU.

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 the earning of transferable credit. Freshmen 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, below.) Limits on the number of semester hours of credit earned by special examination may be imposed by schools or departments. Credit earned by examination may not be used to reduce minimum residency requirements.
Grades transferred from another institution are not considered in computing the GPA at East Carolina University, except in the case of seniors graduating with degrees with distinction.

Admission Requirements

Freshmen
Admission requirements for freshmen are listed below:
1. Official certificate of graduation (or its equivalent) from an accredited secondary school and a satisfactory scholastic record.
2. Fifteen acceptable units of secondary school credit, including in English, four course units emphasizing grammar, composition, and literature; in mathematics, four course units including algebra I, algebra II, geometry and a higher level mathematics course for which algebra II is a prerequisite (fourth unit of mathematics is required of students graduating high school in 2006 and later); in science, three course units, including at least one unit in a life or biological science (for example, biology), at least one unit in a physical science (for example, physical science, chemistry, physics), and at least one other laboratory science course; in foreign language, two course units in same language (two units in foreign language are required of students graduating high school in 2004 and later); and in social studies, two course units, including one unit in US history.

East Carolina University recommends that prospective students complete at least one course unit in the arts. Admission to the university does not guarantee admission to individual programs; individual program admission requirements are described in the specific academic sections.
3. Satisfactory scores on the Scholastic Aptitude Test (www.collegeboard.com) or American College Test (www.act.org). Registration forms for either of these examinations are available online and at individual high schools. Official scores must be sent to the ECU Office of Undergraduate Admissions to be eligible to be considered for admission to the institution.
4. A nondeductible, nonrefundable application fee of $75.

Transfer Students

General Transfer
General admission requirements for transfer students are listed below:
1. Official transcript(s) from each regionally accredited college, technical institute, or university previously attended showing the following:
   a. A 2.5 grade point average (GPA) on all transferable hours attempted. (Admission to programs in some professional schools may require a GPA which is higher than that required by the university.) A minimum of 24 transferable semester hours is required for transfer consideration which must include the equivalent college credit hours for ENGL 1100.
   b. Honorable dismissal and eligibility to return to the college or university at which last matriculated. (Attendance only at summer school does not apply.)
   c. Students who will be 21 years old at the time they propose to enroll may submit their application for transfer admission, with 24 or more transferable hours from a regionally accredited institution are not required to provide a high school transcript or general educational development tests (GED) certificate.
2. Nondeductible, nonrefundable application fee of $75.

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 also meet the University of North Carolina subject matter admission requirements by completing high school courses as stated above, or by completing 24 or more transferable credit hours.

**Applicants Who May Require Special Consideration or Exceptions to Policies**

All students interested in enrollment as an undergraduate must complete an application for admission. Each application is considered individually based upon a combination of a student’s previous academic work, test scores, essays, and other personal statements. However, students who feel special circumstances should be considered during this review may request a holistic review. The intent of this policy is to offer students the opportunity to present evidence of demonstrable promise of academic success at ECU. The review will consider all information supplied by the applicant with emphasis placed on, but not limited to: high school grade point average trends, college grade point average, rigor of course work, duration or time away from high school or college, and other information the applicant considers critical to the review of their application. For example: A transfer student with an overall GPA including all previous work below the ECU minimum of 2.5, but who has successfully earned a 3.0 over the course of their last 24 credit hours might be offered admission through the holistic review process. As another example: A high school senior who does not meet the UNC minimum admission requirements but who has a demonstrated artistic talent might be offered admission through the holistic review process. Freshman applicants requesting a holistic review should contact the Office of Undergraduate Admissions at admis@ecu.edu; transfer applicants requesting a holistic review should contact the Office of Undergraduate Admissions at transfer@ecu.edu.

**Freshmen applicants**

Any applicant for undergraduate admission as a freshmen who does not meet the UNC Minimum Requirements for first-time Undergraduate Admission Minimum Course Requirements (MCR) or the Minimum Admission Requirements (MAR) may request a holistic review through the Office of Undergraduate Admission. (International applicants should consult with the Office of Global Affairs.) (Link to UNC Admission Requirements: https://www.northcarolina.edu/prospective-students/minimum-admission-requirements) Students who do not meet the UNC System MAR requirements will be considered as Chancellor’s Exceptions. Freshman applicants requesting a holistic review should contact the Office of Undergraduate Admissions at admis@ecu.edu.

**Transfer applicants**

Any applicant for undergraduate admission as a transfer who does not meet ECU’s transfer requirements may request a holistic review through the Office of Undergraduate Admissions. (International applicants should consult with the Office of Global Affairs.) Transfer applicants requesting a holistic review should contact the Office of Undergraduate Admissions at transfer@ecu.edu.

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.”
Resolution on the Status of Faculty Salaries for the Divisions of Academic Affairs and Health Sciences at ECU, as follows:

Whereas, a review of College and University Personnel Association (CUPA) reports generated by IPAR for the 2016-17 academic year display evidence of salary compression/inversion, particularly between the ranks of assistant and associate professor across ECU; and

Whereas, the blunt instrument of a CUPA report does not display evidence on an individual level, but merely displays trends in units; and

Whereas, IPAR representatives have stated that a new salary study is scheduled for the 2018-2019 academic year for the Division of Academic Affairs and in the following year for the Division of Health Sciences; and

Whereas, salary issues create demoralization among the faculty, especially where senior faculty make less than junior faculty, affecting productivity and risking the loss of qualified faculty to institutions in other states.

Therefore Be It Resolved, that the Faculty Senate recommends the Chancellor:

1. Add a Faculty Welfare Committee representative to the task force being established to develop salary predictors used in generating data for future faculty salary studies;
2. Support the efforts of the taskforce in both the data analysis and the methods by which the data is presented, including but not limited to, the use of established benchmark expectations for faculty salaries involving years of experience and rank;
3. Encourage public presentations on information gathered upon completion of each Division’s faculty salary study;
4. Instruct IPAR to provide academic unit heads the faculty salary data on faculty in their units who fall below the salary predictors, taking into account annual performance reviews, rank, and years of experience;
5. Encourage academic unit heads to provide respective Vice Chancellors with recommendations for faculty salary adjustments in accordance with data collected from the faculty salary studies;
6. Ensure that salary compensation will be a financial priority in the 2020-2021 ECU budget for those identified in the faculty salary studies who fall below the salary predictors.

Resolution #18-27
Approved by the Faculty Senate: April 24, 2018
Approved by the Chancellor: not applicable

Commendation for Dr. Phyllis N. Horns, Vice Chancellor for the Health Sciences Division (2009 - July 2018)

WHEREAS, Vice Chancellor Phyllis Horns has served as Vice Chancellor of the Health Sciences Division at East Carolina University from 2009 - July 2018, and is the only nurse in the nation serving in the distinguished role as Vice Chancellor of a Health Sciences Division; and
WHEREAS, Vice Chancellor Phyllis Horns during her tenure, led the expansion of the Division of Health Sciences to include the School of Dental Medicine and its eight community service learning centers across the state, the East Carolina Heart Institute, the Health Sciences Student Center, and the Family Medicine and Monk Geriatric Centers building.

WHEREAS, Vice Chancellor Phyllis Horns played a key role in planning integration of ECU Physicians and Vidant Medical Group, and spearheaded efforts to expand ECU’s Department of Public Health into a School of Public Health.

WHEREAS, Vice Chancellor Phyllis Horns served also as Interim Vice Chancellor for the Health Sciences Division from 2001-2002 and again in 2006 until her permanent appointment in 2009; and

WHEREAS, Vice Chancellor Phyllis Horns also served as Interim Dean of the Brody School of Medicine; and

WHEREAS, Vice Chancellor Phyllis Horns served as Dean of the School of Nursing from 1990-2006, and under her leadership, the school became a college, launched the doctoral program in nursing, MSN options in Nurse Midwifery, Nurse Anesthesia, Nursing Education and Neonatal Nurse Practitioner, doubled enrollment in both undergraduate and graduate programs, piloted the first Blackboard course offered at East Carolina University, became a national leader in technology integration through simulation and on-line programming; and

WHEREAS, Vice Chancellor Phyllis Horns, with the opening of the new Health Sciences Building in 2006 brought all the health sciences schools together on the west campus; and

WHEREAS, Vice Chancellor Phyllis Horns has provided oversight and recruited top-notch administrators, faculty, staff, and students for almost a decade to the division, which comprises the College of Nursing, Brody School of Medicine, the School of Dental Medicine, the College of Allied Health Sciences, the North Carolina Agromedicine Institute, the East Carolina Heart Institute, the East Carolina Diabetes and Obesity Institute and William E. Laupus Health Sciences Library; and

WHEREAS, Vice Chancellor Phyllis Horns has provided vision for and support of interprofessional education and research enabling ECU to have among the greatest number of faculty members with interprofessional education implementation and research expertise in the nation; and

WHEREAS, Vice Chancellor Phyllis Horns is to be commended for her effective communication, collaborative spirit, and protection of the faculty role in governance as she sought to utilize the talents of administrators, faculty, staff, and students in the most productive way at East Carolina University; and

WHEREAS, Vice Chancellor Phyllis Horns has provided advocacy and support for the faculty throughout the university, and the UNC system as she instrumentally sought and transformed the Health Sciences Division into a collaborative health center and served as role model and mentor to women leaders on campus.

THEREFORE, BE IT RESOLVED, that we the members of East Carolina University’s Faculty Senate, hereby express our greatest appreciation and accolades to Vice Chancellor Phyllis Horns, for her exemplary and visionary leadership by embracing countless innovative changes in transforming the health of citizens in our region and preparing the next generation of highly qualified health professionals; while at the same time, since her return to ECU in 1988, she has continued to support and be respectful of the Faculty Senate and the entire faculty of East Carolina University.
Resolution #18-28  
Approved by the Faculty Senate: April 24, 2018  
Approved by the Chancellor: not applicable

Commendation for Dr. John W. Stiller, Chair of the Faculty, (2015-2018)

WHEREAS, Professor John Stiller has, as Chair of the ECU Faculty, faithfully served three terms, analogous to only five other elected chairs out of thirty since 1965; and
WHEREAS, Professor John Stiller has consistently fostered an atmosphere of trust and collegiality among and between peers, ensuring all points of view found a hearing; and
WHEREAS, Professor John Stiller has led the faculty in a manner that has been collaborative, optimistic, humble, cheerful, occasionally self-deprecating, and always with an eye to making a space for all opinions; and
WHEREAS, Professor John Stiller advocated for the faculty voice and secured proper faculty participation in the recent search for ECU’s new Chancellor; and
WHEREAS, Professor John Stiller served on the search committees for the Chancellor, Vice Chancellor for Administration and Finance, and the Vice Chancellor for Research, Economic Development and Engagement; and
WHEREAS, Professor John Stiller presided as Chair while facilitating the significant revision of Parts VI, VIII, IX, and XII of the *ECU Faculty Manual*, in particular spearheading the revision of Part XII concerning the grievance committee structure; and
WHEREAS, Professor John Stiller provided stout leadership in addressing ongoing issues of gender and salary equity; and
WHEREAS, Professor John Stiller provided strong faculty leadership as the university adopted significant new technologies, including Curriculog, Faculty 180, and Blue; and
WHEREAS, Professor John Stiller promoted the development of the Ombudsman Office in an effort to promote the resolution of conflicts among ECU colleagues; and
WHEREAS, Professor John Stiller, a former honoree of the ECU Scholar-Teacher Award in 2008, Board of Governors Distinguished Professor for Teaching Award in 2010 and Board of Governors Award for Excellence in Teaching Award in 2013 has worked to enhance teaching across campus while serving as Chair of the Faculty; and
WHEREAS, Professor John Stiller supported the Staff Senate’s effort to strengthen its parliamentary procedures and voice in the operation of the university and promoted communications between it and the Faculty Senate; and
WHEREAS, Professor John Stiller assisted the College of Health and Human Performance in reconstituting their academic unit and governance procedures through the development of a provisional unit code and later individual departmental unit codes of operation; and
WHEREAS, Professor John Stiller effectively advocated for shared governance with the Board of Trustees, the Academic Council, Deans and Directors, and constituents across campus.

THEREFORE BE IT RESOLVED that Professor John Stiller is commended by this body for his exceptional leadership of the faculty of East Carolina University.

BE IT FURTHER RESOLVED, that we, the members of East Carolina University’s Faculty Senate, hereby express our profound respect and admiration for Professor John Stiller, that we recognize his significant contributions to improving the university at multiple levels, and that we express our gratitude for the efforts he has made on behalf of all parts of the university and its long tradition of shared governance.
Resolution on Gun Violence  (Supporting data in following appendix)

The faculty at ECU - in response to the epidemic of school shootings and in solidarity with the national student movement against gun violence - assert the following:

Whereas, firearms are a significant cause of injury-related deaths in the United States and billions of dollars of medical costs are incurred annually; and

Whereas, perpetrators have relied upon semi-automatic weapons for mass shootings upon unarmed populations; and

Whereas, legislation in Florida and at the national level has been proposed to deal with gun violence through arming classroom instructors.

Therefore Be It Resolved, that the Faculty Senate recommends the Chancellor, on behalf of ECU:

1. Condemn any proposals to resolve gun violence by means of proliferation of weapons on campus through arming instructors, students, staff, and/or any employee or student who does not carry a weapon as part of her/his position;

2. Prioritize funding for the appropriate curricular programming for educational professionals, healthcare providers and counselors to educate patients and families on gun safety;

3. Propose to the Board of Governors and the General Assembly ongoing funding and support for research on gun violence as a public health crisis.

4. Propose to the Board of Governors and the General Assembly:
   a. that in light of school shootings, current systems, equipment, and facilities be reviewed by a group of qualified experts to identify where improvements can be made to increase safety and security for students, staff, and faculty.
   b. that funds be made available in the budget to implement the additional safety and security measures identified.
   c. that the plan of action to implement these safety and security measures be shared with the campus communities.

Appendix to Resolution on Gun Violence


2. A recent study from Health Affairs shows firearms are the third leading cause of injury-related deaths in the United States, having killed 36,252 people in 2015 alone and that firearms also levy a $2.9 billion dollar burden on hospitals annually.

3. Statistics indicate that perpetrators are increasingly using semi-automatic weapons on an unarmed populace. After the 2004 expiration of the Assault Weapons Ban, gun massacres (defined as 6+ deaths) rose 183% and massacre deaths rose 239%.


Other sources:


Resolution #18-30
Approved by the Faculty Senate: April 24, 2018
Received by the Chancellor: May 25, 2018

Formal faculty advice on curriculum and academic matters acted on and recorded in the Graduate Council’s April 9, 2018 minutes, including curriculum action items (GC 18-7, and GC 18-9) within the Graduate Curriculum Committee meeting minutes from February 28, 2018, March 14, 2018, and March 21, 2018 which included level 2 and level 3 programmatic actions that were forwarded to the Educational Policies and Planning Committee (EPPC), and included a Memorandum of Request to discontinue the Business Foundations Certificate (level 3) in the College of Business, and a proposal of a New Certificate: Leadership in Organizations (level 3) in the Department of Management Information Systems within the College of Business; a revision of an Existing Degree: Elementary Education, MAED (Level 2) in the Department of Elementary Education and Middle Grades Education within the College of Education.

Resolution #18-31
Approved by the Faculty Senate: April 24, 2018
Approved by the Chancellor: May 25, 2018

Curriculum and academic matters acted on and recorded in the General Education and Instructional Effectiveness Committee’s March 19, 2018 meeting minutes including Global Diversity credit for PSYC 3314 Psychology of Religion; Natural Science credit for GEOL 1400 Bay & Beaches Around the World: Geological Form & Function (3 credits), GEOL 1551 Oceanography Lab (one credit) and maintaining Natural Science credit for GEOL 1550 Oceanography (after reducing from 4 to 3 credits) and GEOL 1700 Environmental Geology (after reducing from 4 to 3 credits).
Recommendation to Faculty Governance Committee to consider changes to the *ECU Faculty Manual*, Part VIII, Section I.III Annual Evaluation, 1. Teaching, as follows:

Consider replacing Faculty Manual Part VIII Section I.III Annual Evaluation, 1. Teaching that states:

“1. Teaching
Teaching is the primary function of the university. Teaching may include classroom and laboratory instruction, student advising, mentoring student research, and other pedagogical activities. Teaching must be evaluated using multiple methods selected from the list below:

a. review by the unit administrator and/or peers of course materials such as syllabi, reading lists, teaching outlines, audiovisual materials, student manuals, student assignments and examinations, and/or other materials prepared for or relevant to teaching.
b. samples of student work on assignments, projects, papers, juries or other examples of student achievement.
c. formal methods of peer review, detailed in Faculty Senate resolution #17-61. The peer review instrument for face-to-face courses is provided in Faculty Senate resolution #16-60. The peer review instrument for online courses is provided in Faculty Senate resolution #11-53.
d. direct observation of teaching by the unit administrator.
e. review of data from the Student Perception of Teaching Survey (SOIS). The data from SOIS is qualitative data and is not designed to serve the purpose of a measurement instrument. Therefore, SOIS data may not be converted into a numerical score to be used in faculty evaluation.
f. other procedures provided for in unit codes. (FS Resolution #12-76, July 2012)”

With the following:

“Teaching
Teaching is the primary function of the university. Teaching includes classroom and laboratory instruction, online instruction, other forms of distance education, service learning, student advising, mentoring student research, and other pedagogical activities.

In addition to procedures required by the faculty member’s unit code. (FS Resolution #12-76, July 2012), teaching shall be evaluated using information from multiple sources, including any of the following that were accomplished during the period under review:

Instruction
The evaluation of a faculty member’s instructional activities shall take into account these core factors:

1. Syllabus, including the course description, learning outcomes when determined by the instructor, and course requirements.
2. Student assignments and examinations, and/or other materials prepared for or relevant to teaching.
3. All other new or revised course materials, such as help sheets (handouts), study guides, reading lists, audiovisual materials, student manuals and the like.
4. Examples of student work, such as tests, exams, quizzes, assignments, projects, papers, juries or other examples of student achievement.
5. Course grade distribution.
6. Changes made to course content and pedagogy to promote student success.

Workload
The evaluation of a faculty member’s instructional activities shall take into account these factors:
1. Courses taught by term with numbers of students taught.
2. Numbers of undergraduate, master’s, pre- and post-doctoral students, and visiting scholars advised academically and supervised clinically.
3. Number of Masters Theses and doctoral dissertations directed.
4. Number of Honors research projects supervised.
5. Number of Honors courses taught.
6. Number of memberships on doctoral dissertation and master’s and honors research committees.
7. Number of undergraduate research projects supervised.
8. Number of Directed Readings and Independent Studies courses taught.

Student, Peer and Unit Administrator Review
The evaluation of the faculty member’s instructional activities will take into account, where required or provided by the faculty member:
1. Results of formal assessment by the instructor or the unit’s assessment committee of student achievement of course-specific learning outcomes, where required by the unit code or submitted by the faculty member.
2. Results of formal assessment by the faculty member or the unit’s assessment committee of student achievement of program-specific learning outcomes, where required by the unit code or submitted by the faculty member.
3. Student evaluations of the course and instructor.
4. The results of formal peer review, formal peer review, as detailed in Faculty Senate resolution #17-61, where required.
5. Direct observation of teaching (face-to-face or online) by the unit administrator.
6. Written communications to the unit administrator from one or more student (with instructor’s responses if the instructor choose to provide responses).
7. Number and type of face-to-face or online teaching or related workshops attended.

Impact of scholarly activity on improving the quality of instruction at ECU or elsewhere
The evaluation of the faculty member’s instructional activities shall take into account, when available:
1. Awards and honors recognizing excellence in teaching.
2. Grants to support instructional activities and programs; if collaborative, the faculty member’s distinctive contribution is described.
3. Recognition by professional organizations for leadership in educational endeavors (e.g., serving as a training grant reviewer for state and federal agencies), leadership in major educational bodies (e.g., National League for Nursing), invitations to serve and active participation in education-focused conferences for state and national organizations.
4. Teaching workshops presented.
5. Publication of scholarly articles addressing course content or pedagogy.
6. State, Regional or National leadership roles related to education.
7. Invitations from other institutions to serve as lecturer, visiting professor, or education consultant.
8. Continuing education courses taught.
9. Evidence of leadership and scholarly engagement in the development of course content and pedagogy of face-to-face courses.
10. Evidence of leadership and scholarly engagement in the development and delivers of online education.
11. Scholarly reputations of journals and publishers of the candidate's teaching publications.
12. Evidence that contributions to teaching are being adopted or are affecting teaching.
13. Programs at other institutions or other end-users.
14. Evidence of impact on the professional careers of others (e.g., former students, junior faculty, colleagues).

Resolution #18-33
Approved by the Faculty Senate: April 24, 2018
Approved by the Chancellor: May 25, 2018

Curriculum and academic matters acted on and recorded in the Undergraduate Curriculum Committee's March 22, 2018 meeting minutes including curricular actions within the Colleges of Health and Human Performance, Allied Health Sciences and Arts and Sciences and Departments of Mathematics, Foreign Languages and Literatures and History.

Resolution #18-34
Approved by the Faculty Senate: April 24, 2018
Approved by the Chancellor: May 25, 2018

The following resolutions are approved pending edits:
Faculty Senate Resolution 18-34
Revisions to the University Undergraduate Catalog relating to Multidisciplinary Minors.

The Provost will meet with interested parties to discuss edits that need to be made.

NOTE: Current 2019-2020 Undergraduate Curriculum Catalog includes the following text:
“The multidisciplinary minor, designed for students who have interests not met by existing minors, requires 18-24 s.h., 9 s.h. of which must be above 2999. The theme-focused minor must comprise courses from a minimum of three disciplines and must not reproduce existing disciplinary or other multidisciplinary minors. Courses must exclude the student’s major. A declared major who is interested in the multidisciplinary minor and who has completed a minimum of 30 s.h. can discuss with his or her advisor the theme around which the minor will be developed and must submit a written plan to the faculty member assigned by the student’s major department to oversee the multidisciplinary minor and to that department’s chair. (Please note that the Multidisciplinary Studies director is not involved with this minor.) Criteria for the plan include thematic unity and coherence and clarity of educational objectives. The student will complete the course of study under the supervision of his or her advisor.”

Revisions to the University Undergraduate Catalog relating to Multidisciplinary Minors.

In the effort to help ECU students finish in four years, below are proposed revisions to the policy relating to multidisciplinary minor located in the University Undergraduate Catalog. With the large number of students pursuing but not gaining admission to professional programs, there are significant
number of students who must pivot to a new degree program, many of which require a minor. The pattern of courses that receive approval as a coherent minor must be approved by the chair or faculty designee in the degree-granting program, so that is the check on rigor, both before and after a student has reached 80 hours. The current structure places trust in the judgment of these people before 80 hours, but registers suspicion after 80 hours. This seems to place an arbitrary block in the pathway to graduation since it will often be students past the mid-point of their studies that most need a minor like this. Some units will choose to create standard formal structures for one or more MULT minors, while others will examine student transcripts on a case-by-case basis. None of that seems to hinge on pre- or post-80 hours. 

(Additions noted in bold print and deletions in strikethrough.)

“Multidisciplinary Minor
The multidisciplinary minor, designed for students who have interests not met by existing minors, requires 18-24 s.h., 9 s.h. of which must be above 2999. The theme-focused minor must normally comprise courses from a minimum of three to five disciplines and must not reproduce existing disciplinary or other multidisciplinary minors. Courses should exclude the student’s major. Courses cannot be double counted between the Multidisciplinary minor and the student's major. A declared major who is interested in the multidisciplinary minor and who has completed a minimum of 30 s.h. can should discuss with his or her advisor the theme around which the minor will be developed and must submit a written plan to the faculty member assigned by the student’s major department to oversee the multidisciplinary minor and to that department’s chair. (Please note that the Multidisciplinary Studies director is not involved with this minor.) Criteria for the plan include thematic unity and coherence and clarity of educational objectives. The plan must be approved before the student has completed 80 s.h. The student will complete the course of study under the supervision of his or her advisor.”

In addition to the catalog revisions, below are two additional recommendations relating to the matter:

Recommend that the Provost designate an academic home to the minor and a program coordinator.

Recommend that the only information that shows on a student's transcript regarding the minor is the multidisciplinary minor, and not a custom title for the minor.

Resolution #18-35
Approved by the Faculty Senate: April 24, 2018
Approved by the Chancellor: June 12, 2018

Revised Academic Library Services Unit Code of Operations

Resolution #18-36
Approved by the Faculty Senate: April 24, 2018
Approved by the Chancellor: May 25, 2018

Curriculum and academic matters contained in the Writing Across the Curriculum Committee’s April 9, 2018 meeting minutes including writing intensive designation (WI) for NUTR 3700: Nutrition
Science and notification of continued WI designation for ART 2123 (after increasing credit hours from 1 to 3).

Resolution #18-37
Approved by the Faculty Senate: April 24, 2018
Approved by the Chancellor: July 2, 2018

Proposal to create a new Department of Coastal Studies Code Unit and a proposed Provisional Code for the Department of Coastal Studies within the Division of Academic Affairs, as follows:

**Proposed Provisional Code for the Department of Coastal Studies**

East Carolina University aspires to be a national model for student success, public service, and regional transformation. A dynamic area where East Carolina University is accomplishing these goals is focused on coastal and marine issues, including work on North Carolina’s complex coastal system, consisting of the coastal plain, sounds, seashores, and barrier islands. Following the recommendation of the Coastal Strategic Planning Committee to consolidate East Carolina University’s many coastal and marine initiatives (e.g., Institutes, Centers, degrees, etc.) into a single fully vested academic and research-oriented unit that reaches across both campuses of the University, the coastal field station, and the University’s partner Institutions, the provost appointed a Code Unit Proposal Committee to create a new code for the suggested unit. The proposed coded unit powered by the talent that already exists at East Carolina University is a logical candidate to be designated a “mission-focused academic area of distinction,” for East Carolina University as described in the University of North Carolina Strategic Plan (January 2017). The coded unit would advance science and provide solutions to North Carolina’s coastal and marine issues by integrating the expertise of scientific leaders across disciplines focused on coastal science and policy.

The creation of a new coded unit will initiate the process of dissolving the Institute for Coastal Science and Policy (ICSP). The new coastal unit will not be simply populated with current ICSP faculty. Rather, an application process for acceptance into the new unit will be implemented and open to all faculty at East Carolina University with coastal research interests. This will provide faculty with the opportunity to be a part of a new unit with a wide range of faculty expertise (e.g., different disciplines and ranks) as a basis for a multidisciplinary and transdisciplinary research enterprise. Faculty incorporation into the new unit should allow for current ECU faculty to select a 100%, 51% or 49% appointment in the unit (all newly hired faculty will be 100% appointed within the unit) and to either be in Wanchese or Greenville, given space availability and constraints. It is anticipated that the number of selected applicants will be similar to the current number of ICSP faculty (i.e., ~14).

Resolution #18-38
Approved by the Faculty Senate: April 24, 2018
Approved by the Chancellor: May 25, 2018 (with edits see note below)

**NOTE:** as of August 2019, the Departments of Biostatistics and Health Services and Information Management remain within the College of Allied Health Sciences and the Department of Public Health remains within the School of Medicine. Minor edits required for the proposed Public Health
provisional code were never made. In addition, minor edits to the Department of Health Education and Promotion provisional code were never made and the Department’s original unit code was revised and approved by the Chancellor on June 22, 2018 (FS Resolution #18-24)

Below are the edits required by the Chancellor as of May 25, 2018:

Provisional Code for the Reorganized Department of Public Health
In the “Enabling” paragraph, first line, either change the effective date to August 15, 2020 (from 2010), or omit the parenthetical statement entirely.

Provisional Code for the Reorganized Department of Health Education and Promotion
Page 1 Section II.A.—Change the reference in the last sentence to subsection E of this provisional code.
Page 2 Section II.E.—Revise the Faculty Manual reference to “Part VIII” (not VII) and link to Part VIII.
Page 4 Section III.A.2.i.—delete the word “both”
Page 7 Section III.C.2.b.—delete the “s” on the word “monitors”
Page 7 Section III.C.2.h.—add the word “and” after the semi-colon
Page 7 Section III.C.2.i.—delete the word “and” and place a period at the end
Page 7 Section III.D.—delete the word “shall” and delete the colon at the end
Page 21 Section VII.—In the second paragraph, the last sentence, your code refers to the Faculty Manual Part IX and includes a link. Part IX provides detailed voting methods for personnel related committee actions following Robert’s Rules of Order, Newly Revised. You may choose to follow those specific procedures if you prefer, but you may wish to consider alternate provisions, such as, “The faculty voting on the document may determine the method of balloting through approval of an official motion specifying the procedures to be followed. In the event that the university officially adopts a secure and confidential system for online voting, the Department’s voting faculty may elect to use it.” Such alternate language would permit your voting faculty to decide on the appropriate method of balloting depending on the type of document (ex. planning, self-study, accreditation, assessment or other reports) being considered.

Proposal to establish a new School of Rural Public Health and proposed Provisional Codes for the Reorganized Department of Biostatistics, Reorganized Department of Health Education and Promotion, Reorganized Department of Health Services and Information Management, and Reorganized Department of Public Health, as follows:

Proposed Provisional Code for the Reorganized Department of Biostatistics
Proposed Provisional Code for the Reorganized Department of Health Education and Promotion
Proposed Provisional Code for the Reorganized Department of Health Services and Information Management
Proposed Provisional Code for the Reorganized Department of Public Health

Background:
ECU proposes to create a new academic unit, the School of Rural Public Health, within the Division of Health Sciences. This new unit will address multiple domains within the ECU strategic plan.

It is well established that eastern North Carolina has significant health and health care disparities relative to other parts of the state. These disparities are in large part due to the social determinants of health, including poverty, rural residence, racial/ethnic minority status, and limited access to quality health care. There is a critical need to build and sustain the public health infrastructure to address the immediate and long-term health needs of eastern North Carolina and to be actively engaged in the development and implementation of public health policy for our state. While there are several public health programs in North Carolina, there is only one School of Public Health in the state, the Gillings School of Global Public Health at the University of North Carolina at Chapel Hill. It is imperative that ECU establishes a School of Public Health that is consistent with the mission of the ECU Rural Prosperity Initiative and the Division of Health Sciences to identify and eliminate health disparities in eastern North Carolina. This proposal builds on nearly a decade of work by committed administrators, faculty and staff and community members to build this School.

This proposal begins by outlining the purpose, vision and mission of the proposed school. It then identifies steps that will be taken to achieve the mission of the ECU School of Rural Public Health.

Purpose:
To create a School of Rural Public Health at East Carolina University that will serve as the destination program for students interested in developing skills to address the unique public health needs of rural communities.

Vision:
To be a national model for engaging with communities to address regional needs and rural health disparities.

Mission:
To develop public health leaders and to promote the highest level of health and wellness for rural and underserved communities in North Carolina and beyond.

We will accomplish our mission by:
- Using innovative strategies for discovery, dissemination, and translation of knowledge into public health practice and service.
- Generating practical and sustainable solutions to public health challenges utilizing culturally competent engagement with community partners.
- Partnering to conduct community-based and interdisciplinary research to optimize health outcomes and reduce health disparities of the underserved, including rural and military populations.
- Educating and training transformative public health leaders.
- Improving the quality of life for rural and underserved communities through prevention and wellness approaches.
Action Plan:
The missions of the ECU Division of Health Sciences (Brody School of Medicine, School of Dental Medicine, College of Allied Health Sciences, College of Nursing) have long focused on addressing the health needs of eastern North Carolina. The recently launched ECU Rural Health Initiative (http://www.ecu.edu/cs-acad/research/ruralprosperity/) also incorporates a major focus on public health and social determinants of health for rural eastern North Carolina.

The development of the School of Rural Public Health includes preliminary work conducted by the School of Public Health Advisory Council in 2015–2016 and a report compiled by a team of external consultants in 2016 (See Appendix 1 for a list of members of each group. Reports generated from these groups are available upon request). General observations from the consultants include:

- The belief that there is a strong need for a School of Public Health to address the public health needs of eastern North Carolina and complement the work of other Schools in the ECU Division of Health Sciences;
- A recognition that support for the School is strong and widespread across the University and that the School would fit within the mission of ECU;
- The building blocks are currently in place to establish a School through existing departments and Schools that would be accredited by the Council for Education in Public Health (CEPH);
- The need to implement a plan to coordinate these resources, recruit a transformative dean and prepare the School for CEPH accreditation as soon as possible.

In February 2017, the ECU Academic Council appointed a School of Public Health Implementation Committee, co-chaired by Dr. Ronny Bell, Chair of the Department of Public Health, and Dr. Don Chaney, Chair of the Department of Health Education and Promotion (See Appendix 1). The Committee was charged with developing and implementing an aggressive plan to establish a School of Public Health on the Health Sciences Campus at ECU utilizing recommendations from the ECU SPH Advisory Council and the External Advisory Panel.

Based on the recommendation of the School of Public Health Advisory Council and ECU leadership, it was decided that the initial launch of the ECU School of Rural Public Health would include the units and faculty and staff as described in Appendix 2.

1) Academic Programs
   a. The School will continue to offer the existing degrees and certificates within its current units as described in Appendix 2. The School will include the following three academic departments:
      i. Department of Biostatistics including faculty from the CAHS Department of Biostatistics and the DPH Epidemiology concentration;
      ii. Department of Health Education and Promotion including faculty from the CHHP Department of Health Education and Promotion and the DPH Health Behavior concentration; and
      iii. Department of Health Services and Information Management including faculty from the CAHS Department of Health Services and Information Management and DPH Health Administration concentration.
      It is anticipated that each unit will reexamine the name of the Department in order to best reflect the programs and faculty that comprise each unit.
   b. The School will include the Center for Health Disparities which will reside at the School level and whose Director will report to the School Dean.
c. The School will explore additional degrees and certificates consistent with the mission of the School and the accrediting body of the School (Council of Education in Public Health, CEPH) and other accrediting bodies for individual program (AUPHA, CAHME, CAHIIM).

2) Campus Integration

a. The School will establish collaborative relationships with the Brody School of Medicine, the School of Dental Medicine, the College of Allied Health Sciences and the College of Health and Human Performance to develop degree programs and interdisciplinary research, education and service opportunities.

b. The School will offer adjunct and affiliate faculty positions to faculty from the Division of Health Sciences and the Division of Academic Affairs for those whose research, teaching and service align with the mission of the School.

c. The School will establish health initiatives across both campuses to support optimal health for faculty, staff and students.

3) Regional Service

a. The School will facilitate regional transformation through enhanced support for public health agencies and regional coordination of health improvement activities.

b. The School will host events to facilitate improving the health of the region.

c. The School will support the mission of the Division of Health Sciences by improving the health status of citizens in North Carolina.

d. The School will support public health innovation and entrepreneurship activities on the East Carolina Research and Innovation Campus ("millennial campus").

4) Research/Scholarship:

a. The School will take advantage of additional grant opportunities uniquely available to Schools of Public Health.

b. The School will expand basic and applied research and other scholarly activities that advance the knowledge and practice of public health.

c. The School will work with faculty across campus to increase the number of funded research projects and published scholarly research.

d. The School will conduct collaborative and community-based research activities that are focused on addressing health disparities in the region.

e. The research vision/plan for the School will be developed through a Research Group with representation from all departments as well as key research administrators from the Division of Health Sciences.

ECU School of Rural Public Health – Detail

The ECU School of Rural Public Health will operate in a manner that takes full advantage of limited resources and will have an efficient and effective academic management strategy. Appendix 3 outlines the timeline in the creation of the School.

a. The leader: A search for the Founding Dean of the School will begin in Academic Year 2019–2020. This leader will be critical to the School having a successful launch and achieving its goals. Funds will be sought to create an endowed professorship for this position. Additionally, Associate and Assistant Deans will be recruited and/or appointed to develop a strong leadership infrastructure.

b. The staff: The School will actively pursue extensive research, education and service. The School will interact with other colleges across both campuses and will work to engage stakeholders at the local, state and national levels. A highly competent staff, including staffing in the Dean’s suite, is absolutely essential.

c. The faculty: We will draw on faculty primarily appointed in the existing units as well as
adjunct/affiliate faculty from both campuses. The faculty will be leaders in public health research, education and service. Courses and degrees/certificates will be offered online and on campus.
d. The programs: The degree and certificate programs are listed in Appendix 2. These academic offerings are designed to develop public health leaders who are equipped to meet the needs of rural and underserved communities in North Carolina.
e. The curriculum: The School will develop and offer programs of study that are unique, engaging, and experiential and will attract the best students from across the region. The MPH and DrPH programs will officially be housed at the School level. It is expected that other academic programs and all faculty assignments will be in the Departments within the School where promotion, tenure, and annual evaluations are conducted. A School level curriculum committee will be created to oversee curriculum development.
f. Support: Alumni, foundation, state and federal support will be critical to the School’s success. The School administration and faculty must seek and obtain grant funding consistent with the mission of the School. Efforts will be made to organize and facilitate the creation of targeted fundraising initiatives from alumni and philanthropists with the ECU Development Offices, including a naming opportunity for the school. The School will also seek funding for capital expenditures.

SRPH Implementation Team:
As shown in Appendix 1, the School currently benefits from the collective wisdom of an Implementation Team. This team has been meeting since Fall 2017, and will plan to complete a final report at the end of Academic year 2017–2018. Their services will continue as needed after that point, and may also incorporate senior leadership at ECU, who have been kept informed about the process on a regular basis.

Regional Advisory Councils:
Currently, the ECU Department of Public Health has a very strong and experienced Community Advisory Board that includes leaders at the local, regional and state levels (see Appendix 4). This board will continue to serve the School in an advisory capacity and may be expanded based on the perceived needs of the ECU School of Rural Public Health.

Dr. Ron Mitchelson
Provost and Senior Vice Chancellor for Academic Affairs

Dr. Phyllis Horns
Vice Chancellor for Health Sciences

Dr. Jay Golden
Vice Chancellor for Research, Economic Development, and Engagement
### COMMITTEE
**SPH Advisory Council**

### MEMBERS
- Chelley Alexander, MD, Clinical Professor and Chair of Family Medicine, Brody School of Medicine
- Stacey Altman, MEd, JD, Associate Professor and Chair of Kinesiology, College of Health and Human Performance
- Alta Andrews, DrPH, MPH, RN, Clinical Professor and Director for Community Partnerships and Practice, College of Nursing
- Eric Bailey, PhD, MPH, Professor of Anthropology and Public Health, Harriot College of Arts and Sciences
- Nicholas Benson, MD, MBA, Vice Dean, Brody School of Medicine; Interim Chief of Staff for the Vice Chancellor for Health Sciences (Panel Leader)
- Don Chaney, PhD, Associate Professor and Chair of Health Education and Promotion, College of Health and Human Performance
- Mary Farwell, PhD, Professor of Biology; Interim Assistant Vice Chancellor for Academic Affairs Research
- Greg Kearney, DrPH, MPH, Assistant Professor of Public Health, Brody School of Medicine
- C. Suzanne Lea, PhD, MPH, Associate Professor of Public Health, Brody School of Medicine
- Thomas McConnell, PhD, Associate Dean, Graduate School
- Andrew Morehead, PhD, Associate Professor and Chair of Chemistry, Harriot College of Arts

### REPORT
East Carolina University School of Public Health Advisory Panel Final Report – October 21, 2016
<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>MEMBERS</th>
<th>REPORT</th>
</tr>
</thead>
</table>
|                           | • Stephanie Richards, PhD, Associate Professor of Health Education and Promotion, College of Health and Human Performance  
• Kristina Simeonsson, MD, MSPH, Associate Professor of Pediatrics and Public Health, Brody School of Medicine  
• Kathryn Verbanac, PhD, Professor of Surgery; Interim Assistant Vice Chancellor for Health Sciences Research  
• Xiaoming Zeng, MD, PhD, Professor and Chair of Health Services and Information | East Carolina University School of Public Health Site Visit Report of the External Consultant Team, September 2016 |
| External Consultants     | • Charles Hardy, PhD, MS, Founding Dean, College of Health and Human Services, University of North Carolina at Wilmington  
• Kathleen Stewart, PhD, MPH, Vice Provost for Faculty Affairs, North Carolina State University  
• Robert Pack, PhD, MPH, Professor of Community and Behavioral Health, Associate Dean for Academic Affairs, College of Public Health, East Tennessee State University | East Carolina University School of Public Health Site Visit Report of the External Consultant Team, September 2016 |
<p>| | | |
|                           |                                                                                                                                                                                                         |                                                                                            |</p>
<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>MEMBERS</th>
</tr>
</thead>
</table>
| SPH Implementation Committee | • Ronny Bell, PhD, Professor and Chair, Department of Public Health, Brody School of Medicine (Co-Chair)  
• Don Chaney, PhD, Associate Professor and Chair, Department of Health Education and Promotion, College of Health and Human Performance (Co-Chair)  
• Ruth Little, EdD, Vice-Chair & Assistant Professor, Department of Public Health, Brody School of Medicine  
• Paul Vos, PhD, Professor and Chair, Department of Biostatistics, College of Allied Health Sciences  
• Xiaoming Zeng, MD, PhD, Professor and Chair, Department of Health Services and Information Management, College of Allied Health Sciences  
• Stephanie Richards, PhD, Associate Professor, Department of Health Education and Promotion, College of Health and Human Performance  
• Linda Ingalls, Associate Vice Chancellor for Personnel Administration  
• Rita Reaves, EdD, SACSCOC Liaison, Institutional Planning, Assessment and Research |
### Appendix 2: Academic Units and Impacted Faculty in the Inaugural Launch of the ECU School of Rural Public Health

<table>
<thead>
<tr>
<th>UNIT</th>
<th>LEADER</th>
<th>ACADEMIC PROGRAMS</th>
<th>AFFECTED FACULTY/STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Public Health, Brody School of Medicine</td>
<td>Ronny Bell, PhD, MS Professor and Chair</td>
<td>- Master of Public Health (MPH)&lt;br&gt;  - Doctor of Public Health (DrPH)&lt;br&gt;  - Certificate Programs</td>
<td>Faculty:&lt;br&gt;  - Marysia Grzybowski, PhD&lt;br&gt;  - Gregory Kearney, DrPH, MPH&lt;br&gt;  - C. Suzanne Lea, PhD, MPH&lt;br&gt;  - Huabin Luo, PhD&lt;br&gt;  - Ruth Little, EdD, MPH&lt;br&gt;  - Ari Mwachofi, PhD, MS&lt;br&gt;  - Juhee Kim, ScD&lt;br&gt;  - Marla Hall, PhD, MCHES&lt;br&gt;  - Stephanie Jilcott Pitts, PhD&lt;br&gt;  - Ann Refferty, PhD, MS&lt;br&gt;  - Nancy Winterbauer, PhD, MS&lt;br&gt;  - Paul Vos, PhD Professor and Chair</td>
</tr>
<tr>
<td>Department of Biostatistics, College of Allied Health Sciences</td>
<td>Paul Vos, PhD Professor and Chair</td>
<td>N/A</td>
<td>Faculty:&lt;br&gt;  - Xiangming Fang, PhD&lt;br&gt;  - Suzanne Hudson, PhD&lt;br&gt;  - Kevin O’Brien, PhD&lt;br&gt;  - Qiang Wu, PhD Staff&lt;br&gt;  - Rhonda Bode</td>
</tr>
<tr>
<td>UNIT</td>
<td>LEADER</td>
<td>ACADEMIC PROGRAMS</td>
<td>AFFECTED FACULTY/STAFF</td>
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</tr>
<tr>
<td>Department of Health Services and Information Management, College of Allied Health Sciences</td>
<td>Xiaoming Zeng, MD, PhD  Professor and Chair</td>
<td>• BS in Health Information Management  • BS in Health Services Management  • Master of Science in Health Informatics and Information Management  • Certificate Programs  o Health Care Administration  o Health Informatics  o Health Information Management  o MBA with Health Care Management</td>
<td>Faculty  • O. Elijah Asagbra, PhD  • Paul Bell, PhD  • Robert Campbell, EdD  • Leight Cellucci, PhD, MBA  • Susie Harris, PhD, MBA, RHIA, CCS, FAHIMA  • Ray Hylock, PhD  • Molly Jacobs, PhD  • Akshat Kapoor, PhD  • Robert Kulesher, PhD  • Jason Mose, PhD, MBA, MS, CHFP  • Melissa Rhodes, MPA  • Bonita Sasnett, MEd</td>
</tr>
<tr>
<td>Department of Health Education and Promotion, College of Health and Human Performance</td>
<td>Don Chaney, PhD, MCHES  Associate Professor and Chair</td>
<td>• BS in Athletic Training  • BS in Environmental Health  • BS in Public Health Studies  o Community Health  o Pre-Health Professions  o Worksite Health Promotion  • MA in Health Education  • MS in Athletic Training  • MS in Environmental Health</td>
<td>Faculty  • Vic Aeby, EdD  • Jo Anne Balanay, PhD, CIH  • Craig Becker, PhD  • Kristen Brooks, MA  • Brian Cavanaugh, MAEd  • Beth Chaney, PhD, MCHES  • Tamra Church, MAEd  • Melissa Cox, PhD, MPH  • Deeonna Farr, DrPH, MPH, CHES  • Katie Flanagan, EdD, ATC, LAT  • Glen Gilbert, PhD  • Rose Haddock, MAEd  • William Hill, MSA  • Charles Humphrey, PhD  • Madison Johnson, MA</td>
</tr>
<tr>
<td>UNIT</td>
<td>LEADER</td>
<td>ACADEMIC PROGRAMS</td>
<td>AFFECTED FACULTY/STAFF</td>
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</tbody>
</table>
| Center for Health Disparities, Brody School of Medicine | Hope Landrine, PhD Professor and Co-Director Ronny Bell, PhD Professor and Co-Director | N/A               | • Sharon Knight, PhD, RN  
• Julie Kulas, Med, ATC, LAT  
• Anthony Kulas, PhD, ATC, LAT  
• Joseph Lee, PhD, MPH  
• Ryan Martin, PhD  
• Jennifer Matthews, PhD, MSPH  
• Elizabeth Montgomery, MA  
• Sharon Moore, PhD, ATC, LAT  
• Andrew Pickett, MAEd, ATC, LAT  
• Sue Raedeke, MA, ATC, LAT  
• Stephanie Richards, PhD, MSEH  
• Alice Richman, PhD, MPH  
• Molly Robinson, MPH  
• Kelli Russell, MPH  
• Joe Shrader, PhD  
• Michael Stellefson, PhD  
• Debra Tavasso, MAEd  
• Essie Torres, PhD, MPH  
• Karen Vail-Smith, MPA  
• Michele Wallen, PhD, MPH  
• David White, EdD  
• Jamie Williams, MAEd, MCHES  
• Lei Xu, PhD Staff  
• Stephanie Boyd  
• Avian White, MS Staff  
• Tracy Kono  
• Kevin Mills |
Appendix 3: Timeline for the Creation of the ECU School of Rural Public Health

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Monthly meetings of SRPH Implementation Committee</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enroll students in DrPH Program</td>
<td>Spring 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop proposal for the creation of a SRPH at ECU</td>
<td>Have to EPPC by April 2018</td>
<td>UNC BOG Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degrees conferred to students in DrPH Program</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Final implementation recommendation submitted to Academic Council</td>
<td>May 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Formulate SRPH Unit Code Committee(s) and draft Unit Code(s) for approval</td>
<td>Writing and Unit approval</td>
<td>UCSC, Faculty, Senate, Chancellor approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MPH CEPH reaccreditation site visit (accredited through December 31&lt;sup&gt;st&lt;/sup&gt;, 2019)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BSPHS seek CEPH approval to apply for reaccreditation 1 year early (current accreditation expires in May 2021)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BSPHS CEPH reaccreditation site visit</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>SRPH Founding Dean Search</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Launch ECU School of Rural Public Health</td>
<td></td>
<td></td>
<td></td>
<td>August 15, 2020</td>
</tr>
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Appendix 4: ECU Department of Public Health Community Advisory Board

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Baker</td>
<td>Executive Director, North Carolina Board of Examiners for Nursing Home Administrators</td>
</tr>
<tr>
<td>Wick Baker</td>
<td>President, Vidant Edgecombe Hospital</td>
</tr>
<tr>
<td>Battle Betts</td>
<td>Director, Albemarle Regional Health Services</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Greg Bounds</td>
<td>Chief Executive Officer, Goshen Medical Center</td>
</tr>
<tr>
<td>Ila Davis</td>
<td>Director, Duplin County Health Department</td>
</tr>
<tr>
<td>Cindy Deporter</td>
<td>State Survey Agency Director, Branch Manager, Quality Evaluative Systems Branch</td>
</tr>
<tr>
<td>Jean Farmer-Butterfield</td>
<td>Representative, District 24</td>
</tr>
<tr>
<td>Hal Garland</td>
<td>Administrator, MacGregor Downs Health and Rehabilitation Center</td>
</tr>
<tr>
<td>Kahla Hall</td>
<td>Director, Community Benefit, Office of Management and Administration, Vidant Medical Center</td>
</tr>
<tr>
<td>Scott Harrelson</td>
<td>Director, Craven County Health Department</td>
</tr>
<tr>
<td>Krissy Hoover</td>
<td>Infectious Disease Preventionist, Lenoir Memorial Hospital</td>
</tr>
<tr>
<td>Tom Irons</td>
<td>Department of Pediatrics, Brody School of Medicine, East Carolina University</td>
</tr>
<tr>
<td>James Johnson</td>
<td>Director of Medical Affairs, Vidant Medical Center</td>
</tr>
<tr>
<td>Marcus Johnson</td>
<td>Research Health Specialist; Assist Director, Operations-CSPEC HSR&amp;D/CSP Epidemiology Center (152), Durham VA Medical Center</td>
</tr>
<tr>
<td>Karen Lachapelle</td>
<td>Interim Director, Edgecombe County Health Department</td>
</tr>
<tr>
<td>James Madson</td>
<td>Director, Beaufort County Health Department</td>
</tr>
<tr>
<td>Susan Martin</td>
<td>Representative, District 8</td>
</tr>
<tr>
<td>Pat McElraft</td>
<td>Representative, District 13</td>
</tr>
<tr>
<td>Ben Money</td>
<td>President, North Carolina Community Health Center Association</td>
</tr>
<tr>
<td>John Morrow</td>
<td>Director, Pitt County Health Department</td>
</tr>
<tr>
<td>Catherine Nelson</td>
<td>Community Health Programs Administrator, Vidant Medical Center</td>
</tr>
<tr>
<td>Louis Pate</td>
<td>Senator, District 7</td>
</tr>
<tr>
<td>John Rouse, Jr.</td>
<td>Director, Harnett County Health Department</td>
</tr>
<tr>
<td>Misty Scheel</td>
<td>Deputy Director of Public Health, Naval Hospital, Camp Lejeune</td>
</tr>
<tr>
<td>Maggie Sauer</td>
<td>Director, North Carolina Office of Rural Health, North Carolina Department of Health and Human Services</td>
</tr>
<tr>
<td>Kim Schwartz</td>
<td>Executive Director, Roanoke Chowan Community Health Center</td>
</tr>
<tr>
<td>Laurie Stallings</td>
<td>Executive Director, United Methodist Retirement Homes, Inc.</td>
</tr>
<tr>
<td>Paul Stockett</td>
<td>Administrator, Riverpoint Crest Nursing and Rehabilitation Center</td>
</tr>
<tr>
<td>Lynette Tolson</td>
<td>Executive Director, North Carolina Public Health Association</td>
</tr>
<tr>
<td>Tamara Williams</td>
<td>Coordinator, Language Access Services, Office of Patient and Family Engagement, Vidant Medical Center</td>
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<tr>
<td>Lisa Yates</td>
<td>Regional Vice President, Principal Long Term Care</td>
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</tbody>
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Resolution #18-39
Approved by the Faculty Senate: April 24, 2018
Approved by the Chancellor: May 25, 2018

Curriculum and academic matters acted on and recorded in the Educational Policies and Planning Committee’s April 13, 2018 meeting minutes including a Request to revise the Family Nurse Practitioner and Adult-Gerontology Primary Care Nurse Practitioner Certificates and Doctor of Nursing Practice Core Curriculum within the College of Nursing; Request to revise the History, BA (4 new concentrations: Historical Studies, Pre-law, Public History, Atlantic and Maritime) within the Department of History, Thomas Harriot College of Arts and Sciences; Request to revise the Network Technology, MS (proposes new Accelerated Bachelor of Science in Information Computer Technology/Master of Science in Network Technology within the Department of Technology Systems, College of Engineering and Technology; Request to establish a new certificate program in Teaching Children in Poverty within the Department of Elementary Education and Middle Grades Education, College of Education; Request to reduce the hours in the BS in Sports Studies from 121 to 120 within the Department of Kinesiology, College of Health and Human Performance; Request to deliver online the Master of Public Health (MPH) within the Department of Public Health, Brody School of Medicine; and Request to change the name of the BS in Public Health Studies to the BS in Public Health, within the Department of Health Education and Promotion, College of Health and Human Performance.

Resolution #18-40
Approved by the Faculty Senate: April 24, 2018
Approved by the Chancellor: May 25, 2018

Revisions to the following standing academic committees:

Service-Learning Committee Charge

(Additions are noted in bold text and deletions are noted in strikethrough.)

1. Name: Service-Learning Committee

2. Membership:
   9 elected faculty members with a wide variety of disciplinary expertise.

   Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research, Economic Development and Engagement or an appointed representative, the Chair of the Faculty or an appointed representative, one Faculty Senator selected by the Chair of the Faculty, the one student member from the Student Government Association, and one member from the Graduate and Professional Student Senate.

   Ex-officio (without vote): The administrative leader of the Center for Leadership and Civic Engagement or an appointed representative.
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
   A. The committee makes recommendations to the Faculty Senate regarding proposed changes in the service-learning requirements and regarding the service-learning designation for individual courses. The committee makes recommendations to the Faculty Senate regarding individual courses carrying service-learning designation and reports those recommendations to the Undergraduate Curriculum Committee and the Graduate Curriculum Committee.
   B. The committee serves as a liaison between the Center for Leadership and Civic Engagement and the Faculty Senate, reviews the activities of the Center for Leadership and Civic Engagement and advises the administrative leadership of that center about service-learning.
   C. The Committee reviews at least annually those sections within the University Undergraduate Catalog and University Graduate Catalog that correspond to the Committee’s charge and recommends changes as necessary.
   D. The committee sponsors and coordinates the annual ECU Service-Learning Conference and promotes and advocates for service-learning across the curriculum, including learning outcomes and development of service-learning courses.
   E. The committee reviews honors seminar proposals for service-learning credit.
   F. The chair or appointed representative serves as an ex-officio member of the Honors College Faculty Advisory Committee.

5. To Whom The Committee Reports:
   The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited in 4, above. The committee recommends curricular changes to the university’s service-learning requirement to the Faculty Senate.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
   The committee is empowered to advise the Center for Leadership and Civic Engagement as described in 4.B. above.

8. Standard Meeting Time:
   The committee meeting time is scheduled for the second Tuesday of each month.

Writing Across the Curriculum Committee Charge

(Additions are noted in bold text.)

1. Name: Writing Across the Curriculum Committee
2. Membership:
8 elected faculty members with a variety of disciplinary areas and colleges/schools.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty, one Faculty Senator selected by the Chair of the Faculty, the Director of the University Writing Program, and one student member from the Student Government Association.

Ex-officio (without vote): The Director of Composition or an appointed representative.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
A. The committee promotes the University Writing Program and recommends policies and guidelines governing the development and offering of courses and seminars that are officially to be designated as writing-intensive courses.
B. The committee reviews and approves proposals for writing-intensive courses, makes recommendations to the Faculty Senate regarding proposals carrying the writing intensive designation, and reports those recommendations to the University Curriculum Committee.
C. The committee periodically reviews existing writing-intensive course offerings and recommends, as appropriate, changes to course writing-intensive status in order to ensure that standards for writing-intensive credit are being met.
D. The committee reviews the activities of the University Writing Program, advises the administrative leadership in that program, and serves as a liaison between the University Writing Program and the Faculty Senate.
E. **The committee reviews honors seminar proposals for writing intensive credit.**
F. The chair or appointed representative serves as an ex-officio member of the Honors College Faculty Advisory Committee.

5. To Whom The Committee Reports:
The committee reports to the Faculty Senate recommendations of policies, procedures, and criteria governing the development and offering of WI courses. The committee recommends curricular changes to the University’s writing-intensive requirement to the Faculty Senate.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to advise the office of the University Writing Program as described in 4.D. above.
8. **Standard Meeting Time:**
The committee meeting time is scheduled for the second Monday of each month.

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**Calendar Committee Charge**

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

1. **Name:** Calendar Committee

2. **Membership:**
   8 elected faculty members.
   Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Research, Economic Development and Engagement or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, the Dean of the Graduate School or an appointed representative, and one student member from the Student Government Association.

   The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. **Committee Responsibilities:**
   A. The committee considers calendar matters for university units, except the School of Medicine.
   B. The committee is concerned with the number of days the University shall be in session during the regular terms, each semester, and summer-session terms. The committee also recommends the beginning and closing dates of the regular terms, each semester, and summer-session terms.
   C. The committee schedules examination, holiday, and vacation periods.
   D. The committee develops and presents calendar guidelines to the Faculty Senate. The committee makes recommendations based on these approved guidelines and other matters affecting the calendar.
   E. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* and *University Graduate Catalog* that correspond to the Committee’s charge and recommends changes as necessary.

5. **To Whom The Committee Reports:**
The committee makes its recommendations to the Faculty Senate.

6. **How Often The Committee Reports:**
The committee reports to the Faculty Senate at the March meeting and at other times as necessary.

7. **Power Of The Committee To Act Without Faculty Senate Approval:**
None
8. Standard Meeting Time:
The committee does not have a standard meeting time.

Distance Education and Learning Technology Committee Charge

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

1. **Name:** Distance Education and Learning Technology Committee

2. **Membership:**
   9 elected faculty members.

   Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research, Economic Development and Engagement or an appointed representative, the Chair of the Faculty, one Faculty Senator selected by the Chair of the Faculty, one member of the Graduate Council selected by the Dean of the Graduate School, the Chief Information Officer or an appointed representative, and one student member from the Student Government Association.

   The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. **Committee Responsibilities:**
   A. The committee reviews and recommends policies and procedures to enhance faculty teaching and student learning in distance education.
   
   B. The committee reviews policies from the Office of Continuing Studies relevant to the effectiveness of the University’s distance education policies and procedures and recommends changes as necessary.
   
   C. The committee ensures timely, informed faculty opinion on any technology action in any area that may affect significantly the University’s academic mission. The committee recommends policy related to the academic use of technology. All information technology actions that affect more than one academic unit or that are initiated above the academic College or School department levels are recognized as actions that may affect significantly the University’s academic mission.
   
   D. The committee initiates, reviews, and makes recommendations on proposals to plan, implement, revise or eliminate technology initiatives, goals, standards, policies, procedures or actions that significantly impact the University’s academic mission.
   
   E. The committee prepares and makes available a format for proposals requesting permission to plan, implement, revise or eliminate an information technology initiative, goal, standards, policy, procedure or action.
   
   F. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* and *University Graduate Catalog* that corresponds to the Committee’s charge and recommends changes as necessary.
G. The Committee reviews at least annually those policies within Part VI, Section III of the *ECU Faculty Manual* that corresponds to the Committee’s charge and recommends changes as necessary.

H. Two appointed representatives serve as ex-officio members on the administrative Information Resources Coordinating Council (IRCC), one appointed representative serves on the administrative Copyright Committee and one appointed representative serves on the administrative IT Accessibility Committee.

I. The chair serves as a liaison between the Faculty Senate and Chief Information Officer.

5. To Whom The Committee Reports:
The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited in 4. above.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to advise the appropriate personnel as described in 4. above.

8. Standard Meeting Time:
The committee meeting time is scheduled for the fourth Wednesday of each month.

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University Athletics Committee Charge

/Additions are noted in bold text/.

1. Name: University Athletics Committee

2. Membership:
8 faculty members. 5 elected by the Faculty Senate, 3 appointed by the Chancellor.

Ex-officio members (with vote): The Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, NCAA Faculty Athletics Representative, President of the Student Government Association, 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, Vice Chancellor for Student Affairs, Director of Athletics, Assistant Director of Athletics for Student Development, Director of Compliance, Chair of the University General Education and Instructional Effectiveness Committee; or their designees, and the President of the Student Athlete Advisory Council.

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

4. Committee Functions:
A. The Committee is concerned with issues pertaining to intercollegiate athletics at East Carolina University.
B. The Committee’s primary functions are oversight responsibility in the area of academic integrity, compliance with NCAA rules and regulations, and the overall development of student athletes.

C. The Committee is also concerned with general issues such as budget, conference matters, fund-raising, and public relations are inclusive in the charge, but not restricted to those cited.

D. The Academic Integrity Subcommittee, composed of the faculty members on the committee, will report on the academic quality of the athletic program.

E. The Committee reviews at least annually those sections within the University Undergraduate Catalog and University Graduate Catalog that correspond to the Committee’s charge and recommends changes as necessary.

5. To Whom the Committee Reports:
A. The Committee makes recommendations concerning the implementation and administration of policies and procedures pertaining to intercollegiate athletics at East Carolina University to the Chancellor.

B. The Committee reports to the Faculty Senate concerning its recommendations to the Chancellor and/or requests it has received from the Chancellor.

C. The Committee makes recommendations concerning academic policies that impact the academic integrity of the athletic programs to the Faculty Senate.

D. The Academic Integrity Subcommittee will report its evaluations of the academic integrity of the athletic programs to the Chancellor and to the Faculty Senate.

6. 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 Fall.

7. Power of the Committee to Act Without Faculty Senate Approval:
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.

8. Standard Meeting Time:
The committee does not have a standard meeting time.

University Budget Committee Charge

(Additions are noted in bold text.)

1. Name: University Budget Committee

2. Membership:
7 elected faculty members, with no more than one of whom may be fixed term.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
   A. The committee serves as a communication link between the Faculty Senate and the Chancellor for budgetary matters. The committee informs the Faculty Senate about changes and proposed changes in the university budget.
   B. The committee receives information and advises the Chancellor regarding budgetary and reallocation decisions.
   C. The committee advises the Chancellor through the Faculty Senate on annual budget priorities and policy, biennial budget requests and priorities, tuition changes, and the relationship of budget decisions to the university's mission.

5. To Whom The Committee Reports:
The committee advises the Chancellor through their reports to the Faculty Senate concerning its recommendations to the Chancellor.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to advise the Chancellor as described in section 4.A.above.

8. Standard Meeting Time:
The committee meeting time is scheduled for the third Thursday of each month.

Faculty Welfare Committee Charge

(Deletions are noted in strikethrough.)

1. Name: Faculty Welfare Committee

2. Membership:  
   8 elected faculty members.
   Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research, Economic Development and Engagement or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, one student member from the Student Government Association.
of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
   A. The committee considers programs and policies relating to insurance, annuities, leaves of absence, and all other programs and policies that affect the general welfare of the faculty or of specific faculty members.
   B. The committee reviews policies related to faculty salaries and fringe benefits and reports annually to the Faculty Senate on these topics.
   C. The committee recommends new programs and policies related to faculty welfare and revisions to existing ones.

5. To Whom The Committee Reports:
The committee recommends new programs and policies related to faculty welfare, or revisions to existing ones, to the Faculty Senate.

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:
None

8. Standard Meeting Time:
The committee meeting time is scheduled for the second Thursday of each month.

   __________________________
   Student Academic Appellate Committee Charge

   (Deletions are noted in strikethrough.)

1. Name: Student Academic Appellate Committee

2. Membership:
   7 regular and 2 alternate elected faculty members.
   Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Research, Economic Development and Engagement or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:
   A. The committee serves as an appeals board for entering students who do not meet admission requirements.
   B. The committee serves as an appeals board for students denied permission to drop a course.
   C. The committee serves as an appeals board for students who wish to appeal administrative decisions involving the interpretation and enforcement of policies pertaining to academic credits and standards.
   D. The committee serves as an appeals board for students seeking readmission after being declared academically ineligible to return.
   E. The committee serves as an appeals board for students appealing financial aid decisions.
   F. The Committee reviews at least annually those sections within the University Undergraduate Catalog and University Graduate Catalog that correspond to the Committee’s charge and recommends changes as necessary.

5. To Whom The Committee Reports:
The committee reports its appellate decisions to the appropriate administrative office.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to make appellate decisions regarding students as outlined in its committee responsibilities.

8. Standard Meeting Time:
The committee meeting time is scheduled for the first Wednesday of each month, including January, June, July and August.

Teaching Grants Committee Charge

(Deletions are noted in strikethrough.)

1. Name: Teaching Grants Committee

2. Membership:
12 elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research, Economic Development and Engagement or an appointed representative, the Chair of the Faculty and one faculty senator selected by the Chair of the Faculty.

The membership of the committee shall serve according to their disciplinary expertise. Ideally
this would include six members from the College of Arts and Sciences, with at least two each from Humanities, Social Sciences, and the Sciences/Math, and six members from the Professional Schools and other academic units, with no more than one from each professional school.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 7 elected members exclusive of ex-officio.

4. Committee Responsibilities:
   A. The committee recommends policies and procedures governing the grant application process, criteria for the awarding of grants, guidelines for the use of teaching grant funds, and procedures for annual reporting by grant recipients.
   B. The committee recommends teaching grant proposals to be funded, based on the merit of the proposals. 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. That member of the committee shall not be present when his or her proposal is being considered by the committee.

5. To Whom The Committee Reports:
   The committee submits recommendations of proposals to be funded to the appropriate vice chancellor and reports the final list of funded proposals to the Faculty Senate. The committee makes recommendations concerning the policies and procedures governing teaching grant proposals to the Faculty Senate.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
   The committee is empowered to make recommendations regarding the funding of teaching grant proposals.

8. Standard Meeting Time:
   The committee does not have a standard meeting time.

Resolution #18-41
Approved by the Faculty Senate: April 24, 2018
Approved by the Chancellor: May 25, 2018 (edits were agreed upon on June 21, 2018)
Approved by the Board of Trustees: July 12, 2018

Revisions to the ECU Faculty Manual, Part VIII, Section I. Personnel Policies and Procedures for the Faculty of East Carolina University, as follows:

The proposed document would replace what is currently in the ECU Faculty Manual linked here.
“Personnel Policies and Procedures for the Faculty of East Carolina University

(For other policies and procedures dealing with faculty appointments, see ECU Faculty Manual, Part IX and Part X.)

CONTENTS

I. Selection and Appointment of New Faculty
   A. Determination of Number and Nature of Positions
   B. Selection Procedure
   C. General Criteria
   D. Requirements for ranks and titles
   E. Initial Appointment

II. Assignments of Faculty Workload
   A. Assignment of Teaching Responsibilities
   B. Teaching Load
   C. Assignment of Released Time

III. Annual Evaluation

IV. Reappointment of Probationary Term Faculty Members

V. Subsequent New Appointments of Fixed-Term Faculty Members

VI. Professional Advancement

VII. Salary
   A. Initial Salary
   B. Determination of Annual Salary Increments
   C. Benefits and Salary Increases for Fixed-Term Faculty

VIII. Faculty Personnel Files

IX. Amendment Procedure

X. Effective Date

I. Selection and Appointment of New Faculty
   A. Determination of Number and Nature of Positions
      Since faculty members of each academic unit are responsible for the curriculum, they shall make recommendations on the personnel needs of the unit.

      Acting in accord with the policies and procedures set forth in the Unit Code, the unit administrator shall recommend, with input from the faculty, to the next higher administrator (for conveyance to the Academic Council) the number and nature of faculty positions needed to carry out the unit’s mission and achieve the university, division, college and unit planning goals. Such recommendations shall contain justifications addressing the unit staffing plan and appropriate planning goals of the university, division, college, and unit.

      Allocation of faculty positions is the prerogative of the Academic Council. The deans and directors shall determine the distribution of positions within their college and schools in accordance with strategic priorities.

      In general, tenured and probationary term (tenure-track) positions are preferred unless sound reasons exist. Such reasons include, but are not limited to; (a) the position is not permanently assigned to the unit, (b) the position is addressing temporary needs, (c) the position cannot be filled by a faculty member with a terminal degree, (d) the duties of the position are primarily
clinical, (e) the position is by its nature term-limited (term-limited endowed professorships, for example), (f) this reflects the preference of the faculty member taking the position, or (g) budgetary or strategic considerations.

B. Selection Procedure
The selection of candidates must be conducted in accordance with the University’s “Recruitment, Guidelines and Resources” policies, Part IX, Section I. Tenure and Promotion Policies and Procedures, and applicable unit code provisions.

C. General Criteria
ECU is committed to recruiting, retaining, and developing faculty members that are highly accomplished in teaching and scholarship, including research and creative activities. Accordingly, research and creative activities that align with the institution’s mission, engage students in effective ways, and advance our academic disciplines are an expectation of all tenured and probationary (tenure-track) faculty members.

1. Tenured or Probationary-Term Positions
A candidate who is under consideration for a tenured or probationary-term position is evaluated on past achievements and potential for future contributions in teaching, scholarship, service, and, if applicable, contributions to patient care and related clinical responsibilities as described below:

a. Teaching
East Carolina University recognizes the primary importance of 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 instructional activities and responsibilities beyond the classroom setting, e.g., advisement; mentoring; laboratory supervision; clinical rounds by a physician/professor accompanied by students; program direction; the direction of research projects and papers, dissertations, and theses; and other contacts and relationships outside the classroom.

b. Scholarship (Research, Creative Activity/Innovation, Engagement, and/or Outreach)
Scholarship refers to the scholarship of research, the scholarship of creative activity/innovation, and the scholarship of engagement and/or outreach.

c. Service to the university, the profession, and the community
East Carolina University considers service to the university, the academic profession, and the community as an important aspect of a faculty member’s contribution. Expectations for service shall be described in the unit code. (See Section III.4). Faculty members’ on-campus presence is expected to the extent necessary in the performance of these responsibilities.

d. Patient care and related clinical responsibilities, as appropriate

2. Fixed-Term Positions
A candidate who is under consideration for a fixed-term position is evaluated on past achievements and potential for future contributions in the areas of responsibility stated in the advertisement for the position and established in the unit code.
D. Requirements for ranks and titles


Appointments are made at the academic ranks of assistant professor, associate professor, and professor. These are the only ranks that may involve a permanent tenure commitment. Appointments to all other titles are for a definite term and do not involve a permanent tenure commitment.

The following are the minimum required qualifications that may be considered when making appointments.

2. Ranks of Probationary Term Appointments

   Assistant Professor
   - has demonstrated potential for effective teaching and other instructional responsibilities
   - has demonstrated potential to develop a program of scholarship that will lead to professional recognition in the discipline
   - has demonstrated effective clinical practice in disciplines, where appropriate
   - holds the appropriate terminal degree (ABD may be considered for initial appointment) or alternate professional qualifications as determined by the units and the profession and affirmed by the appropriate vice chancellor
   - exhibits evidence of potential for professional growth in teaching effectiveness and scholarship
   - has demonstrated ability and willingness to participate in departmental, college, and university affairs
   - has demonstrated active engagement with professional organizations within the discipline

   Associate Professor
   - has qualifications of the previous rank
   - has demonstrated effectiveness in teaching and/or other instructional responsibilities
   - has a record of scholarship resulting in publication and/or scholarly productivity appropriate to the discipline and established by the unit code
   - has a demonstrated record of effective service to the university
   - has a demonstrated record of effective service to the profession

   Professor
   - has qualifications of the previous rank
   - has an established record of excellence in teaching and other instructional responsibilities
   - has a significant record of scholarship resulting in publication and/or other scholarly productivity appropriate to the discipline and established in the unit code.
   - has demonstrated excellent ability and willingness to participate in departmental, college, and university affairs
   - has a demonstrated record of significant service/clinical practice to the university and the discipline, where appropriate

3. Titles of Fixed-Term Appointments

   a. Faculty members with duties primarily in instruction have titles of Teaching Instructor, Senior Teaching Instructor, Teaching Assistant Professor, Teaching Associate Professor or Teaching Professor.
Fixed Term Librarians are called Library Assistant Professor, Library Associate Professor, or Library Professor. Unit codes define expectations for each title. The following general criteria apply to both titles:

Teaching Instructor
- holds, at a minimum, a master’s degree appropriate to the area of instruction, or has equivalent professional qualifications
- has demonstrated potential for effective teaching and/or other instructional responsibilities

Senior Teaching Instructor
- has qualifications of the previous title
- has demonstrated excellence in teaching and/or other instructional responsibilities
- engages in professional development activity

Teaching Assistant Professor
- has qualifications of the previous title
- holds the appropriate terminal degree, or alternate professional qualifications, as evaluated by the academic unit and affirmed by the appropriate vice chancellor and the profession concerned
- has demonstrated effectiveness in teaching

Teaching Associate Professor
- has qualifications of the previous title
- has demonstrated superior teaching ability and/or other instructional responsibilities
- engages in professional development activities

Teaching Professor
- has qualifications of the previous title
- has demonstrated excellence in teaching
- has established an excellent professional reputation among colleagues
- is qualified and competent in mentoring others (such as graduate students, teaching instructors, etc.)

b. Faculty members with duties primarily in research
Research faculty members are typically funded externally. Research faculty members are encouraged to give seminars and teach occasional courses in their specialty. Teaching is at the discretion of the unit and the availability of funds.

Research Instructor
- holds a minimum of a master’s degree appropriate for the specific position or has alternate professional qualifications.
- has demonstrated potential for effective research
- should be capable of carrying out individual research or should be trained in research procedures
- should have the experience and specialized training necessary to develop and interpret data required for success in such research projects as may be undertaken

Research Assistant Professor
- has qualifications of the previous title
- holds the appropriate terminal degree, or alternate professional qualifications, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned
- has demonstrated effectiveness in research
- is qualified and competent to direct the work of others (such as technicians, graduate students, etc.)
Research Associate Professor  
- has qualifications of the previous title  
- has extensive successful experience in scholarly or creative endeavors  
- has the ability to propose, develop, and manage major research projects  
Research Professor  
- has qualifications of the previous title  
- has established an excellent reputation among colleagues  
- has demonstrated scholarly production in research, publications, professional achievements, or other distinguished and creative activity.

c. Faculty members with duties primarily in clinical teaching  
Clinical Instructor  
- holds, at a minimum, a graduate degree appropriate for the specific position or has equivalent professional experience  
- has demonstrated potential in clinical practice and teaching in the field  
Clinical Assistant Professor  
- has qualifications of the previous title  
- holds the appropriate professional degree, as evaluated by the academic unit and affirmed by the appropriate vice chancellor and the profession concerned  
- has training and experience in an area of specialization  
- has demonstrated expertise in clinical practice and teaching and other instructional responsibilities in the discipline  
Clinical Associate Professor  
- has qualifications of the previous title  
- has extensive successful experience in clinical or professional practice in an area of specialization, or in a subdivision of the specialty area, and in working with and/or directing others (such as professionals, faculty members, graduate students, etc.) in clinical activities in the field  
Clinical Professor  
- has qualifications of the previous title  
- has established an outstanding reputation of excellence in clinical practice and teaching and/or other instructional responsibilities  
d. Faculty members with duties primarily in the libraries  
Library Assistant Professor  
- holds the appropriate terminal degree, or alternate professional qualifications, as evaluated by the academic unit and affirmed by the appropriate vice chancellor  
- has demonstrated evidence of, or potential for, the following: effective teaching and/or other professional responsibilities; collegiality and professional integrity; continued professional growth; service to the Library; service to the University, and/or to the profession; a record of contributions to scholarship/creative activity, if applicable  
Library Associate Professor  
- has qualifications of the previous title  
- has demonstrated: substantive accomplishments in professional performance; collegiality and professional integrity; substantial and continued professional growth; sustained institutional; and professional service  
- has a record of regular contributions to scholarship/creative activity  
Library Professor  
- has qualifications of the previous title
• has demonstrated: sustained and substantive accomplishments in professional performance; collegiality and professional integrity
• has demonstrated: superior knowledge and mastery of assigned area of specialization; and exemplary institutional and professional service;
• has attained national or international recognition as an authority and leader in the assigned area of specialization;
• has a sustained and substantive record of scholarship/creative activity

e. Additional faculty titles
Adjunct Instructor; Adjunct Assistant Professor; Adjunct Associate Professor; Adjunct Professor: These titles are used to appoint outstanding persons who have a primary employment responsibility outside the university or in a different department in the university and who bring some specific professional expertise to the academic program. These positions are typically unfunded.

Affiliate Instructor; Affiliate Assistant Professor; Affiliate Associate Professor; Affiliate Professor: These titles are used in the School of Medicine to appoint outstanding persons who have a primary employment responsibility outside the university and who bring some specific professional expertise to the academic program. These positions are typically unfunded.

Artist-in-Residence; Writer-in-Residence: These titles are used to designate temporary appointments, at any salary and experience level, of persons who are serving for a limited time or part-time and who are not intended to be considered for professorial appointment.

Visiting Instructor; Visiting Assistant Professor; Visiting Associate Professor; Visiting Professor. The prefix “visiting” before an academic title is used to designate a short-term full-time or part-time appointment without tenure. Therefore, the visiting title shall not be used for periods of time beyond the initial contract period. It shall be used only for those fixed-term faculty members who are visitors, temporary replacements, or for whose disciplines the institution in good faith expects to have only a short-term need. Use of the visiting title for an individual for more than 3 years is a misuse of this title.

4. Emeritus status
All unit codes must specify criteria for conferring of “emeritus” or “emerita” status. Based on those criteria specified in the unit code and the recommendations of the unit personnel committee and appropriate administrators, the Chancellor may confer the title emeritus or emerita upon a retired (including Phased Retirement participant), permanently disabled, or deceased faculty member, who has made a significant contribution to the university through a long and distinguished record of scholarship, teaching, and/or service (FS Resolution #13-97, December 2013).

E. Initial Appointment
[For additional provisions related to initial faculty appointments, see ECU Faculty Manual, Part IX, Section I (II).]

Appointment to the faculty is made by the Chancellor or the Chancellor’s designee. Upon receiving recommendations by appropriate unit committees and administrators, the Chancellor or his/her designee shall issue an appointment letter to the faculty candidate. No offer is
binding and no appointment is effective until signed by the Chancellor or the Chancellor’s designee and subsequently signed by the faculty appointee.

The appointment letter shall specify, at minimum: rank or title; salary rate; length of appointment, tenure status [either fixed-term, probationary-term, or appointment with permanent tenure, as defined in the Faculty Manual, Part IX]; initial assignments and/or responsibilities; reference to the criteria for evaluation of faculty performance, as provided in Part IX, unit codes, and other appropriate documents; and any specific terms and conditions of employment.

Any action conferring permanent tenure with the initial faculty appointment requires approval of the Board of Trustees.

II. Assignments of Faculty Workload
   Faculty workload is governed by the Faculty Workload Administrative Regulation.

By the end of the spring semester for 9-month faculty, and by the end of the summer session for 12-month faculty, and prior to making final faculty workload assignments and after soliciting faculty preferences, the unit administrator shall apprise each unit faculty member, in writing, of the duties and responsibilities for the coming academic year.

   A. Teaching Responsibilities
      The unit administrator assigns teaching responsibilities and determines the method of delivery. If changes in a faculty member’s assignment subsequently become necessary, the faculty member shall be notified at the earliest possible opportunity.
      The definition of a semester credit hour is governed by PRR #02.07.01.
      Full-time faculty members whose primary responsibilities are teaching and other instructional responsibilities should not be required to teach more than the equivalent of 12 credit hours per semester or 6 credit hours per summer session, as consistent with the discipline norms, with the exception of faculty members who voluntarily teach directed readings and similar courses. If exceptional circumstances require that a faculty member be assigned more than the equivalent of 12 credit hours in a semester, he or she should be appropriately compensated for the excess teaching load during that term or be given the equivalent reduced teaching load at a time to be negotiated between the unit administrator and the faculty member.

      Consistent with Part VI, Section I.II., faculty members teaching one or more courses must maintain five hours of office hours during the workweek. Faculty members are also expected to be on campus an appropriate number of hours consistent with assigned instructional duties and disciplinary norms.

   B. Scholarly Responsibilities
      A faculty member’s scholarship shall reflect the high professional standards incumbent upon those who enjoy full academic freedom; such activities must be measured by standards of quality, not merely by quantity, as appropriate to the discipline. Faculty members shall fulfill their scholarly responsibilities as outlined in the unit code and consistent with overall assigned duties.

   C. Service Responsibilities
      Each faculty member will be assigned and/or will assume responsibilities to serve diverse service roles in the department/program, the college, the university, the
profession and/or the community in consultation with their unit administrator. These roles may include formal service in committees at various levels or informal activities, such as mentoring students or junior faculty members. Consequently, as appropriate in each unit, faculty members are expected to actively participate in the life of their unit, be physically present on campus to the extent necessary to discharge their particular service duties, and to carry their fair load of assigned and assumed duties necessary for the effective and equitable operation of the unit.

D. Patient Care and Related Clinical Responsibilities, as appropriate Standards are described in the unit code.

Faculty reassigned time is governed by Faculty Scholarly Reassignment Administrative Regulation. Faculty members who are to be granted reassigned time shall be informed in writing of the purpose of the reassignment. (FS Resolution #14-04, March 2014)

III. Annual Evaluation

Each faculty member with either a fixed term, probationary term, or permanently tenured appointment shall perform his/her duties according to ECU's Statement on Professional Ethics and shall receive annually an evaluation of his/her performance from the unit administrator which shall be based upon current academic year data. The annual performance evaluation of faculty members shall employ the criteria contained in the unit code approved by the chancellor.

The process for determining the relative weight given to teaching, scholarship, service, and where appropriate, clinical duties, for purposes of annual evaluations shall be contained in the unit code. In no case, however, shall service be weighed more heavily than either teaching or scholarship.

This annual evaluation shall:
- be in writing;
- be discussed with the faculty member prior to being sent to any other administrator or placed in the faculty member's personnel file; in the case of faculty members with probationary term appointments, a record of this discussion shall be placed in the faculty member's personnel file;
- be signed and dated by the unit administrator and the faculty member, who may attach to the evaluation a concise comment regarding the evaluation. The faculty member has seven working days after receiving the evaluation to attach the statement. The signature of the faculty member signifies that he or she has read the evaluation, but it does not necessarily indicate concurrence.

The unit administrator shall forward to each faculty member a copy of that member's annual evaluation within ten calendar days of completing the evaluations of unit members.

A. Probationary-term and permanently tenured faculty
The evaluation of probationary-term and permanently-tenured faculty members shall be based upon that year's duties and responsibilities (except data from the previous year's spring semester survey of student opinion). Such evaluations shall consider, as appropriate:

1. Teaching and Other Instructional Responsibilities
   Teaching is the primary function of the university. Teaching may include classroom and laboratory instruction, student advising, mentoring student research, and other instructional
activities. Teaching and other instructional responsibilities must be evaluated using multiple
methods selected from the list below:

a. review by the unit administrator and/or peers of course materials such as syllabi, reading
lists, teaching outlines, audiovisual materials, student manuals, student assignments and
examinations, and/or other materials prepared for or relevant to teaching.

b. samples of student work on assignments, projects, papers, juries, or other examples of
student achievement.

c. formal methods of peer review, including direct observation of teaching utilizing the
appropriate university approved format (including direct observation of the teaching of new
and tenure-track faculty). Methods to be used for this peer review are detailed in Faculty
Senate resolution #93-44. The peer review instrument is provided in Faculty Senate
resolution #16-60. The peer review instrument for on-line courses is provided in Faculty
Senate resolution #11-53.

d. direct observation of teaching by the unit administrator.

e. review of student opinion data from course evaluations.

f. other procedures provided for in unit codes (FS Resolution #12-76, July 2012).

2. Scholarship
Measures of success in the area of scholarship include, but are not limited to, peer-reviewed
publications, books, presentations, performances, patents, and national awards, including both
honorary awards and competitively awarded external funding as appropriate to the discipline.
These measures, and particularly national awards that recognize prominence in the discipline,
will be positively reflected in annual evaluations and other personnel actions. Unit codes
should define these criteria, and relative importance, in detail.

3. Patient Care and Related Clinical Responsibilities
Unit codes will describe expectations for clinical services and criteria for evaluation.

4. Service
Service 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; unit codes should define
these criteria, and relative importance, in detail.

5. Other assigned responsibilities.

B. Fixed-term faculty members
The evaluation of fixed-term faculty members shall be based on their performance of duties as
stated in their appointment letters, utilizing the criteria stated in the unit code.

IV. Reappointment of Probationary-Term Faculty Members
Refer to Part IX of the ECU Faculty Manual.

V. Subsequent appointments of Fixed-Term Faculty Members
Refer to Part IX of the Faculty Manual.

VI. Professional Advancement
Promotion for tenured and probationary-term faculty members and advancement in title for fixed-
term faculty members are means through which professional achievement is encouraged,
recognized, and rewarded by the university. The evaluation of faculty members for purposes of promotion or advancement in title shall accord with the regulations established in the unit code and shall employ the criteria contained in the unit code approved by the Chancellor (ECU Faculty Manual, Part IV).

Specific regulations and criteria governing evaluation of faculty for purposes of promotion or advancement in title may vary from unit to unit. For evaluations pertaining to fixed-term subsequent new appointment at a higher title, the criteria shall be stated in the unit code.

As a minimum, each unit shall:
- apply published criteria in teaching, scholarship, service, and clinical service, where relevant to the discipline, for evaluating faculty for promotion or advancement in title;
- make available procedures which will permit each faculty member to report achievements annually or on a more frequent basis; and
- inform each faculty member of the right to discuss his or her candidacy with the unit administrator and/or the appropriate unit committee at any time prior to the deadline for submission of materials.

A. Promotion for tenured and probationary-term faculty members
Upon request by a tenured faculty member, the unit administrator and the unit promotion committee shall evaluate the faculty member for promotion. Following such evaluations, the unit administrator and appropriate unit committee shall inform the faculty member of their respective recommendations. Promotion shall be based upon the faculty member's demonstrated professional competence and achievements. Procedures to be followed for promotion are found in ECU Faculty Manual, Part IX and Part X.

Promotion in academic rank should be accompanied by a salary increment, which shall be separate from any and all other increments to which the individual may be entitled, unless State of North Carolina or University of North Carolina regulations state otherwise.

B. Advancement in title for fixed-term faculty members
The unit code shall specify the criteria and the means of evaluation of fixed-term faculty members to be used for a subsequent new appointment at a higher title. Advancement in title shall be based upon the faculty member's demonstrated professional competence and achievements, and should be accompanied by a salary increment, which shall be separate from any and all other increments to which the individual may be entitled, unless State of North Carolina or University of North Carolina regulations state otherwise. Competence for advancement in title may be attested to by demonstrated excellence in the performance of duties specified in the appointment letter of the fixed-term faculty member and supported by the faculty member's annual performance evaluation.

The unit administrator shall notify eligible faculty members within four working days of receipt of the next higher administrator's call for advancement in title recommendations. Upon request by a fixed-term faculty member, the unit administrator and the personnel committee shall evaluate the faculty member for advancement in title. Following such evaluations, the unit administrator and appropriate unit committee shall inform the faculty member of their respective recommendations. Procedures to be followed for advancement in title should be specified in the unit code in accordance with ECU Faculty Manual, Part IX, Section I (II.B.3) and Part VIII, Section I.
VII. Salary
A. Initial Salary
Initial salary shall be based on degree attainment, academic rank, pertinent professional experience and qualifications, scholarly publication or its equivalent, and level of responsibility. Consideration should be given to the salaries of personnel presently in the unit and must be consistent with University-established faculty salary ranges.

B. Determination of Annual Salary Increments
The unit administrator shall recommend annual salary increments to the appropriate administrative officials in accordance with requirements imposed by the North Carolina General Assembly, The University of North Carolina Board of Governors, the ECU Board of Trustees, and the university administration. Recommended salary adjustments shall rely upon criteria that have been established in the Faculty Manual, in unit codes, or in guidelines referenced in unit codes. Criteria for assessing merit are contained in unit codes. The unit administrator shall also inform the unit, in dollar amounts and percentages, the total adjustment, mean salary increment, and range in salary increments for the unit. Each faculty member shall be informed by the unit administrator of any salary increment recommendations made on behalf of the faculty member.

C. Benefits and Salary Increases for Fixed-Term Faculty
Equitability of salary and benefits for fixed-term faculty members should be reviewed annually. When salary increments are provided by the Board of Governors, full-time fixed-term faculty members who have completed one year of employment and have received a subsequent new appointment should be considered for a salary increase based upon their annual evaluation and criteria established by the Board of Governors, ECU Board of Trustees, and the unit code.

Full-time, fixed-term permanently appointed faculty members are entitled to those benefits that are provided to other full-time permanent faculty employees of ECU, unless State of North Carolina or University of North Carolina regulations state otherwise.

VIII. Faculty Personnel Files
A. Article 7 of Chapter 126 of the General Statute of North Carolina shall govern matters relating to an employee’s personnel file, its contents, and permissible access. Current General Statutes may be requested through the Office of University Counsel (formerly, the University Attorney) or through references in Joyner Library.

For questions regarding personnel file, contact the Faculty Senate Office, the appropriate Division Vice Chancellor, or the University Counsel Office.

B. Definition
“Personnel File” means any employment-related or personal information gathered by an employer or by the Office of State Human Resources. Employment-related information contained in a personnel file includes information related to an individual’s application, selection, promotion, demotion, transfer, leave, salary, contract for employment, benefits, suspension, performance evaluation, disciplinary actions, and termination. Personal information contained in a personnel file includes an individual’s home address, social security number, medical history, personal financial data, marital status, dependents, and beneficiaries.
“Record,” as used in this Part VIII of the *Faculty Manual*, means the personnel information that each employer is required to maintain in accordance with G.S. 126-123.

The Personnel Action Dossier (PAD), defined in the ECU Faculty Manual Part X, Section I, is an evaluative document, employment-related personnel information, and a part of the faculty member’s personnel file. The personnel file is University property and is retained by the University.

Contents of the personnel file are kept in accordance with the Records Retention and Disposition Schedule approved by the Chancellor. Timing of storage and transfer vary depending on the specific type of document. (See [http://www.ecu.edu/cs-lib/recordsmanagement/ecugeneralschedule.cfm](http://www.ecu.edu/cs-lib/recordsmanagement/ecugeneralschedule.cfm) for reference).

C. Location
Personnel records exist in various locations across campus. Academic Affairs and the Health Sciences divisions will maintain comprehensive lists of locations where files may be found on a website accessible to faculty members. The Faculty Senate office can direct faculty members to the appropriate website.

All records used in the formal evaluation of faculty members should be located in the primary collection of documents that are kept in the department or unit that are part of the personnel file, hereafter referred to as the department/unit personnel file. The unit administrator can inform the faculty member of the location of evaluative material.

An appeal hearing file or an investigative file prepared by the EEO Office or by the Office of University Counsel may include materials such as: filed grievances; appeals of non-reappointment or non-conferral of tenure; complaints filed by or against a faculty member with the ECU EEO Office alleging sexual harassment, discrimination based on race/ethnicity, color, genetic information, national origin, religion, sex (including pregnancy and pregnancy related conditions), sexual orientation, gender identity, age, disability, political affiliation, and veteran status ("Protected Class"), or a violation of the amorous relations policy; and records relating to any disciplinary action against a faculty member.

Information retained in the EEO Office or the University Counsel’s Office will remain confidential, but the documents collected and/or created in those offices are usually considered part of an investigative/preparation file and are not considered part of the department/unit personnel file. Disclosure of documents in those files is subject to applicable University policies and state laws. Additionally, in accordance with the relevant University policy and state laws, the University will formally notify the faculty member of any complaint or grievance formally filed against a faculty member and will follow the procedures prescribed for due process. In most cases, documents containing employment-related or personal information maintained in the EEO Office or University Counsel’s Office will be duplicates of documents in the department/unit personnel file. In all cases, the documents in those files will be available for review by the faculty member, except that the University does not waive rights and responsibilities to limit disclosure recognized by law, including but not limited to attorney-client communication privilege and attorney work product privilege.

D. Content
State law requires that the University permit the public to have access to the following employment related information about each employee:
- name;
- age;
- date of original employment or appointment to state service;
- the terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the university has the written contract or a record of the oral contract in its possession;
- current position;
- title;
- current salary;
- date and amount of each increase or decrease in salary with the university;
- date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the university;
- date and general description of the reasons for each promotion with the university;
- date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the university. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the Chancellor setting forth the specific acts or omissions that are the basis of the dismissal; and
- the office to which the employee is currently assigned.

To the extent allowed by applicable law (e.g., Article 7 of Chapter 126 of the General Statutes of North Carolina), 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 or her properly authorized agent, who may examine his or her own personnel file in its entirety except for (i) letters of reference solicited prior to 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) A potential state or local government supervisor, during the interview process, only with regard to the performance management documents;

(4) Members of the General Assembly who may inspect and examine personnel records under the authority of G.S. 120-19;

(5) A party by authority of a proper court order may inspect and examine a particular confidential portion of a State employee's personnel file; and

(6) An official of an agency of the federal government, state government, or any political subdivision thereof. Such an official may inspect any personnel records when such inspection is deemed by the department head of the employee whose record is to be inspected or, in the case of an applicant for employment or a former employee, by the department head of the agency in which the record is maintained as necessary and essential to the pursuance of a proper function of said agency; provided, however, that such information shall not be divulged for purposes of assisting in a criminal prosecution, nor for purposes of assisting in a tax investigation; and

(7) Any person or corporation to which the Chancellor determines release of such information is essential as allowed by General Statute §126-24.

Evaluative materials or summaries thereof prepared by peer committees as part of a regular evaluation system are placed in the department/unit personnel file when signed by a
representative of the committee. In particular, official copies of Personnel Action Dossiers, as outlined in Part X of the ECU Faculty Manual, including documentation submitted by faculty members for consideration in the tenure, reappointment, and promotion processes, shall reside in the department/unit personnel file.

No material obtained from an anonymous source shall be placed in the personnel file except for data from student opinion surveys. Data from student opinion surveys shall be submitted by the authorized surveying agent to the faculty member and the unit administrator. Administrators shall not keep secret files.

A faculty member who objects to material in the department/unit personnel file or other employment-related or personal information contained in the personnel file may place in the file a statement relating to the material the faculty member considers to be inaccurate or misleading. This concise statement shall be submitted to the custodian for inclusion as an attachment to the specific document. A faculty member who objects to material in the personnel file because it is inaccurate or misleading may seek the removal of such material from the personnel file in accordance with Part XII of the Faculty Manual.

E. Access
Personnel records may be located at various locations across campus. The personnel offices of Academic Affairs and the Health Sciences divisions will maintain comprehensive lists of locations where files may be found.

Faculty members may obtain access to their departmental/unit personnel file by submitting advance notice of at least 4 calendar days to the unit administrator. Confidential documents, as specified in D.1 (above), will be removed. The faculty member may request the unit administrator's assistance in gathering files from various locations. The unit administrator must 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 of the file, if applicable. A faculty member may obtain copies of any materials contained in the personnel file subject only to restrictions provided by state law.

F. Disclosure of Confidential Information
Willful disclosure of confidential information or unauthorized access to a personnel file by any person violates state law and university regulations and may result in disciplinary action under university regulations. Any public official, employee, agent, University contractor, student worker, intern, or volunteer who knowingly and willfully permits these violations but does not act to address them has neglected his or her duties and may also be disciplined in accordance with university regulations.

IX. Amendment Procedure
Amendment procedures are subject to the University's Regulation on Policies, Rules, and Regulations. The Faculty Senate will consider amendments to ECU Faculty Manual, Part VIII, Section 1 - Personnel Policies and Procedures that are proposed by any full-time member of the faculty, by any faculty committee, or by any member of the administration of East Carolina University. Amendment(s) submitted to the Faculty Senate for consideration shall be handled as any other item of legislation that comes before the Senate. If the Senate approves such a proposed amendment, the Senate shall submit the proposed amendment to the Chancellor and, if approved by the Chancellor, the amendment will be forwarded to the Board of Trustees for its
approval. Consideration by the Board of Trustees is not required if the Chancellor has final authority to enact the amendment.

X. Effective Date

All provisions of these policies and procedures shall become effective on the date they are approved by the East Carolina University Board of Trustees or its designee.

(FS Resolution #11-94, November 2011; FS Resolution #12-76, April 2012; FS Resolution #14-04, March 2014; FS Resolution #18-41, June 2018)"
1. Delete faculty’s assessment of importance of each of the survey items. This will reduce the length of the survey by half and allow the survey to be mobile-friendly. Results have shown that faculty tend to rate all survey items as highly important because only the most important questions are included in the survey.

2. Delete administrator’s self-assessment of importance of each of the survey items. Although such data have been collected for many years, the information does not add much value to the interpretation of the survey results.

3. Revise and replace some of the Administrator Survey items with the strongest items from the Five-Year Review Survey to improve consistency between the two surveys.

4. Reduce the number of open-ended questions from five to two.

Survey Procedures:
Note: the file on IPAR’s website (http://www.ecu.edu/cs-acad/ipar/assessment/upload/Administrator-Survey-Procedures-2014.pdf), is out of date. See the new process below:

1. Upper-level administrators include only the chancellor, academic vice chancellors, deans, and directors of the libraries.
2. To be eligible for evaluation, an administrator must:
   a. have been serving in the current position at least since the start of the current academic year
   b. be serving on a permanent or interim basis,
   c. have five or more eligible faculty members
   d. is not concurrently under the Five-Year Review
3. To be eligible to participate:
   a. a faculty member must hold rank as professor, associate professor, assistant professor, instructor, or other faculty title;
   b. an EHRA non-faculty member must serve in either the Laupus or Joyner Library
   c. be currently employed and hold full-time appointment, and
   d. have met these criteria since the start of the current academic year
4. IPAR conducts the survey, processes the data, and creates final reports for each administrator evaluated.
5. All responses and results are treated as confidential personnel documents. The results, both numeric ratings and comments, are reported to the administrator who is evaluated and only numeric ratings are reported to his/her supervisor.
<table>
<thead>
<tr>
<th>Survey Items</th>
<th>Chancellor</th>
<th>Vice Chancellor</th>
<th>Dean/ Director</th>
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<tbody>
<tr>
<td>* indicates items from the current annual survey</td>
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<tr>
<td>** indicates items from the Five-year Review Survey</td>
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<td>Leadership</td>
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<tr>
<td>1. Articulates a shared vision for the future**</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>2. Communications priorities, standards, and administrative procedures effectively**</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>3. Represents the university effectively to the community, region, and state*</td>
<td>x</td>
<td>x</td>
<td></td>
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<tr>
<td>• Represents the college/library effectively to the community, region, and state</td>
<td></td>
<td></td>
<td>x</td>
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<tr>
<td>Teaching, Research/Creative Activity, and Service</td>
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<tr>
<td>4. Fosters a climate that promotes excellence in research/creative activities**</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>5. Fosters a climate that promotes excellence in teaching**</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>6. <strong>Fosters a climate that promotes excellence in patient care</strong></td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>7. Promotes service activities related to the fulfillment of the University’s mission**</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>8. Actively promotes student success (New)</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Administration and Management</td>
<td></td>
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<tr>
<td>9. Provides guidance, support and resources for faculty development, particularly related to recruitment, tenure and promotion**</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>10. Effectively evaluates or assesses the units under his/her administration, acknowledges areas of excellence, and recommends areas where improvement is needed**</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>11. Works effectively to identify and pursue philanthropic support for the university**</td>
<td>x</td>
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<td>x</td>
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<tr>
<td>• Works effectively to identify and pursue philanthropic support for the college/library</td>
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<tr>
<td>12. Allocates the resources of the university effectively in accordance with institutional priorities, and mandates of the Board of Trustees and the Board of Governors* (Revised)</td>
<td>x</td>
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<tr>
<td>• Allocates the resources of the division effectively in accordance with institutional priorities</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>• Allocates the resources of the college/library effectively in accordance with institutional priorities</td>
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<td>x</td>
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<tr>
<td>Diversity and Collaboration</td>
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<tr>
<td>13. Encourages diversity and implements mechanisms for attracting and retaining underrepresented (students, staff and faculty) groups**</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>14. Supports sound practices of collaboration, openness and shared governance**</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Open-ended Comments</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>15. Which matters need priority attention by this administrator during the next year or two**</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>16. What is the most important observation you can make about this administrator's effectiveness?*</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>
Appendix One: Current Annual Administrator Survey Items

Chancellor

Likert-Scale Questions:

1. Establishes/maintains administrative structures which are effective in carrying out the policies of the university.
2. Manages the flow of work efficiently.
3. Works effectively within the shared governance of the institution.
4. Maintains an appropriate balance of support for the teaching, research/creative activity, and service missions of the university.
5. Allocates the resources of the institution effectively.
6. Allocates the resources of the institution in accordance with institutional priorities and mandates of his Board and the Board of Governors.
7. Works effectively for the development of the funding and facilities necessary to support the operations of the university.
8. Represents the university effectively to the community, region, and state.

Open-Ended Questions: (Note: these questions are repeated for each administrator)

1. Which matters need priority attention by this administrator during the next year or two?
2. Identify any policies and procedures which you feel need immediate improvement.
3. What is the most important observation you can make about this administrator's effectiveness?
4. What is the most important observation you can make about this administrator's style?
5. Other Comments:

Vice Chancellor

1. Effectively implements the policies of the division and university.
2. Encourages a high level of teaching effectiveness.
3. Allocates resources efficiently and equitably.
4. Displays effective leadership for the strategic planning process for the division.
5. Maintains an appropriate balance of support for the teaching, research/creative activity and service functions of the university.
6. Is effective in acquiring university and external resources for the division.
7. Represents the division effectively to the university and external constituents.
8. Encourages productive and high quality research/creative activity.
9. Supports an effective structure for the reward of faculty members and professional staff.
10. Is fair and impartial in decision-making.

Dean/Director

1. Acquisition and management of resources for the college or school.
2. Leadership for the continuing development of the college or school.
3. Encouragement and support for teaching among faculty.
4. Encouragement and support for research/creative activity among faculty.
5. Encouragement and support for service among faculty.
6. Establishment and maintenance of relationships with constituents outside the college or school.
7. Commitment to recruiting and retaining talented faculty.
8. Support for the principles of shared governance.
9. Availability to faculty.
10. Establishment of an atmosphere of trust and respect

Appendix Two: Current Five-Year Review Survey Items

Leadership:

1. Communicates priorities, standards, and administrative procedures effectively
2. Articulates a vision for the future
3. Communicates ideas in a clear and timely fashion to faculty, staff, and other University administrators
4. Demonstrates listening skills
5. Provides national and statewide visibility and recognition for the constituency
6. Contributes to the leadership of the university and effectively advocates for all relevant constituencies

Administration and Management

7. Provides support for the successful recruitment and retention of administrators, faculty, staff, and students
8. Manages the administrative office effectively
9. Provides for effective budget management
10. Works effectively with other administrative officers
11. Makes decisions in a timely fashion

Diversity and Collaboration

12. Encourages diversity and implements mechanisms for attracting and retaining underrepresented groups
13. Is responsive to cultural, ethnic, and gender diversity
14. Demonstrates and encourages respect for all persons in the constituency and the University
15. Applies sound practices of collaboration, openness and shared governance

Planning, Development, and Assessment

16. Works effectively with faculty, staff, administrators, and other relevant constituencies in identifying appropriate short-term and long-term goals, in setting priorities, and in focusing resources across all constituencies
17. Within the context of the administrative office, works to identify and pursue philanthropic support for the constituency
18. Develops public and constituency support for the University
19. Provides guidance, support and resources for staff development, particularly related to advancement and promotion
20. Demonstrates equitable judgment and action in personnel development
21. Effectively evaluates or assesses the units under his/her administration, acknowledges areas of excellence, and recommends areas where improvement is needed
Teaching, Research/Creative Activity, and Service

22. Supports and defends academic freedom as defined in the ECU Faculty Manual and in the Code of the Board of Governors of the University of North Carolina
23. Supports and fosters a climate that promotes excellence in teaching
24. Supports and fosters a climate that promotes excellence in research/creative activities
25. Participates and encourages service activities related to the fulfillment of the University’s mission

Open-Ended Question

26. Please share any comments in the space below.

References


Spring 2018 Administrator Survey
Chancellor Form

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Resolution #18-43
Approved by the Faculty Senate: April 24, 2018
Approved by the Chancellor: May 25, 2018

Revisions to the *ECU Faculty Manual*, Part VI, Section III. Distance Education Policies, as follows:

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

“**CONTENTS**

I. Distance Education Courses and Programs
II. Oversight of Distance Education
III. Courses Delivered by Distance Education
**IV. Fostering Academic Integrity in Distance Education**
V. **Instructor Faculty Preparation**
VI. **Standards for Online Learning Quality Standards**
VII. Evaluation of Distance Education

*Revised 5-16*

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 in the **same place**. Instruction may be synchronous or asynchronous. A **distance education** course may use Internet, **one-way and two-way transmissions through open broadcast**, closed circuit, cable, **microwave**, **broadband lines**, **fiber optics**, satellite, or wireless communications devices; **audio conferencing**; or **video cassettes**, **DVDs**, and **CD-ROMs** if used as part of the distance learning course or program.**
I. 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 Part VI). 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.

II. 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 instructor faculty assumes primary responsibility for ensuring the rigor of programs and the quality of instruction offered through distance education.

III. Courses Delivered by Distance Education
The instructor 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 education courses shall be evaluated at the department or school, college and university level. The instructor 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.

Instructors 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 instructors faculty and students and among students.

IV. Fostering Academic Integrity in Distance Education
Distance education courses, whether they are fully online or blended, pose new challenges in maintaining academic integrity for both faculty and students. Specifically, the ease of access provides a persistent temptation for students to access the work of others without providing appropriate attribution, or to search for an exam answer during a closed-book assessment. It is thus our shared responsibility to provide students with clear, unambiguous guidelines regarding the academic unit and university expectations for ethical behavior in the digital environment.

This document contains information and strategies to foster ethical behavior and academic integrity within online and blended courses. It is divided into two sections. The first section lists unique scenarios that a faculty member teaching an online class may encounter. The second section includes various strategies for effective online content delivery. As you evaluate each section you are encouraged to incorporate relevant suggestions drawn from the
experiences of previous instructors and incorporate their solutions into your course materials.

V. Instructor Faculty Preparation
All courses offered via distance education shall be taught by a qualified, credentialed instructor faculty member approved and assigned by the unit administrator. Instructor Faculty who teach distance education courses and programs shall have the same academic qualifications as instructors who teach face-to-face courses. Each instructor faculty member who teaches one or more distance education courses 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 instructor faculty member teaching distance education courses has the appropriate distance education training. All instructors 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 instructor faculty member teaching one or more distance education courses. The unit administrator will provide a complete list of instructors teaching distance education courses and documentation that each instructor faculty member has met the training requirements annually to the Provost's office.

Instructors 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, Information Technology and Computing Services, Information Resources Coordinating Council, Distance Education and Learning Technology Committee, etc.). The University shall provide appropriate equipment, software, and communications access to instructors faculty necessary to provide effective distance education. The University will ensure the availability of continuing instructor faculty education and training to enhance proficiencies in the methodology and the technologies used in distance education.

VI. Standards for Online Learning Quality Standards
Distance education courses shall comply with the following ECU Standards for Online Learning.

Course Overview & Introduction
- The syllabus is easy to navigate and follows a consistent format that introduces the course and its structure and states expectations. The syllabus should be available in a downloadable format for offline reference.
- Course instructors introduce themselves.
- An appropriate format (e.g. discussion board) should be used to allow students to introduce themselves to each other and to the instructor.
- Minimum technology hardware, software, and skills required by the student are clearly stated and resources for technology training are listed.
- Prerequisite knowledge is clearly stated.

Learning Objectives
- The learning objectives are clearly stated and describe measurable outcomes.
- The learning objectives address content mastery and critical thinking ability.
• Clear instructions for achieving course objectives and learning outcomes are provided.

Assessment & Measurement
• Evaluation methods measure the achievement of course objectives and learning outcomes and are appropriate for the online learning environment.
• Course evaluation, policies, learner feedback are appropriate for the online learning environment.
• Course instructors should utilize a controlled testing environment as appropriate.

Resources & Materials
• The course instructional materials, resources, and content have sufficient depth and breadth for the student to achieve learning outcomes.
• The course instructional materials, resources, and content are accessible, Americans with Disabilities Act (ADA) compliant, and available in multiple formats when appropriate.
• The course instructor makes students aware of relevant resources and services at the university, college, department, and course level (e.g. library resources, Online Writing Center, and Pirate Academic Success Center).

Learner Interaction
• The course provides opportunities for interaction between the instructor and the student, and among students as appropriate.
• Activities designed to generate student interaction align with course objectives and learning outcomes.
• Clear standards are established for course interactions, instructor response time, and instructor availability (turn-around time for email, grade posting, online office hours, etc.)

Course Technology
• Instructional tools support the learning objectives of the course and are integrated with course material.
• Instructional tools enhance learning activities and guide the student to become a more active learner.
• Instructional tools required for this course are clearly defined and easily attained.

Accountability
• The syllabus or supportive course materials include required statements per the Faculty Manual (Part VI, Section I. Teaching Regulations and Guidelines Related to Faculty).

VII. Evaluation of Distance Education
Instructors Faculty members teaching through distance education will be peer reviewed every three years to assure the rigor of programs and the quality of instruction. 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 instructors faculty and the departmental faculty to facilitate the continual enhancement of the unit’s distance education program. (FS Resolution #16-31, May 2016)

Resolution #18-44
Approved by the Faculty Senate: April 24, 2018
Approved by the Chancellor: May 25, 2018

Revisions to the University Undergraduate Catalog relating to the Office of Continuing Studies, as follows:

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

“Office of Continuing Studies
The Office of Continuing Studies serves as a bridge between the student at a distance and the academic and administrative units of the university. The office respects and understands the unique demands of the lifelong learner and is committed to assuring quality accessible programs and services. The office supports the university in advancing its leadership role in the areas of distance and online learning both in our region and beyond. The educational and economic development of the citizens of its service area is a focal point for the office. The office partners with the academic and administrative units of the university, the UNC System, and the North Carolina Community College System to meet the needs of the education, healthcare, technology, business, industry and military affiliated communities.

The Office of Continuing Studies includes the following program areas:

- Campus Summer School
- Continuing Professional Education
- Distance Education Proctoring Center
- Distance and Extension Online Education
- Lifelong Learning Program
- Military Outreach
- The Testing Center

In order to fulfill the needs of a widely diversified group of students, our undergraduate degree completion programs, and graduate degrees are offered online via the Internet. The office also provides noncredit courses, seminars, and workshops to meet continuing professional education requirements. For adults 50 and older who want to continue learning in a relaxed atmosphere, a wide array of class topics are available through the Lifelong Learning Program.”
Revisions to the *University Undergraduate Catalog* relating to distance education, as follows:

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

“Distance Education

- Online Distance Education
- Distance Education Students
- Online Degree and Certificate Programs

Online Distance Education

East Carolina University has been a leader in distance education in North Carolina for over seventy years. ECU recognized the potential of online learning, and was one of the first universities in the nation to develop and offer degrees entirely over the Internet. ECU currently offers more than 90 degrees and certificate programs online, in fields such as business, education, business, health care, and technology, among others.

East Carolina University’s online distance education degree programs allow students to access their coursework twenty-four hours a day, seven days a week. Online courses are taught by the same faculty instructors that teach on-campus courses. The level of coursework, required readings, and examinations are the same for online and on-campus courses. Programs are designed with the student in mind, and the instruction is focused on active participation and academic success.

Distance Education Students

Online learning is ideal for those who are concerned about balancing the rigors of an academic workload with full-time employment or family obligations.

Online courses are typically delivered using course learning management systems that have been selected due to for their ease of use for both by students and instructors. As with on-campus sections, syllabi and schedule of assignments for online courses are made available to students within the first few days of the semester for online courses. Assignments and homework are submitted electronically. All necessary materials are available via folders within the learning management system. When administered online, students take examinations are taken by students during a prescribed timeframe, using a proctor. Proctors are available when necessary.

In an online course, students and instructors communicate in discussion forums and respond to information presented by the instructor. Some courses include synchronous “chat” sessions so students with students and instructors may interact in real time engaging in conversations about course material. Students also have the opportunity to work in groups and benefit from the professional experiences of their peers.

Students opting to complete their degrees using online distance education typically increase their skills and comfort level with technology and online delivery of information.

**During this process, students strengthen** while strengthening their self-discipline and increase organizational and time management skills. The format is ideal for giving students heightened...
independence in the pursuit of their higher education, while simultaneously providing the guidance and mentorship that are traditionally associated with on-campus instruction. Though Although convenience and flexibility are emphasized in distance education coursework, the same amount of effort and participation is required for both online and face-to-face courses.

Information about the distance education programs offered at ECU can be found on the Options ECU Online website, as well as helpful links to information regarding admissions, registration, tuition, and financial aid may also be found there. Academic regulations and policies, university calendars, and student services described in this catalog are applicable to all students, except where otherwise indicated. All students are required to have access to a computer. Some departments may require specific types (see Pirate Techs Computer Support for details).

From admission to graduation, a system of student support services is available to assist all distance education students. The online support systems give distance education students access to resources without having to come to campus. A dedicated email address and a toll free number staffed by student service specialists help students navigate the online resources available to them. They provide a single point of contact for distance education students. Contact the Office of Continuing Studies ECU Online student services area for assistance by emailing ocs@ecu.edu onlineservices@ecu.edu or calling 1-800-398-9275. The offices are located in the Self Help Center, 301 Evans Street.

Students enrolled in distance education classes in which proctored exams are required may incur charges levied by the proctoring site they choose, but the university does not impose any additional charges specifically related to verification of student identity. Students may obtain a list of proctors located within their geographic area along with any associated fees on the UNC Online Academic Services website.

Students enrolled in online distance education classes through ECU, or through UNC Online, in which proctored exams are required, have access to the DE (Distance Education) Proctoring Center, http://www.ecu.edu/cs-acad/deproctoring/. The university does not impose any proctoring fees on students enrolled in its distance education courses if they utilize the ECU proctoring center. However, students can select alternate proctoring sites/providers and may obtain a list of proctors located within their geographic area, along with any associated fees on the UNC Online Academic Services website. Students may incur charges with alternate providers if they choose to have their exams proctored at sites external to ECU. When students select alternate proctoring sites, the university does not impose any additional charges specifically related to verification of student identity.

Online Degree and Certificate Programs
Add-On Licensure
- Birth-Kindergarten Education
- Special Endorsement in Computer Education

Undergraduate Degree-Completion Programs
The programs listed below allow students with college credit to complete the last half of their degrees online. Applicable program concentrations are italicized.

- Birth Through Kindergarten Teacher Education, BS
- Communication, BS Interpersonal/Organizational
- Elementary Education (K-6), BS*
• Family and Consumer Sciences Education, BS
• Health Information Management, BS
• Health Services Management, BS
• Hospitality Management, BS
• Industrial Distribution and Logistics, BS
• Industrial Technology, BS Bioprocess Manufacturing, Distribution and Logistics, Health Information Technologies, Industrial Supervision, Information and Computer Technology, Manufacturing Systems
• Management, BSBA Management and General Business
• Management Information Systems, BSBA Management Information Systems
• Marketing, BSBA Marketing, Operations and Supply Chain Management
• Middle Grades Education, BS*
• Nursing, Bachelor of Science, BSN RN to BSN Nursing Option
• Special Education, General Curriculum, BS*
• University Studies, BS

* The State Employees Credit Union (SECU) Partnership East utilizes a part-time cohort model and is designed for students transferring from a North Carolina community college. Interested students should contact the appropriate coordinator prior to applying to the ECU. Please see www.ecu.edu/cs-educ/partner_east/Index.cfm for more information.

Note: East Carolina University offers a substantial number of graduate online degrees and certificate programs. For a complete list of programs, please see the Distance Education section of the current graduate catalog.

Resolution #18-46
Approved by the Faculty Senate: April 24, 2018
Approved by the Chancellor: May 25, 2018

Revisions to the ECU Faculty Manual, Part VI, Section I. Teaching Regulations and Guidelines Relating to Faculty, subsection VII. Final Examinations, as follows:

It was brought to the Committee’s attention that there were inconsistencies between the ECU Faculty Manual and University Undergraduate Catalog regarding final exam policies. A general review of policies referencing final exams, scheduled exam periods and absences from final exams, was requested to remove ambiguous language in both documents. An example of inconsistency was that the manual stated that the scheduled final exam period could not be changed however, the catalog included a phrase “changed only through a formal written request to the registrar”. In addition, it was suggested that “No test intended to substitute for the final exam may be given during the week preceding the final examination period.” be added to both the manual and catalog to provide clarification. It was noted that the ECU Faculty Manual contains policies approved by the Faculty Senate and Chancellor, meaning that the Undergraduate Catalog should contain those same provisions.

(Deletions are noted in strikethrough.)

“VII. 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 scheduled time for the exam should be treated as regular class time and must be used for appropriate instructional activity. Online courses that do not give a final exam must use the final exam week for instructional purposes. The chair of the unit is responsible for monitoring adherence to scheduled examination requirements.

The University establishes a final examination schedule each semester to reduce conflicts in course final examination and to meet the UNC established course hour requirements. There will be no departure from the printed schedule of examinations schedule officially published as part of the ECU Academic Calendar except for clinical and non-traditional class schedules, including graduate level courses. Changes for individual student emergencies of a serious nature will be made only with the approval of the instructor. A student who is absent from an examination without excuse will be given a grade of F for the examination. An incomplete (I) for the course will only be given in the case of a student absent from the final examination who has presented a satisfactory excuse to the instructor. No test intended to substitute for the final exam may be given during regular class meetings the week preceding the final examination period. Faculty may not give an examination or an assignment in lieu of an examination on Reading Day. (FS Resolution #11-51, April 2011)"

Resolution #18-47
Approved by the Faculty Senate: April 24, 2018
Approved by the Chancellor: May 25, 2018

Revisions to the University Undergraduate Catalog relating to final examinations, as follows:

(Deletions are noted in strikethrough.)

“Final Examinations

Final examinations will be held at the close of each term in all courses. There will be no departure from the printed schedule of examinations. Changes for individual emergencies of a serious nature will be made only with the approval of the instructor, the student’s major chairperson, director, or dean. The departmental chairperson, school director, or the college dean will, if a serious emergency is believed to exist, forward a written request to the Office of the Registrar, setting forth the nature of the emergency. A student who is absent from an examination without an excuse may be given a grade of F in the course. The instructor may issue an incomplete (I) in the case of a student absent from the final examination who has presented a satisfactory excuse or an official university excuse from the Dean of Students or his/her designee.

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. 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 schedule officially published as part of the ECU Academic Calendar except for clinical and non-traditional class schedules, including graduate level courses. Changes for individual student emergencies of a serious nature will be made only with the approval of the instructor.”
Proposed reinstatement of the administrative Natural Areas Committee, as follows:

An administrative committee, the Natural Areas Committee, existed for some years prior to being discontinued in 2013. The charge of this committee was to provide faculty and administrative oversight of ECU’s major undeveloped natural areas, including the Otter Creek property located near Falkland, NC. As a result, some properties are currently lacking in regular faculty or administrative oversight or management. An existing Task Force oversees usage of the West Research Campus, another major undeveloped property at ECU. However, no organizational entity is currently charged with developing strategic directions for any natural areas.

Therefore, the Committee proposes that the Natural Areas Committee be reinstated as an administrative committee with the following charge and personnel makeup:

1. **Name: Natural Areas Committee**

2. **Membership:**
   The Natural Areas Committee shall consist of eight (8) voting members which shall serve as an advisory body to the Chancellor on major undeveloped natural areas. Members include the Provost or appointed representative, the Chair of the Faculty or appointed representative, a representative from Facilities Services (Grounds Personnel), appointed by the Vice Chancellor for Administration and Finance, a representative from the University Space Committee, appointed by the Associate Provost for Institutional Planning, Assessment and Research, a representative from the University Environment Committee, and three faculty from natural science or other relevant departments elected annually by the Faculty Senate.

3. **Committee Responsibilities**
   A. The committee makes recommendations concerning the use of Otter Creek natural area.
   B. The committee makes recommendations concerning management practices to maintain or restore natural resources at all ECU natural areas and maintain access to such resources, including prescribed burns, trail and road maintenance.
   C. The committee develops strategic plans for conservation and acquisition of properties and for promoting appropriate uses of properties for research and education.

4. **Terms of Office:**
   Members serve one-year terms, renewable based on continued interest and ability to serve.

5. **To Whom the Committee Reports:**
   The committee reports action items when needed to the Chancellor and provides reports for information only to the Faculty Senate.

6. **Standard Meeting Time:**
   The committee meets as needed throughout the year.
Resolution #18-49
Approved by the Faculty Senate: September 11, 2018
Approved by the Chancellor: October 15, 2018

Curriculum and academic matters acted on and recorded in the Undergraduate Curriculum Committee meeting minutes of March 1, 2018 including curricular actions within the Colleges of Arts and Sciences (Interdisciplinary Programs) and Engineering and Technology and Departments of English, Kinesiology and Health Education and Promotion.

Resolution #18-50
Approved by the Faculty Senate: September 11, 2018
Approved by the Chancellor: October 15, 2018

Curriculum and academic matters acted on and recorded in the Writing Across the Curriculum Committee meeting minutes of March 12, 2018, including removal of writing intensive designation (WI) for the following courses: ANTH 2015 - Introduction to Biological Anthropology, BIOL 4130 – Astrobiology, BIOL 4514 - Research Problems in Biology, BIOL 3740 - Animal Behavior, BIOL 3741 - Animal Behavior Laboratory, CHEM 2301 - Teaching Laboratory Chemistry, ECON 4700 - Applications of Economic Analysis, ECON 3030 - Antitrust and Regulation, ECON 3630 - Health Economics, ECON 3750 - Economics of Poverty and Discrimination, ECON 4020 - Industrial Organization, ECON 4523 - Independent Study and Research in Economics, FORL 2661 - Latin American Literature in Translation, FORL 2665 - Don Quixote, FREN 4555 - France of the Middle Ages and Renaissance, FREN 4557 - France from the Napoleonic Period to World War II, GERM 3110 - German Business Communication I, GERM 3120 - German Business Communication II, GERM 4362 - The Classic Period, GERM 4363 - German Romanticism (ca. 1790-ca. 1830), GERM 4500 - Popular Culture and Literature, GERM 4510 - Post-Unification Culture and Literature, SPAN 3440 - Spanish Culture and Civilization.

Resolution #18-51
Approved by the Faculty Senate: September 11, 2018
Approved by the Chancellor: October 15, 2018

Formal faculty advice on curriculum and academic matters acted on and recorded in the Graduate Council meeting minutes of August 27, 2018, including curriculum action items (GC 18-8) within the Graduate Curriculum Committee meeting minutes from April 4, 2018 and April 18, 2018 which included level 1 curriculum matters. Policy action items (GC 18-9) within the August 27, 2018 Graduate Council meeting minutes, included revisions to the Faculty Manual part II section A, part II section D, and a Graduate Catalog revision to the Military Transfer Credit policy.

Resolution #18-52
Approved by the Faculty Senate: September 11, 2018
Approved by the Chancellor: October 15, 2018
Proposed changes to University Calendars (Fall 2018 – Spring 2020) to accommodate changes to final exam schedule for MATH 1066 and MATH 1064, as follows:

(Deletions are noted by strikethrough and additions by red text.)

**Fall Semester 2018**

Examination Schedule

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 5 - December 12). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 5 - December 12). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second night of their usual meeting during the examination period (December 5 - December 12). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 - 7:30 Wednesday, December 5</td>
<td></td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30 Thursday, December 6</td>
<td></td>
</tr>
<tr>
<td>MATH 1066</td>
<td>5:00 - 7:30 Friday, December 7</td>
<td></td>
</tr>
</tbody>
</table>

**Spring Semester 2019**

Examination Schedule

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. The final exam meeting is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 25 - May 2). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 25 - May 2). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second
night of their usual meeting during the examination period (April 25 - May 2). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

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<tr>
<th>Course</th>
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<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 - 7:30</td>
<td>Monday, April 29</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30</td>
<td>Tuesday, April 30</td>
</tr>
<tr>
<td>MATH 1066, 1064</td>
<td>5:00 - 7:30</td>
<td>Wednesday, May 1</td>
</tr>
</tbody>
</table>

**Fall Semester 2019 Examination Schedule**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 5 - December 12). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 5 - December 12). Examinations in classes meeting two or more nights a week and beginning after 8:00 pm will be held on the second night of their usual meeting during the examination period (December 5 - December 12).

Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

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<tr>
<th>Course</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 - 7:30</td>
<td>Tuesday, December 10</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30</td>
<td>Wednesday, December 11</td>
</tr>
<tr>
<td>MATH 1066, 1064</td>
<td>5:00 - 7:30</td>
<td>Friday, December 6</td>
</tr>
</tbody>
</table>

**Spring Semester 2020 Examination Schedule**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and
non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. The final exam meeting is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 30 – May 7). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 30 – May 7). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second night of their usual meeting during the examination period (April 30 – May 7). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes)

Common examinations, including DE sections, will be held according to the following schedule:

<table>
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<tr>
<th>Course Code</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 - 7:30 Friday, May 1</td>
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</tr>
<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30 Monday, May 4</td>
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</tr>
<tr>
<td>MATH 1066, 1064</td>
<td>5:00 - 7:30 Tuesday, May 5</td>
<td></td>
</tr>
</tbody>
</table>

Resolution #18-53
Approved by the Faculty Senate: October 16, 2018
Approved by the Chancellor: October 30, 2018

Approval of the Fall 2018 Graduation Roster, including Honors College graduates.

Resolution #18-54
Approved by the Faculty Senate: October 16, 2018
Approved by the Chancellor: not applicable

Request that the Faculty Grievance Committee provide the Faculty Senate with a cumulative report of their annual Overview of Committee Activities covering the past 10 years.

Resolution #18-55
Approved by the Faculty Senate: October 16, 2018
Approved by the Chancellor: October 30, 2018

Curriculum and academic matters contained in the Educational Policies and Planning Committee meeting minutes of October 12, 2018 including a request to establish a BS in Entrepreneurship within the Miller School of Entrepreneurship; request to establish a new certificate: Leadership in Organizations within the College of Business; request to discontinue a certificate: Business Foundations within the College of Business; request to change five “strands” to concentrations (re-
designations) including: Academically Gifted, Content Pedagogy, Early Childhood, Teacher Leadership in the Elementary School and Teaching English as a Second Language and establish one new concentration entitled Teaching Children in Poverty in the MAEd in Elementary Education within the College of Education; and Academic Program Review responses for the Department of Chemistry and the Brody School of Medicine Office of Research and Graduate Studies: Biomedical Sciences (MS).

Resolution #18-56
Approved by the Faculty Senate: October 16, 2018
Approved by the Chancellor: returned pending further review 10/30/18, revised and resubmitted as Faculty Senate Resolution #20-18

Proposed revisions to the *ECU Faculty Manual*, Part VI, Section II. Academic Integrity

During the course of the 2017-2018 Academic year the University Committee on Academic Integrity reviewed this section of the manual and presented their recommended revisions to Professor John Stiller, Chair of the Faculty who requested the Admission and Retention Policies Committee’s review and report to the Faculty Senate.

The following proposed changes are being submitted and are reflected in the full document that follows.

1. Add the following link to the document: [Fostering Academic Integrity in Distance Education](#).
   a. The Distance Education and Learning Technology Committee had been working on additional information for distance education students. It was suggested that information be added to the Faculty Manual and a place has been designated for the additional information. (Section II.C.)

2. Add information pertaining to AI violation found when working on final grades.
   a. Currently there is no specific language that states what to do when a faculty member finds a violation at the end of the semester. The current practice is to give the student an incomplete or “I” for the semester and begin to reach out to the student per the faculty manual procedures. This addition would make that practice part of the process. (Section II.C.1.)

3. Add information pertaining to students in different sections
   a. This addition will help clarify how to proceed when two students are involved in an academic integrity violation but are in different sections.
   b. This addition will also assist with how to proceed with a student who took the section during a different semester. (Section II.C.1.)

4. Remove the section regarding a second appeal.
   a. Currently there are two levels of appeal for students who have violated the AI process. The first level of appeal is to appeal the decision of the faculty which goes to an AI review committee composed of a faculty, student and a member of the Office of Student Rights and Responsibilities. Students are to submit all information to support their reasons to appeal. If the review committee favors the information submitted by the student than it goes to an Academic Integrity Appeal Board. If the review committee favors the information submitted by the faculty then the decision of the faculty stands and an AIAB is denied.
b. At this time, students have a right to submit a second appeal with the stipulation that they are to submit new information.

c. Historically, students who submit a second appeal do not submit new information. Typically, they just do not like the sanction they are given, and many times will indicate that they did in fact violate the Academic Integrity Process.

d. The committee is recommending removing the second appeal. The students will still have a single appeal process therefore they have due process. (Section II.D.2.)

For reference, listed are the number of AI violations, appeals and second appeals for the last few years. The table also shows that of the second appeals no new information was submitted therefore the student was denied a hearing.

<table>
<thead>
<tr>
<th>Year</th>
<th>AI Violations</th>
<th>AI Appeals</th>
<th>AI second appeals</th>
<th>Second Appeal denied</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>220</td>
<td>47</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>2015-2016</td>
<td>182</td>
<td>19</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>2016-2017</td>
<td>151</td>
<td>12</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2017-2018</td>
<td>239</td>
<td>30</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

5. Changes to the Student Code of Conduct regarding Student Advisors
   a. This past year the student code of conduct was changed and now students must request the assistance of a student advisor if they wish to use one.
   b. Information regarding how to request a student advisor has been added to the faculty manual.
   c. Due to the code change there is also not a case presenter. This information is now read by the faculty chair as part of the script for the hearing. (Section II.I.)

In addition, the Committee offered minor editorial revisions reflected throughout the document.

The below document includes all proposed revisions and would replace what is currently in the ECU Faculty Manual.

(Document tracking all proposed revisions is available here.)

“PART VI - TEACHING AND CURRICULUM REGULATIONS, PROCEDURES AND ACADEMIC PROGRAM DEVELOPMENT

SECTION II

Academic Integrity

CONTENTS
I. Principle of Academic Integrity.
II. Purpose and Scope
   a. Definition of Academic Integrity Violations
   b. University-Wide Responsibility to Report Academic Integrity Violations
   c. Procedures for Responding to a Suspected Academic Integrity Violation
   d. Appeals of Decisions Reached by the faculty Member
   e. University Committee on Academic Integrity (UCAI)
f. Academic Integrity Board (AIB)
  
g. Academic Integrity Appeal Board (AIAB)
  
h. Bias
  
i. Procedures for the AIB and the AIAB
  
j. Appeals of Decisions Reached by the Academic Integrity Board and the Academic Integrity Appeal Board
  
k. Annual Reports

I. Principle of Academic Integrity

Academic integrity is a cornerstone value of the intellectual community at East Carolina University. Academic integrity is required for students to derive optimal benefit from their educational experience and their pursuit of knowledge. Violating the principle of academic integrity damages the reputation of the university and undermines its educational mission. Without the assurance of integrity in academic work, including research, degrees from the university lose value, and the world beyond campus (graduate schools, employers, colleagues, neighbors, etc.) learns that it cannot trust credits or a diploma earned at ECU. For these reasons, academic integrity is demanded of every ECU student. Maintaining the academic integrity of ECU is the responsibility of all members of the academic community. Faculty should ensure that submitted work accurately reflects the abilities of the individual student. Toward this end, faculty should—through both example and explicit instruction—instill in students a desire to maintain the university’s standards of academic integrity and provide students with strategies that they can use to avoid intentional or accidental violation of the academic integrity policy.

II. Purpose and Scope

This document sets forth procedures to be followed for suspected academic integrity violations at ECU. It also details possible penalties for violations. Additional penalties may be established by academic departments, programs, colleges, and schools. Any such additional penalties must be established democratically by the faculty in a means compatible with school or college policies and/or unit codes. In addition to the penalties outlined below, individual units may have additional ethical and behavioral expectations of their students, particularly at the graduate level, including expectations for the conduct of research, and may take corrective action according to their regulations or rules. ECU’s policy on research misconduct, as elaborated by the Division of Research and Graduate Studies (http://www.ecu.edu/cs-acad/rgs/Research-Policies.cfm), is necessary to ensure university compliance with this UNC system policy as well as with state and federal laws. All faculty, staff, and students should be familiar with it. The procedures for reporting, investigating, and determining penalties in cases of academic integrity violations shall not supersede procedures for reporting, investigating, and determining penalties for research misconduct.

A. Definitions of academic integrity violations

An academic integrity violation is defined as any activity that exhibits dishonesty in the educational process or that compromises the academic honor of the university. Examples of academic integrity violations include, but are not limited to, the following:

Cheating - Unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work. Examples of cheating include, but are not limited to: copying from another student's paper or receiving unauthorized assistance during a quiz or examination; using books, notes, or other devices when these are not authorized; improperly obtaining tests or examinations; collaborating on academic work without authorization and/or without truthful disclosure of the extent
of that collaboration; allowing or directing a substitute to take an examination.

Plagiarism - Copying the language, structure, ideas, and/or thoughts of another and adopting the same as one’s own original work. Examples of plagiarism include, but are not limited to: submitting a paper that has been purchased or downloaded from an essay-writing service; directly quoting, word for word, from any source, including online sources, without indicating that the material comes directly from that source; omitting a citation to a source when paraphrasing or summarizing another’s work; submitting a paper written by another person as one’s own work.

Falsification/Fabrication - The statement of any untruth, either spoken or written, regarding any circumstances related to academic work. This includes any untrue statements made with regard to a suspected academic integrity violation. Examples of falsification/fabrication include, but are not limited to: making up data, research results, experimental procedures, internship or practicum experiences, or otherwise claiming academic-related experience that one has not actually had; inventing or submitting deceptive citations for the sources of one’s information; submitting a false excuse for an absence from class or other academic obligation.

Multiple submission - The submission of substantial portions of the same academic work for credit more than once without authorization from the faculty member who receives the later submission. Examples of multiple submission include, but are not limited to: submitting the same essay for credit in two courses without first receiving written permission; making minor revisions to an assignment that has already received credit in a course and submitting it in another class as if it were new work.

Violation assistance - Knowingly helping or attempting to help someone else in an act that constitutes an academic integrity violation. Examples of violation assistance include, but are not limited to: knowingly allowing another to copy answers during an examination or quiz; distributing test questions or examination materials without permission from the faculty member teaching the course; writing an essay, or substantial portions thereof, for another student to submit as his or her own work; taking an examination or test for another student; distributing information involving clinical simulation and skills assessments.

Violation attempts - Attempting any act that, if completed, would constitute an academic integrity violation as defined herein. In other words, it does not matter if a student succeeds in carrying out any of the above violations—the fact that a violation was attempted is itself a violation of academic integrity.

In addition, specialized definitions of some terms as they apply to research are defined in the University of North Carolina Policy on Research Conduct. For example, this Policy defines research misconduct as “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting the results.” Further,

• Fabrication is making up data or results and recording or reporting them.

• Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. The research record is the record of data or results that embody the facts resulting from the research inquiry and includes, but is not limited to research proposals, laboratory records; both physical and electronic, progress reports, abstracts, theses, oral presentations, internal reports, books, dissertations, and journal articles.
• Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

• Research misconduct does not include honest error or differences of opinion. B. University-wide responsibility to report academic integrity violations because academic integrity violations are unfair to honest students and because they damage the reputation of the entire university, ignoring academically dishonest behavior is almost as problematic as actively participating in a violation.

1. Faculty Member Responsibility
If a faculty member suspects that a student has violated the academic integrity policy in a manner severe enough to merit a grade reduction or other substantial academic penalty, he or she should, as a matter of academic duty, follow the procedures outlined below, making sure that the Office of Student Rights and Responsibilities (OSRR) is aware of students who might be endangering the integrity of the university. Faculty are strongly encouraged to include a statement regarding this policy in their syllabi because it puts students on notice of the faculty member’s policy and alerts students to the importance of academic integrity to the ECU community. Sample policy language is available from the OSRR.

In some instances, a faculty member may deem it best to approach a potential matter involving academic dishonesty as a learning opportunity. In such cases, a faculty member may require that a student complete additional work to help them better understand the severe nature of academic dishonesty and to learn ways of avoiding future infractions. If at any point, however, the faculty member determines that a grade reduction or other substantial academic penalty is merited, either as a result of the initial infraction or as a result of a student not sufficiently completing the additional work agreed to, she or he must follow the process outlined below, including reporting the situation to the OSRR for its review and handling.

2. Student Responsibility
Students are expected to promote academic integrity in the ECU community, both by upholding it in their own work and by taking the responsibility to report any suspected violations. A student knowing of circumstances in which an academic integrity violation may have occurred or is likely to occur should bring this knowledge to the attention of a faculty member or the OSRR.

3. University Community Member Responsibility
All other university community members are expected to promote academic integrity in the ECU community, both by upholding it in their own work and by taking the responsibility to report any suspected violations. A university community member knowing of circumstances in which an academic integrity violation may have occurred or is likely to occur should bring this knowledge to the attention of a faculty member or the OSRR.

4. OSRR Responsibility
When a suspected violation is reported to the OSRR, the office will, if applicable, first discuss the suspected violation with the faculty member(s) in charge of the course(s) involved. The OSRR, in consultation with the faculty member(s), will follow the procedures outlined in this policy.

C. Procedures for responding to a suspected academic integrity violation
These procedures apply to all students. If face-to-face meetings are not possible, alternative arrangements will be made as appropriate. Procedural guidelines for working with distance education students on issues of academic integrity are available from the OSRR.
For additional information on distance education please reference: Fostering Academic Integrity in Distance Education.

For undergraduate students, if a suspected academic integrity violation occurs outside of a specific course, the case will be referred directly to the University Committee on Academic Integrity for an Academic Integrity Board hearing (see “University Committee on Academic Integrity” below).

For graduate students, if a suspected academic integrity violation occurs outside of a specific course, the case will be referred to the student’s faculty advisor who will serve in the role of the faculty member in the steps that follow. In the event that no faculty advisor can be identified, the graduate program director will serve in the role of the faculty member in the process outlined below.

In the case of a suspected violation reported directly to OSRR for which an instructor of record can be identified, that office will first consult with the faculty member(s) in charge of the course(s) affected. The faculty member will determine if he or she wishes to pursue an academic penalty for the student in her or his course. Following this consultation, if the suspected violation involves multiple students, the OSRR may decide to pursue additional academic penalties outside of that course by taking the case to the University Committee on Academic Integrity for an Academic Integrity Board (AIB) hearing. (See below.)

In the procedures outlined below, “faculty member” refers to the faculty member in charge of the course, or, in cases in which the suspected academic integrity violation occurs outside of a specific course at the graduate level, to the student’s faculty advisor or graduate program director.

Except where calendar day is specified, the word “day” in these procedures means any day except Saturday, Sunday, or an institutional holiday. In computing any period of time, the day on which notice is received is not counted, but the last day of the period being computed is counted.

Under documented, exceptional circumstances (e.g., the instructor of the course or the student involved will be traveling or otherwise unavailable for an extended period of time at some point during the steps described below), reasonable adjustments may be made to the stipulated deadlines as needed.

1. Faculty member notifies student in writing of suspected violation and requests a meeting. When a faculty member believes an academic integrity violation has occurred in her or his class, the faculty member must request—in writing and sent by some method with evidence of dispatch (e.g., email from the faculty member’s official ECU email account to the student’s official ECU email account; hand-delivered letter accompanied by a brief form that the student signs to indicate the note was delivered; receipt-request postal mail)—that the student meet with him or her to discuss the suspected violation. This written notice must be sent to the student(s) involved within 7 calendar days of the time the suspected violation comes to the attention of the faculty member.

In the event that the violation is discovered or the notification sent during a time when classes are not being held, the 7 calendar days will be counted starting with the next day classes are held.

*Note that a student may not withdraw from a course while a suspected academic integrity violation is being investigated.

If a faculty member finds an AI violation at the end of the semester and the student has already attended the last scheduled class session and final, the faculty member should mark a grade of “I” for incomplete until they can meet with the student. The faculty member should also follow the steps
below and notify the student in writing of a suspected violation.

If a faculty member finds a suspected violation where the currently enrolled student has used the work of a student in either a different section or taken a class at a different time, the faculty member should begin the AI process for the student enrolled in their class. If the other student involved is enrolled in another section, and another faculty member is teaching that section, the faculty member who found the initial violation should contact the faculty member on record and they should begin the AI process. If the student took the class during a different semester than the faculty member who found the violation, faculty should submit the information to OSRR and the student will be referred to the University Committee on Academic Integrity for an Academic Integrity Board hearing.

In the event that a faculty member discovers a suspected violation at a time immediately after which he or she will no longer be under contract with the university, the instructor should refer the case, including all evidence related to the suspected violation, to the University Committee on Academic Integrity for an Academic Integrity Board hearing. The AIB will review the evidence submitted (i.e. syllabus, any AI statement signed by the student, document such as the paper and SafeAssign or other software used for find a suspected violation, etc.) through its normal hearing procedures and impose an appropriate academic penalty if a violation is found.

In all cases, a faculty member should not penalize the student’s grade or impose any other substantial academic penalty unless and until it is determined, following the procedures below, that a violation has occurred.

2. Student responds to notification.
   a. Upon delivery of the written notification from the faculty member, the student has 7 calendar days to contact the faculty member and schedule a meeting day and time. If the student fails to respond to faculty notification within 7 calendar days, the student will forfeit the opportunity to present his or her understanding of the situation to the faculty member.

   b. In the event that the student fails to respond, the faculty member may find the student responsible for the violation and may impose sanctions as outlined below. In this case, the faculty member will complete an Academic Integrity Violation Form (AIV form) and submit it to the OSRR within 18 calendar days of the date on which the notice of a suspected violation was sent to the student. The OSRR will notify the student, in writing, of the faculty member’s decision and penalty within 7 calendar days of receiving the AIV form.

In the event that the student involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding academic integrity violations, the OSRR will also submit a copy of the AIV form to the appropriate program administrator.

The AIV form will be kept for 8 years in the OSRR, unless the student has been suspended or expelled, in which case the disciplinary record is kept permanently.

3. Initial meeting occurs.
   a. Scheduling - The initial meeting between the faculty member and the student suspected of an academic integrity violation should be held within 18 calendar days of the time that the suspected violation has come to the faculty member’s attention.

   b. Nonparticipating observer(s) - The student and the faculty member may each have a nonparticipating observer at the initial meeting. The faculty member’s nonparticipating observer
should be another faculty member from the department. The chair of the department should be notified of the meeting. The student may select a faculty member or student who is not involved in the suspected violation. The observer(s) is/are to watch the procedures impartially and take careful notes for reference in the event of an appeal of the faculty member’s decision. (See Appeals of Decisions, below.)

c. Meeting procedures - At the meeting, the faculty member shall explain the reasons for his or her suspicion of an academic integrity violation. The student shall be given the opportunity to respond and to explain any circumstances that he or she believes the faculty member needs to consider with regard to the situation.

4. Faculty member determines outcomes of the initial meeting. - One of the following outcomes of the initial meeting will be communicated to the student within 10 calendar days of the meeting:

a. No violation found—no penalty. If the faculty member believes that no violation occurred, he or she will impose no penalty. He or she will notify the student in writing of this decision, and no AIV form will be submitted to the OSRR.

b. Violation found—academic penalty assigned by faculty member. If the faculty member believes there has been a violation, he or she will assign an appropriate academic penalty, including, for instance, reducing the grade on the assignment or reducing the course grade. The faculty member’s penalty can be as severe as failure for the course and a grade of “XF” recorded on the student’s transcript to indicate that failure in the course was the result of an academic integrity violation. The “X” designation must remain on the student’s transcript for at least one year and will be removed from the official transcript after one year only if the student has completed the academic integrity training module and obtained the approval of the Director of the OSRR. The approval of the Director of the OSRR must be obtained through the submission of a formal written request for removal of the “X” designation. Courses in which a student receives a grade of “XF” are not eligible for grade replacement even if the “X” is removed from the official transcript with the approval of the Director of the OSRR. In all cases, courses for which a student receives an “XF” will be factored into the student’s GPA, even if the “X” is removed from the official transcript and the course is retaken.

If the faculty member imposes an academic penalty, he or she should complete an Academic Integrity Violation Form (AIV form, available from the OSRR). The completed AIV form will be submitted by the faculty member to the OSRR within 10 calendar days after the initial meeting. The OSRR will notify the student, in writing, of the faculty member’s decision and penalty within 7 calendar days of receiving the AIV form. In the event that the student involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding academic integrity violations, the OSRR will also submit a copy of the AIV form to the appropriate program administrator. The AIV form will be kept for 8 years in the OSRR, unless the student has been suspended or expelled, in which case the disciplinary record is kept permanently.

c. Violation found—severe enough for referral to University Committee on Academic Integrity (UCAI, see below) for an Academic Integrity Board (AIB) hearing. If the faculty member believes that a failing grade in the course alone is inadequate disciplinary action given the severity of the violation, he or she may recommend to the OSRR that the case be forwarded to the UCAI to pursue further action. (See below.) The OSRR will inform the student of the referral to the UCAI within 7 calendar days of receiving the faculty member’s recommendation. Note that the role of the AIB hearing in this case is not to review the faculty member’s assignment of an academic penalty but to determine if additional
sanctions should be assigned.

Students with repeated violations - If, upon receiving an AIV form from a faculty member, the OSRR discovers that the student has prior academic integrity violations in her or his file, the case will be referred to the UCAI for an AIB hearing to consider more severe academic penalties. If a student is suspended or expelled as a result of an academic integrity violation, a record of the penalty will be kept permanently in the student’s file.

Violations involving multiple students - The OSRR will receive all reports of violations involving multiple students (for example, paper mills or cheating rings). Faculty members, students, and community members should, in all cases, report suspected violations involving multiple students to the OSRR. In the event that the OSRR receives credible reports of multi-student violations, that office reserves the right to refer the case to the University Committee on Academic Integrity for an AIB hearing.

D. Appeals of Decisions Reached by the Faculty Member

1. Conditions for Appeal
   If a faculty member imposes a grade penalty or other substantial academic penalty for a first violation of the academic integrity policy, the student may only appeal the decision to the Academic Integrity Appeal Board (AIAB, see below) if one of the following applies:

   • The student believes that the faculty member has not sufficiently supported her or his decision based on the materials discussed during the initial meeting.

   • The student believes that the penalty is not appropriate for the violation and/or is in conflict with course policies as stated in the syllabus. Note that if specific penalties are indicated in the course syllabus, it is expected that students who have violated the academic integrity policy will be held to those penalties. A student may appeal a faculty member’s imposition of a penalty even if the faculty member has not properly followed the steps outlined above. In such a case, the faculty member should, upon receiving notice that a student has appealed an academic penalty imposed as a result of an academic integrity violation, fill out the AIV form indicating the violation and the academic penalty imposed, submit the form to the OSRR, and participate in the appeal process as outlined below.

2. Process for Appeals
   Students wishing to appeal a faculty member’s imposition of a penalty for an academic integrity violation must complete the “Academic Integrity Violation Appeal Form,” available from the OSRR. Upon receipt of the completed appeal form, a three-member panel, consisting of one administrator from the OSRR, and one trained student and one trained faculty member from the University Committee on Academic Integrity (UCAI, see below) will review the appeal request to determine if it is appropriate to forward it to the Academic Integrity Appeal Board (AIAB, see below). The student and faculty member participating in this panel will not be eligible to participate in any subsequent hearing of the AIAB. If the three-member panel determines that there is no clear basis for appeal in the student’s request, it will report this finding to the student.

3. Time Limit on Appeals
   A student wishing to appeal an academic integrity penalty must submit the “Academic Integrity Violation Appeal Form” to the OSRR within 7 calendar days after receiving notification of the decision made by the faculty member. Failure to do so will result in the faculty member’s initial academic
penalty being final, and no further appeal will be possible.

E. University Committee on Academic Integrity (UCAI) Composition/Membership
1. Faculty members - Sixteen faculty members, at least six of whom should have graduate faculty status, elected for three-year staggered terms by the Faculty Senate.

2. Student members – Sixteen students, at least six of whom should be graduate students, elected by and among the members of the Student Conduct Board. These students shall serve for a year and may be reelected for one additional year. The Director of the OSRR, or designee, shall serve as administrative officer of the committee, but shall not participate in hearings.

F. Academic Integrity Board (AIB)
When a case is referred directly to the UCAI (for example, in the case of repeat violations, multi-student violations, or suspected violations at the undergraduate level that occur outside of a specific course), a panel of five UCAI members—three faculty members and two students—will be selected to serve as the AIB for the case. If the case involves possible violations by a graduate student, every attempt should be made to ensure that all three faculty members on the board have graduate faculty status; however, in all cases, at least two of the three faculty members must have graduate faculty status. In cases involving possible violations by graduate students, the student members of the board must be graduate students. The AIB is charged with determining whether a student has violated this policy and, if appropriate, assigning sanctions. The AIB will select a chair from among its faculty membership. All members of the AIB may vote on the selection of a chair.

G. Academic Integrity Appeal Board (AIAB)
In the case of appeals of decisions made by a faculty member or by the AIB, a panel of five UCAI members—three faculty members and two students—will be selected to serve as the AIAB. In the case of appeals to decisions reached by the AIB, the UCAI members hearing the appeal should not have ruled on the initial case. If the appeal involves possible violations by a graduate student, every attempt should be made to ensure that all three faculty members on the appeal board have graduate faculty status, but in all cases at least two of the three faculty members must have graduate faculty status. In cases involving possible violations by graduate students, the student members of the appeal board must be graduate students. The AIAB will select a chair from among its faculty membership. All members of the AIAB may vote on the selection of a chair.

H. Bias
Individuals coming before either the AIB or the AIAB may challenge the participation of any panel member due to her/his previous knowledge, experience, belief, or emotion that would influence decision-making either positively or negatively. The challenging party will be asked to provide specific reasons for the challenge. The Chair of the UCAI along with the Director of the OSRR, or designee, will determine whether the identified panel member should be removed. If the removal of a panel member results in less than five panel members being able to serve, parties will be given the option to continue with the existing panel or to reschedule the hearing for review by a full panel.

I. Procedures for the AIB and the AIAB The Director of the OSRR, or designee, will notify the parties involved of a meeting of the AIB or the AIAB (whichever board is appropriate) within 10 calendar days of receiving an appeal that has been forwarded by the three-member appeal review panel or notice of a case that requires an AIB hearing. The faculty member (if appropriate), the student, witnesses, Student Advisors, and the Student Case Presenter (see below) shall be provided not less than 10 calendar days’ notification of the date, time, and place of the meeting. Appropriate waivers of the Family Educational Rights and Privacy Act (FERPA) must be obtained prior to any hearing. If a grade
for the student in the course must be submitted, the faculty member shall record a grade of incomplete, pending a decision by the board.

Those who may be present at a hearing include:
- The student accused of the suspected violation. If a student would like to request the assistance of a Student Advisor he/she may contact OSRR for assistance. [https://cm.maxient.com/reportingform.php?EastCarolinaUniv&layout_id=25](https://cm.maxient.com/reportingform.php?EastCarolinaUniv&layout_id=25)
- The faculty member on record. If the faculty member would like to request the assistance of a Student Advisor he/she may contact OSRR for assistance. [https://cm.maxient.com/reportingform.php?EastCarolinaUniv&layout_id=25](https://cm.maxient.com/reportingform.php?EastCarolinaUniv&layout_id=25)
- The faculty chair, who will give an extensive and detailed summary of the case and present materials relevant to the case.
- The Director of the OSRR or designee (nonparticipating)
- Witnesses for the faculty member or student
- Any other person called by the chair

Attorneys are not permitted to participate unless the student is facing pending criminal charges stemming from the incident in question. In such situations, the attorney may only advise her/his client. The attorney is not permitted to ask questions or present information. The student will assume all responsibility for attorney fees.

Should the student or the faculty member (if appropriate) fail to appear without prior approval of the administrative officer, the AIB or AIAB will proceed with an absentia hearing.

Detailed procedures for AIB and AIAB hearings are available from the Office of Student Rights and Responsibilities.

A majority of the appropriate board will decide the issue. The chair will vote only in the case of a tie.

The Director of the OSRR, or designee, will serve as administrative officer and is responsible for maintaining accurate and complete records of the proceedings.

The Director of the OSRR, or designee, will notify each party in writing, through our online database (currently Maxient) of the decision of the board within 10 calendar days after the conclusion of the hearing.

In the event the student involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding academic integrity violations, the OSRR will also submit a copy of the AIV form to the appropriate program administrator.

Possible Actions by the AIB and AIAB
1. Determination that the evidence is insufficient to sustain the charge or charges. In the case of an appeal of a decision reached by a faculty member, the academic penalty imposed by the faculty member will be removed. When this action is taken, in order to protect both the student and the
faculty member, continuation in the class(es) and other related issues must be resolved by the unit administrator in consultation with the student and the faculty member. If the department chair is involved in the case, the dean will resolve any issues.

In the event that the faculty member or student wishes to appeal the unit administrator's decision, final authority rests with the dean. Any special arrangements for continuation in the course (e.g., switching the student into another section of the course for the remainder of the semester, arrangements for outside assessment/grading of student work, etc.) must be agreed to in writing and kept by the dean, unit administrator, and student for 8 years.

2. Determination that the evidence is sufficient to support the charge or charges. The board's actions may include, but are not limited to, one or more of the following:
   a. Sustain, following a student appeal, the academic penalty imposed by the faculty member or the AIB.
   b. Issue, following a student appeal, a revised academic penalty if the initial penalty is deemed too severe for the violation. This action may only be taken in cases in which specific penalties for specific violations are not clearly stated in the course syllabus. In all cases in which there is sufficient evidence to support the charges and the specific penalties for violations are clearly stated in the course syllabus, those penalties will be upheld.
   c. Recommend, in cases where a suspected violation has been directly referred to the AIB, that the instructor of record assign a failing grade for the course or assignment.
   d. Recommend that the Provost, in accordance with policies and procedures of the UNC policy manual, impose disciplinary suspension from the University for a designated period of time.
   e. Recommend that the Chancellor, in accordance with policies and procedures of the UNC policy manual, impose expulsion from the University. The academic transcript records the expulsion permanently.
   f. Recommend to appropriate offices or units that a degree be revoked should a violation be discovered after graduation.
   g. Recommend to appropriate offices or units that the student be removed from employment as a graduate assistant.
   h. Recommend to the Dean of the Graduate School that the student be dismissed from his or her graduate program.
   i. Recommend to appropriate offices or units that the student be required to attend a period of counseling with a member of the university staff or a counseling professional of the student’s choice and at the student’s expense. It will be the responsibility of the student to provide evidence to the OSRR of having fulfilled this requirement.
   j. Recommend to appropriate offices or units that the student be prohibited from officially representing the university in any capacity (as a member of an athletic team, as a member of a campus organization or group, etc.).
k. Assign, and ensure the completion of, an educational task.

I. Appeals of decisions reached by the Academic Integrity Board and Academic Integrity Appeal Board

The student may appeal an original decision of AIB to the AIAB following the “Process for Appeals” explained above. With the exception of cases in which a student is being expelled from the university, the decisions of the AIAB are final, and no other avenues of appeal may be pursued. If the student is being expelled from the university, s/he has a right to appeal the decision to the Chancellor, the East Carolina University Board of Trustees, and finally to the University of North Carolina Board of Governors.

K. Annual Reports

At the end of each academic year, the University Committee on Academic Integrity shall prepare a report that summarizes its work. This annual report shall be submitted early in the fall semester to the Faculty Senate, the Student Government Association (SGA), and the Academic Council.

Approved:  
Faculty Senate Resolution #83-26, April 1983  
East Carolina University Chancellor

Amended:  
FS Resolution #83-30 thru #83-34, April 1983 Chancellor  
FS Resolution #84-42, January 1985 Chancellor  
FS Resolution #87-16, October 1987 Chancellor  
FS Resolution #11-36, June 2011 Chancellor  
FS Resolution #18-56, __________________

Resolution #18-57  
Approved by the Faculty Senate: November 13, 2018  
Received by the Chancellor: December 12, 2018

Curriculum and academic matters acted on and recorded in the Graduate Council meeting minutes of October 15, 2018, including programmatic action items (GC 18-10) within the September 5, 2018 Graduate Curriculum Committee meeting minutes which were forwarded to the Educational Policies and Planning Committee (EPPC), included a proposal of an Accelerated Bachelors/Master’s degree – BS in Communication/MS in Communication (level 2) in the School of Communication within the College of Fine Arts and Communications; and a proposal of an Accelerated Bachelors/Masters Degree: BS in Design/MS in Technology Management, BS in Industrial Distribution and Logistics/MS in Technology Management, BS in Industrial Engineering Technology/MS in Technology Management, BS in Industrial Technology/MS in Technology Management (Level 2) in the Department of Technology Systems within the College of Engineering and Technology were approved as formal faculty advice to the Chancellor.
Resolution #18-58
Approved by the Faculty Senate: November 13, 2018
Approved by the Chancellor: December 12, 2018

Curriculum and academic matters contained in the Service-Learning Committee meeting minutes of October 23, 2018, including service-learning (SL*) designation for PSYC 4250 Advanced Seminar: Humans and dogs through the lens of developmental psychology.

Resolution #18-59
Approved by the Faculty Senate: November 13, 2018
Received by the Chancellor: December 12, 2018
(with recommendation of review and comment by the Staff Senate and Student Government Association, if they choose).

Revised Freedom of Expression Regulation as follows containing all recommended revisions. In addition, provided [here](#) is a document showing all proposed edits to the regulation and [here](#) a summary highlighting the most important issues addressed in the document.

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<th>Policy</th>
<th>REG07.30.06</th>
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<tbody>
<tr>
<td>Title</td>
<td>Freedom of Expression Regulation</td>
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<td>Category</td>
<td>Finance, Operations and Auxiliary Services</td>
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<td>Sub-category</td>
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<td>Authority</td>
<td>Chancellor</td>
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<tr>
<td>History</td>
<td>April 19, 2017; revised July 17, 2017; revised ______, 2018</td>
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<tr>
<td>Contacts</td>
<td>For questions about reserving University Property: Central Reservations Office Web site: <a href="http://www.ecu.edu/cro/">http://www.ecu.edu/cro/</a> Email: <a href="mailto:CRO@ecu.edu">CRO@ecu.edu</a> Telephone: 252-328-4731</td>
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<td>For questions about this Regulation: Responsible Officer University Counsel and Vice-Chancellor of Legal Affairs Telephone: 252-328-6940</td>
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<tr>
<td></td>
<td>Brody School of Medicine Code of Student Conduct</td>
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<td></td>
<td>Brody School of Medicine Code of Professional Conduct</td>
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</tbody>
</table>
# School of Dental Medicine Handbook

## Code of Ethical Conduct and Professional Behavior for Students and Residents


Employment Policy for Employees Exempt from the State Human Resources Act [http://www.ecu.edu/prr/06/25/01](http://www.ecu.edu/prr/06/25/01)

Review Process and Procedure for EHRA Non-Faculty Employees [http://www.ecu.edu/prr/06/35/01](http://www.ecu.edu/prr/06/35/01)

Office of State Human Resources [https://oshr.nc.gov/](https://oshr.nc.gov/)

SHRA Performance Appraisal Policy [http://www.ecu.edu/prr/06/50/01](http://www.ecu.edu/prr/06/50/01)

Clinical Support Services (CSS) Disciplinary Policy [http://www.ecu.edu/prr/12/40/01](http://www.ecu.edu/prr/12/40/01)

Use of University Property Regulation [add link when adopted]

<table>
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<th>Additional References</th>
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<tbody>
<tr>
<td>Article I, Section 14, North Carolina Constitution: <a href="https://www.ncga.state.nc.us/legislation/constitution/nncconstitution.html">https://www.ncga.state.nc.us/legislation/constitution/nncconstitution.html</a></td>
</tr>
<tr>
<td>UNC Policy Manual § 101.3.1; § 300.1.1; and § 300.2.1; <a href="http://www.northcarolina.edu/apps/policy/index.php">http://www.northcarolina.edu/apps/policy/index.php</a></td>
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UNC Policy Manual 700.4.1, Policy on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings

UNC Policy Manual 700.4.1.1[R] Regulation Applicable to Student Disciplinary or Conduct Procedures: Right to an Attorney or Non-Attorney Advocate for Students and Student Organizations

UNC Policy Manual 700.4.2, Policy on Student Conduct

UNC Policy Manual 700.4.3[G], Guidelines on Student Disciplinary Proceedings: Meaning and Effect of Expulsion

N.C.G.S. § 14-288.4: [https://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=14-288.4](https://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=14-288.4)

N.C.G.S. § 143-318.17: [https://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=143-318.17](https://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=143-318.17)
1. Introduction

The primary function of East Carolina University (the “University”) is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate. To fulfill this function, the University must strive to ensure the fullest degree of intellectual freedom and free expression as guaranteed by the First Amendment to the United States Constitution (“First Amendment”).

The diverse ideas and opinions of members of the University Community will sometimes conflict. However intellectual conflict may give rise to the theories and concepts that drive our society forward, and must not be suppressed solely because they are thought by others to be offensive, unwise, immoral, disagreeable or wrongheaded.

Students, staff, and faculty have the freedom to discuss any problem that presents itself, as the First Amendment permits, and within the limits of viewpoint and content-neutral restrictions on time, place, and manner of expression that are necessary to achieve significant University interests. All University policies, regulations, rules and standard operating practices (SOP’s) governing use of University Property for Expressive Activities shall be publicly available on the University’s website.

The University shall not take action, as an institution, on the public policy controversies of the day in such a way as to require students, faculty, or administrators to publicly express a given view of public policy.

Any University Regulations, Rules and SOP’s are hereby nullified to the extent they restrict Expressive Activity to a greater extent than allowed by the First Amendment or this Regulation, whichever provides the greatest level of protection of Expressive Activity.

2. Definitions

2.1. "All Persons and Organizations" means, collectively, all Members of the University Community, their Guests and Non-Members of the University Community.

2.2. "Associated Entity" means a private organization, foundation or association that operates under its own charter or bylaws, but which exists to provide funding or other support to the University.

2.3. "Brickyard" means the approximately 2.3 acre East Campus space, which consists of a brick plaza and associated greenspace. It is bounded on the south by Mendenhall, bounded on the north by the Erwin, Bloxton and Mamie Jenkins Buildings, bordered on the west by the Student Recreation Center parking lot, and bordered on the east by the Old Cafeteria Building.

2.4. "Central Reservations Office" ("CRO") means the University Department responsible for
coordinating, scheduling and approving space reservations for Events and Expressive Activities on University Property. In doing so, the CRO coordinates with Sub-Schedulers and other campus officials to facilitate Expressive Activities and Events.

2.5. "Common Areas of the Student Center(s)" means, with regard to the West Campus, the second floor lounge of the Health Sciences Student Center. With regard to East Campus, for so long as Mendenhall functions as the Student Center, the Common Areas are the student lounge located on the main floor of Mendenhall and the two student lounges on the top floor. When Mendenhall ceases functioning as the Student Center, then the East Campus Student Center Common Areas will be the first and second floor student lounges along the east corridor of the building that becomes the East Campus Student Center.

2.6. "Designated Forum." Designated forums:

2.6.1. "East Campus Designated Forum" means the approximately 5,250 square foot area, within the Mall, that contains the Cupola and is bounded on all four sides by well-traveled pedestrian sidewalks. Contact the CRO for details.

2.6.2. "West Campus Designated Forum" means the approximately .5 acre green space located immediately northwest of the intersection of the street designated as “North Campus Loop” and the street designated as “East Campus Loop,” and bounded on the east by a parking lot, which site affords those in attendance an unobstructed view of any speaker and is easily accessible to event participants. Contact the CRO with questions.

2.7. “Event” is any use of University Property which falls outside the definition of “Expressive Activity.” The term “Event” includes advertising or solicitation that promotes the sale or use of a product or service; training seminars; workshops; job fairs; fundraisers; receptions; ceremonies; banquets; recreational events; and dances. Events should be scheduled using content-neutral criteria, including a consistently applied fee structure for use of University Property.

2.8. "Expressive Activity" or "Activity" means all forms of expression that occur on University Property and that fall within the ambit of the First Amendment to the United States Constitution, which may include, but are not limited to, demonstration, speech-making, oral presentation, protest (including silent protest), marching, signs, picketing, petition circulation, distribution of written information, counter-protest, symbols, and similar expressive communications and activities that are non-commercial in nature.

2.9. "Expressive Activity Area" ("EAA") means, with regard to the East Campus, the Mall, the Brickyard, the East Campus Designated Forum, the Sculpture Garden, those out-of-doors areas that have been consistently open to the Expressive Activity of Members of the University Community by tradition or by administrative approval, and the Common Areas of the Student Center. With regard to the West Campus, EAA means the West Campus Designated Forum, the Common Areas of the Student Center, and those out-of-doors areas that have been consistently open to the Expressive Activity of Members of the University Community by tradition or by administrative approval. All parking lots are excluded during hours when they are in use. All Expressive Activity on or in University Property, whether inside or outside an EAA, remains subject to the provisions of this Regulation.

2.10. "Guest" means a person, group, club or other organization that is invited to engage in Expressive Activity or Events on University Property and sponsored by a Member of the University.
Community. Any Member of the University Community may revoke their own Guests' invitations at any time.

2.11. "Mall" means the approximately 5.5 acre site in the heart of East Campus that is bounded on the east by Founders Drive, bounded on the north by Faculty Way, bounded on the west by Cupola Court and bounded on the south by Alumni Walk.

2.12. "Material and Substantial" or "Materially and Substantially" refers to actions or activities that have an actual impact, as opposed to a predicted or feared impact. It includes actions that materially infringe upon the rights of others to engage in, or listen to, Expressive Activity. When determining whether this threshold has been met, officials should apply content-neutral, objective and relevant factors, including, but not limited to, whether an Expressive Activity is closed to the public; whether the Activity is occurring inside or outside; whether someone is interfering with the ability of others to hear, participate in or otherwise benefit from an Expressive Activity; whether someone is impeding ingress or egress to/from an Expressive Activity; and whether University functions are impeded or disrupted, including, but not limited to, University offices, classrooms, walkways, streets, and medical facilities.

2.13. "Member of the University Community" or "Member" means a University Unit (including the Board of Trustees), a Registered Student Organization, an Associated Entity, a current employee, or a currently enrolled student. This definition excludes K-12 students and K-12 employees when they are in attendance at, or operating in the course and scope of their work duties, within a secondary school, as applicable, because such students and employees enjoy different First Amendment protections in the secondary school setting.

2.14. "Non-Member of the University Community" means all persons, groups, clubs or other organizations that do not come within the definitions of Member of the University Community or Guest.

2.15. "Registered Student Organization" means an organization (including a club), that is officially registered and in good standing with the Department of Student Activities and Organizations.

2.16. "Responsible Officer" means the University Official(s), office(s) or department(s) appointed by the Chancellor to respond to questions about this Regulation.

2.17. "Responsible Person" is one who serves as a liaison between a person or persons engaging in an Expressive Activity and University Officials in order to promote compliance with this Regulation. The University recognizes that the nature of the Expressive Activity may make it impractical to have someone serving in this role. An example could be Spontaneous Expressive Activity involving a large number of persons. If there is only one person exercising their free speech rights, then that person would serve as the Responsible Person. The Responsible Person shall be a Member of the University Community, except in cases where the Expressive Activity is carried out by Nonmembers of the Community in a Designated Forum.

2.18. "Sculpture Garden" means the approximately 1 acre East Campus space that is bounded on the east by Mendenhall, bounded on the west by Joyner Library and bounded on the north by Erwin and Old Cafeteria.

2.19. "Spontaneous Expressive Activity" means Expressive Activity by Members of the University Community in an Expressive Activity Area which Activity was planned fewer than two business days
prior to the date of the Expressive Activity. Spontaneous Expressive Activity is a subset of the broader concept of “Expressive Activity.”

2.20. "Sub-Schedulers" means those University employees and Units who have responsibilities for managing space reservations for Events and Expressive Activities on or in University Property that is outside of the CRO’s scheduling jurisdiction. In doing so, the Sub-Schedulers coordinate with the CRO and other campus officials to facilitate Expressive Activities and Events.

2.21. “True Threats” means statements meant by the speaker to communicate a serious expression of intent to commit an act of unlawful violence to a particular individual or group of individuals.

2.22. “University,” except when otherwise indicated, means ECU (East Carolina University).

2.23. “University of North Carolina System” or “UNC System” means the organization that oversees, regulates and directs the 16 constituent institutions of the University of North Carolina. This University (East Carolina University) is one of those 16 constituent institutions.

2.24. “University Officials” means University employees who are authorized to act on behalf of the University with regard to the subject matter of this Regulation. This includes, but is not limited to, Police Officers, Student Affairs Administrators and Facilities Administrators.

2.25. “University Property” means all grounds, buildings, rooms, auditoriums, facilities, stadiums, or other space or improvements, that are owned, leased, used, or otherwise controlled by the University.

2.26. "University Unit" means the Board of Trustees, the Chancellor, and all University Divisions, Departments, Associated Entities, Registered Student Organizations, Centers, Institutes; and any other organization that is wholly sanctioned, supervised and governed by the University or a division or department of the University.

3. Responsibilities and Duties Applicable to All Persons and Organizations Engaging in Expressive Activity Anywhere on University Property

The University supports and encourages Expressive Activity on and in its Property. Thus, subject to this Regulation, Expressive Activity is not to be confined to the Expressive Activity Areas. At the same time, the University recognizes that its primary mission is to provide an environment that is conducive to education, research and patient care. The University has a significant institutional interest in preserving its limited space and employee resources.

3.1. All Persons and Organizations engaging in Expressive Activity (including Spontaneous Expressive Activity) anywhere on or in University Property shall:

3.1.1. Comply with this Regulation and any applicable laws, Policies, Regulations and Rules;

3.1.2. Be liable for any damage to University Property they cause;

3.1.3. Unless officially authorized to do so, refrain from representing that the Person or Organization is speaking on behalf of the University;

3.1.4. Unless officially authorized to do so, pursuant to content-neutral time, place and manner limitations, refrain from placement of any of the following on University Property: stages,
podiums, chairs, tables, vehicles, trailers or any object that will pierce or be driven into any grounds or buildings;

3.1.5. Have at least one Responsible Person physically present for the duration of the Expressive Activity, who shall, upon request by a University Official, identify him/herself for the purpose of facilitating communications;

3.1.6. At the conclusion of the Expressive Activity, remove and properly dispose of all garbage, signs, placards, papers, flyers and other materials that remain in the area of the Expressive Activity. If this is not accomplished, the Person or Organization organizing or sponsoring the Expressive Activity may be held financially responsible. Any items left behind or unattended (including memorials) may be removed by University Officials at the conclusion of the Expressive Activity; and

3.1.7. Whenever possible, hold Expressive Activities in locations that are accessible to persons with disabilities. When in doubt about accessibility, the ECU ADA Coordinator should be contacted with sufficient lead time to make a determination and/or provide modifications to the location in order to enhance accessibility.

3.2. Before moving or limiting a planned or ongoing Expressive Activity, the University will first attempt to avoid or minimize any negative impact on the Activity. If a move or limitation becomes necessary, the University will allow and facilitate alternative means of expression whenever possible.

3.2.1. A planned or ongoing Expressive Activity on or in University Property may be moved or limited:

3.2.1.1. To the extent it is (a) directed to inciting or producing imminent lawless action; and (2) is likely to incite or produce such action, including unlawful infliction of bodily injury or substantial damage to University property or grounds; or

3.2.1.2. Upon the occurrence of:

3.2.1.2.1. Circumstances beyond the control of the University, such as facility infrastructure disruption and/or weather related conditions;

3.2.1.2.2. Bonafide unanticipated needs of the University for use of the space; or

3.2.1.2.3. Material and Substantial changes in the needs or size of the scheduled Activity.

3.2.2. An ongoing Expressive Activity on or in University Property may be moved or limited to the extent it Materially and Substantially:

3.2.2.1. Disrupts another Expressive Activity, including impeding others from participating in, listening to or observing such Expressive Activity;

3.2.2.2. Disrupts University activities or functions;

3.2.2.3. Interferes with lawful forms of dissent;
3.2.2.4. Obstructs or Materially and Substantially limits ingress or egress to University Property, including building entrances, walk-ways or rights-of-way of vehicular or pedestrian traffic;

3.2.2.5. Provokes immediate violence ("fighting words");

3.2.2.6. Impedes the classroom environment, laboratory or research environments;

3.2.2.7. Interferes with patient care environments or treatment of patients;

3.2.2.8. Creates conditions that are likely to lead to injury or harm to persons or property;

3.2.2.9. Exposes another to a True Threat;

3.2.2.10. Constitutes a violation of the University Chancellor’s content-neutral designation of a curfew period pursuant to N.C.G.S. § 116-212;

3.2.2.11. Violates applicable laws or regulations, including:

   3.2.2.11.1. Disorderly conduct under N.C.G.S. § 14-288.4;
   3.2.2.11.2. Disruption under N.C.G.S. § 143-318.17;
   3.2.2.11.3. Trespass under N.C.G.S. 14-159.13
   3.2.2.11.4. Invasion of privacy or confidentiality on a matter not involving a matter of public concern;
   3.2.2.11.5. Expression that a court applying controlling law has lawfully and finally deemed to be defamation that is unprotected by the First Amendment;
   3.2.2.11.6. Obscenity; or
   3.2.2.11.7. Harassment.

4. Expressive Activity
With the exception of Spontaneous Expressive Activity (see below) all Persons and Organizations planning to engage in Expressive Activity on or in University Property that is under the scheduling jurisdiction of the CRO must pre-schedule with the CRO or its Sub-Schedulers, pay applicable charges, and comply with published content-neutral and publicly available Regulations, Rules and SOP’s. If the particular University Property requested is not within the jurisdiction of the CRO or Sub-Schedulers, they will direct such requestors to the persons or Units, if any, that have jurisdiction over those areas, and this Regulation will continue to apply.

4.1. Spontaneous Expressive Activity
4.1.1. Without prior notice or prior payment, but in all cases subject to this Regulation, Members of the University Community and their Guests may assemble and engage in Spontaneous Expressive Activity in the Expressive Activity Areas.
4.1.2. Although not required, those planning to engage in Spontaneous Expressive Activity are **strongly encouraged** to provide prior notice to the Central Reservations Office (“CRO”) with as much lead time as possible. The CRO offers guidance in scheduling and planning, and works with campus facilities and service providers to help ensure a successful and safe event. The CRO may also be helpful in identifying alternative space if an area is already reserved or in use.

5. **Expressive Activity by** Non-Members of the University Community

Free of charge, but in all cases subject to this Regulation, Non-Members of the University Community may use the East Campus Designated Forum or the West Campus Designated Forum for Expressive Activity, if they provide the CRO with a completed written request for use of the particular Designated Forum at least two (2) business days prior to the Expressive Activity.

6. **Academic Freedom shall not be Adversely Impacted**

All Members of the University Community share the responsibility for maintaining an environment in which Academic Freedom flourishes and in which the rights of each member of the academic community are respected. This Regulation shall not be interpreted as limiting the right of Academic Freedom as set forth in the University’s Faculty Manual.

7. **Potential Sanctions and Procedural Safeguards**

7.1. Potential Sanctions: Members of the University Community

7.1.1. Any student or employee who has Materially and Substantially disrupted or interfered with official meetings or other official functions of the UNC System, another UNC System constituent institution, the University, or any Unit, Associated Entity or board of any of these; who is found to have Materially and Substantially interfered with the protected Expressive Activities of other individuals or groups; or who is found to have violated this Regulation, is subject to the full range of applicable disciplinary sanctions, up to and including suspension or expulsion (applicable to students) and termination (applicable to employees). In conformance with existing University policies, repeat violations may be considered when determining the severity of disciplinary sanctions.

7.2. Procedural Safeguards for Students

7.2.1. In all student disciplinary cases where disciplinary action is proposed for a student who allegedly Materially and Substantially disrupted or interfered with official meetings or other official functions of the UNC System, another UNC System constituent institution, the University, or any Unit, Associated Entity or board of any of these; or who is alleged to have Materially and Substantially interfered with the protected Expressive Activities of other individuals or groups, is entitled to a disciplinary hearing in compliance with (a) applicable published University Policies, Regulations and Rules, including but not necessarily limited to the Student Conduct Process Regulation; and (b) UNC Policy Manual, Section 700.4.1, including the following:

7.2.1.1. The right to receive advance written notice of the charges;

7.2.1.2. The right to review the evidence in support of the charges;
7.2.1.3. The right to confront witnesses against them, in the manner required by law, which may differ depending on the violation alleged;

7.2.1.4. The right to present a defense;

7.2.1.5. The right to call witnesses;

7.2.1.6. A decision by an impartial arbiter or panel;

7.2.1.7. The right of appeal; and

7.2.1.8. The right to active assistance of counsel, consistent with N.C. G.S. § 116-40.11.

7.3. Procedural Safeguards for Employees

7.3.1. Whenever disciplinary action is proposed for an employee who allegedly Materially and Substantially disrupted or interfered with official meetings or other official functions of the UNC System, another UNC System constituent institution, the University, or any Unit, Associated Entity or board of any of these; who is alleged to have Materially and Substantially interfered with the protected Expressive Activities of other individuals or groups; or who is alleged to have violated this Regulation, the employee is entitled to the same procedural safeguards that already apply by virtue of the employee’s classification. (Discontinuation of at-will employment without cause and non-renewal of contractual employment shall not be considered to be disciplinary action) See a non-exhaustive list of procedural safeguards below.

7.3.1.1 Faculty Members are entitled to any and all applicable procedural safeguards set forth in University Policies, Regulations and Rules, including but not necessarily limited to, the Faculty Manual and sections 603, 604, and 609 of the UNC System Code;

7.3.1.2. EHRA Non-Faculty Employees are entitled to any and all applicable procedural safeguards set forth in University Policies, Regulations and Rules, including but not necessarily limited to, the Employment Policy for Employees Exempt from the State Human Resources Act; the Review Process and Procedure for EHRA Non-Faculty Employees; and sections 300.1.1, 300.2.1 of the UNC Policy Manual; and

7.3.1.3. SHRA and CSS Employees are entitled to any and all applicable procedural safeguards set forth in University Policies, Regulations and Rules, including but not necessarily limited to, the SHRA and CSS Employee Handbooks; and the policies of the Office of State Human Resources.

7.4. Potential Sanctions: Guests and Non-Members of the University Community

7.4.1. Any Guest or other Non-Member of the University Community who has Materially and Substantially disrupted or interfered with official meetings or other official functions of the University, or any Unit, Associated Entity or board of any of these; who is found to have Materially and Substantially interfered with the protected Expressive Activities of other individuals or groups; or who is found to have violated this Regulation, is subject to removal from the vicinity to the extent necessary to end the Material and Substantial disruption, as may be allowed by law. In addition, if the conduct occurred on University Property, then the Guest
or other Non-Member of the University Community may be barred from University Property, and/or subject to criminal sanctions, to the extent allowed by law.

7.5. The Freedom of Expression Rights of Dissenters and Counter-Protestors

7.5.1. Dissenters and counter-protestors have the same free speech rights as those who are conducting or attending a planned meeting or Expressive Activity. Any students, employees, Guests and/or Non-Members of the University Community who materially and substantially disrupt the protected rights to freedom of expression and/or Expressive Activities of dissenters or counter-protestors are subject to the same potential sanctions set forth in this Regulation.

8. Dissemination of Information

The University will disseminate information to the Campus Community describing the University's published Policies, Regulations and Rules governing Expressive Activities, free speech and free expression, including links to where the information may be found on the University website. This information will be provided:

8.1. To matriculating students as part of each new student orientation program;

8.2. Annually, during the first week in September, to all then-current students;

8.3. Annually, during the first week in September, to all University employees; and

8.4. To outside parties upon request.

9. Appointment of Responsible Officer and Deputy Responsible Officers

9.1. The Chancellor shall appoint one or more University Officials, offices or departments to serve as the Responsible Officer. The Chancellor, in his/her discretion, may appoint Deputy Responsible Officers in other offices or departments as may be necessary to assist the Responsible Officer.

9.1.1. The Chancellor/Designee will notify the UNC System Vice-President and General Counsel of the identity of the Responsible Officer, and any changes to that designation.

9.1.2. The Responsible Officer is the University Counsel and Vice Chancellor for Legal Affairs, who may be contacted with questions about this Regulation at 252-328-6940.

Resolution #18-60
Approved by the Faculty Senate: November 13, 2018
Approved by the Chancellor: December 12, 2018

Revised Department of Anthropology Unit Code of Operations.

Resolution #18-61
Approved by the Faculty Senate: November 13, 2018
Approved by the Chancellor: December 12, 2018

Curriculum and academic matters contained in the Undergraduate Curriculum Committee meeting minutes of September 27, 2018, October 11, 2018 and October 25, 2018 including curricular actions within the Colleges of Allied Health Sciences, Engineering and Technology and Business; Schools of Art and Design, Communication and Theatre and Dance; and Departments of English and Kinesiology.

Resolution #18-62
Approved by the Faculty Senate: November 13, 2018
Approved by the Chancellor: December 12, 2018

Curriculum and academic matters contained in the Educational Policies and Planning Committee meeting minutes of November 12, 2018 including request for reduction in program hours for BFA in Art Education within the School of Art and Design; request for reduction in program hours for BA in English within the Department of English; request for reduction in program hours for BS in Health Fitness Specialist within the Department of Kinesiology; request to deliver online/hybrid for Master of Social Work within the School of Social Work; and Academic Program Review responses for the Department of Nutrition Science and Department of Mathematics.

Resolution #18-63
Approved by the Faculty Senate: December 11, 2018
Approved by the Chancellor: January 22, 2019

Curriculum and academic matters acted on and recorded in the Graduate Council meeting minutes of November 5, 2018 and November 26, 2018 including programmatic action items (GC 18-13) within the October 3, 2018 and October 31, 2018 Graduate Curriculum Committee meeting minutes which were forwarded to the Educational Policies and Planning Committee (EPPC), these included a revision of an Existing Program: Athletic Training, MS (Level 3) in the Department of Health Education and Promotion within the College of Health and Human Performance; revision of an Existing Degree: Rehabilitation Sciences, PhD (Level 2) in the Department of Communication Sciences and Disorders within the College of Allied Health Sciences approved as formal faculty advice to the Chancellor.

Resolution #18-64
Approved by the Faculty Senate: December 11, 2018
Approved by the Chancellor: January 22, 2019

Revised Faculty Serious Illness and Parental Leave Regulation approved as formal faculty advice to the Chancellor.

Below is the proposed regulation containing all recommended revisions. Provided here is a document showing all proposed edits to the regulation.

Policy POL06.45.01
### 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 federal Family and Medical Leave Act (“FMLA”) link under Related Policies, above. In addition, faculty to whom this policy applies shall also be subject to the same family and medical leave policy as may be prescribed for employees subject to the State Human Resources Act. For further explanation, see the State Human Resources Manual, Family and Medical Leave link under Related Policies, above. To the extent this policy conflicts with the State Human Resources Manual, Family and Medical Leave, this policy shall govern.

### 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 seventy-five percent (75%) of full-time, and

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

2.1.4 have met all other requirements for FMLA leave as described in the State Human Resources Manual, Family and Medical Leave [see link under Related Policies, above].

2.2 This policy does not apply to faculty members with temporary appointments or to faculty who are employed with less than seventy-five percent (75%) appointments. In addition, the benefits provided in accordance with this policy for those faculty members whose appointments are less than 1.0 FTE will be pro-rated accordingly.

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

2.4 Leave benefits are available to faculty members who meet the eligibility requirements, and paid leave may be taken during the term of appointment.

2.4.1 For a twelve (12)-month faculty member, the term of appointment is twelve (12) calendar months (usually defined as July 1 through June 30).

2.4.2 For a nine (9)-month faculty member, the term of appointment is August 16th through May 15th.

2.4.2.1 An eligible nine (9)-month faculty member may receive leave with pay for a documented qualifying event that begins during the regular academic term of appointment. If the documented qualifying event begins outside of the appointment term (i.e., August 16th through May 15th), the faculty member may receive leave with pay after the beginning of the next appointment term (i.e., August 16th) up to a maximum of twelve (12) calendar weeks from the date of the documented qualifying event.

2.4.2.2 Teaching duties in the summer terms by nine (9)-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), EHRA Non-faculty (NF-EHRA Instructional, Research, or Information Technology), SHRA/CSS, Postdoctoral Fellows, or student employees.

2.6 Any faculty member who is on a less than twelve (12)-month appointment will be treated as a nine-(9) month faculty member for the purposes of this policy.

3. Description of Benefits

3.1 The total maximum leave benefit for an individual faculty member for all leave benefits is as described in section 3.2 below for leave with pay and as described in section 3.3 below for leave without pay. All leave benefits provided pursuant to this policy are in accordance with the FMLA
and run concurrently with the FMLA for up to twelve (12) calendar weeks within any consecutive twelve (12) calendar month period regardless of the number of qualifying events that occur. [See section 4.6.]  Note in section 3.3.1.3 below, under the North Carolina Family Illness Act, a faculty member is entitled to additional leave without pay that, combined with FMLA or the paid leave under this policy, totals up to fifty-two (52) weeks of leave during a five (5)-year period in cases of serious illness of a child, spouse, or parent.

3.1.1 The start date of the first leave starts the clock for the twelve (12)-month period for leave with or without pay under this policy.

3.2 Leave with pay

3.2.1 For qualifying reasons as defined in the FMLA, 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 the FMLA, faculty members are eligible for leave with pay in accordance with this policy for a maximum of the following amounts in any consecutive twelve (12)-month period:

3.2.2.1 For nine (9)-month faculty, twelve (12) calendar weeks; and

3.2.2.2. For twelve (12)-month faculty, sixty (60) calendar days. (Twelve (12)-month faculty may also be eligible to take accrued sick and/or vacation leave in accordance with the Leave Policy for Twelve-Month Faculty in addition to paid leave pursuant to this policy.)

See section 4.3 for certification requirements.

3.2.3 Birth, Adoption, or Foster Care Placement of a Child

3.2.3.1 For the documented birth, adoption or foster care placement of a child, faculty members are eligible for leave with pay in accordance with this policy for a maximum of the following amounts, beginning on the date of the documented qualifying event:

3.2.3.1.1. For nine (9)-month faculty, twelve (12) calendar weeks; and

3.2.3.1.2. For twelve (12)-month faculty, sixty (60) calendar days. (Twelve (12)-month faculty may also be eligible to take accrued sick and/or vacation leave in accordance with the Leave Policy for Twelve-Month Faculty in addition to paid leave pursuant to this policy.)

See section 3.4 regarding intermittent leave and section 4.3 for documentation requirements.

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

3.2.5 Care for an Immediate Family Member: For required care of an FMLA-defined spouse, child (son or daughter), or parent who has an FMLA-qualified serious health condition, faculty members are eligible for leave with pay in accordance with this policy for a maximum of the following amounts in any consecutive twelve (12)-month period:

3.2.5.1 For nine (9)-month faculty, twelve (12) calendar weeks; and
3.2.5.2. For twelve (12)-month faculty, sixty (60) calendar days. (Twelve (12)-month faculty may also be eligible to take accrued sick and/or vacation leave in accordance with the Leave Policy for Twelve-Month Faculty in addition to paid leave pursuant to this policy.)

See section 3.3.1.3 for additional family illness provisions. See section 4.3 for certification requirements.

3.3 Leave without pay

3.3.1 For qualifying reasons defined in the FMLA, 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 above, after a period of approved leave with pay is exhausted in accordance with this policy, faculty members unable to return to work and who may otherwise qualify under the Americans with Disabilities Act (ADA), will be referred to the University’s ADA Coordinator to engage in the interactive process to determine what reasonable accommodations are needed in order to return to work, which may include a period of additional unpaid leave as an accommodation. In order to be approved for additional unpaid leave as an accommodation under the ADA, faculty members must participate in the interactive process through the University’s ADA Coordinator.

3.3.1.2 For qualifying events defined in section 3.2 above, after a period of approved leave with pay is exhausted in accordance with this policy, twelve (12)-month faculty may be eligible for additional leave (e.g., without pay; and/or, to the extent eligible, accrued sick and/or vacation leave) in accordance with the Leave Policy for Twelve-Month Faculty.

3.3.1.3 After exhausting twelve (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 additional leave without pay that, combined with FMLA or the paid leave under this policy, totals up to fifty-two (52) weeks of leave during a five (5)-year period in cases of serious illness of a child, spouse, or parent. Application is made through the Department of Human Resources Benefits Office.

3.4 Intermittent and Reduced Leave

3.4.1 Leave may be taken intermittently or on a reduced leave schedule if the qualifying event has created a documented medical need as allowable under FMLA that may be best accommodated through an intermittent or reduced leave schedule. Any revisions to a faculty member’s assignments or schedule will be documented in a written agreement signed by the unit administrator and the faculty member, based on the advice of an eligible health care provider (as defined under the FMLA).

3.4.2 Intermittent leave is leave taken in blocks of time due to a single qualifying event rather than for one continuous period of time. This allows employees to engage in work between leave periods without exhausting the requested leave time in a continuous span. Leave for birth and bonding with a child must be taken in a continuous period of time from the date of the qualifying event, unless intermittent leave is medically necessary.
3.4.3 Reduced leave is a reduced schedule (e.g., shifting from full to part time) where the documented medical need as allowable under FMLA is best addressed by partial return to work.

3.4.4. The Human Resources Benefits Office and the respective Division Office (the Office of the Assistant Vice Chancellor for Personnel & Resource Administration for faculty in the Division of Academic Affairs and the Office of the Associate Vice Chancellor for Health Sciences Human Resources for faculty in the Division of Health Sciences) will assist the unit in determining any and all faculty workload adjustments that become necessary as a result of intermittent leave requests and approvals. These offices will also work together to assist the unit in the calculation and documentation of leave taken.

3.5 Short-term Disability Benefits

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

3.5.1.1 one (1) year of contributing membership within the past thirty-six (36) months in the Teachers’ and State Employees’ Retirement System of North Carolina or the Optional Retirement Program, and

3.5.1.2 a sixty (60) 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].

3.5.2 Employees may purchase supplemental disability insurance coverage offered by plans approved and available through the Human Resources Benefits Office. [See link in Additional References, above]

4. Administration of Benefit

4.1 The faculty member’s request for leave with pay must be made in writing to the Human Resources Benefits Office by completing the form entitled FSIL Request located on the Human Resources Benefits web site.

4.2 It is the faculty member’s responsibility to inform the unit administrator in writing of the anticipated absence under this policy at least sixty (60) calendar days in advance of the leave or as soon as practicable after the need for leave is foreseeable so that qualified substitute personnel can be secured by the unit administrator as early as possible.

4.2.1 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). Cost of substitute personnel will be supported by the academic unit when funds are available within the unit. When the academic unit is unable to provide the funds to support substitute personnel, the unit administrator will submit a written justification to request funding from the next higher administrator up to 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. [See section 3.4.4.]

4.2.2 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 jointly determine the completion of assigned responsibilities during the remainder of the academic term. Similarly, when a faculty member will begin a period of approved leave (with or without pay) after the
academic term has begun, the unit administrator and the faculty member will jointly determine the faculty member’s assigned responsibilities for the period of the academic term not covered by approved leave (with or without pay).

4.3 Certification and Documentation Requirements for Qualifying Events

4.3.1 Serious Health Conditions: Medical certification of the faculty member’s serious health condition, including a statement from an eligible health care provider (as defined under the FMLA) about the probable length of absence from normal duties, is required. If the request is for the purpose of caring for a FMLA-defined spouse, child (son or daughter), or parent who has an FMLA-qualified serious health condition, 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.

4.3.2 Birth, Adoption, or Foster Care Placement of a Child: Documentation of the qualifying event is required. Note that a faculty member who meets the eligibility requirements in section 2 above and who is an expectant mother may take leave pursuant to this policy before the birth of a child for prenatal care or if her condition makes her unable to work or requires a reduced work schedule in accordance with section 3.4. Also, leave pursuant to this policy may be granted before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed.

4.3.3 Forms for certification and documentation of each category of qualifying event are located on the Human Resources Benefits web site and must be submitted by the faculty member within fifteen (15) calendar days after submitting the request for leave benefits.

4.4 The Human Resources Benefits Counselor will review the certification or documentation of the 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.

4.5 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 authorized leave with pay, with copies to appropriate unit administrators.

4.6 The FMLA entitlement of twelve (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 the FMLA.

4.7 Leave (with or without pay) applies to the faculty member’s employment during a regular term of appointment as defined in section 2.4 above.

4.7.1 If the illness or disability requires an absence from faculty duties longer than twelve (12) calendar weeks within a twelve (12) consecutive 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.

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

5. Use of Leave with Pay

5.1 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 as defined by the FMLA shall inform the unit administrator at least sixty (60) calendar days in advance of the leave or as soon as practicable after the need for leave is foreseeable. (See section 4.2 above.)

5.2 A faculty member will not be penalized because of time required 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.

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 respective Division Office (the Office of the Assistant Vice Chancellor for Personnel & Resource Administration for faculty in the Division of Academic Affairs and the Office of the Associate Vice Chancellor for Health Sciences Human Resources for faculty in the Division of Health Sciences) will maintain all official records.

7. Coordination with Other Policies

7.1 When a faculty member takes intermittent or reduced leave in accordance with section 3.4 above, the relative weights among teaching, research, service, and clinical care may be revised [see Part VIII 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 Part IX 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. If the faculty member wishes to request an extension of the probationary term on the basis of leave granted under this policy, he/she must submit a written request in accordance with the requirements of Part IX of the Faculty Manual for Extensions of the Probationary Term.

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

7.4 Consistent with the Faculty Manual, Part XI and Part VIII, 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 If a faculty member granted leave under this policy wishes to request that his or her five (5)-year post-tenure review be delayed, he/she must submit a written request to the unit administrator. The terms of such an agreement will be stated in writing, signed by the faculty member, and approved by the unit administrator, dean (or other appropriate administrator), and the appropriate vice chancellor.

8. Confidentiality

8.1 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

9.1 This policy is effective July 1, 2011, and shall supersede any previous policies granting leave to faculty members for qualifying events as defined by the FMLA. 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.

9.2 Any revisions and/or amendments to this policy shall become effective upon the approval of the ECU Board of Trustees.

Resolution #18-65
Approved by the Faculty Senate: December 11, 2018
Approved by the Chancellor: not applicable

<table>
<thead>
<tr>
<th>2019/2020 Agenda Committee and Faculty Senate Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agenda Committee</strong></td>
</tr>
<tr>
<td>August 27, 2019</td>
</tr>
<tr>
<td>September 24, 2019</td>
</tr>
<tr>
<td>October 29, 2019</td>
</tr>
<tr>
<td>November 19, 2019</td>
</tr>
<tr>
<td>January 14, 2020</td>
</tr>
<tr>
<td>February 11, 2020</td>
</tr>
<tr>
<td>March 17, 2020</td>
</tr>
<tr>
<td>April 14, 2020</td>
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<td></td>
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</tbody>
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Resolution #18-66
Approved by the Faculty Senate: December 11, 2018
Approved by the Chancellor: January 22, 2019

Curriculum and academic matters contained in the Undergraduate Curriculum Committee meeting minutes of November 8, 2018 including curricular actions within the College of Business and Department of Health Education and Promotion.
Resolution #18-67
Approved by the Faculty Senate: December 11, 2018
Approved by the Chancellor: January 22, 2019

Curriculum and academic matters contained in the Educational Policies and Planning Committee meeting minutes of December 7, 2018 including a request for program name change: PhD in Coastal Resource Management to PhD Integrated Coastal Sciences within the Department of Coastal Studies; new concentration in PhD in Rehabilitation Sciences within the Department of Communication Sciences and Disorders in the Allied Health Sciences; program discontinuation of MA in Science Education within the Department of Mathematics, Science, and Instructional Technology Education in Education; program revision in MS in Athletic Training within the Department of Health Education and Promotion in Health and Human Performance; program revision/reduction in program hours for BS in Environmental Health within the Department of Health Education and Promotion in Health and Human Performance; program revision/reduction in program hours for BS in Public Health within the Department of Health Education and Promotion in Health and Human Performance; new program entitled Accelerated Bachelor of Science in Design/Master of Science in Technology Management within the Department of Technology Systems in Engineering and Technology; new program entitled Accelerated Bachelor of Science in Industrial Distribution and Logistics/Master of Science in Technology Management within the Department of Technology Systems in Engineering and Technology; new program entitled Accelerated Bachelor of Science in Industrial Engineering Technology/Master of Science in Technology Management within the Department of Technology Systems in Engineering and Technology; program revision/reduction in program hours for BFA in Dance within the School of Theatre & Dance in Fine Arts and Communication; program revision/reduction in program hours for BFA in Theatre Arts Education within the School of Theatre & Dance in Fine Arts and Communication; program revision/reduction in program hours for BFA in Theatre Arts within the School of Theatre & Dance in Fine Arts and Communication; new program entitled Minor in Theatre Design and Production within the School of Theatre & Dance in Fine Arts and Communication; new program entitled Accelerated Bachelor of Science in Communication/Master of Arts in Communication within the School of Communications in Fine Arts and Communication; program reinstatement of BS in Child Life within the Department of Human Development and Family Science in the College of Health and Human Performance and Academic Program Review Response from School of Communications.

Resolution #18-68
Approved by the Faculty Senate: December 11, 2018
Approved by the Chancellor: January 22, 2019

Revisions to Part VI, Section VII. Curriculum Procedures and Academic Program Development of the ECU Faculty Manual, as follows:

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

“Curriculum Procedures and Academic Program Development
In accordance with ECU’s commitment to strong academic programs and the SACSCOC Principles of Accreditation, ECU “places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty.” Program and curriculum changes are initiated, prepared, and presented for review through ECU’s curriculum management system. All proposals follow an approval process
inclusive of all relevant ECU campus bodies and voting faculty as defined in this document. Three levels of approval are defined according to the specific delegated authority of final approval bodies. Proposals governed by the policies and procedures of the UNC System Office (UNC-SO) and/or Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) will follow additional approval steps and will therefore take longer to proceed through the entire approval process.

Academic Planning and Accreditation (APA), a unit of Institutional Planning, Assessment and Research, facilitates the curriculum and program development process through administration of ECU’s curriculum management system and direct consultation with faculty planners. The Office of Continuing Studies and Distance Education and APA process requests to deliver new and existing academic programs through distance education. Consultation with the unit curriculum liaison, personnel in the Office of the Registrar, and personnel in Academic Planning and Accreditation (APA) is recommended at the onset of curriculum and program development.

The Academic Program Development Collaborative Team (APDCT), an advisory body to the Academic Council, is comprised of the Undergraduate/Graduate Curriculum Committee chairs; Educational Policies and Planning Committee (EPPC) chair; dean of the Graduate School; representatives from the Office of Continuing Studies and Distance Education, Institutional Research, Academic Planning and Accreditation, and Division of Health Sciences; and the Chair of the Faculty. APDCT collaborates with faculty planners to strengthen program proposals and makes recommendations to the Academic Council, EPPC, and the dean of the Graduate School (as applicable) on developing programs.

Academic committees of the Faculty Senate and the Graduate School review course and program proposals in accordance with their stated charges. Faculty Senate committees also approve requests for special course designations, such as service learning, writing intensive, and diversity.

In cases of financial exigency or the initiation of a discontinuation, curtailment, or elimination of a teaching, research, or public service program, the provisions of the ECU Faculty Manual will apply.

The Chancellor or designee in consultation with the Chair of the Faculty may establish deadlines of not less than two weeks by which each person and/or committee listed must report its concurrence (approval) or non-concurrence with the proposed action. Failure to report by the established deadline shall be considered an abstention and the proposed action shall progress to the next level for consideration.

E. Definitions

6. Degree Programs

A degree program is a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a specified level of instruction. All degree programs are categorized individually in the University’s academic program inventory (API) at the six-digit CIP code level, with a unique UNC-SO identifying code, and teacher licensure area, if applicable. As a rule, a degree program requires coursework in the discipline specialty of at least 27 semester hours at the undergraduate level and 21 semester hours at the doctoral level. A master’s level program requires that at least one-half of the total hours be in the program area. Anything less than this within an existing degree program should be designated a concentration. Degree programs require final approval by UNC-SO and the UNC Board of Governors (BOG). Minors and concentrations receive final approval at the campus level. (Paraphrased from Academic Program Guidance, UNC System Office, 1/25/16. Accessed at
7. Certificates
A certificate program provides an organized program of study that leads to the awarding of a certificate rather than a degree. ECU offers certificate programs at a minimum of 9 credit hours at the pre-baccalaureate, post-baccalaureate, post-master’s, and post-doctoral levels. Once a certificate is approved, it must be submitted to the U.S. Department of Education to determine if the program is eligible for participation in Title IV (financial aid) programs.

8. Teacher Licensure Areas (TLAs)
These are specific course clusters that meet licensure requirements of the State Board of Education but do not lead to the conferral of a particular degree or certificate. These may be at either entry level or advanced level of teacher licensure. When an institution receives authorization from the State Board of Education to offer a TLA, UNC-SO must be notified. A current inventory of teacher licensure programs approved by the State Board of Education is available on the North Carolina Department of Public Instruction Website.

F. Levels of Delegated Authority for Course and Program Approval Process
Level I Course and Program Changes: Delegated authority to the Undergraduate and Graduate Curriculum Committees. Level I course and program changes require campus approval by the department, college/school, and university Undergraduate Curriculum or Graduate Curriculum Committees. The Faculty Senate delegates authority to the Undergraduate Curriculum Committee and the Graduate Council delegates authority for these actions to the Graduate Curriculum Committee.

Level I Course Changes:
7. Revising a course: title, description, objectives, prerequisite(s), prefix, repeatability, credit hours, and content
8. Renumbering an existing course at the same or different level
9. Revising the prefix for an entire course list or program*
10. Banking or deleting courses
11. Removing a 5000-level course from the undergraduate catalog
12. Proposing new or unbanking course (undergraduate courses require Faculty Senate review)

* Memo-only action; committee may waive faculty attendance

Level I Program Changes:
6. Revising degrees, concentrations, and minors: deleting courses; revising core requirements, electives, admission standards, and descriptive text
7. Revising titles of existing concentrations and minors
8. Revising certificate course selections (excludes total hours), admission standards, and descriptive text
9. Discontinuing a minor or concentration
10. Adding or removing thesis/non-thesis options of degree program
1. Revising degrees: revising course selections (excludes total credit hours); revising core requirements, electives, admission standards, and/or descriptive text; adding or removing thesis/non-thesis options
2. Revising certificates: revising course selections (excludes total credit hours); revising core requirements, electives, admission standards, and/or descriptive text
3. Revising concentrations and minors: revising course selections (including total credit hours); revising titles; revising core requirements, electives, admission standards, and/or descriptive text; discontinuing

Program changes excluded from Level I are degree and certificate title and/or CIP code changes; revising total credit hours of degree programs; change in delivery mode; and moving degree and certificate programs to a new academic home, as these actions require EPPC review and some are reported to UNC-SO and/or SACSCOC as indicated below.

Level II Course and Program Changes: Delegated authority to EPPC and Academic Council. Level II changes course and program changes require approval at the department, college or school, and university levels including Undergraduate Curriculum/Graduate Curriculum Committee, Graduate Council, and EPPC review prior to Senate review and approval by the Academic Council. They require no approval by the Chancellor or by UNC-SO.

6. Increasing/decreasing degree or certificate total credit hours by less than 25%
7. Moving a degree, certificate, concentration, or minor program to a new academic home
8. Proposing an accelerated degree program
9. Proposing a new concentration in an existing degree program
10. Proposing a new minor

Level III Program Changes: Require Chancellor Approval
Level III changes are program changes or proposals that require approval at the department, college/school, and university levels/committees; Chancellor; and UNC-SO and/or SACSCOC approvals or notifications.

EPPC campus review; additional UNC-SO and/or SACSCOC approvals or notifications
9. Discontinuing an existing degree or certificate program (no UCC/GCC review required)
10. Proposing a new certificate program
11. Proposing a new degree program
12. Revising an existing degree or certificate title
13. Consolidating two or more existing degrees
14. Proposing a new delivery mode for an existing degree (no UCC/GCC review required)
15. Increasing/decreasing degree or certificate total credit hours by 25% or more
16. Changing a degree designation (e.g., MA to MS)

UNC-GASO and/or SACSCOC approvals or notifications only (no UCC/GCC, or EPPC review required)
3. Revising a CIP code for an existing degree or certificate program
4. Discontinuing an existing teacher licensure area

G. New Degree Program Development Approval Process
Proposed programs must be approved for inclusion on the ECU Academic Program Plan through the Request for Inclusion process and, by special circumstance, through the Academic Council in consultation with the Educational Policies and Planning Committee. All program proposals accepted
on the plan undergo a rigorous campus-wide vetting process and are submitted in accordance with UNC-SO policies and procedures. New degree programs may not be advertised until ECU receives UNC BOG approval.

Programs included on the ECU Academic Program Plan require approval at the department, college/school and university levels/committees through approval of the Academic Program Development Collaborative Team. In the first (planning) phase of development, all ECU faculty are invited to participate in a campus-wide process and are invited to provide formal feedback to aid in decision-making by the Academic Council. Upon approval of the Academic Council, the planning document is submitted to the UNC-SO. The establishment phase of development follows normal campus review processes, including curriculum and program proposals.

The proposing academic unit, Academic Planning and Accreditation, and the Office of the Registrar will collaborate to ensure that all approved actions are communicated to the campus community, as well as to UNC-SO and SACSCOC as required.

H. Academic Program Review
Every academic program that is not accredited by a specialized accrediting agency is required to be reviewed as part of a seven-year unit program evaluation. The unit Academic Program Review will be conducted according to the Academic Program Review Guidelines. Changes to these guidelines need to be approved by the Educational Policies and Planning Committee and the Faculty Senate. The unit Academic Program Review shall be used in the development of the unit’s operational and strategic plans.

Faculty Senate Resolution #12-50, March 2012
Faculty Senate Resolution #14-62, May 2014
Faculty Senate Resolution #15-63, May 2015
Faculty Senate Resolution #17-13, March 2017
Faculty Senate Resolution #18-22, April 2018
Faculty Senate Resolution #18-68, ________

Resolution #18-69
Approved by the Faculty Senate: December 11, 2018
Approved by the Chancellor: January 22, 2019

Curriculum and academic matters contained in the Writing Across the Curriculum Committee meeting minutes of November 12, 2018 including a notification of changes to prerequisites in SPED 3005: Instructional Programming in Special Education.

Resolution #18-70
Approved by the Faculty Senate: December 11, 2018
Approved by the Chancellor: January 22, 2019

Curriculum and academic matters acted on and recorded in the General Education and Instructional Effectiveness Committee meeting minutes of November 26, 2018 including Global Diversity course credit for HMGT 3200: Dimensions of Tourism, HIST 1030: World Civilizations to 1500, MUSC 2248: Introduction to World Music Cultures and MUSC 2249: Music in World Music Cultures; Domestic
Diversity course credit for HLTH 3020: Understanding and Achieving Health Equity; and Fine Arts Foundations course credit for MUSC 1765: Symphonic Band, MUSC 2248: Introduction to World Music Cultures and MUSC 2249: Music in World Music Cultures.

Resolution #19-01
Approved by the Faculty Senate: January 29, 2019
Received by the Chancellor: February 28, 2019

Curriculum and academic matters acted on recorded in the January 14, 2019, Graduate Council meeting minutes, including programmatic action items (GC 19-1) within the November 14, 2018 and December 5, 2018 Graduate Curriculum Committee meeting minutes which were forwarded to the Educational Policies and Planning Committee (EPPC), included a proposal of a new certificate: Medical Family Therapy in the Department of Human Development and Family Science, a revision of an existing program: Recreation Services and Interventions in the Department of Recreation and Leisure Studies within the College of Health and Human Performance; a revision of an existing program: Coastal Resources Management (PhD) in the Department of Coastal Studies within the Integrated Coastal Programs approved as formal faculty advice to the Chancellor.

Resolution #19-02
Approved by the Faculty Senate: January 29, 2019
Approved by the Chancellor: February 28, 2019  *with edits noted below

Proposed ECU Credit/Contact Hour Guidelines as follows:

ECU adheres to institutional definition of credit hour as outlined in REG02.07.01, the federal definition of a credit hour, as well as UNC Policy Manual 400.1.6, and the Carnegie unit for contact time. This regulation applies to all courses at all levels that award academic credit (i.e. any course that appears on an official transcript issued by the university) regardless of the mode of delivery or site of instruction, including but not limited to self-paced, online, blended/hybrid, lecture, seminar, studio, laboratory, independent studies, internship, practicum, and experiential learning activities.

One credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

2.1 One hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

2.2 At least an equivalent amount of work as required outlined in item 2.1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (Federal Regulation 34 CFR 668.8, July 1, 2011)

In fully online, hybrid and other courses where direct instruction is not the primary instructional method of delivery, an equivalent amount of work inside and/or outside of an online learning
management system is required, which includes but not limited to readings, recorded lectures, tutorials, interactive activities, virtual labs, online testing, discussion boards, virtual project groups, essays, etc. Time expectations for students in online and hybrid courses are consistent with traditional classes when time committed to readings and videos, participation in shared discussions or group work, and time working independently on course-related activities and assignments are equivalent. Credits hours assigned to a course where direct instruction is not the primary mode of learning must equal the number of credit hours that would be assigned to that course were direct instruction the primary mode of learning. Regardless of the format of course content delivery, course workload expectations must align with the stated learning outcomes for students. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study.

**Definition of Credit and Contact Hours**

**Credit Hour**: A unit of measure representing the time and activity required for one semester hour of credit.

**Contact Hour**: A unit of measure consisting of 50 minutes of either scheduled faculty instruction given to the student or student self-directed activity.

**Relationship of Pedagogical Forms to Instructional Format**

Pedagogical forms are the learning activities that support the unit of content. Different instructional formats utilize different combinations of pedagogical forms, such as direct faculty instruction; faculty directed experiential work; self-directed experiential work; supervised group activity; and outside of class student preparation. Some instructional formats require little to no student preparation, while others require an average of 2 hours of student preparation for each contact hour of faculty instruction.

In adhering to the [Federal Student Aid Handbook](https://studentaid.gov/) definition of a credit hour, the amount of academic work assigned through different pedagogical forms that goes into a single semester credit hour is often calculated as follows:

- One lecture (taught) or seminar (discussion) credit hour represents 1 hour per week of scheduled class/seminar time and 2 hours of student preparation time. Most lecture and seminar courses are awarded 3 credit hours. Over an entire semester, this formula represents at least 45 hours of class time and 90 hours of student preparation.

- Other academic activities (supervised clinical rounds, visual or performing art studio, supervised student teaching, field work, etc.) one credit hour represents 3-4 hours per week of supervised and/or independent practice. This in turn represents between 45 and 60 hours of work per semester. Blocks of 3 contact hours, which equate to a studio or practice course, represent between 135 and 180 total hours of academic work per semester.

**Application of Credit Hour Policy to Instructional Format**

**Clinical**

A course that requires medical- or healthcare-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on or simulated environment.
Clinical experience credit hours are assigned based on 40 contact hours, or one week, per credit hour or otherwise determined by programmatic accreditors.

Colloquia
A course that requires students to participate in an unstructured or informal meeting for the exchange of views on a specific topic with an expert or qualified representative of the field or discipline.

Credit hours associated with this type of instruction will be assigned credit depending upon the amount of activity undertaken, faculty supervision, the student’s outside activity and determination of programmatic accreditors, when applicable.

Individual Study
A course that requires students to participate in individualized, independent, directed, or guided studies under the supervision of an expert or qualified representative of the field or discipline that cannot be otherwise classified as internship, field experience, cooperative education, practicum, recital, performance, or ensemble.

Credit hours associated with this type of instruction will be assigned credit depending upon the amount of activity undertaken, faculty supervision, and the student’s outside activity.

Internship/Field Experience/Cooperative Education
A course that requires students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution, generally under the supervision of an employee of the given external entity.
A minimum of 45 contact hours per semester = 1 credit or as otherwise determined by programmatic accreditors.

Laboratory
A course that requires scientific- or research-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment, typically held in spaces containing special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline.

Faculty-directed and/or laboratory courses with outside preparation assigned require a total of 2 contact hours per week of combined faculty instruction, *and experiential/laboratory work, and *plus one hour of student preparation for 15 weeks for each credit hour.

Self-directed laboratory courses require a total of 3 contact hours per week of combined faculty supervision, experiential/laboratory work, and student preparation for 15 weeks for each credit hour.

Lecture
A course that requires the extended expression of thought supported by generally-accepted principles or theorems of a field or discipline led by an expert or qualified representative of the field or discipline.

One credit requires one contact hour of faculty instruction and a minimum of two contact hours Student preparation each week for 15 weeks.
Lecture & Lab
A course that requires the combined attributes of a lecture course and a lab course. Credit hours should be an aggregate of the credit hours for lecture and lab based on the existing lecture and lab credit hour guidelines.

Physical Activity
A course that requires students to participate in physical training, physical conditioning, or other physical exercise activities, sports, or games.

Faculty-directed and/or physical activity *laboratory courses with student *outside preparation assigned require a total of 2 contact hours per week of combined faculty instruction, *and experiential/laboratory work, and *plus one hour of student preparation for 15 weeks for each credit hour.

Self-directed physical activity courses require a total of 3 contact hours per week of combined faculty supervision, experiential/laboratory work, and student preparation for 15 for each credit hour.

Practicum
A course that requires students to participate in an approved project or proposal that practically applies previously studied theory of the field or discipline under the supervision of an expert or qualified representative of the field or discipline.

A minimum of 45 contact hours per semester = 1 credit hour or as otherwise determined by programmatic accreditors.

Recitation
A course that requires the extended expression of thought supported by generally-accepted principals or theorems of a field or discipline led by a teaching assistant or instructor under the guidance of a permanent faculty member, which often supplements or expands upon the content of a related or co-requisite course.

One credit requires one contact hour of faculty instruction and a minimum of two contact hours student preparation each week for 15 weeks.

Recital/Performance/Ensemble
A course that requires recital-, performance-, or ensemble-focused experiential work, including individual lessons, where students practice or rehearse and ultimately perform works of music, dance, or theatre for a jury or audience.

A course that requires no fewer than 2 contact hours per week of combined faculty instruction, supervision, *and experiential/studio *laboratory work, and *plus one hour of student preparation for 15 weeks for each credit hour.

Seminar
A course that requires students to participate in structured conversation or debate focused on assigned readings, current or historical events, or shared experiences led by an expert or qualified representative of the field or discipline.
One credit requires one contact hour of faculty instruction and a minimum of two contact hours student preparation each week for 15 weeks per credit hour.

**Studio**
A course that requires visual- or aesthetic-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment.

For studio coursework, 1 semester hour represents 2 contact hours of in-class time and one hour of work outside of class for each credit hour.

**Student Teaching**
A course that requires students to instruct or teach at an entity external to the institution, generally as part of the culminating curriculum of a teacher education or certification program.

A minimum of 45 contact hours per semester = 1 credit hour or as otherwise determined by programmatic accreditors.

**Study Abroad**
A course that includes a short-term, faculty-led study abroad experience. Credit hours vary by the duration of overseas experience as well as the amount of pre-trip and post-trip academic work. A minimum of 45 contact hours per semester = 1 credit as outlined on the Study Abroad Contact Hour Worksheet. (*link to word document)

**Dissertation/Thesis**
A course that includes individual research towards a project completed as part of a postgraduate degree.

Credit hours associated with this type of instruction will depend upon the amount of activity undertaken, faculty supervision, and the student’s outside activity.

¹ Note: An hour of instruction/student work is defined as 50 minutes.

Resolution #19-03
Approved by the Faculty Senate: January 29, 2019
Approved by the Chancellor: February 28, 2019

Curriculum and academic matters acted on and recorded in the Undergraduate Curriculum Committee meeting minutes of November 29, 2018 including curricular actions within the College of Engineering and Technology, Department of Human Development and Family Science and Department of Mathematics; December 13, 2018 including curricular actions within the Colleges of Nursing, Education, and Allied Health Sciences, Departments of Recreation and Leisure Studies and Human Development and Family Science, and Schools of Social Work, Music; January 10, 2019 including curricular actions within the Colleges of Education, Business, Engineering and Technology and Department of Human Development and Family Science.
Resolution #19-04
Approved by the Faculty Senate: January 29, 2019
Approved by the Chancellor: March 13, 2019  *with two editorial revisions

Revised College of Allied Health Sciences Unit Code of Operations and Departmental Promotion, Tenure, and Advancement Guidelines

Resolution #19-05
Approved by the Faculty Senate: January 29, 2019
Approved by the Chancellor: February 28, 2019

Report on New Summer 2019 Faculty Teaching Compensation as follows:

In Summer 2018 the university began to prorate faculty compensation for faculty teaching summer school face-to-face (F2F) and DE courses based on individual class enrollment. It was based on state policy requiring F2F summer school be self-funded, declining F2F summer enrollments, and lack of consistency since some colleges were already using the prorated system, but not in a consistent manner across the Academic Affairs Division. Faculty with under-enrolled summer classes were given the opportunity to teach the class but be paid proportionately less than the long-established rate of 8.33% of their salary per course. The prorated system was applied universally across the Academic Affairs Division. Savings from the prorated compensation model were used for strategic projects including global classrooms, new greenhouse, and Building 43 adaptive issues.

Some were unhappy about the change believing that it devalued faculty and framed their teaching activity as piece-work. As a result, in June 2018 the former Chair of the Faculty charged the University Budget Committee (UBC) to work with the Provost to address the issue and propose advice. The UBC met with the Provost and Assistant Vice-Chancellor for Personnel and Resource Administration in November. The history of DE and F2F summer enrollment, funding methods, and the upcoming university goal for all summer courses, regardless of delivery method, to be funded equally by state appropriations were discussed. It was noted that if summer classes become a normal budgeted activity, ECU needs to make sure it is efficient with the courses being offered for summer. Fortunately, the number of under-enrolled summer classes has already been reduced in Academic Affairs by 40% over the past four years.

In response to expressed faculty concerns, University officials do not want to return to the prorated pay system for summer classes. Faculty who teach summer classes in Summer 2019 will receive their full summer pay, but those classes will be offered only if they meet minimum enrollment thresholds. Lower level undergraduate courses must have 20 students; upper level undergraduate courses must have 15 students; Master’s level courses must have 10 students; and doctoral level courses must have 5 students to be offered. Exceptions to these minimums will be considered, for instance, if several students need a certain summer course to graduate. There was support among the UBC faculty members for eliminating prorated compensation and establishing a standardized, university-wide summer compensation model that recognized the requirement of class-size thresholds, importance of course management, and allowance for exceptions when necessary.
Includes I, II, and 11 week terms. All DE sections are funded as part of FY budget and include state appropriation.
Resolution #19-06
Approved by the Faculty Senate: January 29, 2019
Approved by the Chancellor: February 28, 2019  *approved with minor edits

Proposed revisions to the Department Chair Survey – Spring 2019 as follows:

You are evaluating: __________

For each section, please indicate your level of agreement with each statement with reference to your chair’s performance.

Leadership

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>Don’t Know/Unable to Evaluate</th>
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<tbody>
<tr>
<td>The department chair actively listens and responds constructively.</td>
<td>○</td>
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*responses
<table>
<thead>
<tr>
<th>The department chair builds consensus in the department.</th>
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<tr>
<td>The department chair serves as an effective advocate for the department.</td>
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<td>The department chair communicates priorities, policies, and administrative procedures effectively.</td>
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<td>The department chair is open and transparent.</td>
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**Departmental Climate**

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<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>Don't Know/Unable to Evaluate</th>
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<tr>
<td>The department chair promotes collaboration and collegiality.</td>
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<tr>
<td>The department chair promotes diversity and inclusiveness among students, faculty and staff.</td>
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**Teaching, Research/Creative Activity, and Service**

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<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>Don't Know/Unable to Evaluate</th>
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<tr>
<td>The department chair promotes excellence in teaching.</td>
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<tr>
<td>The department chair promotes excellence in research/creative activities.</td>
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<td>The department chair promotes excellence in patient care.</td>
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<td>The department chair promotes and values service contributions.</td>
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<td>The department chair promotes student success.</td>
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**Administration and Management**

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<tr>
<th><strong>Strongly Disagree</strong></th>
<th><strong>Disagree</strong></th>
<th><strong>Neutral</strong></th>
<th><strong>Agree</strong></th>
<th><strong>Strongly Agree</strong></th>
<th><strong>Don't Know/Unable to Evaluate</strong></th>
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<tbody>
<tr>
<td>The department chair facilitates the recruitment and retention of qualified faculty.</td>
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<td>The department chair <em>effectively recruits, retains and manages staff effectively.</em></td>
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<tr>
<td>The department chair <em>effectively manages departmental resources effectively.</em></td>
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<tr>
<td>Personnel Development</td>
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<td>Disagree</td>
<td>Neutral</td>
<td>Agree</td>
<td>Strongly Agree</td>
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<td>The chair supports faculty and staff professional development.</td>
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<td>The department chair assigns faculty workloads fairly.</td>
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<tr>
<td>The department chair evaluates faculty performance fairly.</td>
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<tr>
<th>Assessment</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>Don't Know/Unable to Evaluate</th>
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<tr>
<td>The department chair includes faculty in planning and goal setting.</td>
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<tr>
<td>The department chair effectively engages faculty in program assessment and curriculum development.</td>
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<tr>
<th>Overall</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>Don't Know/Unable to Evaluate</th>
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<tr>
<td>Overall, the department chair has been effective.</td>
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</table>
What are the chair’s main strengths?

What are the chair’s main weaknesses?

What issues should the chair focus on next year?

Resolution #19-07
Approved by the Faculty Senate: January 29, 2019
Approved by the Chancellor: February 28, 2019

Proposed revisions to the *ECU Faculty Manual*, Part IV, Section II.IV Minimum Unit Code Requirements as follows:

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

IV. Minimal Unit Code Requirements
To provide consistency, unit codes should be developed following an approved outline that includes at least:

1. a preamble
2. definitions of the unit’s faculty, its criteria for serving as a voting faculty member of the unit, and, where appropriate, its approved criteria for appointment to the graduate faculty
3. criteria for emeritus status in the unit
4. the administrative organization of the unit
5. the membership, terms, and duties of standing committees
6. **responsibility for program coordination and curriculum oversight**
7. current, updated, and approved guidelines, criteria, and weights governing the evaluation of tenured, and tenure-track faculty members annually and otherwise for all personnel actions, including recommendations for raises, merit awards, reappointment, promotion and the award of permanent tenure (ECU Faculty Manual, Parts VIII and IX).
8. guidelines, criteria, and weights governing the evaluation of fixed-term faculty members annually and otherwise for all personnel actions, including new or subsequent appointments, performance evaluations and advancement in title
9. standards for post-tenure review
10. procedures for meetings within the unit
11. procedures for the unit’s voting faculty members to indicate in a timely fashion and by vote their approval or disapproval of the unit’s major planning documents, assessment documents, Guidelines for Unit Academic Program Review, and other major reports prior to their submission in final form to person(s) outside the unit
12. procedures for discussing with its unit administrator the unit's annual budget request and annual report
13. amendment procedures.”
Resolution #19-08
Approved by the Faculty Senate: January 29, 2019
Approved by the Chancellor: February 28, 2019

Proposed addition to the ECU Faculty Manual, Part VI, Section VII. Curriculum Procedures and Academic Program Development as follows:

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

**Setting the General Expectation**

*ECU Faculty Manual*, Part II, Section II. A states the following regarding graduate programs:

*Each Graduate Program and Graduate Certificate will have a designated Graduate Program Director or Coordinator who must be a Graduate or Associate Graduate Faculty member, approved by the unit chair and college dean and qualified to lead development and review of the program’s curriculum.*

To make this a more general expectation, we propose to add the following language below to Part VI, Section VII:

“A. Definitions

1. Degree Programs A degree program is a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a specified level of instruction. All degree programs are categorized individually in the University’s academic program inventory (API) at the six-digit CIP code level, with a unique UNC-SO identifying code, and teacher licensure area, if applicable. As a rule, a degree program requires coursework in the discipline specialty of at least 27 semester hours at the undergraduate level and 21 semester hours at the doctoral level. A master’s level program requires that at least one-half of the total hours be in the program area. Anything less than this within an existing degree program should be designated a concentration. Degree programs require final approval by UNC-SO and the UNC Board of Governors (BOG). Minors and concentrations receive final approval at the campus level. (Paraphrased from Academic Program Guidance, UNC System Office, 1/25/16. Accessed at http://www.northcarolina.edu/sites/default/files/documents/academicprogramdevelopment_guidance_january25.2016v1.pdf, 2/23/18.)

2. Certificates

A certificate program provides an organized program of study that leads to the awarding of a certificate rather than a degree. ECU offers certificate programs at a minimum of 9 credit hours at the pre-baccalaureate, post-baccalaureate, post-master’s, and post-doctoral levels. Once a certificate is approved, it must be submitted to the U.S. Department of Education to determine if the program is eligible for participation in Title IV (financial aid) programs, as appropriate.

3. Teacher Licensure Areas (TLAs)

These are specific course clusters that meet licensure requirements of the State Board of Education but do not lead to the conferral of a particular degree or certificate. These may be at either entry level or advanced level of teacher licensure. When an institution receives authorization from the State Board of Education to offer a TLA, UNC-SO must be notified. A current inventory of teacher licensure programs approved by the State Board of Education is available on the North Carolina Department of Public Instruction Website.
B. Program Coordination
Each degree program and certificate will have a designated Program Director or Coordinator who must be approved by the unit chair (or, in the case of interdisciplinary programs, appointed by the college dean) and qualified to lead development and review of the program’s curriculum.

C. B. Levels of Delegated Authority for Course and Program Approval Process Level I Course and Program Changes: Delegated authority to the Undergraduate and Graduate Curriculum Committees. Level I are course and program changes that require campus approval by the department, college/school, and university Undergraduate Curriculum or Graduate Curriculum Committees. The Graduate Council delegates authority for these actions to the Graduate Curriculum Committee.”

Resolution #19-09
Approved by the Faculty Senate: January 29, 2019
Approved by the Chancellor: February 28, 2019 *with minor edits

Proposed revisions to the ECU Faculty Manual, Part VIII, Section I.III Annual Evaluation, 1. Teaching as follows:

Replace the following text in the ECU Faculty Manual, Part VIII Section I.III Annual Evaluation, 1. Teaching with new text that follows in bold print.

1. Teaching

Teaching is the primary function of the university. Teaching includes instruction in the classroom, laboratory, clinic, studio, or other setting, online instruction, other forms of distance education, study abroad, service learning, student advising, mentoring student research, and other pedagogical activities.

Teaching

Teaching is the primary function of the university. Teaching includes instruction in the classroom, laboratory, clinic, studio, or other setting, online instruction, other forms of distance education, study abroad, service learning, student advising, mentoring student research, and other pedagogical activities.
Teaching shall be evaluated using information from multiple sources documenting accomplishments during the period under review, including those that follow below, where applicable in a given discipline or academic unit. Additional discipline-specific provisions may be found in the unit code (FS Resolution #12-76, July 2012).

**Instruction**

A. Instructional Materials
   1. Syllabus, including the course description, student learning outcomes, and course requirements.
   2. Student assignments, examinations, and other materials relevant to teaching.
   3. New or revised course materials.
   4. Examples of student work, such as tests, exams, quizzes, assignments, projects, papers, juries, or other examples of student achievement.
   5. Grade distributions.
   6. Evidence of pedagogical innovations in response to feedback and/or to promote student success.

B. Student, Peer and Unit Administrator Review
   1. The results of formal peer review, as detailed in Faculty Senate resolution #17-61, where required.
   2. Direct observation of teaching (face-to-face or online) by the unit administrator.
   3. University-approved student evaluations of the course and instructor.
   4. Results of assessment of student achievement submitted by the faculty member or as otherwise enabled by the unit code

**Workload**

1. Courses taught and number of students taught.
2. Numbers of undergraduate, master's, doctoral, post-doctoral students, and students supervised in the clinic.
3. Number of master’s theses and doctoral dissertations directed.
4. Number of memberships on doctoral dissertation and master's and honors research committees.
5. Number of honors research projects and theses supervised.
6. Number of honors courses taught.
7. Number of undergraduate research projects, directed readings, and independent studies supervised.

**Impact of scholarly activity on improving the quality of instruction at ECU or elsewhere**

1. Awards and honors recognizing excellence in teaching.
2. Grants to support instructional activities and programs; if the activities are collaborative, the faculty member’s distinctive contribution must be defined.
3. Recognition by professional organizations for leadership in educational endeavors.
4. Teaching workshops conducted.
5. Publication of scholarly articles addressing pedagogy (if not classified as Scholarship in the candidate's unit or discipline).
6. State, regional or national leadership roles related to education.
7. Invitations from other institutions to serve as an education consultant.
8. Continuing education courses taught.
9. Evidence of leadership and scholarly engagement in the development of pedagogy.
10. Scholarly reputations of journals and publishers of teaching publications.
11. Evidence that contributions to teaching are being adopted or are affecting teaching.
12. Evidence of impact on the professional careers of others (e.g., former students, junior faculty, colleagues).

Student complaints may not be used to evaluate a faculty member unless they have been addressed under the provisions of Faculty Manual, Part IV, Section III, *Part VI, Section IV, subsection III, which defines faculty members’ due process rights.

Resolution #19-10 (includes revisions to three sections of the ECU Faculty Manual)
Approved by the Faculty Senate: January 29, 2019
Rejected by the Chancellor: February 28, 2019*
Approved by the Board of Trustees: withdrawn, resubmitted as three separate resolutions (#19-69, 19-70, 19-76)
Approved by the UNC General Administration: withdrawn, resubmitted as three separate resolutions (#19-69, 19-70, 19-76)

* Sections of the Faculty Manual amended by the resolution will need to be further, materially revised if proposed revisions to the Code of the University of North Carolina, Sections 603, 604, and 609, are adopted by the UNC Board of Governors, as planned, at its meeting in March of this year. If the proposed revisions to the Code are approved by Board of Governors at its meeting in March, they are set to be effective July 1, 2019. Donna Payne, University Counsel and Vice Chancellor for Legal Affairs, will talk with Senator Popke about getting the likely Code mandated revisions, ready for approval before the end of the semester, with the goal of getting them in place by July 1.

Proposed Revisions to the ECU Faculty Manual Part II. East Carolina University Organization and Shared Governance, Section II. Faculty Constitution and By-Laws, subsection By-Laws of the Faculty of East Carolina University as follows:

Key proposed revisions to the ECU Faculty Appellate Structure are linked here.

Detailed here are the proposed revisions and provided below is the clean copy that replaces what is currently in the manual.

“I. Attendance, Seating, and Participation
A. To facilitate the efficient flow of business, Senators shall be seated as follows:
   1. Ex-officio members shall be assigned seats on one row.
   2. Elected members shall be assigned seats in alphabetical order by electoral units
B. Only elected and ex-officio members (including alternates, representing their electoral units) may answer the roll call, vote, or occupy seats assigned to senators.
C. Faculty members visiting the Senate shall seat themselves in the back of the meeting room, behind the seats assigned to Senate members.
D. Visitors may not participate in Senate discussions and business except by advance invitation of the Senate Agenda Committee or the Chair of the Faculty. Such an invitation will be announced to the Senators prior to the meeting.
E. Each electoral unit of the University may elect a number of alternate representatives equal to its allotment of senators, not to exceed the electoral unit’s number of apportioned senators. If more than one alternate is elected, they should be elected to two-year 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.
Alternates shall be eligible for re-election. The alternate will represent that electoral unit at the discretion of any Senator within the electoral unit, and in such a situation, shall notify the Secretary of the Faculty or Faculty Senate office that he or she is representing that electoral unit prior to the convening of the Senate session in question.

II. Minutes of the Faculty Senate
   A. There shall be a Faculty Senate Committee on Minutes composed of the Chair of the Faculty, Vice Chair of the Faculty, and Secretary of the Faculty.
   B. Minutes shall become official on approval by the Faculty Senate Committee on Minutes. The official minutes shall be distributed to all faculty as soon as possible after a Senate meeting. Any corrections to the minutes by the Senate shall be made a part of the official minutes of the subsequent meeting.
   C. Incorporation into the official minutes of verbatim remarks shall be allowed or disallowed at the discretion of the Faculty Senate Committee on Minutes. The Chair of the Faculty may request that verbatim remarks be submitted in writing to the Secretary of the Faculty.

III. Special Committees
   A. Special committees shall be established by the Senate at the discretion of the Chair of the Faculty, in consultation with the Faculty Officers.
   B. Members of the special committees may be appointed by the Chair of the Faculty or he or she may ask the Senate to elect committee members. At least one senator shall be on each special committee.
   C. The Chair of the Faculty may appoint the chair of special committees or these chairs may be elected by the committee members.
   D. Non-Senate faculty members as well as Senators may serve on special committees.

IV. Appellate Committees
Appellate Committee members must be permanently tenured, voting faculty holding no administrative title (*ECU Faculty Manual Part IX, Section I - Tenure and Promotion Policies and Procedures*). The process for election of faculty to the Appellate Committee, which serves as a pool for populating hearing panels (see *ECU Faculty Manual* Part XII, Faculty Grievance Policies and Procedures) will be as follows:

1. Each year in January, the Committee on Committees will solicit volunteers to serve on the Appellate Committee. Responses are due in the Faculty Senate office in February.
2. The Committee on Committees will review all responses and present to the Faculty Senate a slate of one or more nominees as there are vacancies to fill. Nominations may also be made from the Faculty Senate floor. Appellate Committee members will be elected at the spring Faculty Senate Organizational meeting. Election will be by a majority of Senators present and voting. This by-law may be suspended in accordance with procedures specified in *Robert's Rules of Order, Newly Revised*.
3. A total of 30 faculty will comprise the Appellate Committee, all serving three year terms that are staggered with 10 members elected annually. Individual faculty members are eligible to serve two consecutive three-year terms, which may extend to the beginning of the fall semester in the final year of a term. Faculty will be ineligible to serve again for one academic year after conclusion of a second consecutive term.
4. When vacancies occur in the Appellate Committee between annual elections, the Faculty Senate will elect additional faculty members to the committee through nominations initiated by the Committee on Committees.
5. Faculty who have been involved as either a grievant or respondent in an appellate hearing cannot serve on the Appellate Committee for the period of one three-year term from the
date of the final decision on that appeal. A Committee member who becomes a grievant or
respondent while serving will be replaced by the usual procedure for vacancies between
annual elections.

6. Members of the Faculty Governance Committee cannot be elected concurrently to the
Appeal Committee.

V. Faculty Senate, Academic and Administrative Committees, Membership, and Structure
Membership

Membership of Faculty Senate Committees and Academic Committees shall consist of faculty
members in at least their second consecutive year of full-time employment at East Carolina
University. A majority of the members of all committees must be tenured or tenure-track faculty
members, and in no case shall more than two elected members of each committee be fixed term
faculty members. The Chancellor and the Chair of the Faculty are ex-officio members of all
committees. (Faculty Senate Resolution #14-88)

Members of committees serve in accordance with their ability, training, and experience rather than
as representatives of their electoral unit.

The process for election of academic and selective administrative committees will be as follows:
1. The Academic and Administrative Committee preference forms will be distributed to all
faculty, by the Committee on Committees with assistance of the office personnel in
January. The completed forms are due in the Faculty Senate office in February.
2. The Committee on Committees will review all preference forms and present to the Faculty
Senate a slate of one or more nominees as there are vacancies to fill. Nominations may
also be made from the floor of the Faculty Senate. Election of Academic and
Administrative Committee members will take place at the Faculty Senate Organizational
Meeting in April. Election will be by a majority present and voting.

Members are elected to staggered three-year terms, which may extend to the beginning of the fall
semester. Faculty members are not eligible to serve as an elected regular member on more than
one standing university academic committee at a time. Service on a single academic or
administrative committee is limited to election to two consecutive 3-year terms with ineligibility for
election to the same committee for at least one academic year. Student members are nominated
by the Student Government Association for appointment by the Chancellor.

Faculty Senate and Academic Committees meet on a standard schedule, set and revised by the
Committee on Committees. When a Faculty Senate academic committee deals with matters that
directly concern any administrator these matters should be discussed with the administrator during
the development of a proposed policy. Further, the administrator should have adequate input
before the finished resolution is presented to the Senate. This not only would involve ex-officio
committee members but also would involve working with any administrator involved in a particular
policy under consideration.

All University Academic Committees are Standing Committees of the Faculty Senate. Information
relating to each committee is available in the Faculty Senate office and electronically on the
Faculty Senate web site.

Officers: Officers of each committee are elected from the membership of the committee,
excluding ex-officio, by the members of the committee, for a term of one year. Previous service as
a committee officer shall not prejudice a member's election to any committee office. Under normal circumstances each committee shall have a chairperson, a vice chairperson, and a secretary. Upon organization of the new committees, at the Committees' Organizational meetings beginning in the Fall, the former chairperson if available will turn over committee records to the new chairperson. The Chair of the Faculty may declare an elected member's seat vacant upon the occurrence of three consecutive absences of that member. The Chair of the Faculty will appoint faculty members to fill vacancies of any University Academic Committee that may occur during the academic year. Interim elections may be held to fill an office that has become vacant or to replace an officer that two-thirds of the full committee membership deems is not fulfilling the obligations of the office.

The charge of each Faculty Senate and academic committee is on file in the Faculty Senate office and available electronically on the Faculty Senate web site. Many administrative committee charges are available on the East Carolina University web site.

Each committee shall operate according to the latest version of *Robert's Rules of Order, Newly Revised*. Minutes of each committee are on file in the Faculty Senate office and available electronically on the Faculty Senate web site and shall be sent to members of the committee and Chair of the Faculty.

A file on each committee's activities, minutes, and other records shall be maintained in the Faculty Senate office. All committees and subcommittees, unless prohibited explicitly by the committee's charge, University policies, or state statutes, shall hold their regular and special meetings in open session in accordance with the North Carolina Open Meetings Law, and the chairperson of committees shall inform the Senate office of the time and place of such meetings so they may be placed on the Senate calendar and publicized in order that interested faculty may attend.

The committees' annual reports shall be composed by the committee officers according to the official form and submitted to the Faculty Senate office for duplication and distribution to the Chair of the Faculty, the Chair of the Committee on Committees, the present members of the committee, and the new members of the committee whose terms begin next academic year. Copies of the committees' annual reports will be kept on file in the University Archives, Faculty Senate office, and made available electronically on the Faculty Senate web site. Upon request, copies of committees' annual reports shall be made available by the Faculty Senate office.

The Chair of the Faculty shall each year compile the Annual Report of the Faculty Senate. This report, among other things, shall contain a summary of Senate and Senate committees' activities for the immediate past year.

The Annual Report of the Faculty Senate will be distributed to the Chancellor, academic Vice Chancellors and made available on the Faculty Senate web site. Copies of the report will also be kept on file in the University Archives and the Faculty Senate office. In addition, copies of the Annual Report of the Faculty Senate will be distributed to the members of the Faculty Senate not later than the first regular Faculty Senate meeting of the next academic year.

Currently there are two Faculty Senate committees (Agenda Committee and Committee on Committees), one Appellate Committee that serves as a pool for hearing panels for four different appeal processes (Due Process, Faculty Grievance, Hearing, and Reconsideration), and 20 academic committees as follows:
Academic Awards Committee
Admission and Retention Policies Committee
Calendar Committee
Distance Education and Learning Technology Committee
Educational Policies and Planning Committee
Faculty Governance Committee
Faculty Welfare Committee
General Education and Instructional Effectiveness Committee
Libraries Committee
Research/Creative Activities Committee
Service-Learning Committee
Student Academic Appellate Committee
Student Scholarships, Fellowships, and Financial Aid Committee
Teaching Grants Committee
Undergraduate Curriculum Committee
Unit Code Screening Committee
University Athletics Committee
University Budget Committee
University Environment Committee
Writing Across the Curriculum Committee

As the need arises, additional committees are created, by the Committee on Committees, to assist in the academic policy-making process.

VI. Graduate Council
The Chair of the Faculty or his/her designee shall serve as an ex-officio member. The duties and responsibilities of the Graduate Council are described in the ECU Faculty Manual under Graduate School Governance. The Chair of the Graduate Council provides a monthly report to the Faculty Senate for information, comment, and advice.

VII. Faculty Assembly Delegates and Alternates
The process for election of Faculty Assembly Delegates and Alternates (Part III, Section II; The Faculty Assembly of the University of North Carolina) will be as follows:

A. The Faculty Assembly nomination form will be distributed to all faculty by the Committee on Committees with assistance of the office personnel in November. The completed nomination forms are due in the Faculty Senate office in December.

B. The Committee on Committees will review the nominations and present to the Faculty Senate a slate of one or more nominees as there are vacancies to fill. Nominations may also be made from the Faculty Senate floor. Faculty Assembly representatives will be elected by the Faculty Senate at its January regular meeting. Election will be by majority present and voting. 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.

VIII. Election by Acclamation
When an election that otherwise requires a vote by written, secret ballot is uncontested, that is, the number of nominees does not exceed the number of individuals to be elected, the Faculty Senate may vote by acclamation according to provisions in Robert’s Rules of Order, Newly Revised.”
Proposed Revisions to the *ECU Faculty Manual, Part XII. Faculty Appellate Provisions*, Section I, General Appellate Procedures and Reviews of Non-Reappointment, Non-Conferral of Tenure at the End of the Probationary Period, Discharge or Imposition of Serious Sanctions, and Termination Based on Institutional Considerations as follows:

Key proposed revisions to the ECU Faculty Appellate Structure are linked here.

Detailed here are the proposed revisions and provided below is the clean copy that replaces what is currently in the manual.

Contents

I. General Provisions on Faculty Appeals

II. Review of Non-Reappointment or Non-Conferral of Tenure at the Completion of a Probationary Term

III. Due Process Before Discharge or the Imposition of Serious Sanctions

IV. Appeals of Termination of Faculty Employment Based upon Institutional Considerations

SECTION I.I, General Provisions on Faculty Appeals

CONTENTS

I. Constituting an Appeal Panel

II. Descriptions of Grievants and Respondents

III. Annual Reports

I. Constituting an Appeal Panel

A. The Faculty Appellate Committee, established through the Bylaws (*Faculty Manual, Part II, Section II*) of the ECU Faculty Senate, shall serve as a pool for populating appeals panels for the four appellate processes covered by provisions of Part XII of this Faculty Manual. These are:

1) Hearing Panel (Section I.II),
2) Due Process Panel (Section I.III),
3) Reconsideration Panel (Section I.IV)
4) Grievance Panel (Section II.I)
Because hearings in matters of non-reappointment or conferral of permanent tenure can present complex and difficult questions of fact, policy, and law, and because of the central role of the panel in gathering and preserving the evidence upon which most subsequent decisions related to the matter will be based, it is important for the chancellor to ensure that Faculty Appellate Committee members, as well as relevant administrators and aggrieved faculty members, are appropriately trained in accordance with guidelines and procedures jointly established by the faculty officers and chancellor.

**B.** At its initial organizational meeting each year, the Faculty Appellate Committee will elect a steering committee of four individuals, each responsible for taking the lead in processing requests for hearings before one of the four respective types of appellate panels. These individuals will be designated as the “appellate chair” for grievances in their respective areas. Once constituted, the steering committee will elect a Chair and Secretary.

**C.** To determine panelists for appellate hearings, at the beginning of each academic year, the steering committee will develop a rank order for all members of the Faculty Appellate Committee by random lottery. Individuals will be asked to serve on panels in order of lottery rank, except when disqualified because of a conflict of interest. Conflicts of interest include, but are not limited to, those cases in which Appellate Committee members are from either the grievant’s or respondent's relevant department, unit, college, or school, or with whom either the grievant or respondent has had an amorous relationship, or is related by blood, law, or marriage (as defined in UNC Policy Manual 300.4.2 and 300.4.2.1[G]). Individuals will not be asked to serve on a second panel until all eligible Appellate Committee members have already served, unless otherwise ruled out by conflicts of interest, at which time the steering committee will return to the top of the ranked list and proceed through the Appellate Committee membership again in the same order.

**D.** A request for an appeal panel is directed to the chair of the Appellate Steering Committee. The steering committee will determine the appropriate appellate process to be followed and the steering committee member responsible for that process (appellate chair for that area) will take the lead in further actions on that appeal request. The specified appellate chair will assemble a panel of five regular members and one alternate based on the rank order of Appellate Committee members. Once established, the panel will elect a chair and secretary, and follow the appropriate provisions, detailed below, for the specific type of appeal filed.

**E.** Notwithstanding anything in this document, the chancellor may extend any deadline for a reasonable amount of time in the best interests of the university. The chancellor will promptly inform grievants, respondent(s), the panel, the Chair of the Faculty and the vice chancellor with supervisory authority of the timing and basis of a deadline extension.

**II. Descriptions of Grievants and Respondent(s)**

**A.** A grievant is any faculty member or members who seek(s) the remedies afforded by the provisions of Part XII of the Faculty Manual. Grievants must be current faculty members of East Carolina University. If a faculty member's employment ends voluntarily during the grievance process, prior to the end of employment the grievant may request the chancellor to allow the grievance to continue. Copies of such a request must be provided to the appellate chair. The chancellor should respond to such a request, with a copy to the appellate chair, within 30 calendar days.

**B.** A respondent is the person or persons identified by a grievant as the individual(s) whose action is the object of the grievance and may include the person(s) who requested the action that is the object of the grievance. “Respondent” may be used in the singular form, even where it stands for more than
one person. Named respondents must be current employees of East Carolina University. If a named
respondent is a former administrator and, therefore no longer in a position to provide a remedy
regarding grieved issues, the person who presently occupies the administrative position will be
considered as a substitute respondent for that purpose. If still an ECU employee, the former
administrator may remain as a respondent or be called as a witness as determined by the Panel. An
individual or a departmental/unit committee and/or its chairperson may be named as a respondent.

III. Annual Reports

Annually, the Appellate Committee will write a report specifying the number of each type of appeal,
the outcomes, and the duration of the process, as well as any other concerns that occur to the
committee. The report will be submitted to the Faculty Governance Committee for review.

SECTION I.II, Review of Non-Reappointment or Non-Conferral of Tenure at the
Completion of a Probationary Term.

CONTENTS
I. Deadlines for Review
II. Request for a Hearing Panel
III. Procedures for the Hearing
IV. Procedures After the Hearing

I. Deadlines for Review
Failure to submit the review documents specified in this section within the time periods allotted
constitutes a waiver of the right to have the decision reviewed by ECU faculty committees,
institutional authorities, or the UNC Board of Governors; 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 appellate chair for grievances covered by Part XII, Section I.II.
The Appellate Steering Committee shall decide on an extension within 10 calendar days of
receiving a request. The committee will endeavor to complete the review within the time limits
specified except under unusual circumstances such as when the time period includes official
university breaks and holidays and when, despite reasonable efforts, the steering committee
cannot be assembled.

II. Request for a Hearing Panel
Within 25 calendar days of receiving written notice from the vice chancellor of non-
reappointment or non-conferral of permanent tenure, a faculty member (hereafter, the
complainant) may request a review of the decision before a Hearing Panel.

1. The Hearing Panel
The Hearing Panel (hereafter, “the panel”) shall be composed of five members and one
alternate each of whom is a full-time, permanently tenured voting faculty member without
administrative appointment (as per Part IX, Section IV). The alternate shall attend all
sessions of the hearing and replace a regular member should that member be unable to
attend the entire hearing. Members shall be chosen in accordance with the procedures for
election of the Appellate Committee specified in the Bylaws of the East Carolina University
Faculty Senate and provisions for appointment of appellate panels specified in Part XII,
Section I.I. Upon organization, the members of the Hearing Panel shall elect a chair and
secretary. Should either officer be absent at the beginning of a hearing, the panel
members shall elect an alternate for the purposes of the hearing. A quorum for the panel shall be the five members or four members and the alternate.

When the panel is convened to consider any matter associated with a complainant's request for a hearing, those Appellate Committee members who (i) hold an appointment in the complainant's academic unit, (ii) might reasonably expect to be called as witnesses, (iii) might reasonably expect to be asked to serve as an advisor (see subsection III.2, Conduct of the Hearing) to any party of the hearing, or (iv) may have any other conflict of interest should be disqualified from participation on a panel related to the 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 [hereafter, the respondent(s)] are permitted to challenge panel members for just cause. The other members of the panel, in consultation with the Appellate Steering Committee, will decide on any potential disqualifications if a panel member is challenged but wishes to remain.

When membership of the panel falls below the specified five members and one alternate, the appellate chair will select additional members of the Appellate Committee to the panel as specified in Part XII, Section I.I of the Faculty Manual.

The panel may at any time consult with an attorney in the office of the University Attorney. The consulting attorney should not have present or prior substantive involvement in the matter that gave rise to the hearing, nor advise the University administrator(s) substantively regarding the panel’s recommendation(s) during the review process.

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 Chapter 101.1, Section 604B of The Code of The University of North Carolina; (b) the decision was attended by a material procedural irregularity such that doubt is cast on the integrity of the decision not to reappoint. In addition, the University Equal Employment Opportunity policy prohibits employment discrimination based on sexual orientation.

Chapter 101.1, Section 604B of The Code of The University of North Carolina states: “In no event shall a decision not to reappoint a faculty member be based upon (a) the exercise by the faculty member of rights guaranteed by the First Amendment to the United States Constitution, or by Article I of the North Carolina Constitution, or (b) any of the protected statuses included in Section 103 of The Code, or other forms of discrimination prohibited under policies adopted by campus Boards of Trustees, or (c) personal malice. For purposes of this section, the term “personal malice” means dislike, animosity, ill-will, or hatred based on personal characteristics, traits or circumstances of an individual. See Policy 101.3.1 II.B. for details.”

Personnel decisions based on negative reactions to an employee’s anatomical features, marital status or social acquaintances are intrinsically suspect. If reappointment is withheld because of personal characteristics that cannot be shown to impinge on job performance, a wrong likely has been committed. On the other hand, if personal characteristics can be shown to impede a faculty member’s capacity to relate constructively to his or her peers, in a necessarily collegial environment, withholding advancement may be warranted. For example, the undisputed record of evidence might establish that the responsible
department chair declined to recommend a probationary faculty member for reappointment with tenure because of the faculty member’s ‘unpleasant personality and negative attitude’. Disposition of such a case requires a determination of whether the personality and attitude impeded the faculty member’s job performance. While the terms ‘ill-will’, ‘dislike’, ‘hatred’ and ‘malevolence’ may connote different degrees of antipathy, such distinctions make no difference in applying the fundamental rationale of the prohibition. Any significant degree of negative feeling toward a candidate based on irrelevant personal factors, regardless of the intensity of that feeling, is an improper basis for making decisions.” (UNC Policy Manual Policy 101.3.1 II.B)

"Material procedural irregularity" means a departure from prescribed procedures governing reappointment and conferral of permanent tenure that is of such significance as to cast reasonable doubt upon the integrity of the original decision not to reappoint or not to confer permanent tenure. Whether a procedural irregularity occurred, and whether it is material, shall be determined by reference to those procedures that were in effect when the initial decision not to reappoint or not to confer permanent tenure was made and communicated. The Hearing Panel 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)

The complainant's request for a hearing must specifically identify and enumerate all reasons for the request. The request must include the following: a) a description that is as complete as possible of the actions or the failures to act that support each specified contention; b) identification of the respondent(s); c) an enumeration and description of the information or documents that 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) 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, and f) a copy of the vice chancellor’s notice of non-reappointment or non-conferral of permanent tenure. The complainant's request for a hearing shall be made to the appropriate appellate chair and delivered to the Faculty Senate office by a method that provides delivery verification and is consistent with UNC Policy 101.3.3. The Faculty Senate Office will promptly notify the appropriate vice chancellor.

III. Procedures for the Hearing.
1. Time and Date of Hearing
After the membership of a Hearing Panel is determined by the Appellate Steering Committee, the panel chair shall provide a complete copy of the request for a hearing to the individuals named in the request for a hearing. The panel shall set the time, date, and place for the hearing. The date for the hearing must be within 42 calendar days after receiving the request, except under unusual circumstances such as when a hearing request is received during official university breaks and holidays and despite reasonable efforts a panel cannot be assembled. Once determined, the panel chair shall notify the complainant, the respondent(s), the chair of the faculty, and the chancellor, of the time, date, and place of the hearing. At least 21 calendar days before the hearing, the complainant shall notify the panel, the respondent(s), 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). Within 14 calendar days before the hearing, the complainant and
respondent(s) will submit documents and a list of witnesses to be used in the hearing along with a brief statement of the relevance of each witness.

2. Conduct of the Hearing
The panel chair is responsible for conducting the hearing and maintaining order. 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 panel members and alternate, the complainant, one person who may advise the complainant, the respondent(s), and one person who may advise the respondent(s). If there is more than one respondent, the respondents will designate a spokesperson for the hearing. The persons advising the complainant and respondent(s) may not take an active part in the proceedings. The person advising the respondent(s) at the hearing may be either an East Carolina University faculty member (with or without administrative appointment) approved by the chancellor, or an East Carolina University attorney under the condition that the complainant is accompanied by an attorney. Other persons (witnesses) providing information to the panel shall not be present throughout the hearing, but shall be available at a convenient location to appear before the panel as appropriate.

A professional court reporter must be used to record and transcribe the hearing (Faculty Senate Resolution #03-37). 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)

The hearing shall begin with an opening statement by the panel chair. This statement shall be limited to explaining the purpose of the hearing and the procedures to be followed. The hearing chair explicitly will note that the panel shall consider only information bearing on the allegations presented in the complainant’s request for the hearing.

Following the opening remarks by the panel chair, the complainant shall present his or her contentions and any supporting witnesses and documentary evidence. The respondent(s), through their spokesperson, may then reply to these contentions and present any supporting witnesses and evidence. During these presentations, the complainant, and the respondent(s), through their spokesperson, may cross-examine opposing witnesses. For purposes of clarification, panel members may question witnesses, including the complainant and any respondent or spokesperson. At the conclusion of the hearing, the complainant may make a summary statement of up to ten minutes in duration. If the complainant elects to do so, then the respondent(s), through their spokesperson, will be given the same opportunity.

IV. Procedures After the Hearing
After the hearing, the panel shall meet in executive session within 3 calendar days and begin its deliberations on whether to sustain or not sustain the allegations stated in the request for the hearing. In reaching decisions on which the panel’s written recommendations to the chancellor shall be based, the panel shall consider only the evidence presented at the hearing.
and such written or oral arguments as the committee, in its discretion, may allow. The complainant shall have the burden of proof. The standard applied by the panel shall be that the preponderance of the evidence establishes that a basis for the complainant’s contentions is found in one of the reasons listed in subsection II.2, “Initiation of Hearing.” Preponderance is defined as the greater weight of evidence and its probable truth or accuracy, and not the amount of evidence presented.

Within 14 calendar days of finishing its deliberations the panel shall provide the complainant, respondent(s), and the chancellor with a copy of the panel's report and, a copy of the court reporter's transcript of the hearing (Faculty Senate Resolution #03-37).

If the Hearing Panel determines that the complainant's contention has not been established, it shall, by simple, unelaborated statement, so notify the complainant, the respondent(s), 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 Panel determines that the complainant's contention has been satisfactorily established, it shall notify the complainant, the respondent(s), the chair of the faculty, and the chancellor by written notice and shall recommend further substantive review.

Within 42 calendar days after receiving the recommendation of the Hearing Panel and the transcript, the chancellor shall notify the complainant, the respondent(s), the chair of the faculty, and Hearing Panel chair what further substantive review, if any, will be made of the original decision not to reappoint or not to confer permanent tenure. If the chancellor is considering taking action inconsistent with the panel’s recommendations, the chancellor shall request within 14 calendar days that a joint meeting with the panel occur. At the joint meeting, the chancellor will communicate his or her concerns and the panel will have an opportunity to respond. The joint meeting must occur within the 42 calendar-day period. No meeting is required if the chancellor decides to concur with the panel’s recommendations.

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 panel. While the chancellor should give deference to the advice of the faculty panel, the final campus-based decision lies with the chancellor.

The chancellor will inform the complainant of a 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 that: 1) within 14 calendar days of the complainant's receipt of the decision, the complainant may file a notice of appeal with the UNC President requesting review by the Board of Governors in accordance with the Board of Governors Policy 101.3.1; 2) a simple written notice of appeal with a brief statement of its basis is all that is required within this fourteen 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 manner (Faculty Senate Resolution #03-49).

The purpose of the appeal to the Board of Governors is to assure 1) that the campus-based process for reviewing the decision was not materially flawed, so as to raise questions about whether the faculty member’s contentions were fairly and reliably considered, 2) that the decision reached by the chancellor was not clearly erroneous, and 3) that the decision was not contrary to controlling law or policy. No appeals for denial of early tenure will be heard by the Board of Governors.
SECTION I.III, Due Process Before Discharge or Imposition of Serious Sanctions

CONTENTS
I. Bases for Serious Disciplinary Sanctions or Discharge
II. Notice to Faculty of Imposition of Sanctions or Discharge
III. Request for a Hearing
IV. Due Process Panel
V. Procedures for a Hearing
VI. Procedures After a Hearing
VII. Appeal of Chancellor’s Decision
VIII. Suspension During a Period of Intent to Discharge

I. Bases for Serious Disciplinary Sanctions or Discharge
A faculty member who is the beneficiary of institutional guarantees of tenure shall enjoy protection against unjust and arbitrary application of disciplinary sanctions. For purposes of the Faculty Manual, a faculty member serving in a fixed-term or probationary appointment shall be regarded as having tenure until the end of the term. 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 only for reasons of:
A. 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;
B. Neglect of duty, including sustained failure to meet assigned classes or to perform other significant faculty professional obligations; or
C. 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, or 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.

Classification of alleged conduct as one categorical basis for imposition of sanctions or discharge, when the conduct more appropriately meets the definition of another (e.g., willful, intentional neglect of duty might be considered misconduct), shall not be considered a deficiency in the charge if the conduct at issue is clearly referenced in the notice of intent to discharge and evidence of the nature and/or duration of the alleged conduct supports the severity of the sanction or discharge proposed.

These provisions do not apply to non-reappointment or non-conferral of permanent tenure at the end of the probationary period (governed by provisions in Part XII, Section I.II), or termination of employment based on institutional considerations (governed by provisions in Part XII, Section I.IV).

II. Notice to Faculty of Imposition of Sanctions or Discharge
The vice chancellor with supervisory authority shall provide written notice to the faculty member of intent to discharge from employment or to impose serious sanction, including a
written specification of the reasons for the sanction. The notification shall be sent by a method that provides delivery verification and is consistent with UNC Policy 101.3.3. The notice shall include a statement of the faculty member's right, upon request, to a hearing by a Due Process Panel (Faculty Senate Resolution #99-10). If no written request for a hearing (see III. below) is received within 14 calendar days after receipt of this notification, the faculty member may be discharged or sanctions may be imposed without recourse to any institutional grievance or appellate procedure.

III. Request for a Hearing
A faculty member has 14 calendar days to request a hearing after receipt of written notification of the reasons for the sanction. A request for a hearing is made 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. The vice chancellor shall notify the appropriate appellate chair of the need to convene a Due Process Panel within 10 calendar days of receiving this request.

IV. Due Process Panel
The Due Process Panel (hereafter, “the panel”) shall be composed of five regular members and one alternate who shall attend all sessions of the hearing and replace, for the remainder of the process, a regular member who is unable to attend the entire hearing. Members shall be chosen in accordance with the procedures for election of the Appellate Committee specified in the Bylaws of the East Carolina University Faculty Senate, and appointment of appeals panels described in Part XII, Section I.I of this Faculty Manual. Upon organization, the members of the panel shall elect a chair and secretary. Should either officer be absent at the beginning of a hearing, the panel members shall elect an alternate for the purposes of the hearing. A quorum for the panel shall be the five members or four members and the alternate.

When the panel is convened to consider any matter associated with a faculty member's request for a hearing, those Appellate Committee members who (i) hold an appointment in the complainant's academic unit, (ii) might reasonably expect to be called as witnesses, (iii) might reasonably expect to be asked to serve as an advisor (see subsection V.B. Procedures for the Hearing) to any party of the hearing, or (iv) may have any other conflict of interest, should be disqualified from participation on a panel related to the specific request for a hearing. The faculty member and the vice chancellor with supervisory authority are permitted to challenge panel members for just cause. The other members of the panel will decide by majority vote on any potential disqualifications if a panel member is so challenged but wishes to remain (Faculty Senate Resolution #99-10).

When membership of the panel falls below the specified five members and one alternate, the appellate chair will select additional members of the Appellate Committee to serve on the panel as specified in Part XII, Section I.I of the Faculty Manual.

The panel may at any time consult with an attorney in the office of the University Counsel. The consulting attorney should not have present or prior substantive involvement in the matter that gave rise to the hearing, nor advise University administrator(s) substantively regarding the panel's recommendation(s) during the review process.

V. Procedures for the Hearing
A. Time and Date of Hearing
The Due Process Panel shall set the time, date, and place for the hearing. The panel shall accord the faculty member 30 calendar days to prepare a defense from the time it receives the faculty member’s written request for a hearing. The panel 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 and vice chancellor. The panel shall promptly 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 panel ordinarily will 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 panel cannot be assembled.

B. Conduct of Hearing
The hearing shall be concerned with the written specification of reasons for the intended discharge or imposition of a serious sanction. The panel chair is responsible for conducting the hearing and for maintaining order. 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 panel members and the alternate, the faculty member requesting the hearing, advisor/attorney for the faculty member, the vice chancellor with supervisory authority, or his/her designee, and an advisor/attorney for the vice chancellor. The person advising the respondent(s) at the hearing may be either an East Carolina University faculty member (with or without administrative appointment) approved by the chancellor, or an East Carolina University attorney. Other persons (witnesses) providing information to the panel shall not be present throughout the hearing but shall be available at a convenient location to appear before the panel as appropriate. 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 panel agree that it may be open.

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

VI. Procedures After the Hearing
After the hearing, the panel shall meet in executive session and begin its deliberations within three calendar days. In reaching its decisions the panel shall consider only the testimony and other materials entered or presented as evidence during the hearing and such written or oral arguments as the panel, at its discretion, may allow. The University has the burden of proof. In evaluating evidence, the panel shall use the standard of “clear and convincing” evidence in determining whether the institution has met its burden of showing that permissible grounds for the discharge or serious sanction exist and are the basis for the recommended action. “Clear and convincing” is a higher standard than “preponderance” of evidence and must indicate that the University’s case is substantially more likely to be true than not true.
Within 14 calendar days of finishing its deliberations or after the full transcript is received, whichever is later, the panel shall provide the faculty member 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 panel shall state whether it recommends that the intended sanction be imposed (Faculty Senate Resolution #03-37).

In reaching a decision, the chancellor shall consider only the written transcript of the hearing, including materials offered in evidence in the panel’s hearing and the documents that constitute the record of the appeal, including but not limited to the notice of intent to discharge or impose sanctions, the faculty member’s request for a hearing, and the report of the panel. Within 30 calendar days of receiving the report and the court reporter’s written transcript of the hearing along with the materials offered in evidence at the hearing, the chancellor's decision shall be conveyed in writing to the panel and the affected faculty member by a method that provides delivery verification and is consistent with UNC Policy 101.3.3.

VII. Appeal of Chancellor’s Decision
If the chancellor concurs in a recommendation of the panel that is favorable to the faculty member, the decision shall be final. If the chancellor rejects a recommendation of the panel, the chancellor shall state the reasons for doing so in a written decision. If the chancellor either declines to accept a panel recommendation that is favorable to the faculty member or concurs in a panel 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 be addressed to the chair of the Board. The faculty member must file a notice of appeal within 14 calendar 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 based on the written transcript of the hearing held by the Due Process Panel, including materials offered in evidence and the documents that constitute the record of the appeal, including but not limited to the notice of intent to discharge or impose sanctions, the faculty member's request for a hearing, and the report of the panel; however, at its discretion, the Board may 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 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 days after receiving the Trustees' decision, file a written notice of appeal by a method that provides delivery verification and is consistent with UNC Policy 101.3.3 to the Board of Governors by alleging that one or more specified provisions of the Code of The University of North Carolina have been violated. Any such appeal to the Board of Governors shall be transmitted through the President of the University of North Carolina.

VIII. 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 until a final decision concerning discharge or imposition of serious
sanctions has been reached by the procedures prescribed herein. Suspension shall be exceptional and shall be with full pay and benefits.

SECTION I.IV, Appeals of Termination of Faculty Employment Based Upon Institutional Considerations

CONTENTS
I. Reasons Justifying Termination and Consultation Required
   II. Termination Procedures
   III. Request for a Reconsideration Hearing
   IV. The Reconsideration Panel
   V. Procedures for a Hearing
   VI. Procedures After a Hearing
   VII. Appeal to the Board of Trustees

I. Reasons Justifying Termination and Consultation Required
   A. Reasons for Terminating Employment
      The employment of a faculty member with permanent tenure or a faculty member holding a fixed-term or probationary appointment may be terminated by East Carolina University because of 1) demonstrable, *bona fide* institutional financial exigency, or 2) major curtailment or elimination of a teaching, research or public service program. Financial exigency is defined as a significant decline in the financial resources of the institution that is brought about by a decline in institutional enrollment or by other action or events that compel a reduction in the institution's current operations budget. If the institution faces financial exigency or needs to consider a major curtailment or elimination of a teaching, research, or public-service program, the chancellor or chancellor’s designee shall first seek the advice and recommendations of the academic administrative officers and faculties following the process defined in subsection I.B below.

      This determination is subject to concurrence by the UNC President and then approval of the UNC Board of Governors. If the financial exigency or curtailment or elimination of a program is such that the institution's contractual obligation to a faculty member cannot be met, the employment of the faculty member may be terminated in accordance with Section 605 B (1) of *The Code of The University of North Carolina* and the institutional procedures set out below.

   B. Consultation with Faculty and Administrative Officers
      If it appears that the institution will experience financial exigency or needs to consider a major curtailment or elimination of a teaching, research, or public-service program, the chancellor or chancellor's delegate shall seek the advice and recommendations of the academic administrative officers and faculty members of the department(s) in question, from units representing complementary disciplines, and from other units that might be affected.

      The chancellor or the chancellor's designee shall prepare a report that identifies specifically the state of financial exigency or the program change. The report should outline the options readily apparent to the chancellor at the time and must describe clearly any options that would or might involve terminations of faculty employment.

      The chancellor's report shall be directed to the Educational Policies and Planning Committee (EPPC) for their written advice and recommendations. In considering this report the EPPC
shall have access to information that formed the basis for the chancellor's report and may interview appropriate persons. The EPPC shall be provided a reasonable timeframe to prepare a response to the chancellor’s report, to be submitted no later than a date determined by the chancellor.

Following receipt of the EPPC's report or expiration of the time allowed for submission of the report, should the chancellor decide to consider reducing a unit's faculty for reasons of financial exigency or major curtailment or elimination of a program, the chancellor shall promptly notify, in writing, any faculty member to be terminated following procedures outlined in section II below.

II. Termination Procedures

A. Consideration in Determining Whose Employment is to be Terminated

In determining which faculty member's employment is to be terminated for reasons set forth in Section 605 A of the UNC Policy Manual, the chancellor shall give consideration to tenure status, to years of service to the institution, and to other factors deemed relevant, but the primary consideration shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the institution.

B. Timely Notice of Termination

1. When a faculty member's employment is to be terminated because of major curtailment or elimination of a teaching, research, or public-service program, and such curtailment or elimination of program is not founded upon financial exigency, a permanently tenured faculty member shall be given at least twelve months of notice. A faculty member without permanent tenure shall be given notice in accordance with the requirements specified in subsection II.C below.

2. When a faculty member's employment is to be terminated because of financial exigency, the institution will make every reasonable effort, consistent with the need to maintain sound educational programs and within the limits of available resources, to give the same notice as set forth in the preceding paragraph.

C. Type of Notice to be Given

1. An individual faculty member whose employment is to be terminated shall be notified of this fact in writing by a method that provides delivery verification and is consistent with UNC Policy 101.3.3. This notice shall include: (i) a statement of the conditions requiring termination of the faculty member’s employment; (ii) a general description of the procedures followed in making the decision; (iii) a disclosure of pertinent financial or other data upon which the decision was based; (iv) a statement of the faculty member's right to reconsideration of the decision by a faculty appellate panel if the faculty member alleges that the decision to terminate employment was arbitrary or capricious; and (v) a copy of this procedure on termination of employment.

2. For a period of two years after the effective date of termination of a faculty member's contract for only reasons specified in subsection I.A above, the institution shall not replace the faculty member in a comparably defined position without first offering the position to the person whose employment was terminated. The offer shall be sent by a method that provides delivery verification and is consistent with UNC Policy 101.3.3 to the address last furnished to the chancellor's office, and the faculty member will be given 30 calendar days after attempted delivery of the notice to accept or reject the
offer. The offer to resume a terminated position shall provide for tenure status, rank, and salary at least equal to those held by the faculty member at the time of termination.

3. When requested by a faculty member whose employment has been terminated, the institution shall give reasonable assistance in finding other employment. Such assistance should include, for example, administrative assistance, access to the telephone (including long distance), University/unit stationery and postage, travel funds to professional meetings, and other assistance as deemed reasonable and appropriate in the profession.

D. Termination if Reconsideration is Not Requested

If, within 14 calendar days after receipt of required notice, the faculty member makes no written request for a reconsideration hearing, employment will be terminated at the date specified in the notice, and without recourse to any institutional grievance or appellate procedure.

III. Request for Reconsideration Hearing

Within 14 calendar days after receiving the required notice, the faculty member may request a reconsideration of the decision to terminate employment by a method that provides delivery verification and is consistent with UNC Policy 101.3.3. The request shall be submitted to the chancellor and shall specify the contention that the decision to terminate employment was arbitrary or capricious, and shall include a short, plain statement of facts that the faculty member believes support that contention. Upon receipt of such a request the chancellor shall, within 10 calendar days, notify the appropriate appellate chair of the need to convene a Reconsideration Hearing Panel.

IV. The Reconsideration Panel

The Reconsideration Panel (hereafter, “the panel”) shall be composed of five members and one alternate, each of whom is a full time permanently tenured voting faculty member without administrative appointment. The alternate shall attend all sessions of the hearing and shall replace a regular member should that member be unable to attend the entire hearing. Members shall be chosen in accordance with the procedures for election of the Appellate Committee specified in the Bylaws of the East Carolina University Faculty Senate, and appointment of appeals panels described in Part XII, Section I.I of this Faculty Manual. A quorum for the panel shall be five members or four members and the alternate. If membership of the panel falls below the specified five members and one alternate, the appellate chair will appoint additional members of the Appellate Committee as described in Part XII, Section I of the Faculty Manual.

Upon organization, the members of the Reconsideration Panel shall elect a chair and secretary. Should either officer be absent at the beginning of a hearing, the panel members shall elect an alternate for the purposes of the hearing.

When the panel is convened to consider any matter associated with a faculty member's request for a hearing, those Appellate Committee members who hold an appointment in the faculty member's academic unit, those who might reasonably expect to be called as witnesses, those who participated directly in the decision to terminate the faculty member's employment, or those who may have any other conflict of interest should be disqualified from participation in the activities of a panel related to this specific request for a hearing. The faculty member and the chancellor, or the chancellor's designee, are permitted to challenge panel members for just cause. The other members of the panel, including the alternate, will decide by majority vote (excluding...
the panel member challenged) on any potential disqualifications if a panel member is challenged but wishes to remain.

The panel may at any time consult with an attorney in the office of the University Attorney. The consulting attorney should not have present or prior substantive involvement in the matter that gave rise to the hearing, nor advise the University administrator(s) substantively regarding the panel's recommendation(s) during the review, although individual attorneys may play the same role at different points in the process.

V. Procedures for the Hearing
A. Time and Date of Hearing
The Reconsideration Panel shall set the time, date, and place for the hearing. The date for the hearing should be within 42 calendar days of the time the appellate chair receives the chancellor's notification of the faculty member's written request for a hearing. The panel chair shall notify the affected faculty member, the chancellor, and the chair of the faculty of the time, date, and place of the hearing. The panel 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, chancellor, appellate chair, and chair of the faculty.

B. Conduct of Hearing
The Reconsideration Panel'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 panel chair 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 panel members and alternate, the faculty member requesting the hearing, advisor or counsel for the faculty member, the chancellor or designee (hereinafter, the chancellor), and counsel for the chancellor. Other persons (witnesses) providing information to the panel shall not be present throughout the hearing, but shall be available at a convenient location to appear before the panel as appropriate. Upon request, the faculty member and the panel shall be given access to documents that were used in making the decision to terminate the faculty member's employment. A professional court reporter must be used to record and transcribe the hearing (Faculty Senate Resolution #03-37).

The hearing shall begin with an opening statement by the panel chair limited to explaining the purpose of the hearing and the procedures to be followed. Following the opening remarks by the panel chair, the faculty member or the faculty member's counsel shall present his or her contentions and any supporting witnesses and documentary evidence. The chancellor or the chancellor's counsel may then reply and present any supporting witnesses and evidence in rebuttal of the faculty members contentions or in general support of the decision to terminate the faculty member's employment. During these presentations, the faculty member or his or her counsel, and the chancellor, chancellor's designee, or his or her counsel, may question any of the witnesses. Panel members may question witnesses for purposes of clarification. At the conclusion of the hearing, the faculty member or his/her advisor or legal counsel, and then the chancellor, designee, or counsel will be given the opportunity to provide summary statements.
VI. Procedures After the Hearing
The panel shall meet in executive session to begin its deliberations no more than three calendar
days after the hearing. In reaching its decisions the panel shall consider only the testimony and
other materials entered or presented as evidence during the hearing.

Within 14 calendar days of finishing its deliberations or receipt of the court reporter’s transcript,
whichever is later, the panel shall provide the faculty member 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 (Faculty Senate Resolution #03-37).

If the Reconsideration Panel determines that the contention of the faculty member has not been
established, the report shall, by a simple unelaborated statement, so notify the faculty member,
the chair of the faculty and the chancellor.

If the panel determines that the faculty member's contention has been satisfactorily established,
the report shall so notify the faculty member, the chair of the faculty, and the chancellor, and
provide a recommendation for corrective action by the chancellor.
Within 10 calendar days after receiving the recommendation, the chancellor shall send written
notice to the faculty member by a method that provides delivery verification and is consistent with
UNC Policy 101.3.3, with copies to the chair of the faculty and the chair of the Reconsideration
Panel, giving a decision and stating what modification, if any, will be made with respect to the
original decision to terminate the faculty member's employment.

If the chancellor concurs in the recommendation of the Reconsideration Panel and withdraws the
termination notice, the decision is final and written notification thereof shall be sent to the faculty
member, the chair of the faculty, and the chair of the Reconsideration Panel. If the original
termination decision is not reversed, the chancellor shall send written notice of such to the faculty
member by a method that provides delivery verification and is consistent with UNC Policy
101.3.3, with copies to the chair of the faculty and the chair of the Reconsideration Panel. The
faculty member may appeal the termination to the Board of Trustees within 10 calendar days
following receipt of the chancellor’s decision (Faculty Senate Resolution #99-4).

VII. Appeal to the Board of Trustees
This appeal shall be transmitted through the chancellor and shall be addressed to the chair of the
Board. The faculty member must file a notice of appeal within 14 calendar days after the faculty
member receives the chancellor’s decision. The appeal to the Board of Trustees shall be decided
by the full Board; 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 designated committee shall consider the appeal based on the written
transcript of the hearing held by the Reconsideration Panel, including materials offered in
evidence and the documents that constitute the record of the appeal. These include, but are not
limited to, the statement of termination, the faculty member’s request for a hearing, and the report
of the panel. At its discretion, the Board may 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 after the chancellor has received the faculty member’s request for an appeal
to the Trustees. The decision of the Board of Trustees shall be final.
In compliance with UNC Code 602 (1) final approval of this Part XII, Section I involves the Faculty Senate, Chancellor, Senior Vice President for Academic Affairs, General Counsel, and President of UNC System.

Approved (entire document)

FS Resolution #06-19, January 9, 2007 Erskine Bowles, President of UNC System
FS Resolution #09-51, July 12, 2010 Erskine Bowles, President of UNC System
(with editorial revision to section V.B.2 as suggested)
FS Resolution #16-15, April 7, 2017 Margaret Spellings, President of UNC System
(with editorial revisions as suggested, effective date: July 1, 2017)
FS Resolution #19-10, pending UNC General Administration approval

Proposed Revisions to the ECU Faculty Manual, Part XII. Faculty Appellate Provisions, Section II. General Faculty Grievance Procedures and Appeals of Non-Conferral of Early Tenure as follows:

Key proposed revisions to the ECU Faculty Appellate Structure are linked here.

Detailed here are the proposed revisions and provided below is the clean copy that replaces what is currently in the manual.

CONTENTS
I. Policies and Procedures for General Faculty Grievances and for Appeals of Non-conferral of Early Tenure

II. Grievance Procedures Related to Complaints of Unlawful or Prohibited Harassment, Discrimination or Improper Relationships Brought Against East Carolina University Faculty Members or Administrators Holding Faculty Status

III. Effective Date

SECTION II.I, Policies and Procedures for General Faculty Grievances and for Appeals of Non-conferral of Early Tenure

CONTENTS
I. Faculty Grievances
II. The Grievance Panel
III. General Grievances
   A. Step One (Informal Conflict Resolution)
   B. Step Two (Petition for Redress)
   C. Step Three (Mediation and/or Chancellor Review)
   D. Step Four (Request for Hearing)
   E. Step Five (The Hearing)
   F. Step Six (Hearing Panel Report)
   G. Step Seven (Appeal to Board of Trustees)
Part XII, Section II.I provides for peer review of general faculty grievances and appeals of non-conferral of early tenure through a formal procedure that, depending on the grievance, includes access to mediation or direct review, and the potential for an appellate panel hearing of the grievance. Grievance procedures in Part XII, Section II.I are confined to the faculty and administrative structure of East Carolina University. There are no appeals through Part XII-Section II.I beyond the Board of Trustees.

I. Faculty Grievances
There are two classifications of grievances covered by this section. The first is referred to as a “General Grievance” and the second is a “Grievance Resulting From The Non-conferral of Early Permanent Tenure When The Non-conferral Decision Is Not Concurrent With A Reappointment Decision” (hereafter, non-conferral of early tenure).

The two grievance classifications and differences in the grievance procedures reflect the Board of Governors requirement that an internal grievance process be provided for non-conferral of early permanent tenure that is not concurrent with a reappointment decision. This requirement and the authority to establish different grievance procedures are set forth in Section 607 of The Code of The University of North Carolina and further elaborated in The UNC Policy Manual 101.3.2. The establishment of separate grievance procedures provides two assurances. First, it ensures there is a review process for the faculty member when the non-conferral of permanent tenure was based on an early request, for which appeals to the Board of Governors are not allowed. Appeals of non-conferral of tenure at end of the established probationary period are governed by the provisions in Part XII, Section I.II. Second, the bases for the grievance provided in Part XII, subsection II.I.IV for a grievance of non-conferral of early tenure do not apply to General Grievances covered in this section.

No grievance that involves matters related to a formal proceeding for the imposition of serious sanction, discharge, or termination of a faculty member's employment, or that is within the jurisdiction of another appellate panel, falls within the charge of these general Faculty Grievance provisions (See Part XII, Sections I.II covering review of non-reappointment or non-conferral of tenure at the completion of a probationary term; I.III covering due process before discharge or the imposition of serious sanctions; and I.IV covering appeals of termination of faculty employment based upon institutional considerations).

II. Grievance Panel
The Grievance Panel (or “the panel”) shall be composed of five regular members and one alternate, chosen from the Appellate Committee in accordance with Part XII, Section I.I.

Upon receipt of the grievant’s Petition for Redress (Step Two), the appellate chair responsible for Grievance Panel hearings (Part XII, Section I.I) will inquire of panel members about the existence of potential conflicts of interest (which include, but are not limited to, any grounds for recusal listed in this paragraph) and will automatically recuse from participation in the appeal any member from the
grievant’s or respondent’s relevant department, unit, college, or school, or any member with whom either the grievant or respondent(s) has had an amorous relationship, or is related by blood, law, or marriage (as defined in UNC Policy Manual 300.4.2 and 300.4.2.1[G]). Committee members shall recuse themselves from participating in a grievance if they have a reason to believe that such participation represents or will create a conflict of interest.

The appellate chair’s responsibility is to provide the grievant and respondent(s) a process for a possible resolution of the grievance. The appellate chair will provide only procedural information to the parties of the grievance, and shall not function as an advocate for either party. Procedural information includes the membership of the Appellate Committee, its charge, the options open to the parties to the grievance, and similar information.

Upon receipt of a request for a hearing (Step Four), the appellate chair shall determine the availability of the Appellate Committee members in lottery rank order to form a Grievance Panel consisting of five members plus one alternate who will replace any member unable to attend the entire hearing. Any party to a grievance may request that any member of the panel be recused from the hearing for conflict of interest. Such a request shall be in writing, stating the reason(s) for the request and be provided to the appellate chair not later than 5 calendar days after notification in Step Four of a hearing date. If the panel member declines recusal, the established panel, including the alternate, shall determine obligatory recusal by a majority vote (the member in question not participating). The recused panel member will be replaced by the current alternate member, and the appellate chair will appoint a new alternate following the same procedure as above.

III. General Grievances

General grievances shall be limited to matters directly related to a faculty member’s employment status and institutional relationships within East Carolina University. Grievances shall be limited to remediable injuries attributable to the violation of a right or privilege based on federal or state law, university policies or regulations, or commonly shared understandings within the academic community about the rights, privileges, and responsibilities of university employment or conduct that deprived the faculty member of an advantage that he or she otherwise would have received.

To promote and allow for adequate efforts at informal conflict resolution, the deadline for initiating a grievance is the end of the following Spring semester for an incident alleged to have occurred during the Fall semester (August 16th to December 31st) and the end of the Fall semester for an incident alleged to have occurred during the Spring semester or during the summer months between the Spring and the Fall semesters (January 1st to August 15th). This deadline may be extended by a majority vote of the Appellate Steering Committee if, in the committee’s opinion, there are extenuating circumstances despite due diligence.

The Appellate Steering Committee and Grievance Panel shall hold the grievant responsible for progressing through the grievance steps in a timely manner. If time delays are encountered because of the respondent(s), the grievant shall bring this to the attention of the appellate or panel chair as appropriate to the stage of the grievance at the time.

The grievant may terminate the grievance at any time during the process by notifying the appellate chair in writing. The appellate chair will issue a written memorandum to all parties regarding the termination of the grievance. Any such notice of termination is final and the grievance is closed.
A. Step One: Conflict Resolution.
Prior to initiating a grievance with the Appellate Committee, a faculty member shall make a concerted effort to resolve the issue through informal conflict resolution. Faculty are encouraged to take advantage of University resources for conflict resolution and informal mediation (http://www.ecu.edu/cs-acad/conflictresolution/) in trying to settle complaints without entering into formal grievance procedures. This can provide a less antagonistic venue, in the presence of a neutral third party trained to facilitate discussions, which can reduce tensions and lead to an equitable agreement.

Before filing a complaint with the Appellate Committee, an objecting faculty member (the potential grievant) at a minimum shall meet with the potential respondent(s) and attempt to resolve the conflict at issue. At or before this meeting the objecting faculty member shall provide the potential respondent(s) with a written statement setting forth the nature of the problem and the redress sought. If there are multiple claims, each should be presented clearly. This statement should include all information necessary to support each of the objecting faculty member’s claims, giving the respondent an opportunity to identify, understand, and address each concern. Both parties will have an opportunity to submit information and documents in support of their claims and responses before a hearing, should the issue proceed to a grievance (see Step Four below).

The objecting faculty member and respondent should meet in face-to-face discussion(s) about the substance of the problem and are encouraged to use University resources for informal conflict resolution to aid in resolving differences. In cases where the respondent refuses to meet, the objecting faculty member shall, by a memorandum with a copy to the respondent, inform the appellate chair and the next higher-level administrator in their program. Before proceeding to a formal grievance (Step Two), the objecting faculty member shall provide the respondent with the Petition for Redress that the grievant intends to submit in Step Two.

During attempts to resolve conflicts, each party may select a counselor who may also serve as an advisor throughout a conflict resolution and/or grievance process, but who shall not participate nor be called as a witness in a hearing (see Step Five). A list of potential faculty counselors is maintained by the Faculty Senate Office; however, the parties to the conflict may choose any eligible ECU current or retired faculty members as counselors, or may choose to have no counselor. It is recommended that counselors be tenured professors with extensive experience in faculty governance, as evidenced by service on university governance/appellate committees, and not be associated with the conflict in any way. Association with the conflict includes individuals who may reasonably be called as a witness by either party, should the complaint proceed into the formal grievance process.

For impartial adjudication of a conflict, either party may require availability of information that is controlled or in the possession of the other party or the administration. Upon specific request by a party to the conflict, the other party or the administration shall provide the requesting party with information bearing on the conflict that is not otherwise confidential as a matter of law (“privileged”).

In cases where a formal Petition for Redress has been filed (see Step Two below), either party to the grievance may request that the Appellate Steering Committee or Grievance Panel (once a grievance has proceeded to Step Four) evaluate the basis for a claim of privileged information, and the potential value of that information to resolving the grievance. If the privileged information is deemed to bear substantively on the grievance, the steering committee/panel is required to seek resolution of the issue of privilege through the relevant vice chancellor, or through the chancellor if the vice chancellor is party to the grievance. If the information has a material bearing on the
grievance but cannot be obtained for legal reasons, the steering committee/panel shall decide whether continuing the grievance would be unfair to the grievant and/or respondent. If deemed unfair to continue, the grievance process will be terminated with the reason(s) stated clearly in a memorandum to all parties to the grievance, thereby ending the administrative appeal process at East Carolina University. All requested information that is received shall be distributed to the appellate chair/panel chair and to all parties to the grievance.

B. Step Two (Petition for Redress)

A Petition for Redress by the grievant should be addressed to the Appellate Committee chair, and have appended a copy of the grievant’s written statement from a Step One meeting with the respondent. It shall be submitted with a statement that the grievant completed Step One above, and that with this petition the grievant intends to pursue a formal grievance.

Ten copies of the Petition for Redress, which should not exceed 20 pages, must be delivered to the Faculty Senate Office. The appropriate appellate chair will ascertain if the grievant has completed Step One. If the grievant has not followed Step One, the chair will inform the grievant that Step One is not completed and must be completed prior to any further action being taken by the Appellate Committee.

Based on information contained in the grievant’s Petition for Redress, the Appellate Steering Committee shall determine whether the grievance is within the charge of Part XII, Section II.I. The committee may decide that none, some, or all of the issues in the Petition for Redress are appropriate for a general grievance. Issues not within the charge of Part XII, Section II.I will receive no further attention and the committee’s decision concerning grievance issues shall be communicated by memorandum to the grievant and respondent. The ECU administrative appeal process is ended for those issues rejected by the committee, unless they fall within the scope of a different appellate process. Except after mediation, the Petition for Redress shall not be modified.

All material collected as part of the grievance shall be put in the grievance file maintained in the Faculty Senate Office under the grievant’s name. This grievance file becomes a part of the grievant’s Personnel File and, where appropriate, the respondent’s Personnel File. A note will be placed in the grievant’s and, where appropriate, respondent’s Personnel File(s) to indicate the location of the additional records.

C. Step Three (Mediation and/or Chancellor Review)

After the committee has determined which, if any, issues raised in the grievant’s Petition for Redress are within the charge of Part XII, Section II.I, the grievant may request:

1) Mediation (see C.1) followed by the Chancellor Review (see C.2) or a hearing (see Step Four) on any unresolved issues.

2) The Chancellor Review without mediation (see C.2).

3) A hearing without mediation (see Step Four).

4) Termination of the grievance (see Step Four).

1. Mediation

The appellate chair shall offer the parties to the grievance the opportunity to seek a resolution through mediation (The UNC Policy Manual 101.3.2.III). Mediation is limited solely to the grievant and the respondent. Each party will be asked to respond within 15 calendar days after the date of notification by the appellate chair as to their acceptance of mediation. Once all parties to the grievance have accepted mediation, the grievant shall not pursue the grievances at administrative levels higher than that of the respondent. To do so is inconsistent with the mediation process and
will result in the termination of the grievance procedures, ending administrative review of the grievance. Rejection of mediation shall have no bearing on decisions or recommendations related to the grievance. Unless the grievant pursues a Chancellor Review, if any party to the grievance rejects mediation and the grievant requests a hearing, the appellate chair will notify the parties that a Grievance Panel will be formed and will set a grievance hearing date (Step Four).

If the grievant and the respondent accept mediation, the Faculty Senate Office administrator and chair of the faculty will be responsible for securing a mediator. To avoid real or apparent conflicts of interest, all mediation will be conducted by a third party mediator with no formal association with East Carolina University nor prior association with either party to the grievance, and who is certified by the North Carolina Administrative Office of the Courts.

The parties to the grievance will inform the appellate chair within 5 calendar days of receiving the name as to whether the mediator is acceptable or unacceptable. An alternate mediator will be located if necessary. After the second attempt, unless the grievant pursues a Chancellor Review, if no acceptable mediator can be located, the appellate chair will so notify the parties to the grievance and inform them that, should the grievant request a hearing, a panel will be formed and grievance hearing date set (Step Four).

If an acceptable mediator is identified, the parties to the grievance will be informed of the selection. The Petition for Redress and the committee’s memorandum will be provided to the mediator by the appellate chair. The mediator will communicate to the appellate chair the beginning date of the process. The mediator will inform the appellate chair on a monthly basis that mediation is continuing with measurable progress. The mediation process shall not exceed 42 calendar days without formal approval of the appellate chair or 60 days without the formal approval of the full Appellate Steering Committee.

Mediation will continue until such time that:

a. An agreement among the parties is reached (subject to time limits).

b. A party or the mediator writes to the committee chair that further mediation is unlikely to be successful.

c. A party to the grievance writes to the committee chair a desire to terminate mediation because of resistance to or undue delays in scheduling mediation meetings, or because the mediator is no longer deemed acceptable.

Events b. through c. above will cause the appellate chair to notify the parties to the grievance that the mediation process is being terminated and, unless the grievant requests Chancellor Review, inform the grievant to move to Step Four if desired. Decisions by the grievant, respondent, or mediator to terminate mediation shall have no bearing on decisions or recommendations related to the grievance. All information from the mediation process is confidential and inadmissible in the grievance hearing.

If an agreement is reached, the grievance will be considered closed and a copy of the agreement, signed by all parties to the grievance, will be placed in the grievance file maintained in the Faculty Senate Office. It is expected that most agreements will require only the authority of the respondent for a unit commitment but some may require the authority of the chancellor. If the chancellor rejects the agreement, the parties may continue mediation or the grievant may request either a Chancellor Review or a hearing.
If the mediation process produces a partial settlement, those issues shall be removed from the committee’s memorandum to the grievant and respondent as determined in Step Two. A signed copy of the partial agreement shall be placed in the grievance file. The grievant may request a Chancellor Review or a hearing for remaining issues (Step Four).

2. Chancellor Review
Within 20 calendar days from the request for a Chancellor Review, the grievant shall provide to the chancellor, the respondent, and the appellate chair copies of the Petition for Redress along with the committee’s memorandum and any information that supports the grievant’s contentions. Within 10 calendar days, with copies to the grievant and appellate chair, the respondent may submit to the chancellor a written response to the Petition for Redress and any other documents provided by the grievant. The chancellor shall provide a response to the grievant, with copies to the appellate chair and the respondent, within 20 calendar days of the chancellor’s receipt of all materials. The chancellor may extend any of these deadlines if he or she deems it to be in the best interest of the university.

The chancellor’s decision is final and may not be appealed. A copy of all information submitted to the chancellor and the chancellor’s decision shall be placed in the grievance file and the grievance closed.

D. Step Four (Request for a Hearing)
If the grievance is not resolved, by memorandum to the committee chair with a copy to the respondent, the grievant shall request a hearing, or state that the grievance will not be pursued. If mediation has occurred, the Appellate Steering Committee will again review the grievant’s Petition for Redress in light of any changes that may have resulted from mediation. The steering committee will establish a Grievance Panel if it determines that all or some of the issues unresolved by mediation allege an injury that would entitle the faculty member to relief under Part XII, Section II.I. In this case, the steering committee shall provide an updated memorandum to the grievant and respondent(s) explaining remaining issue(s) to address in a hearing. Should the steering committee determine that remaining issues are no longer within the purview of a Faculty Grievance Panel, this decision will exhaust the administrative appeals process, and shall be communicated by a method that produces adequate evidence of delivery to all parties to the grievance.

Once a Grievance Panel is established, the elected panel chair will notify the grievant and respondent, setting a time, date, and place for a hearing on the Petition for Redress. The date of the hearing shall be within 42 calendar days of this notification, except when the request for a hearing is received during summer months, official university breaks and holidays, and when, despite reasonable efforts, the Grievance Panel cannot be assembled (The UNC Policy Manual 101.3.3). Scheduling an appeal panel during the summer months is complicated by the absence of many faculty and different schedules of those available. If the panel cannot schedule a hearing during the summer, a fall hearing date will be scheduled as soon as possible after the fall organizational meeting of the Appellate Committee.

If either the grievant or the respondent petitions the panel in writing for a postponement of the hearing for health reasons, or due to a serious personal emergency, the panel chair shall postpone the meeting for a period of time appropriate to the circumstances. If either the grievant or respondent petitions the panel for a postponement of the hearing for reasons other than health or serious personal emergency, the panel chair shall determine whether it is the general agreement of the committee to postpone the hearing for good cause until the next possible scheduled date.
The notice of hearing will request that both parties submit to the panel the names of their counselors, and all information and documents they intend to introduce at the hearing to support or defend their respective positions. Such information and documents may include written materials, sound or video recordings, photographs, or other forms of information or documentation approved by the panel. The grievant’s submission shall include a list of witnesses with a brief statement of the relevance of each witness, and all information to be used in support of the grievant’s claim(s). The respondent’s submission shall include a list of witnesses with a brief statement of the relevance of each witness, and all information to be used to defend against the grievant’s claim(s). The panel may also call other witnesses that it deems relevant to the grievance. A mediator shall not be called as a witness in the hearing of a grievance and no part of the mediation effort (e.g., conversations, offers, proposals, etc.) shall be introduced as evidence.

Ten copies of all information and documents shall be submitted to the Faculty Senate Office no less than 14 calendar days prior to the hearing date. The department or unit of each party to a grievance is responsible for providing reasonable access to photocopy services for hearing documents during the grievance process. These services shall be at no cost to the grievant or respondent; provided, however, a party to the grievance or a unit bearing such costs may petition the panel to limit incurrence of copying costs by a grievant and/or respondent at the point those expenses appear to be extraordinary and grossly excessive, in which case the panel may direct alternative or adjusted means of making the information to be copied available for use in the hearing process. The submitted information and documents shall have a table of contents with numbers (Arabic) assigned to all pages that exhibit information. If the back of a page contains information, it also must be numbered. Numbers shall be preceded by a “G” for the grievant’s submission or an “R” for the respondent’s submission. If more than one grievant or more than one respondent is involved, their designation will be communicated by the panel chair.

Once the copies as described above are received from both parties, the Grievance Panel chair will provide one copy of the grievant’s submission to the respondent, and one copy of the respondent’s submission to the grievant. The panel chair will create an agenda prior to the meeting to ensure that the hearing will be completed within one business day. The agenda will state limits on the amount of time that each party will be allocated for presentation of their cases. This agenda, with names of the panel members and procedures for submission of new documents and handling of the witnesses, will be distributed to the Grievance Panel, the grievant and the respondent no less than 5 calendar days prior to the hearing date.

E. Step Five (The Hearing)
The Grievance Panel shall limit its investigations to the issues presented in the Petition for Redress and confirmed by the Appellate Steering Committee’s memorandum to the grievant. During the hearing, the panel may explore issues raised by any party to the grievance that are concretely based on issues raised in the Petition for Redress. The panel’s responsibility is limited to issuing recommendations based on the information presented as part of Step Four and at the hearing. Except as noted in Part XII, Section II.III.D, the authority of the Grievance Panel shall be solely to hear the testimony of the grievant, the respondent, and witnesses.

The panel chair shall preside and be responsible for maintaining order and prompt progression of the hearing process. Except as provided for herein, the hearing shall be conducted according to the latest edition of Robert's Rules of Order, Newly Revised. When, despite due diligence, circumstances make it necessary to resolve an issue not addressed in these provisions, the panel
chair shall have the authority to make a reasonable adjustment or exception that maintains the integrity of the process to the extent possible and consistent with applicable law and policy.

The Grievance Panel chair shall begin the hearing by briefly reviewing the panel's authorization and powers, and the procedures to be followed during the hearing. The chair shall then enter into the hearing record correspondence generated prior to the hearing as the Appellate Committee's Exhibit C, and information submitted in Step Four by the grievant and the respondent as Exhibits G and R.

The submitted information shall include all information necessary to support or defend the grievance; however, with approval of the Grievance Panel, the grievant, respondent, or a witness may submit additional information during the hearing. All such information must be numbered, with copies to be presented to the opposing party and members of the panel, and shall become part of the formal record of the hearing.

Only the grievant, the respondent, members of the Grievance Panel, and the court reporter shall be present for the duration of the hearing. Witnesses, as noted below, will be present only when giving testimony. It shall be the responsibility of the parties to present their respective cases. The burden is on the grievant to establish, by a preponderance of the evidence, that the grievant’s claims and requested redress are consistent with Faculty Manual Part XII, Section II.I. Preponderance is defined as the greater weight of evidence and its probable truth or accuracy, and not the amount of evidence presented.

The grievant is responsible for presentation of the grievant’s case, including the testimony of witnesses. Panel members may question the grievant, the respondent or witness(es) at any time during the hearing. After each of the grievant’s witnesses has completed their testimony, and has responded to questions from the respondent and to the grievant’s further questions (limited to the subject of the respondent’s questions), the witness will be excused from the hearing unless recalled by the Grievance Panel. At the end of the grievant's presentation, the respondent may question the grievant.

The respondent’s presentation will follow the procedures noted above for presentation of the grievant’s case. When the panel and grievant have no further questions, the grievant is given the opportunity to make a 10-minute final statement, and then a total of 10 minutes is available to the respondent(s) for a final statement.

F. Step Six (Grievance Panel Report)
The Grievance Panel's report shall be based only on facts, documentation, arguments presented at the hearing, and applicable law and University policies. Panel recommendations are to be based on, but are not limited to, the grievant’s requested redress.

Copies of the panel’s report will be available to the grievant and respondent for their retrieval from the Faculty Senate Office. A copy of the panel’s report, a copy of the written record of the hearing proceedings, and a copy of all evidence submitted will be placed in the grievance file, and will be open to the Grievance Panel and all parties to the grievance until the grievance is closed.

If the panel finds that the grievant’s contentions are not supported or makes no recommendations in favor of the grievant, the panel shall submit its report to the grievant, respondent, chair of the faculty, and chancellor. In addition, the chancellor shall receive a transcript of the hearing proceedings and the evidence in the grievance file. The chancellor shall provide a decision in
writing to the grievant, respondent, chair of the faculty, and the Grievance Panel within 20 calendar days of receipt of materials from the panel. The decision of the chancellor is final.

If the panel finds that the grievant’s contentions are supported and makes recommendations in favor of the grievant, but, in the opinion of the panel, these recommendations are not within the authority of the respondent to implement, the panel shall submit its report to the grievant, respondent, and chair of the faculty. By memorandum, the panel chair shall inform the chancellor that, in the opinion of the panel, its recommendations are not within the respondent’s authority to implement and request the chancellor make the appropriate adjustments.

If the Grievance Panel finds that some or all the grievant’s contentions are supported and within the authority of the respondent, and the panel makes one or more recommendations in favor of the grievant, the panel shall submit its report to the grievant, respondent, and chair of the faculty. The respondents shall be provided the panel’s report and recommendations along with a copy of the transcript of the hearing proceedings, the evidence in the grievance file, and documents and communications filed by the parties and decision-makers in the proceeding (collectively, the “Record of the Appeal,” which may grow as additional petitions, memoranda and material procedural communications are filed by the parties and decision-makers in the process). Within 20 calendar days of receipt of these materials, the respondent shall communicate, in writing, a response to the panel’s recommendations to the panel chair, grievant and the chair of the faculty. Within 15 calendar days of receipt of the respondent’s response, the grievant will inform the panel chair if the adjustments are satisfactory or not satisfactory. If the adjustments are satisfactory or if the grievant fails to provide timely notice to the panel that the adjustments are not satisfactory, the grievance will be closed.

If the respondent’s adjustments are not satisfactory to the grievant, the grievant may appeal to the chancellor. The grievant shall deliver to the Grievance Panel chair a memorandum addressed to the chancellor explaining in detail the reasons for the appeal. The panel chair shall forward a copy of this memorandum to the respondent and chair of the faculty and shall forward the grievant's appeal memorandum to the chancellor along with the Grievance Panel report and the full Record of the Appeal described above.

If the grievant appeals to the chancellor, or if the Grievance Panel requests the chancellor to make a recommended adjustment, the chancellor’s decision shall be based on the recommendations of the hearing panel and the Record of the Appeal from the faculty Grievance Panel hearing. The chancellor has the discretion to consult with the panel and/or Appellate Steering Committee before making a decision (The UNC Policy Manual 101.3.2.IV.g). The chancellor will communicate a written decision within 20 calendar days of receipt of appeal materials, with copies to the grievant, respondent, chair of the faculty, and the Grievance Panel chair. The chancellor’s decision shall contain a notice of further appeal rights, if any, and, if the decision is appealable, it shall contain the information in subsection III.G., Step Seven (Appeal to the Board of Trustees) below, and shall be signed by all individuals who contributed to the report.

If the chancellor’s decision does not support the recommendations of the Grievance Panel, the grievant may appeal to the Board of Trustees of ECU in accordance with the procedures in Section III.G. Step Seven (Appeal to the Board of Trustees). The decision of the Board of Trustees is final and may not be appealed to the Board of Governors.
Dissenting Chancellor’s Report
Should the chancellor disagree with the Grievance Panel’s interpretation that the grievance is within the scope of redress covered by provisions of Part XII, Section II.I of the Faculty Manual, the chancellor shall withhold the decision, and inform the panel, all parties to the grievance, and the chair of the faculty of those areas of disagreement within the required 20 calendar days. The panel chair will then request that the chair of the faculty begin the normal interpretation process as set forth in the Faculty Manual. It is expected that the chair of the faculty will expedite this request. Upon completion of the interpretation process, the panel will make any necessary recommendations. The report will be distributed in accordance with Part XII, Section II.I.III.F., with the grievant’s rights to appeal intact.

G. Step Seven (Appeal to Board of Trustees)
1. Explanation of decisions that may be appealed.
   a. If the Grievance Panel did not advise an adjustment in favor of the grievant, then the decision of the chancellor is final and may not be appealed.
   b. If the panel found in favor of the grievant, and neither the relevant administrative official nor the chancellor made an adjustment advised by the panel, then the grievant may appeal to the Board of Trustees. The decision of the Board of Trustees is final.

2. The Board of Trustees may delegate to a designated committee the authority to make procedural decisions and to make final decisions on behalf of the Board concerning appeals of faculty grievances submitted pursuant to Section 607 of The Code of The University of North Carolina.

3. Timeline for Appeals
   a. A grievant who seeks to appeal the chancellor’s disposition of the grievance must file written notice of appeal with the Board of Trustees by submitting such notice to the chancellor, with adequate evidence of delivery (The UNC Policy 101.3.3), within 10 calendar days after receipt of the chancellor’s decision. The notice shall contain a brief statement of the basis for the appeal. Unless the Board determines an appeal is not within its jurisdiction or fails to meet the procedural requirements for consideration by the Board, the Board will consider the appeal on a schedule established by the chancellor, subject to any instructions received from the Board chair or from a committee of the Board that has jurisdiction of the subject matter of the grievance. The Board will issue its decision as expeditiously as is practical. If the grievant fails to comply with the schedule established for perfecting and processing the appeal, the Board at its discretion may extend the time for compliance or may dismiss the appeal.
   b. If the chancellor’s decision is eligible for appeal, the chancellor’s notice of the disposition of a grievant’s case must inform the grievant: (1) that a written notice of appeal to the Board of Trustees containing a brief statement of the basis for appeal is required within the 10 calendar day period and, (2) that, after notice of appeal is received in a timely manner, a detailed schedule for the submission of relevant documents will be established. All such notices of decision are to be conveyed to the grievant by a method that produces adequate evidence of delivery (The UNC Policy 101.3.3).

4. Standard of Review: In order to prevail before the Board of Trustees, the faculty member must demonstrate that the chancellor’s decision was erroneous based on a preponderance of the evidence, that it violated applicable federal or state law or university policies or regulations, or that the process used in deciding the grievance was materially flawed.
IV. Grievance Resulting From Non-conferral Of Early Permanent Tenure When The Non-conferral Decision Is Not Concurrent With A Reappointment Decision.

A. Initiation of Hearing Process
No later than 25 calendar days of receiving written notice from the vice chancellor of non-conferral of early tenure, a faculty member (hereinafter, the grievant) may initiate the process leading to a hearing before a Faculty Grievance Panel (hereinafter, the panel) by submitting a Petition for Redress to the appellate chair.

Failure to meet the time periods allotted to the grievant constitutes a waiver of the right to a hearing and no further administrative appeals of the non-conferral decision are allowed. Before the expiration of a deadline, however, the faculty member may request an extension, provided the request is made in writing and presented to the appellate chair. The Appellate Steering Committee will make its decision and communicate it to the grievant within 10 calendar days of receiving a request for an extension, except under unusual circumstances such as during summer months, official university breaks and holidays and when, despite reasonable efforts, the steering committee cannot be assembled in a timely manner.

A hearing will be granted if the Petition for Redress is timely (above), complete (1, below), and claims an infringement of one or more of the allowable bases (2, below).

1. The Petition for Redress must include (i) a description that is as complete as possible of the actions or the failures to act which support each specified contention; (ii) the identification of the respondent(s); (iii) an enumeration and description of the information or documents to be used to support the contention (copies of the described documents are to be made a part of the Request for Redress); (iv) the identification of persons who may be willing to provide information in support of the contention; and (v) a brief description of the information those persons identified in (iv) may provide; and (vi) a copy of the vice chancellor’s notice of non-conferral of early permanent tenure.

2. The request for a hearing must be based on 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. Specifically, in no event shall a non-conferral decision be based upon (i) the exercise by the faculty member of rights guaranteed by the First Amendment to the United States Constitution, or by Article I of the North Carolina Constitution, or (ii) discrimination prohibited under policies adopted by the ECU Board of Trustees i.e., discrimination based on the faculty member's age, color, creed, disability, genetic information, national origin, political affiliation, race/ethnicity, religion, sex/gender, sexual orientation, or veteran's status, or (iii) personal malice. The UNC Policy Manual 101.3.1.II.B).
(b) The decision was attended by a “material procedural irregularity,” meaning a departure from prescribed procedures and established university policies that is of such significance as to cast reasonable doubt upon the integrity of the original decision. Whether a procedural irregularity occurred, and whether it is material, shall be determined by reference to those procedures in effect when the initial decision was made and communicated. The Appellate Steering 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).

Ten copies of Petition for Redress not exceeding 20 pages shall be addressed to the appellate chair and delivered to the Faculty Senate Office. Upon receipt of the grievant’s Petition for Redress
the appellate chair shall notify each named respondent that he/she has been named a respondent in a grievance based on the non-conferral of early permanent tenure. Accompanying this letter will be a complete copy of the grievant’s Petition for Redress.

B. Procedures for the Hearing.
The appellate chair will convene a Grievance Panel if the Petition for Redress is timely, complete, and based on one or more of the criteria noted above. If the Petition for Redress fails to meet any one of these requirements, the Appellate Steering Committee shall not grant a hearing, the grievance will be closed, and this decision will exhaust the administrative appeals process for the grievance. This decision will be communicated to all parties of the dispute by a method that produces adequate evidence of delivery (The UNC Policy 101.3.3). If the Petition for Redress meets all of the above requirements, but makes claims beyond valid criteria (defined in IV.A.2.a and b above), the Appellate Steering Committee shall strike those issues from the Petition for Redress and these claims will receive no further attention in the process.

Once established, the Grievance Panel shall set the time, date, and place for the hearing. The date for the hearing shall be within 42 calendar days after receipt of the Petition for Redress by the Faculty Senate Office, except when a Petition for Redress is received during summer months, official university breaks and holidays and despite reasonable efforts the panel cannot be assembled.

The panel chair shall notify the grievant, the respondents, the chair of the faculty, and the chancellor, of the time, date, and place of the hearing. This notification shall call attention to any claims made in the Petition for Redress that have been struck and will not be addressed in the hearing. The notification will include the names of all panel members and alternates who may take part in the hearing.

The grievant and respondent are to submit ten copies of all information and documents to be used in the presentation (by the grievant) or in defense against the grievance (by the respondent). The grievant’s and respondent’s information must include: a) the identification of a witness(es) who may be willing to provide information relevant to the grievance; and b) a brief description of the information each witness may provide. This information and documentation shall be submitted to the Faculty Senate Office not later than 14 calendar days prior to the hearing date. One copy of the grievant’s information will be provided to each respondent and one copy of the respondent’s information will be provided to the grievant.

C. The Hearing
The Grievance Panel shall limit its investigations to the issues presented in the Petition for Redress, and include only those not struck in the Appellate Steering Committee's notification that a hearing would be granted. The panel's responsibility is limited to issuing recommendations based on the Petition for Redress, information and documentation submitted prior to or accepted during the hearing, and information developed during the hearing based on the testimony of the grievant, the respondent, and witnesses.

The panel chair shall begin the hearing by briefly reviewing the panel's authorization and powers, the conditions necessary for a hearing, the panel's belief that the issues about to be heard satisfy these conditions, and the procedures to be followed 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.
The Grievance Panel chair shall then enter into the hearing record correspondence (particularly any relevant correspondence from the Appellate Committee and/or panel chair) generated prior to the hearing as the Exhibit C, and information submitted (above) by the grievant and the respondent as Exhibits G and R respectively (Exhibit letter designations are prescribed only for labeling purposes). It is expected that the hearing will be limited to this information; however, with approval of a majority of the panel, the grievant, respondent, or a witness may submit additional information during the hearing. All such information must be numbered, with copies to be presented to the opposing party and members of the panel, and it becomes a part of the formal record of the hearing.

Only the grievant, the respondent, members of the Grievance Panel, and the court reporter shall be present for the duration of the hearing. Others who are witnesses, as noted below, will be present only when giving testimony. It shall be the responsibility of the parties to present their respective cases. The grievant’s case will be evaluated on the basis of the preponderance of the evidence. This means the greater weight of evidence and its probable truth or accuracy, and not the amount of evidence presented.

The grievant is responsible for presentation of the grievant’s case, including the testimony of witnesses. Grievance Panel members may question the grievant, the respondent or witness(es) at any time during the hearing. After each of the grievant’s witnesses has completed testimony, and has responded to questions from the respondent, the panel, and to the grievant’s further questions (limited to the subject of the respondent’s questions), the witness will be excused from the hearing unless recalled by the panel. At the end of the grievant's presentation, the respondent may question the grievant.

The respondent’s presentation will follow the procedures noted above for presentation of the grievant’s case. Panel members may question the grievant, the respondent, or witnesses during the hearing. When the panel and grievant have no further questions, the grievant is given the opportunity to make a 10-minute final statement, and then a total of 10 minutes is available for the respondent’s final statement(s).

D. Grievance Panel Report
The Grievance Panel's report shall be based only on facts, documentation, arguments presented at the hearing, and applicable law and University policies. The panel’s recommendations are to be based upon, but are not limited to, the grievant’s requested redress.

Copies of the Grievance Panel's report will be available to the grievant and respondent for retrieval from the Faculty Senate Office. A copy of the panel's report, a copy of the written record of the hearing proceedings, and a copy of all evidence submitted will be placed in the grievance file. This file will be open to the Grievance Panel and all parties to the grievance until the grievance is closed. The panel may make recommendations that a) do not support the grievant’s contentions, b) support the grievant’s contentions and are within the respondent’s authority to implement, or c) support the grievant’s contentions, but are not within the respondent’s authority to implement. The Grievance Panel’s actions for each of these findings are noted below.

a. Panel Recommendations Do Not Support the Grievant’s Contentions.
If the Grievance Panel finds that the grievant’s contentions are not supported or makes no recommendations in favor of the grievant, the panel shall submit its report to the grievant, respondent, chair of the faculty, and chancellor. Within 20 calendar days the chancellor shall, in
writing, inform the grievant, respondent, chair of the faculty, and Grievance Panel of a decision. The decision of the chancellor is final and may not be appealed.

b. Panel Recommendations Support the Grievant’s Contentions and are Within the Respondent’s Authority.
If the Grievance Panel finds that the grievant’s contentions are supported and makes recommendations in favor of the grievant, the panel shall submit its report to the grievant, respondent, and chair of the faculty. Within 20 calendar days of the recommendations, the respondent shall, with copies to the grievant and the chair of the faculty, communicate a response to the panel’s recommendation in writing to the Grievance Panel chair. Within 15 calendar days of receipt of the respondent’s response, the grievant will inform the Grievance Panel chair if the adjustments are satisfactory or not satisfactory. If the respondent’s adjustments are not consistent with the recommendations of the Grievance Panel but are satisfactory to the grievant, the grievance will be closed. If the respondent’s adjustments are not satisfactory to the grievant, the grievant may appeal to the chancellor. The process for an appeal to the chancellor is described below.

The chancellor’s decision is to be based solely on a thorough review of the information provided by the Grievance Panel. The chancellor has the discretion to consult with the Grievance Panel (The UNC Policy Manual 101.3.2.IV.g) and individuals with the delegated authority to implement the panel’s recommendations. It is expected that the chancellor will give deference to the advice of the faculty panel, but the final campus-based decision lies with the chancellor. Within 30 calendar days of receipt of the panel’s request, the chancellor will inform the grievant, respondent, Grievance Panel chair, and chair of the faculty of a decision. If the chancellor does not support the panel’s recommendation, the chancellor will inform the grievant that the decision may be appealed to the Board of Trustees. This appeal process is described in Section IV.G. The decision of the Board of Trustees is final and may not be appealed to the Board of Governors.

E. Dissenting Chancellor’s Report
Should the chancellor disagree with the Grievance Panel’s interpretation that the grievance is within the scope of redress covered by provisions of Part XII, Section II.I of the ECU Faculty Manual, UNC Code or Policies, the chancellor shall withhold a decision and inform the Grievance Panel, all parties to the grievance, and the chair of the faculty of those areas of disagreement within 30 calendar days. The Grievance Panel chair will then request the chair of the faculty begin the normal interpretation process as set forth in the Faculty Manual. It is expected that the chair of the faculty will expedite this request. Upon completion of the interpretation process, the Grievance
Panel will make any necessary recommendations. The report will be distributed in accordance with Part XII, Section II.III.F., with the grievant’s rights to appeal intact.

F. Appeals to the Chancellor
If the respondent’s adjustments are deemed unsatisfactory by the grievant, an appeal to the chancellor is to be made within 20 calendar days of the receipt of the response. The grievant shall deliver to the Grievance panel chair a memorandum to the chancellor explaining in detail the reasons for the appeal. The panel chair shall forward a copy of this memorandum to the respondent and chair of the faculty, and shall forward the grievant’s appeal memorandum to the chancellor along with the Grievance Panel report and all supporting documentation.

The chancellor’s decision is to be based solely on a thorough review of the information provided by the Grievance Panel and may, at the chancellor’s discretion, include consultation with the panel (The UNC Policy Manual 101.3.2.IV.g.). It is expected that the chancellor will give deference to the advice of the faculty panel, but the final campus-based decision lies with the chancellor. Within 30 calendar days of receipt of the grievant’s appeal and Grievance Panel’s recommendations, the chancellor will provide a decision to the grievant, respondent, panel chair and chair of the faculty. If the chancellor does not support the panel’s recommendation, the chancellor will inform the grievant of the provisions for appeal to the Board of Trustees.

G. Appeal 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 within 14 calendar 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 designated committee shall consider the appeal on the written transcript of the hearing held by the Grievance Panel (including evidence admitted in connection with the hearing), but it may, at its discretion, accept and consider 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 after the chancellor has received the faculty member’s request for an appeal to the Trustees. The decision of the Board of Trustees is final and may not be appealed to the Board of Governors.

SECTION II.II, Grievance Procedures Related to Complaints of Unlawful or Prohibited Harassment, Discrimination or Improper Relationships Brought Against East Carolina University Faculty Members or Administrators Holding Faculty Status

CONTENTS

I. Preamble
II. Grievance Procedures

I. Preamble
A. Federal and state laws and/or university policies prohibits unlawful discrimination based on the following protected classes: race/ethnicity, color, genetic information, national origin, religion, sex
(including pregnancy and pregnancy related conditions), sexual orientation, gender identity, age, disability, political affiliation, and veteran status. East Carolina University establishes formal procedures to assure individuals who believe that they are the victims of unlawful or prohibited harassment, discrimination, or improper relationships that their grievances will be dealt with fairly and effectively.

The *East Carolina University Faculty Manual* (Part XII) is subject to university policies governing nondiscrimination, sexual and gender-based harassment and other forms of interpersonal violence at East Carolina University, which are available through the University’s Office for Equity and Diversity (OED) ([http://www.ecu.edu/cs-acad/oed/policies.cfm](http://www.ecu.edu/cs-acad/oed/policies.cfm)).

B. Unlawful or prohibited harassment, discrimination, or improper relationships violate East Carolina University’s policies and will not be tolerated. Members of the University community are encouraged to express freely, responsibly, and in an orderly way their opinions and feelings about any problem or complaint of unlawful or prohibited harassment, discrimination or improper relationships prohibited under the policies of East Carolina University. The University will take every reasonable step to resolve grievances promptly and confidentially.

C. Any act by a University employee or student of retaliation, interference, restraint, penalty, discrimination, coercion, reprisal, intimidation, threats, or harassment against an employee or student for using the applicable policies responsibly interferes with free expression and openness and violates University policy. Accordingly, members of the University community are prohibited from acts of reprisal and/or retaliation against those who file complaints, are involved as witnesses, or otherwise try to use University policies responsibly.

D. When complaints of harassment, discrimination, or improper relationships have been substantiated, the appropriate vice chancellor or the chancellor may take such disciplinary action as he or she deems appropriate, including discharge from employment, suspension, or reduction in rank in a manner that is consistent with the policies and procedures stated in the *ECU Faculty Manual*.

II. Grievance Procedures

A. Faculty subject to administrative sanction(s) for violations of University policies on harassment, discrimination or improper relationships have the right to due process through appropriate appeals procedures, based on the type of sanction imposed. Faculty not subject to administrative sanction(s) based on an investigation, but who believe the process has contributed to a hostile work environment, or that they otherwise have been harmed by the investigation, have the right to redress of specific findings or actions as allowed under provisions for general grievances covered in Part XII, Section II.I of this *Faculty Manual (Policies and Procedures for General Faculty Grievances and for Appeals of Non-conferral of Early Tenure)*. These rights apply to both the faculty complainants and faculty respondents in the original complaint brought on harassment, discrimination or improper relationship.

B. When disciplinary actions, if any, do not include a serious sanction, a faculty member may appeal minor sanctions, reprimands, or seek other redress through provisions governing general grievances contained in Part XII, Section II.I (this section) of the *Faculty Manual*.

C. Disciplinary actions that include a serious sanction may be appealed following provisions in Part XII, Section I.III of this *Faculty Manual (Due Process Before Discharge or the Imposition of Serious Sanctions)*. Alleging that one or more specified provisions of *The UNC Code* have been
violated in the imposition of a serious sanction, a faculty member may further appeal a Board of Trustees decision to the Board of Governors. Note that The UNC Code, Section 603(3) warns that if, within 14 calendar days after receiving the notice of a serious sanction, the faculty member makes no written request for appeal, the faculty member may be discharged or serious sanction imposed without recourse to any institutional grievance or appellate procedure.

D. Appeals of specific findings, either positive or negative, of an investigation of complaints of unlawful or prohibited discrimination, harassment or improper relationship may be available under specific university policies. Current information on university policies governing these areas is available at the Office for Equity and Diversity (http://www.ecu.edu/cs-acad/oed/policies.cfm).

SECTION II.III, Effective Date

A. Except as otherwise provided below, these provisions shall become operative immediately after they are approved by the President of the University of North Carolina, and are enabled by approved revisions of the Bylaws of the East Carolina University Faculty Senate.

B. Provisions governing establishment of appellate hearing panels will become operative only after the establishment and initial fall organizational meeting of an Appellate Committee, as specified in the revised Bylaws of the East Carolina University Faculty Senate. The Appellate Committee shall be elected at the first April organizational meeting of the ECU Faculty Senate following the date of final approval of both the revised Part XII of the Faculty Manual, and the Bylaws of the Faculty Senate.

C. These provisions as amended shall apply to those appeals initiated after the effective dates indicated in parts A and B above. Appeals for which procedures for a hearing have been initiated before these provisions become operative will continue under the previous Faculty Manual provisions governing the type of appeal involved.

D. If secure electronic platforms for handling grievances become available, requirements for delivery, distribution and resolution of grievance materials may be modified accordingly through recommendation by the Faculty Senate and approval by the chancellor.”

Amended
FS Resolution #11-91, November 2011, Chancellor
FS Resolution #12-17, February 2012, Chancellor
FS Resolution #12-42, March 2012, Chancellor
FS Resolution #12-44, March 2012, Chancellor
FS Resolution #14-19, March 2014, Chancellor
FS Resolution #14-32, April 2014, Chancellor
FS Resolution #19-10, pending UNC General Administration approval

Editorially revised
October 24, 2013, Section II.C. Level Two Grievance Procedures, subsection 9.c.i to state “respondent” not “grievant” is provided with copy of list
Resolution #19-11
Approved by the Faculty Senate: January 29, 2019
Approved by the Chancellor: February 28, 2019

Curriculum and academic matters acted on and recorded in the January 11, 2019 Educational Policies and Planning Committee meeting minutes including request for program reduction in program hours in BS in Clinical Laboratory Science within the Department of Clinical Laboratory Science in the College of Allied Health Sciences, request for program reduction in program hours in BS in Health Information Management within the Department of Health Services and Information Management in the College of Allied Health Sciences, request for program reduction in program hours in BS in Health Services Management within the Department of Health Services and Information Management in the College of Allied Health Sciences, request for program reduction in program hours in BS in Recreational Therapy within the Department of Recreation and Leisure Studies in the College of Health and Human Performance, request for program reduction in program hours in BS in Information and Computer Technology within the Department of Technology Systems in the College of Engineering and Technology and an Academic Program Review Response for the Department of Recreation and Leisure Studies in the College of Health and Human Performance.

Resolution #19-12
Approved by the Faculty Senate: January 29, 2019
Approved by the Chancellor: February 28, 2019

Curriculum and academic matters acted on and recorded in the December 10, 2018 Writing Across the Curriculum meeting minutes including banking COMM 2210 and COMM 3322 and course renumbering and prerequisite changes for ENGL 2830, ENGL 3885 and ENGL 3875 and in the January 14, 2019 meeting minutes including writing intensive course designation (WI) for GEOG 3010, catalog copy revision notification for COMM 2500, and the removal of WI course designation for MIDG 5993 and SOCW 4990. In addition, during the January 14, 2019 meeting, the Committee compiled a report listing all of the following WI removal requests: HIST 3810 - History of Africa, HIST 3820 - History of South Africa, HIST 3830 - Africa and Islam, HIST 1030 - World Civilizations to 1500, HIST 1031 - World Civilizations Since 1500, HIST 1050 - American History to 1877, HIST 1051 - American History Since 1877, HIST 1551 - Honors, American History Since 1877, HIST 2012 - American Business History, HIST 3005 - Selected Topics in History, HIST 3200 - Diplomatic History of the United States, HIST 3210 - Colonial America to 1763, HIST 3215 - American Revolution and the Federal Era, 1763-1800, HIST 3230 - The Birth of Modern America, 1865-1892, HIST 3240 - The Age of Franklin Roosevelt, 1919-1945, HIST 3245 - The United States Since 1945, HIST 3670 - History of the Middle East Since 1500, HIST 3710 - Introduction to Latin-American History: Colonial Period, HIST 3711 - Introduction to Latin-American History: Since 1808, HIST 3780 - Mexico and Central America, HIST 5005 - Selected Topics, HIST 5130 - Comparative History of New World Slavery and Race Relations, HIST 5135 - Problems in North Carolina History, HIST 5141 - The South Since 1877, HIST 5300 - Comparative History of Non-Western Civilizations, HIST 5660 - Imperialism in Theory and Practice, 1800 to the Present, HIST 5765 - Latin America, 1492 to the Present, MATH 3263 - Introduction to Modern Algebra, MATH 5031 - Applied Statistical Analysis, PHIL 1110 - Introduction to Philosophy, PHIL 1175 - Introduction to Ethics, PHIL 1176 - Introduction to Social and Political Philosophy, PHIL 1180 - Introduction to Critical Reasoning, PHIL 1275 - Contemporary Moral Problems, PHIL 2271 - Introduction to Philosophy of Art, PHIL 2274 - Business Ethics, PHIL 2275 - Professional Ethics, PHIL 2282 - Philosophy of Law, PHIL 2455 - Introduction to Africana Philosophy, PSYC 3206 - Developmental Psychology, PSYC 5250 - Topics in Psychology, RELI 3691 - Islam in the Modern World.
Resolution #19-13
Approved by the Faculty Senate: January 29, 2019
Approved by the Chancellor: February 28, 2019

Curriculum and academic matters acted on and recorded in the January 14, 2019 General Education and Instructional Effectiveness Committee meeting minutes including General Education Natural Science Designation (GEN: SC) for GEOG 1250 The Water Planet and GEOG 1251 Water in the Environment Lab; General Education Humanities Designation (GEN: HUM) for ENGL 2470 Topics in Popular Literature, ENGL 2480 Science Fiction, ENGL 2630 Bible as Literature; General Education Social Sciences Designation (GEN: SO) and Domestic Diversity Designation (DD) for ANTH 2250 Race and Ethnic Relations: Discovering New Solutions; Domestic Diversity designation (DD) for SOCI 1010 Introduction to Sociology from the College of Southern Maryland and Global Diversity Designation (GD) for ENGL 2403 English Literature from Kean University; removal of General Education Social Sciences Designation (GEN: SO) for COMM 3152 Interpersonal Communications, and COMM 3172 Media Effects and COMM 3390 International News were approved as presented. In addition, the following reports were discussed in the meeting and provided to the Faculty Senate for information only: General Education Assessment Written Communication Report, General Education Assessment 2016-2017 Mathematics Report and Mathematics Action Plan.

Resolution #19-14
Approved by the Faculty Senate: February 26, 2019
Approved by the Chancellor: March 28, 2019

Approval of Spring 2019 Graduation Roster, including Honors College graduates.

Resolution #19-15
Approved by the Faculty Senate: February 26, 2019
Approved by the Chancellor: March 28, 2019

Revisions to the University Undergraduate Catalog, Academic Regulations: Registration and Schedule Changes, Course and Term Withdrawal, as follows:

http://catalog.ecu.edu/content.php?catoid=14&navoid=1121#course-and-term-withdrawal

(Additions are noted in red text and deletions in strikethrough.)

Academic Regulations: Registration and Schedule Changes, Course and Term Withdrawal

Course Withdrawal Allotment
Students may withdraw from up to 16 semester hours during their undergraduate career. Students may use these withdrawals between the end of the course adjustment period and the deadline to withdraw from term-length courses without a grade, which is 60% of the semester, regularly scheduled class meetings, exclusive of final exams, beginning with the first day of class and ending with commencement.
Course Withdrawal
During the first 60 percent of the semester regularly scheduled class meetings (exclusive of final exams), beginning with the first day of class and ending with commencement, a student may withdraw from the course after consultation with his/her advisor. There are two options for requesting the withdrawal. The preferred option is that the student’s advisor email the Office of the Registrar (copying the student) at regis@ecu.edu. The second option is that the student email the Office of the Registrar at regis@ecu.edu. If the student initiates the request, the Office of the Registrar will contact the student’s advisor for approval prior to granting the request. For either option, the request to the Office of the Registrar should include the student’s name, Banner ID, and course prefix and number of the withdrawn course(s). Please refer to Course or Term Withdrawal Refund Rule below. The same 60 percent withdrawal period rule also applies to block courses of other lengths. It is the student’s responsibility to consult ECU’s Academic Calendars to determine the appropriate withdrawal period for such block courses.

Term Withdrawal
Students desiring to withdraw from an academic term should meet with an academic advisor to review consequences and policies. The student must then obtain an official withdrawal form located on the website of the Office of the Registrar. After the student has obtained the signatures of the various officials designated on the form, the student must submit the form to the Office of the Registrar for final approval by email. The Office of the Registrar will accept a completed form that is scanned and sent via the student’s ECU email address.

Withdrawal Requests Made Within 60% of the Academic Term: During the first 60 percent of the semester regularly scheduled class meetings (exclusive of final exams), beginning with the first day of class and ending with commencement, a student may withdraw from the university without receiving grades for courses in which he/she is enrolled. However, a W (to notate a withdrawal) will appear on the student’s transcript.

Withdrawal Requests Made Beyond 60% of the Academic Term: After 60 percent of the semester regularly scheduled class meetings (exclusive of final exams), beginning with the first day of class and ending with commencement, a student withdrawing from the university shall receive no credit for the courses in which he/she is passing at the time of withdrawal. A student will receive a grade of F for all courses in which he/she is failing at the time of withdrawal, and a W for those courses in which he/she is passing.

Resolution #19-16
Approved by the Faculty Senate: February 26, 2019
Approved by the Chancellor: not applicable

Return the proposed revisions to the Format for University Academic Calendars to the Calendar Committee for further discussion and review.

Resolution #19-17
Approved by the Faculty Senate: February 26, 2019
Approved by the Chancellor: March 28, 2019
Curriculum and academic matters acted on during the Undergraduate Curriculum Committee’s January 24, 2019 meeting, including curricular actions within the Departments of Health Education and Promotion, Geological Sciences and Biology, Colleges of Education and Business and School of Music and the Committee’s January 31, 2019 meeting, including curricular actions within the Departments of Recreation and Leisure Studies, Kinesiology, Hospitality Leadership, College of Business and School of Music.

Resolution #19-18
Approved by the Faculty Senate: February 26, 2019
Approved by the Chancellor: March 28, 2019

Curriculum and academic matters acted on during the Educational Policies and Planning Committee’s February 8, 2019 meeting, including a new Medical Family Therapy Certificate in the Department of Human Development and Family Science within the College of Health and Human Performance, revision/reduction in program hours for the BS in History, Secondary Education in the Department of Literacy Studies, English Education and History Education within the College of Education, revision/reduction in program hours for the BS in Special Education, Adapted Curriculum in the Department of Special Education, Foundations and Research within the College of Education, revision/reduction in program hours for the BS in Special Education, General Curriculum in the Department of Special Education, Foundations and Research within the College of Education, revision/reduction in program hours for BS in Industrial Engineering Technology in the Department of Technology Systems within the College of Engineering and Technology and a degree name change from MS in Recreation Services and Interventions to a MS in Recreation Sciences in the Department of Recreation and Leisure Studies within the College of Health and Human Performance.

Resolution #19-19
Approved by the Faculty Senate: February 26, 2019
Approved by the Chancellor: not applicable

Procedural motion to return the proposed revisions to the ECU Faculty Manual, relating to Faculty Appellate Structure in Part II, Section II. By-Laws of the Faculty of East Carolina University to the Faculty Governance Committee until Part XII. Faculty Appellate Provisions are formally approved. (This action relates to FS Resolution #19-10 which includes revisions to three sections of the Manual.)

Resolution #19-20
Approved by the Faculty Senate: February 26, 2019
Approved by the Chancellor: March 28, 2019

Additions to the ECU Faculty Manual, Part IV, Section II. Unit Codes, New Subsection X. School or College Constitutions or By-Laws, as follows:

(Additions are noted in red print)

CONTENTS
I. Definition of Unit Code
II. Approval Process for New and Revised Unit Codes
III. Faculty Who May Vote on a Unit’s Code of Operation
IV. Minimal Unit Code Requirements
V. Use of “Guidelines” by a Code Unit
VI. Five Year Review of a Unit Code
VII. Faculty Senate Office Records
VIII. Unit Code Training
IX. Unit Code Availability
X. School or College Constitutions or By-Laws
XI. Acceptable models for code units in reorganization plan

X. School or College Constitutions or By-Laws.
A School or College in which departments are code units may establish a constitution or bylaws. These shall be developed with input from the School or College faculty and the Dean. They must specify the procedures for their ratification and amendment. Prior to their ratification, constitutions and by-laws must be submitted to the Unit Code Screening Committee for review and advice. After review and amendment, if necessary, the constitution or by-laws shall be approved at a general meeting, such as fall convocation, by a majority of the tenured faculty members present and voting. Upon ratification, the Constitution or by-laws shall be re-submitted to the Unit Code Screening Committee for approval and, if approved, forwarded for review and approval to the Faculty Senate and, subsequently, the Chancellor.

If a School or College constitution or by-Laws contains provisions for a School or College Promotion and Tenure Advisory Committee, the applicable policies and procedures must be submitted to the Faculty Governance Committee for review and approval prior to ratification of the constitution or by-laws.

Resolution #19-21
Approved by the Faculty Senate: February 26, 2019
Approved by the Chancellor: March 28, 2019

Curriculum and academic matters acted on during the Writing Across the Curriculum Committee’s February 11, 2019 meeting, including writing intensive course designation (WI) for CHEM 2251.

Resolution #19-22
Approved by the Faculty Senate: February 26, 2019
Approved by the Chancellor: March 28, 2019

Curriculum and academic matters acted on and recorded in the February 18, 2019 meeting minutes including General Education Fine Arts Credit (GEN:FA) for ART 1827: Photography Changes Everything, General Education Humanities Credit (GE: HU) for CLAS 1600: Sex, Spells and Sacrifices: Religion in the Classical World (cross-listed as RELI), Global Diversity Designation (DD) for ANTH 1000: Introduction to Anthropology, Domestic Diversity Designation (DD) for MUSC 2257: Jazz Appreciation, Global Diversity Designation (GD) for CLAS 1600: Sex, Spells and Sacrifices: Religion in the Classical World (cross-listed as RELI), and Global Diversity Designation (GD) for FORL 1551: Introduction to Russia: Land of the Firebird; and Designations for transfer courses:
Global Diversity Designation (GD) for HUM 120: Cultural Studies from Pitt Community College and Global Diversity Designation (GD) from ANTH 101G: Social Cultural Anthropology.

Resolution #19-23
Approved by the Faculty Senate: March 26, 2019
Received by the Chancellor: April 29, 2019

Approval as formal faculty advice on curriculum and academic matters acted on during the Graduate Council’s March 11, 2019 meeting that included programmatic action items (GC 19-2) within the February 6, 2019, February 20, 2019 and February 27, 2019 Graduate Curriculum Committee meetings.

Resolution #19-24
Approved by the Faculty Senate: March 26, 2019
Received by the Chancellor: April 29, 2019

Approval as formal faculty advice on policy action items (GC 19-4) acted on during the Graduate Council’s March 11, 2019 meeting that included Graduate Catalog changes to the Continuous Enrollment policy and the Six-hour rule, and editorial changes to the Graduate Catalog Graduation policy and rejection of the proposed edits to the Faculty Manual, Part II, Section IV on Graduate Faculty Status.

Resolution #19-25
Approved by the Faculty Senate: March 26, 2019
Approved by the Chancellor: April 29, 2019

Curriculum and academic matters acted on during the Undergraduate Curriculum Committee’s February 14, 2019 meeting, including curricular actions within the Departments of English and Geography, Planning and Environment, Interdisciplinary Programs (within College of Arts and Sciences) and School of Art and Design and the Committee’s February 28, 2019 meeting, including curricular actions within the Department of Economics and Colleges of Education and Engineering and Technology.

Resolution #19-26
Approved by the Faculty Senate: March 26, 2019
Approved by the Chancellor: April 29, 2019

Revisions to University Academic Calendars Format, as follows:

(Additions are noted in red highlighted text and deletions in strikethrough.)
### First Summer Session 20xx

(Actual days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays, 1 day for final examinations)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March xx, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March xx, Monday</td>
<td>Registration for Summer Session begins.</td>
</tr>
<tr>
<td>May xx, Friday</td>
<td>New student registration; schedule adjustments</td>
</tr>
<tr>
<td>May xx, Monday</td>
<td>Classes begin; schedule adjustments. (<a href="#">Must be one week post commencement/graduation</a>)</td>
</tr>
<tr>
<td>May xx, Tuesday</td>
<td>Last day for registration and schedule adjustments (drop / add) for first session by 5:00 pm. (<a href="#">Second class day</a>)</td>
</tr>
<tr>
<td>May xx, Wednesday</td>
<td>Census Day (official enrollment count taken at 5:00 pm). (<a href="#">Third day of class; per GA definition it must be 10% of the term.</a>)</td>
</tr>
<tr>
<td>May xx, Monday</td>
<td>State Holiday (no classes) (<a href="#">Observance of Memorial Day</a>)</td>
</tr>
<tr>
<td>June xx,</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm; block courses may be withdrawn only during the first 60% of their regularly scheduled class meetings. (<a href="#">Based on Financial Aid 60% of semester</a>)</td>
</tr>
<tr>
<td>June xx, Tuesday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available. (<a href="#">6 calendar days prior to last day of classes</a>)</td>
</tr>
<tr>
<td>June xx, Monday</td>
<td>Classes end; last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>June xx, Monday</td>
<td>Last day for faculty to remove incompletes for graduate courses from the previous year’s First Summer semester. Last day for graduate students to submit work for removal of incompletes given during First Summer Session 20xx (Same as last class day)</td>
</tr>
<tr>
<td>June xx, Tuesday</td>
<td>Final examinations</td>
</tr>
<tr>
<td>June xx, Friday</td>
<td>Grades due at 8:00 am</td>
</tr>
</tbody>
</table>

### Second Summer Session 20xx

(Actual days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays, 1 day for final examinations)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March xx, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March xx, Monday</td>
<td>Registration for Summer Session begins.</td>
</tr>
<tr>
<td>June xx, Wednesday</td>
<td>New student registration; schedule adjustments</td>
</tr>
<tr>
<td>June xx, Thursday</td>
<td>Classes begin; schedule adjustments. (<a href="#">Must be one day between final exams of first summer session and beginning of second session</a>)</td>
</tr>
<tr>
<td>June xx, Friday</td>
<td>Last day for registration and schedule adjustments (drop / add) for Second Summer Session by 5:00 pm. (<a href="#">Second class day</a>)</td>
</tr>
<tr>
<td>June xx, Monday</td>
<td>Census Day (official enrollment count taken at 5:00 pm). (<a href="#">Third day of class; per GA definition it must be 10% of the term.</a>)</td>
</tr>
<tr>
<td>July x, weekday</td>
<td>State Holiday (no classes) (<a href="#">Observance of Independence Day</a>)</td>
</tr>
<tr>
<td>July xx,</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm; block courses may be withdrawn only during the first 60% of their regularly scheduled class meetings. (<a href="#">Based on Financial Aid 60% of semester</a>)</td>
</tr>
<tr>
<td>July xx, Friday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available. (<a href="#">6 calendar days prior to last day of classes</a>)</td>
</tr>
<tr>
<td>July/August xx, Thursday</td>
<td>Classes end; last day for submission of grade replacement requests.</td>
</tr>
</tbody>
</table>

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**Notes:**
- **Must be one week post commencement/graduation**
- **Classes begin at least one week after Spring Commencement; usually on the second Monday following.**
- **Second class day**
- **Observance of Independence Day**
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July/August xx, Thursday</td>
<td>Last day for faculty to remove incompletes for graduate courses from the previous year's Second Summer semester. Last day for graduate students to submit work for removal of incompletes given during Second Summer Session 20xx. (Same as last class day)</td>
</tr>
<tr>
<td>July/August xx, Friday</td>
<td>Final examinations</td>
</tr>
<tr>
<td>July/August xx, Monday</td>
<td>Grades due at noon</td>
</tr>
</tbody>
</table>

**Summer Session 20xx**  
**Eleven-week Summer Session 20xx**  
(Actual class days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays, 1 day for final examinations)

<table>
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<tr>
<td>March xx, Monday</td>
<td>Registration for Summer Session begins.</td>
</tr>
<tr>
<td>May xx, Monday</td>
<td>New student registration; schedule adjustments</td>
</tr>
<tr>
<td>May xx, Monday</td>
<td>Classes begin; schedule adjustments. (Classes begin at least one week after Spring Commencement; usually on the second Monday following.)</td>
</tr>
<tr>
<td>May xx, Tuesday</td>
<td>Last day for registration and schedule adjustments (drop / add) by 5:00 pm (Second class day)</td>
</tr>
<tr>
<td>May xx, Wednesday</td>
<td>Census Day (official enrollment count taken at 5:00 pm) (Third day of class; per GA definition it must be 10% of the term.)</td>
</tr>
<tr>
<td>May xx, Monday</td>
<td>State Holiday (no classes) (Observance of Memorial Day)</td>
</tr>
<tr>
<td>June xx-xx, Tuesday - Wednesday</td>
<td>Mid-Summer Break (no classes) (First summer session final exam day and one day break between first and second summer sessions)</td>
</tr>
<tr>
<td>June xx</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm; block courses may be withdrawn only during the first 60% of their regularly scheduled class meetings. (Based on Financial Aid 60% of semester)</td>
</tr>
<tr>
<td>July xx, weekday</td>
<td>State Holiday (no classes) (Observance of Independence Day)</td>
</tr>
<tr>
<td>July xx, Friday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available. (6 calendar days prior to last day of classes)</td>
</tr>
<tr>
<td>July/August xx, Thursday</td>
<td>Classes end; last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>July/August xx, Thursday</td>
<td>Last day for faculty to remove incompletes for graduate courses from the previous year's Eleven-week Summer semester. Last day for graduate students to submit work for removal of incompletes given during the Eleven-week Summer Session 20xx (Same as last class day)</td>
</tr>
<tr>
<td>July/August xx, Friday</td>
<td>Final examinations</td>
</tr>
<tr>
<td>July/August xx, Monday</td>
<td>Grades due at noon</td>
</tr>
</tbody>
</table>

**Fall-Semester 20xx**  
University Academic Calendar – Fall Semester 20xx  
(Actual class days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays;  
Effective class days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays)  
(Effective class days list is optional when all Actual class days number at least fourteen.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March xx, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March xx, Monday</td>
<td>Registration for Fall Semester 20xx begins.</td>
</tr>
<tr>
<td>August xx, Friday</td>
<td>Faculty meetings; Faculty Convocation</td>
</tr>
<tr>
<td>August xx, Friday</td>
<td>Advising, registration, and schedule adjustments</td>
</tr>
<tr>
<td>Date/Day</td>
<td>Event Description</td>
</tr>
<tr>
<td>----------</td>
<td>------------------</td>
</tr>
<tr>
<td>August xx, Monday</td>
<td>Classes begin; schedule adjustments. <em>(Classes usually begin on the second-to-last Monday in August.)</em></td>
</tr>
<tr>
<td>August xx, Friday</td>
<td>Last day for registration and schedule adjustments (drop / add) by 5:00 pm <em>(Fifth class day)</em></td>
</tr>
<tr>
<td>August xx, Friday</td>
<td>Census Day (official enrollment count taken at 5:00 pm) <em>(Tenth class day for fall and spring semesters)</em></td>
</tr>
<tr>
<td>September x, Monday</td>
<td>State Holiday (no classes) <em>(Observed of Labor Day)</em></td>
</tr>
<tr>
<td>October xx-xx, Saturday-Tuesday</td>
<td>Fall Break</td>
</tr>
<tr>
<td>October xx, Wednesday</td>
<td>8:00 am - Classes resume</td>
</tr>
<tr>
<td>October xx-xx, Monday-Friday</td>
<td>Advising for Spring Semester 20xx <em>(One week prior to early registration for special populations)</em></td>
</tr>
<tr>
<td>October xx</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm; block courses may be withdrawn only during the first 60% of their regularly scheduled class meetings. <em>(Based on Financial Aid 60% of semester)</em></td>
</tr>
<tr>
<td>October xx, Friday</td>
<td>Early registration for special populations begins at 1:00 pm. <em>(Friday prior to open registration)</em></td>
</tr>
<tr>
<td>October xx, Monday</td>
<td>Registration for Spring Semester 20xx begins. <em>(Must be after the last day of course withdrawals)</em></td>
</tr>
<tr>
<td>November x, Tuesday</td>
<td>Election Day / Civic Engagement Day <em>(Listed annually)</em></td>
</tr>
<tr>
<td>November xx, Tuesday <em>(Pre-Thanksgiving Tues.)</em></td>
<td>Night classes will not meet on this day. <em>(Only when Fall classes end on Tuesday)</em></td>
</tr>
<tr>
<td>November xx, Wednesday/Thursday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available. <em>(13 calendar days prior to last day of classes)</em></td>
</tr>
<tr>
<td>November xx, Wednesday/Thursday</td>
<td>Undergraduate students last day to remove incompletes given during Spring and/or Summer Session 20xx. Last day for undergraduate students to submit work for removal of incompletes given during Spring and/or Summer Sessions 20xx <em>(Three weeks prior to the end of final exams; must precede Thanksgiving Break.)</em></td>
</tr>
<tr>
<td>November xx-xx, Wednesday-Sunday</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>November/December xx, Monday</td>
<td>8:00 am - Classes resume.</td>
</tr>
<tr>
<td>December x Monday</td>
<td>Graduate students last day to remove incompletes given during Fall 20xx. Last day for graduate students to submit work for removal of incompletes given during Fall Semester 20xx (Same as last class day)</td>
</tr>
<tr>
<td>December x Monday</td>
<td>Classes end; last day for submission of grade replacement requests. <em>(Classes end on Tuesday when Thanksgiving falls on the 27th or 28th.)</em></td>
</tr>
<tr>
<td>December x Tuesday</td>
<td>Reading day <em>(May fall on Wednesday)</em></td>
</tr>
<tr>
<td>December x Wednesday</td>
<td>Final Examinations begin. <em>(Exams may begin on Thursday)</em></td>
</tr>
<tr>
<td>December xx Wednesday</td>
<td>Exams for Fall Semester close at 4:30 pm end. <em>(Final exams end on Wednesday)</em> <em>(Exams may end on Thursday)</em></td>
</tr>
<tr>
<td>December xx, Friday</td>
<td>Commencement <em>(Must be on Friday)</em></td>
</tr>
<tr>
<td>December xx, Friday</td>
<td>Grades due at 4:30 pm <em>(On Saturday when exams end on Thursday)</em></td>
</tr>
</tbody>
</table>

**Fall Semester 20xx Examination Schedule**

- Final Exam Schedule – Fall Semester 20xx
There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December xx - December xx). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December xx - December xx). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December xx - December xx). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes). 5:30 classes on MWF and TTh should use the same final exam period as their 5:00 counterparts.

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 - 7:30 Thursday, December xx</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30 Friday, December xx</td>
</tr>
<tr>
<td>MATH 1064</td>
<td>5:00 - 7:30 Tuesday, December xx</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Times class regularly meets</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 MWF</td>
<td>8:00 - 10:30 Monday, December xx</td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 - 10:30 Tuesday, December xx</td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>8:00 - 10:30 Wednesday, December xx</td>
</tr>
<tr>
<td>9:00 TTh (9:30)</td>
<td>8:00 - 10:30 Wednesday, December xx</td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>8:00 - 10:30 Friday, December xx</td>
</tr>
<tr>
<td>10:00 TTh</td>
<td>8:00 - 10:30 Thursday, December xx</td>
</tr>
<tr>
<td>11:00 MWF</td>
<td>11:00 - 1:30 Monday, December xx</td>
</tr>
<tr>
<td>11:00 TTh</td>
<td>11:00 - 1:30 Thursday, December xx</td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>11:00 - 1:30 Wednesday, December xx</td>
</tr>
<tr>
<td>12:00 TTh (12:30)</td>
<td>11:00 - 1:30 Wednesday, December xx</td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>11:00 - 1:30 Friday, December xx</td>
</tr>
<tr>
<td>1:00 TTh</td>
<td>11:00 - 1:30 Tuesday, December xx</td>
</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 - 4:30 Monday, December xx</td>
</tr>
<tr>
<td>2:00 TTh</td>
<td>2:00 - 4:30 Tuesday, December xx</td>
</tr>
<tr>
<td>Time</td>
<td>Event</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>3:00 MWF (3:30)</td>
<td>2:00 - 4:30 Wednesday, December xx</td>
</tr>
<tr>
<td>3:00 TTh (3:30)</td>
<td>2:00 - 4:30 Thursday, December xx</td>
</tr>
<tr>
<td>4:00 MWF</td>
<td>2:00 - 4:30 Friday, December xx</td>
</tr>
<tr>
<td>4:00 TTh</td>
<td>2:00 - 4:30 Wednesday, December xx</td>
</tr>
<tr>
<td>5:00 MWF</td>
<td>5:00 - 7:30 Monday, December xx</td>
</tr>
<tr>
<td>5:00 TTh</td>
<td>5:00 - 7:30 Wednesday, December xx</td>
</tr>
</tbody>
</table>

**Spring Semester 20xx**

University Academic Calendar – Spring Semester 20xx

(Actual class days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays; Effective class days: x Mondays, x Tuesdays, x Wednesdays, x Thursdays, x Fridays)

<table>
<thead>
<tr>
<th>Date/Event</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>October xx, Friday</td>
<td>Early registration for special populations begins at 1:00 pm</td>
</tr>
<tr>
<td>October xx, Monday</td>
<td>Registration for Spring Semester 20xx begins.</td>
</tr>
<tr>
<td>January xx, Friday</td>
<td>Advising, registration, and schedule adjustments</td>
</tr>
<tr>
<td>January xx, Monday</td>
<td>Classes begin; schedule adjustments. (Classes usually begin on the second Monday in January)</td>
</tr>
<tr>
<td>January xx, Friday</td>
<td>Last day for registration and schedule adjustments (drop / add) by 5:00 pm (Fifth class day)</td>
</tr>
<tr>
<td>January xx, Monday</td>
<td>State Holiday (no classes) (Observance of Martin Luther King’s Birthday)</td>
</tr>
<tr>
<td>January xx,</td>
<td>Census Day (Official enrollment count taken at 5:00 pm). (Tenth class day for fall and spring semesters)</td>
</tr>
<tr>
<td>March xx-xx,</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Sunday – Sunday</td>
<td></td>
</tr>
<tr>
<td>March xx, Monday</td>
<td>8:00 am - Classes resume.</td>
</tr>
<tr>
<td>March xx-xx,</td>
<td>Advising for Summer Sessions and Fall Semester 20xx</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>(The week after Spring Break)</td>
</tr>
<tr>
<td>March xx</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm; block courses may be withdrawn only during the first 60% of their regularly scheduled class meetings. (Based on Financial Aid 60% of semester)</td>
</tr>
<tr>
<td>March xx, Friday</td>
<td>Early registration for special populations begins at 1:00 pm. (Friday prior to open registration)</td>
</tr>
<tr>
<td>March xx, Monday</td>
<td>Registration for Summer Sessions and Fall Semester 20xx begins.</td>
</tr>
<tr>
<td></td>
<td>(Must be after the last day of course withdrawals)</td>
</tr>
<tr>
<td>March/April xx-xx</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>Friday-Saturday</td>
<td></td>
</tr>
<tr>
<td>April xx, Wednesday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available. (13 calendar days prior to last day of classes)</td>
</tr>
<tr>
<td>April xx, Thursday</td>
<td>Undergraduate students last day to remove incompletes given during Fall Semester 20xx. Last day for undergraduate students to submit work for removal of incompletes given during Fall Semester 20xx. (Three weeks prior to the end of final exams)</td>
</tr>
<tr>
<td>April xx, Tuesday</td>
<td>State holiday makeup day; classes which would have met on Friday, March xx / April xx, will meet on this day so there will effectively be the same number of Fridays and Tuesdays as every other weekday during the semester. Tuesday classes will not meet. (Not needed if classes begin on Friday; (Same as last class day)</td>
</tr>
<tr>
<td>(optional)</td>
<td></td>
</tr>
<tr>
<td>April xx, Tuesday</td>
<td>Graduate students last day to remove incompletes given during Spring Semester and/or Summer Session 20xx. Last day for graduate students to</td>
</tr>
</tbody>
</table>
Table: Spring Semester 20xx

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April xx, Tuesday</td>
<td>Classes end; last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>April xx, Wednesday</td>
<td>Reading day (May be considered on Saturday or Sunday when classes end on Friday.)</td>
</tr>
<tr>
<td>April xx, Thursday</td>
<td>Final examinations begin.</td>
</tr>
<tr>
<td>May xx, Thursday</td>
<td>Exams for Spring Semester close at 4:30 pm.</td>
</tr>
<tr>
<td>May xx, Friday</td>
<td>Commencement (Must be on Friday)</td>
</tr>
<tr>
<td>May xx, Monday</td>
<td>Grades due at 8:00 am</td>
</tr>
</tbody>
</table>

- Spring Semester 20xx -
- Examination Schedule -

Final Examinations Schedule – Spring Semester 20xx

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. The final exam meeting is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April xx / May x – May x). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April xx / May x – May x). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second night of their usual meeting during the examination period May x). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes). 5:30 classes on MWF and TTh should use the same final exam period as their 5:00 counterparts.

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 - 7:30 Monday, May xx</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30 Tuesday, May xx</td>
</tr>
<tr>
<td>MATH 1064</td>
<td>5:00 - 7:30 Friday, April xx</td>
</tr>
</tbody>
</table>

Times class regularly meets: Time and day of examination

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>MWF</td>
<td>8:00 - 10:30 Friday, April xx</td>
</tr>
<tr>
<td>8:00</td>
<td>TTh</td>
<td>8:00 - 10:30 Thursday, April xx</td>
</tr>
<tr>
<td>9:00</td>
<td>MWF</td>
<td>8:00 - 10:30 Monday, May xx</td>
</tr>
<tr>
<td>9:00</td>
<td>TTh (9:30)</td>
<td>8:00 - 10:30 Tuesday, May xx</td>
</tr>
<tr>
<td>10:00</td>
<td>MWF</td>
<td>8:00 - 10:30 Wednesday, May xx</td>
</tr>
<tr>
<td>Time</td>
<td>Description</td>
<td>Date</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>10:00 TTh</td>
<td>8:00 - 10:30</td>
<td>Thursday, May xx</td>
</tr>
<tr>
<td>11:00 MWF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 MWF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>11:00 - 1:30</td>
<td>Wednesday, May xx</td>
</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 - 4:30</td>
<td>Friday, April xx</td>
</tr>
<tr>
<td>3:00 MWF (3:30)</td>
<td>2:00 - 4:30</td>
<td>Monday, May xx</td>
</tr>
<tr>
<td>3:00 TTh (3:30)</td>
<td>2:00 - 4:30</td>
<td>Thursday, May xx</td>
</tr>
<tr>
<td>4:00 MWF</td>
<td>2:00 - 4:30</td>
<td>Wednesday, May xx</td>
</tr>
<tr>
<td>5:00 MWF</td>
<td>5:00 - 7:30</td>
<td>Wednesday, May xx</td>
</tr>
<tr>
<td></td>
<td><strong>New</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Abridged calendar format for three or more academic years beyond the full calendars posted annually</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Academic Year 20xx-xx++</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Summer Sessions 20xx</strong></td>
<td></td>
</tr>
</tbody>
</table>

### First Summer Session
- **May xx, Monday**
  - Classes begin.
- **June xx, Monday**
  - State Holiday (no classes)
- **June xx, Tuesday**
  - Final Examinations

### Second Summer Session
- **June xx, Thursday**
  - Classes begin.
- **July x, weekday**
  - State Holiday (no classes)
- **July / August xx, Thursday**
  - Classes end.
- **July / August xx, Friday**

**Eleven-week Summer Session**
- **May xx, Monday**
  - Classes begin.
- **May xx, Monday**
  - State Holiday (no classes)
- **June xx - xx, Tuesday - Wednesday**
  - Mid-Summer Break
- **July x, weekday**
  - State Holiday (no classes)
- **July / August xx, Thursday**
  - Classes end.
### Fall Semester 20xx

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August xx, Monday</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>September xx, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>October xx - xx, Saturday - Tuesday</td>
<td>Fall Break</td>
</tr>
<tr>
<td>November xx - xx, Wednesday - Sunday</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December x, Monday / Tuesday</td>
<td>Classes end.</td>
</tr>
<tr>
<td>December xx, Friday</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

### Spring Semester 20xx++

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January xx, Monday</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>January xx, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>March xx - xx, Sunday - Sunday</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March / April xx - xx, Friday - Saturday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>April xx, Tuesday</td>
<td>Classes end.</td>
</tr>
<tr>
<td>May xx, Friday</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

Resolution #19-27
Approved by the Faculty Senate: March 26, 2019
Approved by the Chancellor: April 29, 2019

2020-2021 University Academic Calendars, as follows:

**University Academic Calendar - Summer Sessions 2020**

**First Summer Session**
(Actual Class Days: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays; 1 day for final examinations)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 27, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 30, Monday</td>
<td>Registration for Summer Sessions 2020 begins.</td>
</tr>
<tr>
<td>May 15, Friday</td>
<td>Advising, registration and schedule adjustments</td>
</tr>
<tr>
<td>May 18, Monday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>May 19, Tuesday</td>
<td>Last day for registration and schedule adjustments (drop / add), by 5:00 pm</td>
</tr>
<tr>
<td>May 20, Wednesday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm.)</td>
</tr>
<tr>
<td>May 25, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
</tbody>
</table>
June 9, Tuesday | Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades, by 5:00 pm; block courses may be dropped only during the first 60% of their regularly scheduled class meetings.

June 16, Tuesday | Survey of Student Opinion of Instruction (SSOI) becomes available.

June 22, Monday | Last day for graduate students to submit work for removal of incompletes given during First Summer Session 2019

June 22, Monday | Classes end; last day for submission of grade replacement requests.

June 23, Tuesday | Final Examinations

June 26, Friday | Grades due at 8:30 am

Second Summer Session
(Actual Class Days: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 6 Thursdays, 4 Fridays; 1 day for final examinations)

March 27, Friday | Early registration for special populations begins at 1:00 pm.

March 30, Monday | Registration for Summer Sessions 2020 begins.

June 24, Wednesday | Advising, registration and schedule adjustments

June 25, Thursday | Classes begin; schedule adjustments.

June 26, Friday | Last day for registration and schedule adjustments (drop / add), by 5:00 pm

June 29, Monday | Census Day (Official enrollment count taken at 5:00 pm.)

July 3, Friday | State Holiday (no classes)

July 17, Friday | Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades, by 5:00 pm; block courses may be dropped only during the first 60% of their regularly scheduled class meetings.

July 24, Friday | Survey of Student Opinion of Instruction (SSOI) becomes available.

July 30, Thursday | Last day for graduate students to submit work for removal of incompletes given during Second Summer Session 2019

July 30, Thursday | Classes end; last day for submission of grade replacement requests.

July 31, Friday | Final Examinations

August 3, Monday | Grades due at noon

Eleven-week Summer Session
(Actual Class Days: 10 Mondays, 10 Tuesdays, 10 Wednesdays, 11 Thursdays, 9 Fridays; 1 day for final examinations)

March 27, Friday | Early registration for special populations begins at 1:00 pm.

March 30, Monday | Registration for Summer Sessions 2020 begins.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15, Friday</td>
<td>Advising, registration and schedule adjustments</td>
</tr>
<tr>
<td>May 18, Monday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>May 19, Tuesday</td>
<td>Last day for registration and schedule adjustments (drop / add), by 5:00 pm</td>
</tr>
<tr>
<td>May 20, Wednesday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm.)</td>
</tr>
<tr>
<td>May 25, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>June 23 - 24,</td>
<td>Mid-Summer Break</td>
</tr>
<tr>
<td>Tuesday - Wednesday</td>
<td></td>
</tr>
<tr>
<td>July 1, Wednesday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades, by 5:00 pm; block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>July 3, Friday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>July 24, Friday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available.</td>
</tr>
<tr>
<td>July 30, Thursday</td>
<td>Last day for graduate students to submit work for removal of incompletes given during the Eleven-week Summer Session 2019</td>
</tr>
<tr>
<td>July 30, Thursday</td>
<td>Classes end; last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>August 3, Monday</td>
<td>Final Examinations</td>
</tr>
</tbody>
</table>

University Academic Calendar - Fall Semester 2020

(Actual Class Days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 27, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 30, Monday</td>
<td>Registration for Fall Semester 2020 begins.</td>
</tr>
<tr>
<td>August 21, Friday</td>
<td>Faculty Convocation at 9:00am; Faculty Meetings</td>
</tr>
<tr>
<td>August 21, Friday</td>
<td>Advising, registration and schedule adjustments</td>
</tr>
<tr>
<td>August 24, Monday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>August 28, Friday</td>
<td>Last day for registration and schedule adjustments (drop / add), by 5:00 pm</td>
</tr>
<tr>
<td>September 4, Friday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm.)</td>
</tr>
<tr>
<td>September 7, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>October 10 - 13,</td>
<td>Fall Break</td>
</tr>
<tr>
<td>Saturday - Tuesday</td>
<td></td>
</tr>
<tr>
<td>October 14, Wednesday</td>
<td>8:00 am -- Classes resume.</td>
</tr>
<tr>
<td>October 26 - 30,</td>
<td>Advising for Spring Semester 2020</td>
</tr>
<tr>
<td>Monday - Friday</td>
<td></td>
</tr>
<tr>
<td>November 2, Monday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades, by 5:00 pm</td>
</tr>
</tbody>
</table>
pm; block courses may be dropped only during the first 60% of their regularly scheduled class meetings.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 3, Tuesday</td>
<td>Election Day / Civic Engagement Day</td>
</tr>
<tr>
<td>November 6, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>November 9, Monday</td>
<td>Registration for Spring Semester 2021 begins.</td>
</tr>
<tr>
<td>November 24, Tuesday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available.</td>
</tr>
<tr>
<td>November 24, Tuesday</td>
<td>Last day for undergraduate students to submit work for removal of incompletes given during Spring and/or Summer Sessions 2020</td>
</tr>
<tr>
<td>November 25 - 29, Wednesday - Sunday</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>November 30, Monday</td>
<td>8:00 am - Classes resume.</td>
</tr>
<tr>
<td>December 7, Monday</td>
<td>Last day for graduate students to submit work for removal of incompletes given during Fall Semester 2019</td>
</tr>
<tr>
<td>December 7, Monday</td>
<td>Classes end; last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>December 8, Tuesday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>December 9, Wednesday</td>
<td>Final Examinations begin.</td>
</tr>
<tr>
<td>December 16, Wednesday</td>
<td>Exams for Fall Semester end.</td>
</tr>
<tr>
<td>December 18, Friday</td>
<td>Commencement</td>
</tr>
<tr>
<td>December 18, Friday</td>
<td>Grades due at 4:30 pm</td>
</tr>
</tbody>
</table>

**Final Examinations Schedule - Fall Semester 2020**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 9 - 16). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 9 - 16). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December 9 - 16).

Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time. Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:
<table>
<thead>
<tr>
<th>Course</th>
<th>Time and Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 - 7:30 Thursday, December 10</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30 Friday, December 11</td>
</tr>
<tr>
<td>MATH 1064</td>
<td>5:00 - 7:30 Tuesday, December 15</td>
</tr>
</tbody>
</table>

Times class regularly meets

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Time and Day of Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>MWF</td>
<td>8:00 - 10:30 Monday, December 14</td>
</tr>
<tr>
<td>8:00</td>
<td>TTh</td>
<td>8:00 - 10:30 Tuesday, December 15</td>
</tr>
<tr>
<td>9:00</td>
<td>MWF</td>
<td>8:00 - 10:30 Wednesday, December 16</td>
</tr>
<tr>
<td>9:00</td>
<td>TTh (9:30)</td>
<td>8:00 - 10:30 Wednesday, December 9</td>
</tr>
<tr>
<td>10:00</td>
<td>MWF</td>
<td>8:00 - 10:30 Friday, December 11</td>
</tr>
<tr>
<td>10:00</td>
<td>TTh</td>
<td>8:00 - 10:30 Thursday, December 10</td>
</tr>
<tr>
<td>11:00</td>
<td>MWF</td>
<td>11:00 - 1:30 Monday, December 14</td>
</tr>
<tr>
<td>11:00</td>
<td>TTh</td>
<td>11:00 - 1:30 Thursday, December 15</td>
</tr>
<tr>
<td>12:00</td>
<td>MWF</td>
<td>11:00 - 1:30 Wednesday, December 16</td>
</tr>
<tr>
<td>12:00</td>
<td>TTh (12:30)</td>
<td>11:00 - 1:30 Wednesday, December 9</td>
</tr>
<tr>
<td>1:00</td>
<td>MWF</td>
<td>11:00 - 1:30 Friday, December 11</td>
</tr>
<tr>
<td>1:00</td>
<td>TTh</td>
<td>11:00 - 1:30 Tuesday, December 15</td>
</tr>
<tr>
<td>2:00</td>
<td>MWF</td>
<td>2:00 - 4:30 Monday, December 14</td>
</tr>
<tr>
<td>2:00</td>
<td>TTh</td>
<td>2:00 - 4:30 Tuesday, December 15</td>
</tr>
<tr>
<td>3:00</td>
<td>MWF (3:30)</td>
<td>2:00 - 4:30 Wednesday, December 16</td>
</tr>
<tr>
<td>3:00</td>
<td>TTh (3:30)</td>
<td>2:00 - 4:30 Thursday, December 10</td>
</tr>
<tr>
<td>4:00</td>
<td>MWF</td>
<td>2:00 - 4:30 Friday, December 11</td>
</tr>
<tr>
<td>4:00</td>
<td>TTh</td>
<td>2:00 - 4:30 Wednesday, December 9</td>
</tr>
<tr>
<td>5:00</td>
<td>MWF</td>
<td>5:00 - 7:30 Monday, December 14</td>
</tr>
<tr>
<td>5:00</td>
<td>TTh</td>
<td>5:00 - 7:30 Wednesday, December 9</td>
</tr>
</tbody>
</table>

University Academic Calendar - Spring Semester 2021

(Actual Class Days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 13 Fridays; Effective Class Days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays)

**November 6, Friday**
Early registration for special populations begins at 1:00 pm.

**November 9, Monday**
Registration for Spring Semester 2021 begins.

**January 8, Friday**
Advising, registration and schedule adjustments

**January 11, Monday**
Classes begin; schedule adjustments.

**January 15, Friday**
Last day for registration and schedule adjustments (drop / add) by 5:00 pm

**January 18, Monday**
State Holiday (no classes)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 25, Monday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm.)</td>
</tr>
<tr>
<td>March 7 - 14, Sunday - Sunday</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 15, Monday</td>
<td>8:00 am -- Classes resume.</td>
</tr>
<tr>
<td>March 15 - 19, Monday - Friday</td>
<td>Advising for Summer Sessions and Fall Semester 2021</td>
</tr>
<tr>
<td>March 25, Thursday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades, by 5:00 pm; block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>March 26, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 29, Monday</td>
<td>Registration for Summer Sessions and Fall Semester 2021 begins.</td>
</tr>
<tr>
<td>April 2 - 3, Friday - Saturday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>April 14, Wednesday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available.</td>
</tr>
<tr>
<td>April 15, Thursday</td>
<td>Last day for undergraduate students to submit work for removal of incompletes given during Fall 2020</td>
</tr>
<tr>
<td>April 27, Tuesday</td>
<td>Last day for graduate students to submit work for removal of incompletes given during Spring Semester 2020</td>
</tr>
<tr>
<td>April 27, Tuesday</td>
<td>State holiday makeup day; classes which would have met on Friday, April 2 will meet on this day so there will be effectively the same number of Fridays and Tuesdays as every other weekday during the semester. Tuesday classes will not meet.</td>
</tr>
<tr>
<td>April 27, Tuesday</td>
<td>Classes end; last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>April 28, Wednesday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>April 29, Thursday</td>
<td>Final Examinations begin.</td>
</tr>
<tr>
<td>May 6, Thursday</td>
<td>Exams for Spring Semester end.</td>
</tr>
<tr>
<td>May 7, Friday</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 10, Monday</td>
<td>Grades due at 8:00 am</td>
</tr>
</tbody>
</table>

**Final Examinations Schedule - Spring Semester 2021**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 29 - May 6). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting.
during the examination period (April 29 - May 6). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (April 29 - May 6).

Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time. Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 - 7:30 Monday, May 3</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30 Tuesday, May 4</td>
</tr>
<tr>
<td>MATH 1064</td>
<td>5:00 - 7:30 Friday, April 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Times class regularly meets</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 MWF</td>
<td>8:00 - 10:30 Friday, April 30</td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 - 10:30 Thursday, April 29</td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>8:00 - 10:30 Monday, May 3</td>
</tr>
<tr>
<td>9:00 TTh (9:30)</td>
<td>8:00 - 10:30 Tuesday, May 4</td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>8:00 - 10:30 Wednesday, May 5</td>
</tr>
<tr>
<td>10:00 TTh</td>
<td>8:00 - 10:30 Thursday, May 6</td>
</tr>
<tr>
<td>11:00 MWF</td>
<td>11:00 - 1:30 Friday, April 30</td>
</tr>
<tr>
<td>11:00 TTh</td>
<td>11:00 - 1:30 Thursday, April 29</td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>11:00 - 1:30 Monday, May 3</td>
</tr>
<tr>
<td>12:00 TTh (12:30)</td>
<td>11:00 - 1:30 Tuesday, May 4</td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>11:00 - 1:30 Wednesday, May 5</td>
</tr>
<tr>
<td>1:00 TTh</td>
<td>11:00 - 1:30 Thursday, May 6</td>
</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 - 4:30 Friday, April 30</td>
</tr>
<tr>
<td>2:00 TTh</td>
<td>2:00 - 4:30 Thursday, April 29</td>
</tr>
<tr>
<td>3:00 MWF (3:30)</td>
<td>2:00 - 4:30 Monday, May 3</td>
</tr>
<tr>
<td>3:00 TTh (3:30)</td>
<td>2:00 - 4:30 Thursday, May 6</td>
</tr>
<tr>
<td>4:00 MWF</td>
<td>2:00 - 4:30 Wednesday, May 5</td>
</tr>
<tr>
<td>4:00 TTh</td>
<td>2:00 - 4:30 Tuesday, May 4</td>
</tr>
<tr>
<td>5:00 MWF</td>
<td>5:00 - 7:30 Wednesday, May 5</td>
</tr>
<tr>
<td>5:00 TTh</td>
<td>5:00 - 7:30 Thursday, April 29</td>
</tr>
</tbody>
</table>
2021-2022 Abridged University Academic Calendars, as follows:

University Academic Calendar - Academic Year 2021-22

Summer Sessions 2021

<table>
<thead>
<tr>
<th>First Summer Session</th>
<th>Second Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 17, Monday</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>May 31, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>June 21, Monday</td>
<td>Classes end.</td>
</tr>
<tr>
<td>June 22, Tuesday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td></td>
<td>June 24, Thursday</td>
</tr>
<tr>
<td></td>
<td>July 5, Monday</td>
</tr>
<tr>
<td></td>
<td>July 29, Thursday</td>
</tr>
<tr>
<td></td>
<td>July 30, Friday</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
</tr>
</tbody>
</table>
### Eleven-week Summer Session

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 17, Monday</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>May 31, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>June 22 - 23, T-W</td>
<td>Mid-Summer Break</td>
</tr>
<tr>
<td>July 5, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>July 29, Thursday</td>
<td>Classes end.</td>
</tr>
<tr>
<td>July 30, Friday</td>
<td>Final Examinations</td>
</tr>
</tbody>
</table>

### Fall Semester 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23, Monday</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>September 6, M</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>October 9 - 12, S-T</td>
<td>Fall Break</td>
</tr>
<tr>
<td>November 24 - 28, W-S</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 6, M</td>
<td>Classes end.</td>
</tr>
<tr>
<td>December 17, F</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

### Spring Semester 2022

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 10, M</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>January 17, M</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>March 6 - 13, S-S</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 15 - 16, F-S</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>April 26, T</td>
<td>Classes end.</td>
</tr>
<tr>
<td>May 6, F</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

Resolution #19-29  
Approved by the Faculty Senate: March 26, 2019  
Approved by the Chancellor: April 29, 2019  

2022-2023 Abridged University Academic Calendars, as follows:  
University Academic Calendar - Academic Year 2022-23
## Summer Sessions 2022

<table>
<thead>
<tr>
<th>First Summer Session</th>
<th>Second Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16, Monday</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>May 30, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>June 20, Monday</td>
<td>Classes end.</td>
</tr>
<tr>
<td>June 21, Tuesday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 16, Monday</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>May 30, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>June 21 - 22, Tuesday - Wednesday</td>
<td>Mid-Summer Break</td>
</tr>
<tr>
<td>July 4, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>July 28, Thursday</td>
<td>Classes end.</td>
</tr>
<tr>
<td>July 29, Friday</td>
<td>Final Examinations</td>
</tr>
</tbody>
</table>

### Eleven-week Summer Session

| May 16, Monday | Classes begin. |
| May 30, Monday | State Holiday (no classes) |
| June 21 - 22, Tuesday - Wednesday | Mid-Summer Break |
| July 4, Monday | State Holiday (no classes) |
| July 28, Thursday | Classes end. |
| July 29, Friday | Final Examinations |

### Fall Semester 2022

| August 22, Monday | Classes begin. |
| September 5, Monday | State Holiday (no classes) |
| October 8 - 11, Saturday - Tuesday | Fall Break |
| November 23 - 27, Wednesday - Sunday | Thanksgiving Break |
| December 5, Monday | Classes end. |
| December 16, Friday | Commencement |

### Spring Semester 2023

| January 9, Monday | Classes begin. |
| January 16, Monday | State Holiday (no classes) |
| March 5 - 12, Sunday - Sunday | Spring Break |
| April 7 - 8, Friday - Saturday | State Holiday (no classes) |
| April 25, Tuesday | Classes end. |
| May 5, Friday | Commencement |
Resolution #19-30
Approved by the Faculty Senate: March 26, 2019
Approved by the Chancellor: April 29, 2019

2023-2024 Abridged University Academic Calendars, as follows:

University Academic Calendar - Academic Year 2023-24

**Summer Sessions 2023**

<table>
<thead>
<tr>
<th>First Summer Session</th>
<th>Second Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15, Monday</td>
<td>June 22, Thursday</td>
</tr>
<tr>
<td>Classes begin.</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>May 29, Monday</td>
<td>June 4, Tuesday</td>
</tr>
<tr>
<td>State Holiday (no classes)</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>June 19, Monday</td>
<td>July 27, Thursday</td>
</tr>
<tr>
<td>Classes end.</td>
<td>Classes end.</td>
</tr>
<tr>
<td>June 20, Tuesday</td>
<td>July 28, Friday</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Final Examinations</td>
</tr>
</tbody>
</table>

**Eleven-week Summer Session**

| May 15, Monday                            | Classes begin.                             |
| May 29, Monday                            | State Holiday (no classes)                 |
| June 20 - 21, Tuesday - Wednesday         | Mid-Summer Break                           |
| July 4, Tuesday                           | State Holiday (no classes)                 |
| July 27, Thursday                         | Classes end.                               |
| July 28, Friday                           | Final Examinations                         |

**Fall Semester 2023**

| August 21, Monday                         | Classes begin.                             |
| September 4, Monday                      | State Holiday (no classes)                 |
| October 7 - 10, Saturday - Tuesday       | Fall Break                                 |
| November 22 - 26, Wednesday - Sunday     | Thanksgiving Break                         |
| December 4, Monday                       | Classes end.                               |
| December 15, Friday                      | Commencement                               |

**Spring Semester 2024**

<p>| January 8, Monday                         | Classes begin.                             |
| January 15, Monday                        | State Holiday (no classes)                 |
| March 3 - 10, Sunday - Sunday             | Spring Break                               |
| March 29 - 30, Friday - Saturday          | State Holiday (no classes)                 |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 23, Tuesday</td>
<td>Classes end.</td>
</tr>
<tr>
<td>May 3, Friday</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

Resolution #19-31  
Approved by the Faculty Senate: March 26, 2019  
Approved by the Chancellor: April 29, 2019  
Curriculum and academic matters acted on during the Educational Policies and Planning Committee’s March 15, 2019 meeting, including Program revision/reduction in program hours for BFA in Art within the School of Art and Design; Program name change from BS in Urban and Regional Planning to BS in Community and Regional Planning, Program revision/name change in BS in Applied Geography to BS in Geography and Program discontinuation of BA in Geography all within the Department of Geography, Planning and Environment; Program revision/reduction in program hours in BS in Geology within the Department of Geological Sciences; Program revision/reduction in program hours for BS in Hospitality Management within the School of Hospitality Leadership; Program revision/reduction in program hours for BS in English, Secondary Education within the Department of Literacy Studies, English Education and History Education; Program revision/reduction in program hours in BM in Music Education and Program revision/reduction in program hours in BM in Music both within the School of Music; Department name change from Department of Recreation and Leisure Studies to Department of Recreation Sciences within the College of Health and Human Performance; and Academic Program Review Responses from the Department of Anthropology and Department of Foreign Languages and Literatures.

Resolution #19-32  
Approved by the Faculty Senate: March 26, 2019  
Approved by the Chancellor: not applicable  
Return proposed revisions to the University Undergraduate Catalog, Academic Advisement, Progression and Support Services: Academic Requirements for Degrees and Minors to the Educational Policies and Planning Committee for further review.

Resolution #19-33  
Approved by the Faculty Senate: March 26, 2019  
Approved by the Chancellor: April 29, 2019  
Revised University Environment Committee Charge, as follows:  
(Additions are noted in red text and deletions in strikethrough.)  
1. Name: University Environment Committee  
2. Membership:  
7 elected faculty members (no more than one of whom may be fixed term). (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: 4 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, including traffic flow patterns, hardened sidewalk designs, speed limits, and parking facilities.

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 and to mitigate the loss of displaced habitat.

E. The committee reviews potential and actual effects of university projects upon water quality and quantity, runoff, and other physical impacts upon the community and provides recommendations when necessary.

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 and advises and works in coordination with the Sustainability Manager to promote sustainability efforts on campus, which include energy and resource conservation, recycling, and the reduction of waste and waste reduction, and integration of sustainability issues into the curriculum.

H. The committee raises awareness of, and promotes, sustainability issues in the curriculum and in faculty research.

E. The committee makes recommendations to promote appropriate management and use for education and research of ECU’s major natural areas.

F. The committee requests information as needed from Campus Operations, including Facilities Engineering and Architectural Services, and makes recommendations related to the following areas: University Master Plan, future land use, design and construction of new buildings, renovations of existing facilities, management and implementation of the utility infrastructure, and management of the University’s repair and renovation program.

G. The Committee serves as a communication link between Campus Operations and the Faculty Senate regarding issues outlined above.

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 is empowered to advise the appropriate personnel as described in 4.C. above.

8. Standard Meeting Time:
The committee meeting time is scheduled for the fourth Thursday of each month.

Resolution #19-34
Approved by the Faculty Senate: March 26, 2019
Approved by the Chancellor: April 29, 2019

Revised Student Academic Appellate Committee Charge, as follows:

(Additions are noted in red text and deletions in strikethrough.)

1. Name: Student Academic Appellate Committee

2. Membership:
- 7 regular and 2 alternate 9 elected members exclusive of ex-officio.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
A. The committee serves as an appeals board for entering students who do not meet admission requirements.
B. The committee serves as an appeals board for students denied permission to drop a course.
C. The committee serves as an appeals board for students who wish to appeal administrative decisions involving the interpretation and enforcement of policies pertaining to academic credits and standards.
D. The committee serves as an appeals board for students seeking readmission after being declared academically ineligible to return.
E. The committee serves as an appeals board for students appealing financial aid decisions.
F. The Committee reviews at least annually those sections within the University Undergraduate Catalog and University Graduate Catalog that correspond to the Committee’s charge and recommends changes as necessary.

5. To Whom The Committee Reports:
The committee reports its appellate decisions to the appropriate administrative office.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to make appellate decisions regarding students as outlined in its committee responsibilities.

8. Standard Meeting Time:
The committee meeting time is scheduled for the first Wednesday of each month, including January, June, July and August.

Resolution #19-35
Approved by the Faculty Senate: March 26, 2019
Approved by the Chancellor: not applicable

Revised 2020/2021 Teaching Grant Proposal Guidelines, as follows:

(Provided here is the document with track changes detailing all proposed revisions and below are the guidelines with all revisions incorporated within the document.)

TEACHING GRANTS COMMITTEE
Information on 2020/2021 Teaching Grant Proposal

The purpose of these grants is to support new innovative and/or creative teaching approaches with aims to improve instruction at the University.

Eligibility for Teaching Grants

- Full time tenured, tenure-track, and fixed-term faculty members are eligible to apply for these grants. The Committee’s evaluation criteria are included at the end of this document. A listing of previously funded proposals is available on the Committee’s website at: http://www.ecu.edu/cs-acad/fsonline/tg/teachinggrants.cfm.
- Previous recipients of Teaching Grants projects are eligible if they have submitted all reports for previously funded Teaching Grants projects and at least one academic year has elapsed since their last Teaching Grants award.
- Faculty from Academic Affairs and Health Sciences are eligible to apply.

Application Process

Each grant proposal consists of the following parts:

- Signature Form signed by the applicant(s) and the Chairperson (or Dean, as appropriate) of each applicant’s unit involved
- Proposal Review Package including
  - Title and Abstract
  - Narrative
  - Budget
  - Appendices
- Checklist
Submit by the deadline of 5 pm, **Monday, November 4, 2019** two (2) signed, printed copies of the complete application including the original signature form, review package, and checklist to the Teaching Grants Committee, c/o Faculty Senate Office, 140 Rawl Annex, Mail Stop 109, and one (1) **electronic copy of the review packet in PDF format** to facultysenate@ecu.edu. There is a blind review of the proposals; therefore, the applicant's/applicants’ name(s) should only appear on the (2) signed, printed signature forms and **not** appear anywhere in the electronic copy of the proposal review packet.

**NO PROPOSALS WILL BE ACCEPTED AFTER THE DEADLINE.**

**Completing the Application**
Items 1-5 below must be completed and submitted together. For your convenience, there is a checklist of the required items included in these materials (p. 8). Grant applicants are asked to attach the proposal cover sheet and checklist only to the two signed print copies of the proposal. The electronic PDF copy should not include a cover sheet, signed application or checklist.

**Item 1:** Completed Teaching Grant Proposal Signature Form (see p. 5)
All fields of the proposal form must be completed. The two submitted copies of the signature form must include signatures of the applicant and the unit head.

**Item 2:** Proposal Review Packet
Because your proposal will be read by people from many disciplines, it should be clear and free of specialized terms, jargon or technical language. The electronic PDF copy will be used for review; therefore, to ensure anonymity, the electronic copy should not include the signed application form or checklist.

(a) **Proposal Title and Abstract (page 1)**
The abstract should be between 100 and 200 words, use non-technical language, and indicate course number and title. **No proposal with an abstract containing more than 200 words will be considered.**

(b) **Proposal Narrative (pages 2-5)**
The format of the proposal description must:
- Be no more than **four 8 1/2 x 11" double-spaced pages with 1" margins on top, bottom, and both sides of each page. No proposal with a description over four pages in length will be considered.**
- Use **Microsoft Times New Roman 12-point type.**

The applicant must verify that the PDF file meets the formatting requirements.
Include each of the following sections in your Teaching Grant Proposal Narrative:
1. **Purpose/Objective**
The purpose of these grants is to support new innovative and/or creative instructional approaches with aims to improve teaching. Give specific objectives and student learning outcomes.
2. **Project Description (Approach/Method/Procedure)**
3. **Need and Impact**
The need and impact section should show the percentage of each relevant course that will be impacted, the level of the course, the normal size of the course, and how often the course will be taught. The course must have already been approved by all relevant committees. Applicants should seek Institutional Review Board (IRB) approval, if required for the type of project (**http://www.ecu.edu/irb**). Make it obvious

236
how the project will affect the applicant's/applicants’ teaching and student learning outcomes.

4. Schedule of Activities and Their Proposed Deadlines for the weeks of summer session 1. **Please provide a brief rationale as to why the proposed project requires summer stipend (if applicable) or why the project cannot be accomplished during the regular semester.** A summer stipend may be shared among more than one applicant on one proposal. **Proposals with more than one applicant must specify the unique contribution of each applicant.**

5. Evaluation Plan
Part of your evaluation plan should include a short list of questions that will be submitted to the students in impacted classes, and peer evaluations. Make your evaluation plan clear. Be specific as to what you intend to do to determine the effectiveness of your end product.

Item 3: Budget
Complete the attached proposed budget (see p. 7) for the Project Expense portion of the Grant. **Summer stipend amount should NOT be included in the budget.** If you are requesting Project-Related Expenses OR Dual Summer Stipend and Project Related Expenses, you should complete this item.

Attach a separate page to the budget that justifies and explains each line item requested. Travel requests must be directly related to the proposed project. Requests to attend regularly held professional meetings or conferences should be thoroughly explained and justified. The proposed travel items may not replace or supplement academic-unit travel funds. List other sources for funding. Be specific on budget items. List to whom tuition or honoraria are to be paid, who is traveling where, how, and when, and your source of price estimates. Student wages are not an allowable expense. If an item is not applicable, please indicate by N/A.

Item 4: Appendices
The appendices must include the following items (a-g). **Additional supporting materials and appendices beyond a-g are discouraged.**

(a) Attach a bibliography (Works Cited section) for the proposal.
(b) List courses you teach and your scholarly interests that are relevant to this proposal. If you have release time or compensatory time applicable during the proposed project period, provide brief details.
(c) List all proposal titles and dates of grants previously funded by the Teaching Grants Committee, and include a brief synopsis of the outcomes and impact of that funding (maximum of 150 words). Report other associated grant proposals. Use template for previously funded teaching grants and other associated grant proposals (Appendix C) on p. 8.
(d) If applicable, include the summative report for the most recently funded Teaching Grant
(e) If applicable, indicate IRB approval or evidence of application to IRB
(f) If consultants are to be used in the Project Expense Grant, provide their credentials and your rationale for hiring them.
(g) If your project involves attending a workshop or seminar, attach a copy of the flyer or announcement. (These items must be discussed and justified in the proposal narrative.)

Item 5: Checklist
Attach this checklist (p. 9) to ensure that you have completed all the necessary items. The application process involves a blind review of the proposals; therefore, the applicant's/applicants' name(s) should only appear on the two original application forms, proposals, and checklists.

**Evaluation:**
The attached Evaluation of Proposal form (p. 12) shows the criteria that will be used by the Committee to evaluate the grant proposal. This form should not be included in the proposal packet submitted to the Committee.

A quality proposal includes
- Applications that are complete and meet all guidelines for content and formatting including font size, line spacing, page limits and margins.
- Proposals for course revisions that describe innovative and/or creative approaches that go beyond the usual course maintenance and normal workload expectations.
- Use of nontechnical or laymen's language suitable for readers from all fields.
- A clear impact statement that describes how the teaching will be enhanced and learning outcomes improved.

Examples of proposals that will **not be considered** for funding include:
- Proposals for courses that do not exist in the catalog and/or that have not been approved by all relevant committees by the time of submission. Proposals for course revisions that should be expected as usual course maintenance.
- Proposals for course development that does not include innovative or creative approaches and/or falls within normal workload expectations.
- Proposals that are primarily research focused and/or have been submitted/funded in the same year by the Research/Creative Activities Grant committee.
- Proposals that develop a program handbook or recruitment materials.
- Proposals for mainly faculty training and development without implementation in the classroom.

The following proposals **may be considered** for funding:
- For proposals that involve discipline-specific faculty training, the proposal meets the following criteria:
  1. The application for the training is clearly related to the applicant’s/applicants’ teaching duties.
  2. Implementation of the training presents an innovation in the applicant’s/applicants’ teaching.
  3. A specific program of workshops to impart the training to other faculty is included in the proposal.
- For proposals that request a buy-out option for faculty with 12-month appointment, the proposal includes a plan on how the proposed innovative teaching approach will be continued in the future without buy-out.

**Reports Grant Recipients Must Submit (pp. 10-11)**
The following reports must be submitted by the grant recipients to the Teaching Grants Committee c/o Faculty Senate Office, 140 Rawl Annex, Mail Stop 109. These reports are not to be included in the proposal packet submitted to the committee.

**Progress Report.** Attached is a copy of the Progress Report (p. 10) that will be completed by the grant recipients to report the current status of the project. Progress reports are due no later than October 1, 2020, of the next academic year. Progress reports from previously funded grants must be on file with the Committee before an additional application will be considered.
**Summative Report.** Attached is a copy of the Summative Report (p.11) that will be completed by the grant recipients at the conclusion of the grant period. Summative reports are due no later than May 15, 2021, of the next academic year. Summative reports will be reviewed and scored using the Summative Report Evaluation Criteria (p. 13). Summative reports from previously funded grants must be on file with the Committee before an additional application will be considered.

Progress Report Filed: _____

East Carolina University
TEACHING GRANTS COMMITTEE
Application for 2020/2021 Teaching Grant
SIGNATURE FORM

The applicant's name should appear on the two (2) copies of the original Signature form and Checklist only. The electronic copy of the Proposal Review Packet should not include names to ensure anonymity.

1. Proposal Title:

2. Name:

3. School/Department/College:

4. Please check one: Summer Stipend □ Project Related Expense □
   Dual Summer Stipend and Project Related Expense □
   Project Amount Requested:
   (summer stipends are not included in the project amount requested.)

5. Complete the attached checklist and attach it only to the two (2) signed print copies of the original proposal.

The application process involves a blind review of the proposals; therefore, the electronic copy of the Proposal Review Packet should not include a Signature Form, Checklist, or Evaluation Form.

6. I understand and accept the terms and conditions set forth in the Teaching Grants Committee Grant Application Guidelines, including the following requirements:
   • Submission of Progress and Summative Reports on this project, if it is funded.
   • Submission of all required reports for previously funded Teaching Grant projects.

__________________________________     __________________________
(Signature of Applicant)     (Date)

7. I have reviewed and am in support of this Teaching Grant application. I believe that the applicant(s) is/are qualified and that this project will be of substantial benefit to this unit. I understand that:
   • The unit is responsible for processing grant expenditures.
   • The above applicant(s) is/are required to have submitted all required reports for previously funded Teaching Grant projects to be eligible for this current Teaching Grant.
The above applicant(s) and I are required to communicate with the Teaching Grants Committee and the Faculty Senate Office regarding any deviation from the proposed project prior to making any changes on the project, and ensure that the documentation of proposal changes will be included in the Summative Report.

______________________________________     _____________________________
(Signature of Unit Head)     (Date)

East Carolina University
TEACHING GRANTS COMMITTEE
Application for 2020/2021 Teaching Grant
Proposal Review Packet

This packet will be used for a blind review of the proposals. The applicant's/applicants' name(s) should not appear anywhere in the proposal review packet. The review packet must adhere to the formatting guidelines described above. Failure to adhere to the formatting guidelines could result in the proposal not being considered for funding.

The review packet should begin on a new page and should not include these instructions.

1. Give a brief description of the project. Each of the following will be used to evaluate your proposal. The proposal must use these headings in the following order:
   (a) Proposal Title and Abstract including course number and title
   (b) Proposal Narrative
       1. purpose/objective
       2. project description (approach/method/procedure)
       3. need and impact
       4. schedule of activities and their proposed deadlines for SS1
       5. evaluation plan

2. Complete the attached budget form for the Project Expense portion of the Grant. Summer stipend amount should NOT be included in the budget. If you are requesting Project Related Expenses OR Dual Summer Stipend and Project Related Expenses, you should complete this form.

3. Appendices
   The appendices must include the following items. Additional supporting materials and appendices are discouraged.
   a) Bibliography (works cited) for the proposal.
   b) List courses you teach and your scholarly interests that are relevant to this proposal. If you have release time or compensatory time applicable during the proposed project period, provide brief details.
   c) List all proposal titles and dates of grants previously funded by the Teaching Grants Committee and include up to 150-word description of the outcome and impact of proposals. Report other associated grant proposals. Use template for previously funded teaching grants and other associated grant proposals (Appendix C) on p. 8.
   d) Summative report for the most recently funded Teaching Grant (if applicable)
   e) If applicable, indicate IRB approval or evidence of application to IRB
   f) If consultants are to be used in the Project Expense Grant, give credentials and your rationale for hiring them.
   g) If the project involves attending a workshop or seminar, attach a copy of the flyer or announcement. (These items must be discussed and justified in the proposal narrative.)
East Carolina University  
TEACHING GRANTS COMMITTEE  
Budget for a 2020/2021 Teaching Grant  
(Request for Summer Stipend Grant does not require a budget.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Funding Requested</th>
<th>*Funds from Other Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Honoraria</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Banner Account #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Educational/Research Supplies</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Banner Account #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Travel Expenses - Registration fees</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Banner Account #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Expenses - other</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Banner Account #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Communication – Telephone</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Banner Account #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication - Postage/mail</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Banner Account #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e) Printing</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Banner Account #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f) Other Services (engraving, ads, food, services)</td>
<td>$</td>
<td>$</td>
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<td>Banner Account #</td>
<td></td>
<td></td>
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<tr>
<td>g) Equipment - under $500.00</td>
<td>$</td>
<td>$</td>
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<td>Banner Account #</td>
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<tr>
<td>Equipment - over $500.00</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Banner Account #</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

Student wages are not an allowable expense. Projects expenses are subject to funding availability.

*Identify Other Funding Sources:

-------------------------------------------------------------------------------------------------------------------------------------
Previously Funded Teaching Grants

List all proposal titles and dates of grants previously funded by the Teaching Grants Committee.

Include a brief synopsis of the outcomes and impact of that funding (maximum of 150 words).

Related Proposals

Are there other grant proposals (internal or external) associated with this proposal?  Yes ☐  No ☐

If yes, please list the title of the proposal, name of the grant, the granting agency, and the status (funded or unfunded) in the space below.

-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

East Carolina University
TEACHING GRANTS COMMITTEE
Checklist for a 2020/2021 Teaching Grant

Since there is a blind review of the proposals, the applicant's/applicants' name(s) should appear on the two signed copies of the original application form, proposal, and checklist only. The electronic copy should not include an application form or checklist, to ensure anonymity of the proposal. Proposals that do not comply with the checklist will be immediately rejected.

I. Please check that you qualify for the granting of a Teaching Grant proposal:
☐ full-time faculty member of East Carolina University
☐ completed all previous Progress/Summative Report forms
(If unsure, you may check the listing of Past Funded Grants online at: http://www.ecu.edu/cs-acad/fsonline/tg/teachinggrants.cfm)

II. Please check the following items noting that your original signature form and proposal include:
☐ (Signature form, Item 1) proposal title
☐ (Signature form, Item 2) applicant's/applicants' name(s) (The applicant's/applicants' name(s) should be on the two signed copies of the original application form, proposal, and checklist only.)
☐ (Signature form, Item 3) school/department/college
☐ (Signature form, Item 4) project related expenses, if necessary
☐ (Signature form, Item 5) checklist attached to only the two print copies of the signature form and proposal review packet
☐ (Signature form, Item 6) applicant's/applicants' signature(s) and date
☐ (Signature form, Item 7) applicant's/applicants' unit head's signature and date
☐ (Review Packet, Item 1a) abstract (100 to 200 words)
(Review Packet, Item 1b) proposal narrative, noting the formatting guidelines:
- Microsoft Times New Roman 12-point type
- four 8 1/2 x 11 double-spaced pages
- 1” margins, top, bottom and both sides
- clear writing, free of specialized terms, jargon or technical language
- name and number of the course directly impacted by this proposal

(Review Packet, Item 2) proposed budget and brief justification (Not required for Summer Stipend only proposals.)

(Review Packet, Item 3a) bibliography (works cited) for the proposal

(Review Packet, Item 3b) list of courses the applicant teaches and brief details if applicant has release time

(Review Packet, Item 3c) list of all proposal titles and dates of grants previously funded by the Teaching Grants Committee and other associated grant proposals

(Review Packet, Item 3d) summative report for the most recently funded teaching grant

(Review Packet, Item 3e) If applicable, indication of IRB approval or evidence of application to IRB

(Review Packet, Item 3f) credentials and rationale if consultants are to be used

(Review Packet, Item 3g) flyer or announcement of workshop or seminar if applicable (These items must be discussed and justified in the proposal narrative.)

III. The proposal narrative must use these headings in the following order:
- proposal title
- abstract
- purpose/objective
- project description (approach/method/procedure)
- need and impact
- schedule of activities and their proposed deadlines (Proposals with more than one applicant must specify the unique contribution of each applicant)
- evaluation plan

IV. Please briefly explain (on an attached page if necessary) if you encountered difficulties in writing this proposal and/or give any suggestions that you may have for revising the proposal guidelines and application format.

______________________________________________________________
(Signature of Applicant(s))                                         (Date)
-----------------------------------------------------------------------------------

East Carolina University

TEACHING GRANTS COMMITTEE
Progress Report for 2020/2021 Teaching Grant

**DUE: OCTOBER 1, 2020**

Future grant proposals will not be considered unless progress and summative reports have been filed on all previous grants.

Name:______________________________________________________________
Academic unit: _________________________________________________________________

Grant #_______  Please check one:  Summer Stipend____  Project Expense____ Dual ______

Amount Awarded: ________________________________

Grant Title:  _________________________________________________________________

____________________________________________________________________________

(If possible, please limit the report to 5 pages.)

1. Give the status of this project (e.g., not begun, midway, completed). If project is not near completion, please explain.

2. What were the activities undertaken as stated in your proposal? How do they address your proposal objectives? How effective have your planning activities been towards completion of the proposal?

3. Have you evaluated the effect of your project? If no, explain why. If yes, what were the results?

4. Have you made any changes to your project plan and, if so, how do these changes impact the outcomes of your proposal?

5. Please include a budget report (not required for Summer Stipend proposals).

6. Please add any comments relating to problems with your project, new ideas, or suggestions derived through your communication with others that may be useful to the committee in evaluating and improving its effectiveness.

(Signature of Applicant(s))  (Date)

(Signature of Unit Head)  (Date)

Please return to the Faculty Senate office, 140 Rawl Annex.

PLEASE DO NOT INCLUDE THIS PAGE IN THE GRANT SUBMISSION.

East Carolina University
TEACHING GRANTS COMMITTEE
Summative Report for 2020/2021 Teaching Grant

DUE: MAY 15, 2021

Future grant proposals will not be considered unless progress and summative reports have been filed on all previous grants.
Name: ____________________________________________________________

Academic unit: ____________________________________________________

Grant #_______ lease check one: Summer Stipend____ Project Expense____ Dual _____

Amount Awarded: __________________________

Grant Title: ___________________________________________________________________________

________________________________________________________________________________

(If possible, please limit the report to 5 pages.)

1. Give the status of this project (e.g., not begun, midway, completed). If project is not near completion, please explain.

2. By what methods did you evaluate the effect of your project? What were the results?

3. In what ways has this project improved your teaching or course?

4. If you were going to do the same project again, what would you change?

5. Please include a 250-word abstract which may be used in university publications.

6. Please include a copy of the questions that you gave to students to evaluate the effect of your project, and examples of the student responses. If you wrote a manual, please attach a copy, or please provide the committee with some other materials that will allow the committee to evaluate the project (e.g., in the case of software development, please include a disk).

7. Please include a budget report (not required for Summer Stipend proposals).

8. Please add any comments relating to problems with your project, new ideas, or suggestions derived through your communication with others that may be useful to the committee in evaluating and improving its effectiveness.

______________________________________________________________________________

(Signature of Applicant(s)) __________________________________________________________________________

(Date)

______________________________________________________________________________

(Signature of Unit Head) __________________________________________________________________________

(Date)

______________________________________________________________________________

Please return to the Faculty Senate office, 140 Rawl Annex.
PLEASE DO NOT INCLUDE THIS PAGE IN THE GRANT SUBMISSION.
East Carolina University
TEACHING GRANTS COMMITTEE
Evaluation of 2020/2021 Proposal
Type: Summer Stipend □ / Project Expense □ / Dual Proposal □

Recommend Rank: High □ / Medium □ / Low □

Proposal Title ________________________________________________________________

Is this proposal appropriate for Committee consideration, given our charge to recommend funding for projects to improve teaching? Yes □ No □

Does this proposal conform to the required formatting and content guidelines? Yes □ No □

Did the applicant provide adequate discussion of the impact of the previous funding? Yes □ No □ N/A □

Please evaluate the proposal using the following scale: POOR (1) FAIR (2) AVERAGE (3) GOOD (4) EXCELLENT (5)
(Score each item 1-5, multiply the score by the number given for each item, and total the scores for each item)

1. Impact: (x 7)

________________________

Potential for specific faculty and/or student development for an approved course
Probability for enhancing teaching
Stated expected outcome
Related to teaching assignments: guides, supplements, tutorials, applications, CAI
Demonstrated needs, or creativity and innovation

Some Examples of Inappropriateness:
Research /Creative Activities:
Broad/General faculty development:
Administration-Related activities:
Lack of consideration of other more appropriate sources of funds on campus:
Curriculum assessment/approval:
Course development or revision
Low Impact upon students/applicant
One-time vs. continuing impact:
Product development
Focus on regulatory function (OSHA) rather than teaching-related goals/activities:
Emphasis of the proposal on teaching assistants rather than on the applicant and students

2. Management Design: (x 5)

________________________

Clear purpose/objectives and description
Realistic time management plan
Appropriate-specific/reasonable budget (not required for Summer Stipend proposals)

3. Delineated Evaluation Plan: (x 5)

________________________

Addressing the question raised in the proposal
Rating the impact of the evaluation plan on the applicant’s/applicants’ teaching
4. Proposal Presentation: (x 2)

Organization (Specified format and length of proposal etc.).
Clarity of presentation

5. Impact of Previously Funded Grants: (x 1)
New grant applicants will receive full points for this criteria.
Previous grantees will be evaluated based on summative report for most recent grant.

TOTAL: ___________________

Comments/recommendations to applicant:

THIS IS A SAMPLE. PLEASE DO NOT INCLUDE THIS PAGE IN THE GRANT SUBMISSION.

---------------------------------------------------------------------------------------------------
East Carolina University
TEACHING GRANTS COMMITTEE
Summative Report Evaluation Criteria

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 points</td>
<td>The report clearly describes the status of the completed project. Methods for evaluating the effect of the project are clearly described, include multiple metrics, and clearly indicate that the project had a positive effect on the instructor’s teaching and the students’ learning. Appendices include examples of metrics used to determine effectiveness as well as a budget summary report.</td>
</tr>
<tr>
<td>4 points</td>
<td>The report describes the status of the completed project. Methods for evaluating the effect of the project are described, include multiple metrics, and indicate that the project had a positive effect on the instructor’s teaching and the students’ learning. Appendices include metrics used to determine effectiveness as well as a budget summary report.</td>
</tr>
<tr>
<td>3 points</td>
<td>The report describes the status of the project as midway or in progress. Methods for evaluating the effect of the project are described, include multiple metrics, but may not have indicated that the project had a positive effect on the instructor’s teaching and the students’ learning because the project is still under way. Appendices may include metrics used to determine effectiveness as well as a budget summary report.</td>
</tr>
<tr>
<td>2 points</td>
<td>The report describes the status of the project as not yet begun or midway. Methods for evaluating the effect of the project are described, include multiple metrics, but may not have indicated that the project had a positive effect on the instructor’s teaching and the students’ learning because the project is either still under way or has not yet begun. Appendices may include metrics used to determine effectiveness as well as a budget summary report.</td>
</tr>
<tr>
<td>1 point</td>
<td>The report describes the status of the project as not yet begun. Methods for evaluating the effect of the project are either not clearly described or are missing. Appendices may be missing or incomplete.</td>
</tr>
</tbody>
</table>
Resolution #19-36
Approved by the Faculty Senate: March 26, 2019
Rejected by the Chancellor: April 29, 2019, with request to return to Committee for further review.

Donna Payne, University Counsel and Vice Chancellor for Legal Affairs, recommends that the regulation go back to the Faculty committee that reviewed it to ensure consistency and clarity in the use of this regulation in contrast to the process provided for use in dealing with student complaints about faculty as provided in Part VI, Section IV (III) of the Faculty Manual. It is unclear when the Faculty Manual process will apply and when the process in this PRR will apply, and how the two intersect.

Additional comments (see here) about changes needed, including some that ask for a reference to complaints about Free Speech (this is very much needed in order to comply with UNC policy on Freedom of Expression) and contacts for external agencies that may receive complaints already included in the version of this policy currently posted on the Dean of Students website.

Formal faculty advice on proposed Student Grievance Regulation, as follows:

The Committee has reviewed the regulation and provided input that has been agreed upon and incorporated into the below document.

Authority: Chancellor

History: Approved March 26, 2018.

Related Policies:

ECU Notice of Nondiscrimination and Affirmative Action Policy

ECU Regulation on Gender-Based Harassment and Other Forms of Interpersonal Violence

Undergraduate Grade Appeal Policy

Graduate Student Grade Appeals

Graduate School Appeals Procedures

Institutional Complaints SOP

Additional References:

ECU Office of Equity and Diversity

ECU Admissions Student Academic Appeals

North Carolina Post-Secondary Education Complaints, c/o Student Complaints, UNC System, 910 Raleigh Road, Chapel Hill, NC 27515-2688, Telephone (919) 962-4550
1. Introduction

A grievance arises under this Regulation when a student believes, based on established administrative policies and procedures, that he or she has been treated in an arbitrary or capricious manner or been subjected to inappropriate behavior by a University office, department or other unit or division (herein referred to collectively as “unit”) or a representative of the University (faculty or staff).

2. Grievances Not Covered by this Regulation

2.1. The following grievances are not covered by this Regulation:

2.1.1. A student grievance, complaint or appeal that is covered by any other University or UNC System policy, regulation or rule, including, but not limited to, the following:

2.1.1.1. Grievances involving allegations of discrimination, harassment or retaliation based on membership in a protected class as set forth in the University’s Notice of Nondiscrimination Policy. These grievances should be referred to the Associate Provost for Equity and Diversity (see link to policy above);

2.1.2.2. Graduate and Undergraduate Grade appeals, which are handled pursuant to the applicable grade appeal policy (see link to policy above);

2.1.2.3. Graduate student appeals of adverse academic actions and decisions (see link to policy above); and

2.1.1.4. Institutional Complaints, which are handled pursuant to the Institutional Complaints Standard Operating Procedure, (see link to SOP above).

3. Informal Resolution

Prior to bringing a formal grievance against a University unit or representative, students are encouraged to attempt a good-faith resolution of the grievance directly with the party involved with the disputed matter and/or with the head of the unit in which the grievance arises. Attempts at informal resolution must be initiated by an official Dean of Students office visit within 30 calendar days of the incident(s) in dispute. The 30 days do not include any period of time when the University is officially closed.

4. Formal Grievance Resolution Process
Should a situation arise in which a student is unable to resolve his or her grievance informally, the formal grievance resolution process may be employed. This process, outlined below, must be initiated within 30 calendar days of the failed informal resolution, if applicable. The 30 days do not include any period of time when the University is officially closed.

4.1 Step I: The student must present a formal grievance in writing to the Associate Vice Chancellor /Dean of Students (125 Umstead Hall). This written grievance must include the following:

4.1.1. Name, address, email address and telephone number of the student bringing the grievance;
4.1.2. Identification of the office or individual against whom the grievance is brought;
4.1.3. A detailed description of the specific University action or individual behavior resulting in this grievance;
4.1.4. The date(s) or period of time during which the behavior occurred and the location of the incident(s); and
4.1.5. A listing of all individuals who witnessed any part of the incident in dispute.

4.2. Step II: Upon receipt of the formal grievance covered by this Regulation, an investigator will be appointed within 7 calendar days by the Associate Vice Chancellor/Dean of Students to investigate the allegations in the grievance.

4.2.1. The investigator shall review the written grievance and gather the pertinent facts and information, which may include determining the involvement of pertinent supervisors, department chairs and deans in the investigation. Depending upon the grievance, pertinent data such as interviews and documents, may be gathered by the investigator or the University unit involved in the grievance. If the grievance involves a University unit or representative acting within the course and scope of their official duties, without allegations of personal misconduct, the facts, information, data and any findings or recommendations are then presented to the unit involved for final resolution of the grievance.

4.2.2 If the grievance is based on allegations of personal misconduct by a faculty member or staff member, the investigator gathers pertinent information as described in the preceding section and presents it to either the Provost or Vice Chancellor for Health Sciences (faculty complaint) or the Director of Employee Relations (staff complaint) for final resolution of the grievance.

4.3 If a grievance cannot be resolved after exhausting East Carolina University's complaint procedure described above, or any other applicable campus procedures, the student may file a complaint with the following agencies:

4.3.1. North Carolina Post-Secondary Education Complaints (see contact information above);
4.3.2. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (see contact information above);
4.3.3. Any applicable state agency (see contact information above; or
4.3.4. Complaints about East Carolina University may also be filed by students who do not reside in North Carolina by contacting the North Carolina State Education Assistance Authority (NCSEAA), which serves as the portal for the National Council for State Reciprocity (SARA) (see contact information above)
Resolution #19-37
Approved by the Faculty Senate: March 26, 2019
Approved by the Chancellor: April 29, 2019

Proposed revisions to the *ECU Faculty Manual*, Part IV, Section II. Unit Codes, subsections I, III and V, as follows:

(Additions are noted in red text and deletions in strikethrough.)

“I. Definition of Unit Code
Each Code Unit shall develop a Unit Code of Operations that will provide for the conduct of the unit’s affairs according to *Robert’s Rules of Order, Newly Revised* and the requirements set out below in subsection IV. A new or revised Unit Code shall be approved by a majority of the “Code Unit Voting Faculty Members,” applicable code unit voting faculty members of the unit, as defined herein (see subsection III. below). A copy of each Unit Code, after approval, is housed within the Faculty Senate Office, the Code Unit Office, and is available for review by faculty and administrators within the unit.

III. Faculty Who May Vote on a Unit’s Code of Operations
Responsibility for voting on a Unit Code rests with full-time faculty with a commitment to the unit demonstrated as follows: the permanently tenured faculty. All permanently tenured, full-time faculty members who is and has been employed for at least twelve 12 consecutive months in a greater than 50% assignment in a unit and all full-time faculty with at least six years in a greater than 50% assignment in a unit count towards a quorum and may vote on the unit’s new or revised Code. This includes administrators who meet these conditions. An affirmative vote of at least two-thirds of faculty voting is required to approve a new or revised Unit Code.

A faculty member on non-medical or other leave from a greater than 50% assignment in a unit may vote if the faculty member wishes to do so but does not count towards a quorum unless he or she is present at a vote. A faculty member on approved medical leave is not permitted to participate in any University activities during the period of approved medical leave without written university approval. Faculty members with 50% or less assignment in a unit do not vote on the unit’s code.

In tenure-granting units, only permanently tenured, eligible voting faculty may vote on or amend a unit’s tenure, promotion, and post-tenure review criteria. A separate affirmative vote of at least a majority of voting tenured faculty is required to approve new or revised tenure, promotion, and post-tenure review criteria. Such approved criteria may not be further amended during the approval process of the full new or revised Unit Code by all voting faculty.

V. Use of “Guidelines” by a Code Unit
When a Code Unit maintains separate guidelines stating procedures to be followed with regard to faculty evaluation and/or matters not addressed in the unit’s code, the Faculty Manual, or the ECU Policy Manual, the guidelines shall be approved by a majority of the Code Unit’s applicable code unit voting faculty members (see “III” above). Amendments to Guidelines shall be approved by a majority of the Code Unit’s applicable code unit voting faculty members (see “III” above). Guidelines shall be referenced in the Unit Code, shall be in compliance with all policies in the *ECU Faculty Manual* and the *ECU Policy Manual*, shall be housed in the Code Unit’s administrative offices, in the office of the
next-higher administrator and in the Faculty Senate office. At the time of the mandatory review of a unit’s code, a unit’s guidelines, if any, shall also be reviewed by the Unit Code Screening Committee for compliance with university policy.”

Resolution #19-38
Approved by the Faculty Senate: March 26, 2019
Approved by the Chancellor: April 29, 2019

Curriculum and academic matters acted on during the Writing Across the Curriculum Committee’s March 11, 2019 meeting, including writing intensive course designation (WI) for PHIL 3290, “WI designation for PHIL 3255, 3260, 3331, 3340, 3350, 4250, and 4283 and a notification from POLS 4551 of a proposed new prerequisite Statistical Methods for Political Science (POLS 3032).

Resolution #19-39
Approved by the Faculty Senate: March 26, 2019
Approved by the Chancellor: April 29, 2019

Proposed Mandatory Statement about Survey of Student Opinion of Instruction (SSOI), as follows:

Faculty members who have students in face-to-face classes will set aside 15 minutes of time in class for students to complete the SSOI on their digital devices.

In face-to-face classes, faculty members will read the following statement to students and leave the room:

“The purpose of the Survey of Student Opinion of Instruction (SSOI) is to provide the faculty member feedback from students about the strengths and weaknesses of both the course and the instructor.

Your survey responses will be processed confidentially. Your name and ID will not appear in the report of the results. Your instructor will not see the survey results until two weeks after the term closes (after your final exam and after grades are posted).

The statistical/numerical results of the survey will be provided to the instructor and to the instructor’s department chair or school director and dean. These results will be used as one of the ways to evaluate and improve teaching effectiveness.

Your comments will be provided to the instructor only. The instructor will receive them verbatim and will use them to improve the quality of instruction. If you do not wish to be recognized by your comments, please do not include your name or other identifying information.

The survey is not an appropriate mechanism to bring forward a complaint against a faculty member or a university employee involving a serious violation of university norms or policies. Such serious issues should be addressed directly with the department chair or other appropriate university authority.
For information about types of grievances and their possible informal and formal resolution, please visit the Student Grievances and Inquiries section on the Dean of Students web page or contact the Dean Students via e-mail (dos@ecu.edu), phone (252-328-9297), or in person at 125 Umstead Hall.

Faculty members teaching DE classes will prominently display the statement on their course site and will announce the availability and the importance of the SSOI at least once during the period the survey is available.

Resolution #19-40
Approved by the Faculty Senate: March 26, 2019
Approved by the Chancellor: April 29, 2019, with following comments:

Ying Zhou noted that the Faculty Senate needs to develop a plan to implement this resolution (i.e., how to remove the 4000-level courses without impacting student’s progress toward graduation).

Angela Anderson noted that the resolution is missing an effective date/term for the removal of the GD/DD designations; and the resolution does not state if we allow those 3000 and 4000 courses currently approved to remain until such time that the committee reviews/modifies each, or do we automatically remove the designation for all 3000 and 4000 courses, and a unit must go through an approval process to request special consideration for the 3000 level courses?

Proposed revisions to the University Undergraduate Catalog, General Education Program: Competencies and Course Credit, as follows:

http://catalog.ecu.edu/content.php?catoid=12&navoid=906#courses-

“Competencies and Course Credit
Competency area program learning outcomes identify what each course that earns general education credit must achieve in order for it to fulfill a general education competency requirement.

Courses at the 1000 and 2000 level with no multiple prerequisites and a primary focus on one of the competency areas can receive general education credit for that particular competency. The primary focus means that students are expected to achieve student learning outcomes for the competency area.

Under special circumstances, and with appropriate justification, a 3000 level course may receive general education credit.”

Only undergraduate 1000 or 2000 level courses that have no prerequisites and that have as a primary requirement that the students enrolled in the course achieve the program learning outcomes for one competency area in the general education core can receive general education credit for that competency. This applies to all ECU colleges that offer undergraduate 1000 and 2000 level courses.
Resolution #19-41
Approved by the Faculty Senate: March 26, 2019
Approved by the Chancellor: not applicable

Rejected proposed revisions to the University Undergraduate Catalog, Academic Advisement, Progression and Support Services: Additional Requirements for Degrees.

Resolution #19-42
Approved by the Faculty Senate: March 26, 2019
Approved by the Chancellor: April 29, 2019

Proposed deletion to the University Undergraduate Catalog, General Education Program: Global and Domestic Diversity Competencies, as follows:

(Delete entire section as noted in strikethrough.)


“Global and Domestic Diversity Competencies

The global and domestic diversity requirement is a standalone requirement, not a general education requirement. The credit hours earned taking a global or domestic diversity course do not count towards the general education requirement of forty (40) semester hours unless the course also receives either humanities, fine arts, social sciences, natural sciences, mathematics, English, or health and exercise sport science general education credit. Many global and domestic diversity courses are advanced courses in a major that do not receive general education credit.

Courses that address diversity provide opportunities for students to learn about the beliefs, values and achievements of people other than those of their own age, race/ethnicity, social and economic status, culture, national origin, ability, religion, sexual orientation, and gender identity. These courses also provide opportunities to examine problems that may arise from differences, and opportunities to learn how to deal constructively with these issues. The following program learning outcomes define the global and domestic diversity competency.

Students who have completed the global and domestic diversity requirements can:

Domestic Diversity:

1. Describe problems that arise in the USA from differences in age, race/ethnicity, social and economic status, culture, national origin, ability, religion, sexual orientation and gender identity in the context of their historical and contemporary causes and effects, including attempts to resolve these problems.

2. Apply discipline specific methods to evaluate from different perspectives domestic problems arising from differences in age, race/ethnicity, culture, social and economic status, national origin, ability, religion, sexual orientation and gender identity.

Global Diversity:
1. Describe how cultural beliefs and values shape people’s perceptions and impact global decisions and actions.

2. Evaluate global issues and events from multiple perspectives.

Resolution #19-43
Approved by the Faculty Senate: March 26, 2019
Approved by the Chancellor: not applicable

Commendation for Professor Mary Gilliland, MD,
Parliamentarian-Faculty Senate


Whereas, Professor Gilliland was awarded the 2015 Faculty Senate’s Award for Service presented by Chancellor Ballard; and

Whereas, physician Mary Gilliland, who was hired as Associate Professor in 1989, granted tenure in 1993 and full professor in 1995 in the Brody School of Medicine, has mentored and facilitated faculty success of colleagues in all aspects of academic life for over 30 years; and

Whereas, as a forensic pathologist, Professor Gilliland has provided the highest level of service to our region, state, and nation and made significant and sustained contributions to the field of forensic pathology, including areas of natural pediatric deaths, child abuse, and domestic violence; and

Whereas, Professor Gilliland, has held multiple medical and leadership positions within the Brody School of Medicine and Vidant Medical Center, including but not limited to M-2 pathology course director, directing the autopsy service, and assistant director of forensic services; and

Whereas, Professor Gilliland, who had mentored learners in graduate medical education at ECU since 1989, has a record of documented success which has been expressed by countless medical learners that have been made better physicians from learning by Dr. Gilliland’s example of service, tutelage, and leadership; and

Whereas, Professor Gilliland, an active and vocal member of the ECU community, has provided spontaneous and insightful comments at any meeting large or small, and will be remembered for her willingness to voice dissent even when not popular; and

Whereas, Dr. Gilliland has been actively involved in the Brody Women Faculty Committee (BWFC), as one of most reliable volunteer speakers for the BWFC Personnel Action Dossier Mentoring workshop each of the last 7 years, guiding junior women faculty to prepare for tenure; and

Whereas, Dr. Gilliland received the Brody Women Faculty Committee Advocacy Award in 2018; and
Whereas, her dry wit and incredibly sharp intellect may seem to intimidate, her loving kindness, nurturing personality, and gentle demeanor always prevail; so,

THEREFORE BE IT RESOLVED, that Professor Mary G. F. Gilliland is commended by the Faculty Senate for her sustained and exceptional leadership as an exemplar member of the faculty of East Carolina University.

BE IT FURTHER RESOLVED, that we, the members of East Carolina University’s Faculty Senate, hereby express our profound respect and admiration for Professor Mary Gilliland, that we recognize her significant contributions to improving the university at multiple levels, and that we express our gratitude for the efforts she has made on behalf of all parts of the university and its long tradition of shared governance.

Resolution #19-44
Approved by the Faculty Senate: April 23, 2019
Approved by the Chancellor: not applicable

The revised Use of University Property Regulation was returned to the Faculty Welfare Committee for further review.

Resolution #19-45
Approved by the Faculty Senate: April 23, 2019
Approved by the Chancellor: May 24, 2019

Curriculum and academic matters acted on during the Undergraduate Curriculum Committee’s March 14, 2019 meeting, including curricular actions within Interdisciplinary Programs, Colleges of Business, Allied Health Sciences, Engineering and Technology and Education and Departments of Kinesiology, Sociology, Political Science, English, Economics, Chemistry and Criminal Justice.

Resolution #19-46
Approved by the Faculty Senate: April 23, 2019
Approved by the Chancellor: June 14, 2019*

Revised Department of English (linked here is version submitted to Faculty Senate) Unit Code of Operations and Departmental Promotion, Tenure, and Advancement Guidelines. (*Requested edits made to unit code before final approval.)

Resolution #19-47
Approved by the Faculty Senate: April 23, 2019
Approved by the Chancellor: May 24, 2019

Revised School of Theatre and Dance Unit Code of Operations.
Resolution #19-48  
Approved by the Faculty Senate: April 23, 2019  
Approved by the Chancellor: May 24, 2019

Service-Learning Designation Course Application Evaluation Rubric, as follows:

Course Number & Name:  
Department:  
Lead Faculty:  
Approval Status:  
Points (Yes=2, No=0, Partially=1)

<table>
<thead>
<tr>
<th>Evident (Yes /No/ Partially)</th>
<th>Suggestions to strengthen course application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integration of service-learning with the course content and academic focus of the course is evident.</td>
<td></td>
</tr>
<tr>
<td>Includes definition of service-learning in the syllabus.</td>
<td></td>
</tr>
<tr>
<td>From the course application packet, the intent and processes for involving students in meeting identified community needs are clearly documented.</td>
<td></td>
</tr>
<tr>
<td>Community needs addressed by service-learning project are identified through collaboration with community partner.</td>
<td></td>
</tr>
<tr>
<td>Structured reflection opportunities for students are integrated into course requirements.</td>
<td></td>
</tr>
<tr>
<td>Evaluation of student performance is reflective of both demonstrated academic learning and service expectations.</td>
<td></td>
</tr>
<tr>
<td>Service-learning activities in the course are clearly described in the course application packet and course materials.</td>
<td></td>
</tr>
<tr>
<td>Community partners are clearly defined in the course application packet and course materials.</td>
<td></td>
</tr>
<tr>
<td>Instructor includes an opportunity for students to evaluate the service-learning experience. (Suggestions include evaluation of student perceptions of contribution of service-</td>
<td></td>
</tr>
</tbody>
</table>
Service-Learning (SL) Designation Course Process, as follows:

1. Faculty member goes to [http://www.ecu.edu/cs-studentaffairs/volunteer/faculty-course_designation.cfm](http://www.ecu.edu/cs-studentaffairs/volunteer/faculty-course_designation.cfm) and fills out the Service-Learning Course Designation Application through the online application system.

2. The associate director of the Center for Leadership and Civic Engagement (CLCE), gets notified of the submission and informs the chair of the Service-Learning Committee (SLC), who then requests that the full SLC view the submission directly through the online application system.

3. SL Designation Subcommittee (2-3 members of the SLC on rotation selected by the SLC chair) reviews proposal, fills out the evaluation rubric, and provides the following information to the SLC chair to be added to the agenda: course, SL or SL*, and the SL Designation Subcommittee’s recommendation.

4. SL Designation Subcommittee discusses satisfaction of the rubric with the full SLC. If the decision is that the applicant needs to make modifications, the SLC chair will notify the applicant and review the subsequent modifications. The SLC chair will then score the application in the online application system.

5. SLC votes to recommend approval of the proposal.

6. SLC secretary clearly notes the course title, number, SL or SL*, and committee decision in the meeting minutes.

7. SLC chair
   a. notifies the provost and the provost’s assistants that a course will be sent to the Faculty Senate for consideration.
   b. presents committee decisions to the Faculty Senate.

8. Faculty Senate votes on SL designation (via approval of the SLC’s minutes).

9. The Faculty Senate resolution is sent to the chancellor.

10. Chancellor approves or denies resolution.
11. Faculty Senate notifies SLC of resolution decisions.

12. SLC chair
   a. forwards resolution to Diane Coltraine (in the Office of the Registrar), who updates the course catalog with the approved resolutions,
   b. forwards resolution to the provost, and
   c. sends email notifying the faculty, course scheduler for the department, and the department chair that the course has been approved as either SL or SL* and reminds them to select SL as an attribute when scheduling each semester.

13. Provost sends letter of commendation to the faculty member, with copy to the college dean and department chair.

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Resolution #19-50
Approved by the Faculty Senate: April 23, 2019
Approved by the Chancellor: May 24, 2019

Revised Teaching Grants Committee Charge, as follows:

(Addition noted in red text.)

1. Name: Teaching Grants Committee

2. Membership:
   12 elected faculty members.
   Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty and one faculty senator selected by the Chair of the Faculty.

   The membership of the committee shall serve according to their disciplinary expertise. Ideally this would include six members from the College of Arts and Sciences, with at least two each from Humanities, Social Sciences, and the Sciences/Math, and six members from the Professional Schools and other academic units, with no more than one from each professional school.

   The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 7 elected members exclusive of ex-officio.

4. Committee Responsibilities:
   A. The committee recommends policies and procedures governing the grant application process, criteria for the awarding of grants, guidelines for the use of teaching grant funds, and procedures for annual reporting by grant recipients.
   B. The committee recommends teaching grant proposals to be funded, based on the merit of the proposals. 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. That member of the committee shall not be present when his or her proposal is being considered by the committee.
   C. The committee reviews and scores the summative reports submitted by teaching grant recipients. The summative report scores shall be used in evaluating new proposals.
submitted by past teaching grant recipients.

5. To Whom The Committee Reports:
The committee submits recommendations of proposals to be funded to the appropriate vice chancellor and reports the final list of funded proposals to the Faculty Senate. The committee makes recommendations concerning the policies and procedures governing teaching grant proposals to the Faculty Senate.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to make recommendations regarding the funding of teaching grant proposals.

8. Standard Meeting Time:
The committee does not have a standard meeting time.

Resolution #19-51
Approved by the Faculty Senate: April 23, 2019
Received by the Chancellor: May 24, 2019

Formal faculty advice on revised Regulation on Export Control Compliance

Following the Committee's review, there are no revisions being suggested.

Authority: Chancellor

History: December 3, 2007; last revised September 2014; revised and approved for placement in University Policy Manual January 2016; revised and submitted for approval June 2018

Related Policies: n/a

Additional References:
Customs Duties (CBP, ITC, ITA, ICE): 19 CFR 0-599
Export Administration Regulations (EAR): 15 CFR 730-774
Foreign Trade Regulations (Census): 15 CFR 30
International Traffic in Arms Regulations (ITAR): 22 CFR 120-130
Office of Foreign Assets Control Regulations (OFAC): 31 CFR 501-599
UNC General Administration Compliance Website

Contact: ECU Office of Export Controls and Customs (252) 744-2395

1. Introduction
1. Federal export control laws and regulations govern the shipment, transmission and transfer of certain items, technology, software and services from the United States (U.S.) to foreign persons and entities located outside the U.S., and also govern releases of technology and software source code to foreign nationals located in the U.S., known as “deemed exports.” Providing services to, facilitating transactions for, traveling to, and conducting activities with certain countries, entities, and individuals are also subject to these federal requirements. The laws and their associated regulations exist to support U.S. national security, foreign policy, and economic policy goals. Additionally, the importation of tangible items into the customs territory of the United States is subject to U.S. import procedures, including, but not limited to, accurate and timely declaration to regulatory authorities.

While certain published information and the results of “fundamental research,” as defined within the export control regulations, are not subject to export controls, many activities that individuals associated with the University undertake regularly at, or on behalf of, the University are subject to export control and import-related regulations. Examples include, but are not limited to, a sponsor’s or collaborator’s release of unpublished technology (information) or software to conduct research, including release to conduct “fundamental research,” the hiring of foreign faculty, staff, or students on campus in research laboratories, providing student instruction in U.S.-sanctioned countries or providing instruction via distance education to individuals ordinarily resident in U.S.-sanctioned countries, wherever located at the time of provision of services, entering into contractual agreements with non-U.S. entities, traveling internationally, collaborating with foreign entities or persons subject to U.S. sanctions or otherwise determined as restricted or prohibited, mailing documents other than basic admissions or contract-related documents internationally, shipping items, purchasing items or services, or transferring money internationally.

Failure to comply with these laws exposes both individuals and the University to severe criminal and civil penalties that include fines and imprisonment, as well as administrative sanctions, such as loss of research funding, and denial of export or import privileges.

2. Policy Statement
   2.1 East Carolina University requires that all individuals affiliated with the University, including, but not limited to, faculty, staff, contractors, Clinical Support Services (CSS) employees, post-doctoral scholars, students, volunteers, visiting scholars or other persons or entities using university facilities or funds, comply with the following:

   U.S export control laws and regulations, including, but not limited to:

   | Responsible U.S. | Regulating U.S. Authority | U.S. Regulation                  |
   | U.S. Department |                       |                                   |
   | Department of Commerce | Bureau of Industry and Security | Export Administration Regulations (EAR) |
   |                    | Bureau of the Census | Foreign Trade Regulations         |
   | Department of State | Directorate of Defense Trade Controls | International Traffic in Arms Regulations (ITAR) |
   | Department of Treasury | Office of Foreign Assets Control | Foreign Assets Control Regulations (FACR) |

   U.S import laws and regulations, including, but not limited to...
And this Policy and the University’s associated Export Controls and Customs Standard Operating Procedures (the “Export Controls and Customs SOPs”) adopted by the Empowered Official (see 4.1, 4.2 below).

2.2 Each individual shall review the “Export Controls and Customs SOPs” posted on the Office of Export Controls and Customs’ website and where the individual’s role is identified in the “Relevant Audience” or where activities in which the individual participates is identified in the “Relevant Activities” as listed within the section titled, “Scope” of the SOPs.

2.3 Individuals shall exercise reasonable care to follow the SOPs, shall disclose activities when and if solicited by the Office of Export Controls and Customs (the “OECC”) or other responsible institutional areas, and shall make reasonable efforts to comply with the SOPs.

2.4 Individuals shall take any required training as assigned by OECC, shall not willfully or negligently ignore the SOPs, and shall not knowingly take any action that violates export control or import laws and their associated regulations, this Policy, or the ECU Export Controls and Customs SOPs.

2.5 If individuals are uncertain about export control or import requirements, individuals shall submit inquiries to the OECC.

3. Enforcement and Administrative Actions

3.1 Violation of export control or import laws and their associated regulations, this Policy, or the Export Controls and Customs SOPs may result in disciplinary action, up to and including, the imposition of serious University-determined sanctions that may restrict an individual’s activities, dismissal from employment, or expulsion from the University in accordance with applicable University policies regarding the same.

3.2 Government-imposed civil and criminal penalties resulting from violations are separate and distinct from University administrative actions and may include monetary fines and imprisonment applicable to individuals, to University leaders, and to the University.

3.3 Reporting Violations. Individuals who have reason to suspect violations of this Policy shall contact the individual’s immediate supervisor in accordance with ECU Policy and applicable law. Individuals may contact the Director of Export Controls and Customs in lieu of, or in addition to, contacting an immediate supervisor.

4. Implementation

4.1 Empowered Official. The Director of the Office of Export Controls and Customs (“Director”) will serve as the Empowered Official, as defined in the International Traffic and Arms Regulations, 22 CFR 120.25, and is empowered to sign export license applications or other requests for approval on behalf of ECU, and correspond with relevant authorities, as the Director deems appropriate. The Director shall understand the provisions and requirements of the various export control statutes and regulations, and the criminal liability, civil liability and administrative penalties for violation of these statutes and regulations, including the Arms Export Control Act and the International Traffic in Arms Regulations, and has independent authority to:

4.1.1 Inquire into any aspect of a proposed export or temporary import by the University; and
4.1.2 Verify the legality of the transaction and the accuracy of the information to be submitted; and
4.1.3 Refuse to sign any license application or other request for approval without prejudice or other adverse recourse by the University.

4.2 **Export Controls and Customs SOPs.** The Director of the Office of Export Controls and Customs has overall responsibility for the University’s export and import compliance program. As such, the Director shall develop Export Controls and Customs SOPs required to establish and administer the University’s export and import compliance program in accordance with the applicable and related laws and regulations.

4.3 **Awareness and Training.** The Director of Export Controls and Customs shall promote this Policy and topic awareness to audiences the Director deems appropriate and shall make training available to relevant audiences.

4.4 **Annual Report.** The Director of Export Controls and Customs shall report annually to the Director’s immediate administrative leader by June 30 of each year on the state of the export and import compliance program at the University. This report may include, among other information, planned modifications to this Policy, the Export Controls and Customs SOPs, resource needs, and updates concerning material changes in the export control and import-related laws and their associated regulations, as well as their potential impact upon the University.

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Resolution #19-52
Approved by the Faculty Senate: April 23, 2019
Approved by the Chancellor: May 24, 2019

Curriculum and academic matters acted on during the Educational Policies and Planning Committee’s [April 12, 2019](#) meeting, including proposed New program: Accelerated Bachelor of Science in Economics/Master of Science in Quantitative Economics and Econometrics within the Department of Economics; Program revision/new academic home: MAEd in Reading and Literacy Education within the College of Education; New graduate certificate: Integrated Behavioral Health with Rural Youth within College of Education; New degree designation/program revision: MA to MS in Construction Management within Department of Construction Management; Graduate certificate revision: Lean Six-Sigma Black-Belt (LSSBB) within Department of Technology Systems; Program revision/reduction in hours: BS in Elementary Education (K-6) within Department of Elementary and Middle Grades Education; Program revision/reduction in hours: BS in Engineering within Department of Engineering; Graduate certificate title change: Sustainable Tourism and Hospitality Certificate to Sustainable Tourism Certificate within School of Hospitality Leadership; Program revision/reduction in hours: MA in International Studies within International Studies Program; Certificate discontinuation: International Teaching within International Studies Program; Program revision/reduction in hours: BS in Science Education within Department of Mathematics, Science and Instructional Technology Education; Graduate certificate revision: Family Nurse Practitioner within College of Nursing; Program revision/new concentration: MS in Biomedical Sciences within Office of Research and Graduate Studies; Doctoral program revision: PhD in Health Psychology within Department of Psychology; Certificate discontinuation: Community Health Center Administration within Department of Public Health; Doctoral program revision: DrPH in Public Health within Department of Public Health; Certificate discontinuation: Aquatic Therapy within Department of Recreation Science; Program revision/reduction in hours: BS in Physical Education within Department of Kinesiology; Graduate Certificate revision: Family Nurse Practitioner Certificate within Department of Advanced Nursing Practice and Education; Request to deliver online (2 concentrations): MS in Kinesiology within Department of Kinesiology; proposed New program: Accelerated Bachelor of Science in
Resolution #19-53
Approved by the Faculty Senate: April 23, 2019
Approved by the Chancellor: May 2, 2019

Recommendation that ECU adopt Canvas Learning Management System starting in Fall 2019 and that a timeline be developed to overlap with current Blackboard system and not extend archive access past Spring 2022. The Senate also endorsed the three additional recommendations for consideration, provided below:

1. To improve student communication and reduce confusion, we recommend that a syllabus be included within the course shell in all courses within the LMS, and that the syllabus be made available by the first day of class.
2. Research shows that consistent feedback is beneficial for learners. To that end, we recommend if grades are distributed in the course that the gradebook in the LMS be the one location a student visits to receive feedback on progress and performance.
3. To ensure everyone has the necessary base knowledge to be successful using Canvas, we recommend training be required prior to receiving access to the Canvas system. Training will be offered online, face to face, and individually.

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Executive Summary
ECU’s current Learning Management System (LMS), Blackboard Learn, supports over 18,000 course sections annually and is a critical tool in the teaching and learning environment. ECU has undertaken a review of our current and future LMS needs to determine next steps as our LMS hardware requires replacing in the next two years. The timing of this hardware replacement, combined with significant changes in the LMS market, makes this an opportune time to evaluate LMS options to determine which system will best meet ECU’s needs.

The Academic Technologies Advisory Committee (ATAC) was formed to help guide this process. The committee includes faculty from each of the colleges and several faculty from the Distance Education and Learning Technology (DELT) Committee, including the current committee chair.

The objectives of the ECU LMS Evaluation are:
2. Determine the instructional needs of faculty and students to guide the selection of ECU’s next Learning Management System. ECU requires a system that will continuously evolve and remain innovative.
3. Assess and analyze the options available and determine which option will best meet the needs of ECU.
4. Compile a final recommendation to be submitted to the DELT Committee, Faculty Senate, and Academic Affairs administration.

The ATAC engaged in several activities this academic year to understand the LMS landscape and market in higher education, reviewed feature sets available in LMS tools, and solicited feedback. The committee has determined that Canvas is the tool of choice that will provide significant...
improvements over our current Blackboard Learn system. These improvements and advantages include:

- the ability for the instructor and learner to teach and participate in the class on a mobile device,
- ease of use and intuitive interface,
- accessibility features,
- the ability to manage a large number of sections,
- a rich tool set to provide student feedback, including a full-featured video tool with auto transcribing close captioning, and
- improved course analytics and reporting.

In addition, Canvas has been adopted by eight other institutions across the UNC system and the NC Department of Public Instruction for online K-12 learning. This creates a foundation of knowledge across the system and one less learning hurdle for students. Also considered an advantage by the committee were the positive peer reviews on Canvas support and LMS migration.

Based on student feedback at the public forum and faculty discussion, the ATAC has three additional recommendations for consideration:

1. To improve student communication and reduce confusion, we recommend that a syllabus be included within the course shell in all courses within the LMS, and that the syllabus be made available by the first day of class.
2. Research shows that consistent feedback is beneficial for learners. To that end, we recommend if grades are distributed in the course that the gradebook in the LMS be the one location a student visits to receive feedback on progress and performance.
3. To ensure everyone has the necessary base knowledge to be successful using Canvas, we recommend training be required prior to receiving access to the Canvas system. Training will be offered online, face to face, and individually.

Based on the Academic Technologies Advisory Committee’s review and deliberations, the recommendation is that ECU adopt Canvas starting in the fall 2019. The committee recommends the development of a timeline that will overlap with our current Blackboard system and not extend archive access past spring 2022.

Throughout the evaluation process, faculty reinforced the idea that they are lifelong learners, and many faculty expressed excitement about the opportunity to explore new tools and develop new skills.

(Additional information on background, committee activities, course migration testing, vendor demonstrations, references, criteria and tool comparison, timeline for transition and survey results are available here.)

Resolution #19-54
Approved by the Faculty Senate: April 23, 2019
Approved by the Chancellor: May 24, 2019

Curriculum and academic matters acted on during the General Education and Instructional Effectiveness Committee’s April 15, 2019 meeting, including Global Diversity designation (GD) for MUSC 2207: The Enjoyment of Music; General Education Natural Science Credit (GE: SC) for EHST 2110: Introduction to Environmental Health Sciences; General Education Humanities Credit (GE: HU)
Resolution #19-55
Approved by the Faculty Senate: April 23, 2019
Approved by the Chancellor: May 24, 2019

Removal of General Education designation for the following 4000-level courses effective Spring 2020:

- Humanities: CLAS 4521 - Directed Readings in Classics in Translation; CLAS 4522 - Directed Readings in Classics in Translation; CLAS 4523 - Directed Readings in Classics in Translation; ENGL 4010 - Medieval Literature (WI; Prerequisite: ENGL 2201); ENGL 4020 - Chaucer (WI; Prerequisite: ENGL 2201); ENGL 4030 - Milton (WI; Prerequisite: ENGL 2201); ENGL 4040 - Literature of the New World to 1820 (WI; Prerequisite: ENGL 2201); ENGL 4050 - Prose and Poetry of the English Renaissance (WI; Prerequisite: ENGL 2201); ENGL 4100 - Seventeenth-Century Literature (WI; Prerequisite: ENGL 2201); ENGL 4120 - Eighteenth-Century Literature (WI; Prerequisite: ENGL 2201); ENGL 4150 - The Romantic Period (WI; Prerequisite: ENGL 2201); ENGL 4170 - Victorian Literature (WI; Prerequisite: ENGL 2201); ENGL 4200 - American Literature, 1820-1865 (WI; Prerequisite: ENGL 2201); ENGL 4230 - North Carolina Literature (WI; Prerequisite: ENGL 2201); ENGL 4250 - American Literature, 1865-1920 (WI; Prerequisite: ENGL 2201); ENGL 4300 - Recent British and American Writers (WI; Prerequisite: ENGL 2201); ENGL 4340 - Ethnic American Literature (WI; Prerequisite: ENGL 2201); ETHN 4000 - Seminar in Ethnic Studies (P – GRBK 2000); FILM 4910 - Survey of Film Styles and Movements (WI, P – FILM 2900); FILM 4920 - Cinematic Identities (WI, P – FILM 2900); GRBK 4000 - Seminar in the Great Books; GRBK 4999 - Thesis in the Great Books (WI, Capstone); Fine Arts - ARTH 4942 - Survey of Twentieth-Century Modern Art: 1950-2000 (WI); Social Science - GEOG 4315 - Geographic Images (formerly GEOG 3300); HIST 4531 - Directed Readings in History; HIST 4532 - Directed Readings in History; HIST 4533 - Directed Readings in History; HIST 4610 - History of Southeast Asia; SOCI 4500 - Work and Organizations (Prerequisite: SOCI 2110).

Resolution #19-56
Approved by the Faculty Senate: April 23, 2019
Approved by the Chancellor: May 24, 2019

Revised University Undergraduate Catalog, Academic Advisement, Progression and Support Services: Additional Requirements for Degrees, as follows:

(Additions are noted in red text and deletions in strikethrough.)

http://catalog.ecu.edu/content.php?catoid=14&navoid=1114#Additional_Requirements_for_all_Degrees

“Additional Requirements for Degrees

Cognate and Professional Course Requirements
Many baccalaureate programs have requirements in addition to course work in general education, in the major field, and in the minor field. These additional requirements may be labeled cognate courses or professional courses required for teacher certification. Cognates, minor courses, and courses used for the second major may be used to satisfy general education requirements, except where prohibited.

Domestic and Global Diversity Course Requirements

These requirements have two components: domestic diversity and global diversity. Domestic diversity addresses understanding diversity within the USA in the context of problems faced by members of specific groups. Global diversity addresses understanding diversity in other cultures in the context of globalization, today’s globalized world.

Undergraduate students are required to complete two three-hour diversity courses: one course with a domestic diversity focus and one with a global diversity focus. These courses can be chosen from courses that meet the general education requirements and/or the requirements for the major.

Courses that address diversity provide opportunities for students to learn about the beliefs, values and achievements of people other than those of their own age, ethnicity, culture, national origin, ability, religion, sexual orientation, and gender identity. These courses also provide opportunities to examine problems that may arise from such differences, and opportunities to learn how to deal constructively with these issues.

Requests for diversity credit for a course are evaluated by the General Education and Instructional Effectiveness Committee and approved by the Faculty Senate and the Chancellor. For a course to receive domestic diversity credit or global diversity credit, it must address either the generic domestic or global diversity student learning outcomes goals stated below.

A study abroad course receives global diversity credit without the need for approval by the General Education and Instructional Effectiveness Committee, the Faculty Senate and the Chancellor provided that the course earns 3 or more credit hours, and the course requires students to be in one or more countries other than the United States for a total of at least fourteen days.

The global diversity credit for a study abroad course that does not require students to be in one or more countries other than the United States for a total of at least fourteen days to receive global diversity credit, the credit must be approved by the General Education and Instructional Effectiveness Committee, by the Faculty Senate and the Chancellor.

A course that transfers to ECU as equivalent to an ECU course that carries is approved for diversity credit receives diversity credit. Transfer courses that are not equivalent to existing ECU diversity courses may be approved for diversity credit by the General Education and Instructional Effectiveness Committee.

Student Learning Outcomes Goals

1. Domestic Diversity

   a. Students understand problems that arise in the USA from differences in age, ethnicity, culture, national origin, ability, religion, sexual orientation, and gender identity in the context of their historical and contemporary causes and effects, including attempts to resolve these problems.
b. Students demonstrate the ability to use critical thinking skills to evaluate from different perspectives domestic problems arising from differences in age, ethnicity, culture, national origin, ability, religion, sexual orientation, and gender identity.

a. Students can describe how specific disciplinary or interdisciplinary scholarship addresses domestic diversity in their area of study.

b. Students can explain how to apply specific disciplinary or interdisciplinary scholarship to domestic diversity issues in their area of study.

2. Global Diversity

a. Students understand how cultural beliefs and values shape people’s perceptions and impact global decisions and actions.

b. Students apply critical thinking skills to evaluate global issues and events from multiple perspectives.

a. Students can describe how specific disciplinary or interdisciplinary scholarship addresses global diversity in their area of study.

b. Students can explain how to apply specific disciplinary or interdisciplinary scholarship to global diversity issues in their area of study.

Courses that Carry Diversity (DD, GD) Credit

A list of courses that have been awarded the domestic and global diversity designations can be viewed by going to the course section of this catalog.

Diversity Competency Area Credit Hour Requirements

The diversity requirement is 6 semester hours as follows:

1. Domestic Diversity (DD) - 3 semester hours at any level (1000-4000)
2. Global Diversity (GD) - 3 semester hours at any level (1000-4000)"

Resolution #19-57
Approved by the Faculty Senate: April 23, 2019
Approved by the Chancellor: May 24, 2019

Revised ECU Faculty Manual, Part X, Section I. Personnel Action Dossier, Attachment 1, Cumulative Report for Reappointment, Promotion and Tenure, subsection B., as follows:

(Additions are noted in red text and deletions in strikethrough.)

B. Teaching (Didactic and Clinical) and Advising [narrative or bulleted list and relevant date(s)]

1. Teaching experience
   a. Chronological list of all courses taught including year, semester, section, and enrollments.
   b. Chronological list of all peer reviews including year, semester, and reviewer name.
42. Noteworthy accomplishments and practices in teaching
43. Noteworthy accomplishments and practices in advising and retention
44. Extraordinary duties assigned or elected in advising
45. Direction of student research and performances:
   a. List undergraduate students and projects.
   b. List graduate students and projects.
   c. List memberships in graduate student’s thesis/dissertation committees
5. Summary of teaching evaluations (student opinion of instruction survey results, peer reviews, and any additional supporting information)
6. Grants (listed by year in reverse chronological order) in support of teaching and advising. Provide a list of all grants applied for, listing for each the source, amount requested, title, and co-investigators. Designate status: awarded (including amount awarded if different from request), pending, rejected.
   a. Grants/proposals through Office of Sponsored Programs
   b. Grants/proposals through the Division of Institutional Advancement
   c. University Grants
   d. Reports to granting agencies: list agency(ies)
7. Medical Education:
   a. Undergraduate medical student teaching, including didactic lectures, clinical teaching, conferences, laboratories, student advising, and student preceptorships.
   b. Postgraduate medical teaching including clinical teaching and continuing medical education.
   c. Curriculum development in medical education.

Note: Evidence of Teaching Effectiveness shall be included in Section D, Supporting Materials, to include:
   a. (Required) Reports from university approved student evaluations. Data should not be condensed or summarized, but included as it appears in the original survey reports. Student comments may be included at the discretion of the candidate but are not required. If student comments for a class are included, all comments from the original survey report for that class must be included.
   b. (Required) Reports from all peer reviews of instruction.
   c. (Optional) Instructional materials or other evidence of pedagogical innovation or impact (see Faculty Manual, Part VIII, Section I, Subsection III.).
I. Introduction
Faculty are encouraged to engage in appropriate relationships with public and private agencies outside of the University in their scholarly, teaching and service contributions. In doing so, there is a need for commonly understood principles and corresponding procedures that identify, address, and manage potential conflicts that would detract from or interfere with an employee's dedication of unbiased primary professional loyalty, time, and energy to the University’s mission.
All members of the University community are expected to avoid conflicts of interest and conflicts of commitment that have the potential to directly and significantly affect the University's interests or compromise objectivity in carrying out University Employment Responsibilities, including research, service, and teaching activities and administrative duties, or otherwise compromise performance of University responsibilities. All activities that raise the issue of such conflicts must be disclosed, reviewed, and appropriately managed in accordance with the provisions of ECU REG01.15.03 Regulation on Conflicts of Interest, Commitment, and External Professional Activities for Pay (http://www.ecu.edu/prr/01/15/03). REG01.15.03 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 Conflict of Interest Officer within ECU's Office of Research Compliance.

II. Conflict of Interest
Conflict of Interest (COI) relates to situations in which financial or other personal considerations, circumstances, or relationships may compromise, have the potential to compromise, or have the appearance of compromising an individual’s objectivity in fulfilling their university duties or responsibilities, including research, service and teaching activities, and administrative duties.

III. Conflict of Commitment
A Conflict of Commitment (COC) relates to an individual's distribution of time and effort between obligations to University employment and participation in other activities outside of University employment. The latter may include such generally encouraged extensions of professional expertise as professional consulting (i.e. External Professional Activities for Pay). Such activities promote professional development and enrich the individual's contributions to the institution, profession, and society; however, a conflict of commitment occurs when their pursuit involves an inordinate investment of time or is conducted at a time that interferes with the employee’s fulfillment of University Employment Responsibilities.

IV. Categories and Examples of Potential Conflicts
Activities that may involve financial conflicts of interest can be categorized under four general headings: (1) activities that are allowable and are disclosed; (2) activities requiring disclosure for further administrative review and analysis; (3) activities or relationships that are generally not allowable or permitted unless an approved Conflict of Interest Management Plan is in place; and (4) activities that are not allowable under any circumstances.

270
A full explanation of each of these categories is provided in regulation ECU REG01.15.03 on Conflicts of Interest, Commitment, and External Professional Activities for Pay.

Faculty have an obligation to become familiar with, and abide by, the provisions of the university’s COI/COC Regulation. At a minimum, all are required to receive COI/COC training and complete a disclosure annually. Certain situations or activities may precipitate the need to submit or update a disclosure more frequently. If any question of a COI/COC arises, faculty should discuss the situation with the University’s Conflict of Interest Officer and are encouraged to make a formal disclosure to the University.

V. Conflict and Commitment Procedures
The institutional COI Officer reviews the disclosures, categorizes the activity, and when required, works with the faculty member and Conflict of Interest Committee to implement a COI management plan. All questions on allowable activities, potential COIs, disclosures, and management plans should be directed to the University’s COI Officer.

VI. Enforcement
Faculty and all employees 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. Violations may include, but are not limited to: (a) failure to properly disclose personal or financial interests as required, failure or refusal to respond to requests for additional information, providing incomplete, misleading, or inaccurate information; (b) failure to comply with a prescribed management or monitoring plan; or (c) engaging in an external activity for pay without receiving prior approval. Possible sanctions for such violations can range from administrative intervention to termination of employment in accordance with applicable University policies, including the Faculty Manual (Part IX, Section I, VI). (FS Resolution #10-36, March 2010)

VII. Political Candidacy and Holding Public Office
The Board of Governors has established rules for monitoring and regulating the involvement of University employees in political candidacy and office holding that could interfere with full-time commitment to University duties. Faculty seeking to hold or are holding public office should refer to UNC Policy Manual, 300.5.1 for specific policy details."

Resolution #19-59
Approved by the Faculty Senate: April 23, 2019
Approved by the Chancellor: not applicable

Proposed addition to the University Undergraduate Catalog, Academic Regulations: Attendance and Participation relating to student visitors to class with neither prior notice nor permission was returned to the Admission and Retention Policies Committee for further review.
Resolution #19-60
Approved by the Faculty Senate: April 23, 2019
Approved by the Chancellor: May 24, 2019

Proposed revisions to the University Undergraduate Catalog, Academic Advisement, Progression and Support Services: Graduation Requirements, Degrees with Distinction, as follows:

(Additions are noted in red text and deletions in strikethrough.)

“Degrees with Distinction

Based on all work attempted at all higher education institutions completed at all regionally accredited United States colleges and universities throughout the students’ academic career and without regard to institutional practices which substitute or “forgive” grades, three levels of distinction are granted to graduating undergraduates as follows:

1. Summa Cum Laude for a cumulative average of 3.90 and above
2. Magna Cum Laude for a cumulative average of equal to or greater than 3.60 and less than 3.90
3. Cum Laude for a cumulative average of equal to or greater than 3.50 and less than 3.60

Note: International credit earned from institutions located outside of the United States is not included in the calculation of cumulative average for awarding degrees with distinction.”

Resolution #19-61
Approved by the Faculty Senate: April 23, 2019
Approved by the Chancellor: May 24, 2019

Curriculum and academic matters acted on during the Writing Across the Curriculum Committee’s April 8, 2019 meeting, including writing intensive (WI) course designation for MLSC 3001: Training Management and MLSC 3002: Applied Leadership and minor corrections/requests provided for HIST, MATH, MULT, PHIL, PHYS, POLI, PSYC, SOCI.

Resolution #19-62
Approved by the Faculty Senate: April 23, 2019
Approved by the Chancellor: May 24, 2019

Summer 2019 thru Spring 2020 Processing Dates, as follows:

<table>
<thead>
<tr>
<th>Summer Session 2019</th>
<th>First Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, Monday</td>
<td>Last day to apply for graduation for Summer</td>
</tr>
<tr>
<td>May 5, Sunday</td>
<td>Graduate School application deadline for Summer 1 (please check specific programs for their deadline)</td>
</tr>
<tr>
<td>May 8, Wednesday</td>
<td>Last day to pay without a processing fee by 5:00 p.m.</td>
</tr>
<tr>
<td>May 8, Wednesday</td>
<td>First schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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</tr>
<tr>
<td>May 14, Tuesday</td>
<td>Second schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>July 12, Friday</td>
<td>Last day to submit a thesis or dissertation for Summer graduation</td>
</tr>
</tbody>
</table>

**Summer Session 2019**

**Second Term**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>April 1, Monday</td>
<td>Last day to apply for graduation for Summer</td>
</tr>
<tr>
<td>June 15, Saturday</td>
<td>Graduate School application deadline for Summer 2 (please check specific programs for their deadline)</td>
</tr>
<tr>
<td>June 17, Monday</td>
<td>Last day to pay without a processing fee by 5:00 p.m.</td>
</tr>
<tr>
<td>June 17, Monday</td>
<td>First schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>June 21, Tuesday</td>
<td>Second schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>July 12, Friday</td>
<td>Last day to submit a thesis or dissertation for Summer graduation</td>
</tr>
</tbody>
</table>

**Summer Session 2019**

**11-Week Summer Session**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>April 1, Monday</td>
<td>Last day to apply for graduation for Summer</td>
</tr>
<tr>
<td>May 5, Sunday</td>
<td>Graduate School application deadline for 11-Week Summer (please check specific programs for their deadline)</td>
</tr>
<tr>
<td>May 8, Wednesday</td>
<td>Last day to pay without a processing fee by 5:00 p.m.</td>
</tr>
<tr>
<td>May 8, Wednesday</td>
<td>First schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>May 14, Tuesday</td>
<td>Second schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>July 12, Friday</td>
<td>Last day to submit a thesis or dissertation for Summer graduation</td>
</tr>
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</table>

**Fall Semester 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 7, Wednesday</td>
<td>Last day to pay without a processing fee by 5:00 p.m.</td>
</tr>
<tr>
<td>August 7, Wednesday</td>
<td>First schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>August 15, Thursday</td>
<td>Graduate School application deadline for Fall (please check specific programs for their deadline)</td>
</tr>
<tr>
<td>August 27, Tuesday</td>
<td>Second schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>September 16, Monday</td>
<td>Last day to apply for graduation for Fall semester</td>
</tr>
<tr>
<td>November 25, Monday</td>
<td>Last day to submit a thesis or dissertation for Fall graduation</td>
</tr>
</tbody>
</table>

**Spring Semester 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>December 16, Monday</td>
<td>Last day to pay without a processing fee by 5:00 p.m.</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>December 16, Monday</td>
<td>First schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>December 20, Friday</td>
<td>Graduate School application deadline for Spring (please check specific programs for their deadline)</td>
</tr>
<tr>
<td>January 22, Wednesday</td>
<td>Second schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>February 1, Monday</td>
<td>Last day to apply for graduation for Spring semester</td>
</tr>
<tr>
<td>April 23, Thursday</td>
<td>Last day to submit a thesis or dissertation for Spring graduation</td>
</tr>
</tbody>
</table>

Please check Undergraduate Admissions for application deadlines, [www.ecu.edu/admissions](http://www.ecu.edu/admissions).

Please check Graduate Admissions for program specific application deadlines, [http://www.ecu.edu/cs-acad/gradschool/Find-Your-Gra</doc>uate-Program.cfm](http://www.ecu.edu/cs-acad/gradschool/Find-Your-Gra</doc>uate-Program.cfm).

Resolution #19-63
Approved by the Faculty Senate: April 23, 2019
Approved by the Chancellor: not applicable

ECU Chapter of the American Association of University Professors (AAUP) Resolution on the Status of Fixed-Term Faculty was forwarded to the Faculty Welfare Committee for collaboration with the ECU Chapter to iron out details of the resolution before presenting a revised version to the Faculty Senate.

Resolution #19-64
Approved by the Faculty Senate: September 10, 2019
Approved by the Chancellor: September 27, 2019

Revised [Health Sciences Library Unit Code of Operations](http://www.ecu.edu) and Department Promotion, Tenure, and Advancement Guidelines.

Resolution #19-65
Approved by the Faculty Senate: September 10, 2019
Approved by the Chancellor: not applicable

On July 17, 2019, The Trump/Pence 2020 campaign hosted a re-election rally in Minges Coliseum, located on the campus of East Carolina University. The Greenville rally was marked by the emergence of a racist chant from the crowd, in reference to Congresswoman Ilhan Omar. This racist chant received widespread media coverage both nationally and internationally, which frequently equated the crowd inside the rally with East Carolina University as an institution.

Whereas, ECU’s policy on Non Discrimination states that it is against the policies of East Carolina University to create a hostile environment for an individual or group because of the individual's age, color, creed, disability, gender, genetic information, national origin, political affiliation, race/ethnicity, religion, sexual orientation, or veteran’s status (FM, Part XII.II); and
Whereas, this chant is a direct contradiction of the university’s stated policy on Non Discrimination; and
Whereas, this rally occurred on ECU’s campus; and
Whereas, the content of this chant has made some faculty, staff, and students of ECU feel unsafe and unwelcome.

Therefore Be It Resolved, that:

1. The ECU faculty formally decries/condemns this hate speech at the event.
2. The ECU faculty condemns all acts and language that are prejudicial against individuals and groups based upon age, color, creed, disability, gender, genetic information, national origin, political affiliation, race/ethnicity, religion, sexual orientation, gender expression, or veteran’s status.
3. The ECU faculty reconfirms its commitment to diversity and inclusion.

Resolution #19-66
Approved by the Faculty Senate: October 15, 2019
Approved by the Chancellor: November 18, 2019

Approval of the Fall 2019 Graduation Roster, including Honors College Graduates.

Resolution #19-67
Approved by the Faculty Senate: October 15, 2019
Received by the Chancellor: November 18, 2019

Curriculum and academic matters acted on and recorded in the Graduate Council’s meeting minutes of September 30, 2019, including programmatic action item (GC 19-5), which was forwarded to the Educational Policies and Planning Committee (EPPC), included a Request to Establish a Doctor of Occupational Therapy program in the Department of Occupational Therapy within the College of Allied Health Sciences and policy action item (GC 19-6) included a revision to the Graduate Catalog “Continuous Enrollment” policy to allow graduate students who complete their degree requirements prior to the 1st day of classes of the following term to graduate during the term that was intended were approved by the Faculty Senate as formal faculty advice to the Chancellor.

Resolution #19-68
Approved by the Faculty Senate: October 15, 2019
Approved by the Chancellor: November 18, 2019

Guidelines for Evaluation of Faculty Scholarly Communication Record, as follows:

Purpose
These guidelines are intended primarily to aid evaluators looking at faculty scholarly productivity. Examples of situations when these guidelines may be helpful include the annual review process, the promotion and tenure process, etc. This information may also help faculty authors identify reputable publishers when considering where to submit scholarly work.

Rationale
In recent years, the number and character of scholarly journals and similar publications in which faculty present their work has expanded considerably. For authors, this expansion clearly provides opportunity to share their work with a specific, knowledgeable audience. This rapid growth in the number of journals also leads to potential publishing pitfalls for authors.

One particularly problematic area is the increased number of predatory or fake journals that publish content with little or no peer review so long as authors are willing to pay a fee. These publishers commonly draw in authors with promises of rapid publication, inflated impact factors, and other deceptive practices. Enticements like these can be very appealing to authors who feel constantly pressured to demonstrate their productivity for annual reporting, the tenure and promotion process, and other evaluations.

In some cases, recognizing a predatory journal is relatively simple. In many other cases, the boundary between predatory and legitimate publishers is less clear. With the ongoing rapid growth of publications, even authors with considerable experience in a given field may have trouble evaluating the legitimacy of some journals. This complexity and uncertainty affects both scholarly authors and those tasked to evaluate their efforts.

Each unit at ECU must abide by its unit code, which discusses evaluation of scholarship. Consequently, an overarching University-wide policy would likely be difficult or even impossible to develop. However, some cross-disciplinary, widely applicable best practices for evaluation of scholarship do exist. This document is an attempt to bring some of these best practices and pertinent resources to the attention of interested authors and evaluators.

Guidelines
Among the most important points to keep in mind about predatory journals (and book publishers) is that publication fees (also known as subventions) are not the same as being predatory. While all predatory publishers require subvention for publication, not all subvention is predatory. Publishing in emerging areas of study may mean smaller audiences, requiring some assistance in publication. Similarly, subvention is one model being used to help pay for open-access academic, peer-reviewed publication. Instead, most of the same criteria used to evaluate publication in more traditional venues should be used—peer review, acceptance rates, scholarly impact, etc.

Anyone considering these matters is very strongly encouraged to consult with ECU librarians, as they may have already investigated a specific journal or publisher. They have also compiled resources to assist with journal and publisher evaluation (e.g. see the Resources section below).

For authors:
To be effective teachers and scholars, all faculty must strive to stay abreast both of developments in subject matter in their discipline, and how those developments are communicated. Responsibility for publishing in reputable journals lies primarily with the authors. When considering where to submit material for publication, authors should consult with librarians, colleagues, mentors, and other professionals to determine best journals for submission.

For evaluators:
Responsibility for evaluation of faculty scholarship starts with the unit. The most critical and detailed review of scholarship is likely to occur within the unit, where other faculty are most likely to be familiar with the reviewee’s subject matter. Within each unit, the Personnel Committee and Unit Head should strive to stay abreast of developments in their discipline.
This responsibility does not rest solely with the Personnel Committee and Unit Head – all faculty need to be involved in the evaluation process and assist with mentoring of new faculty.

For educators:
Discussion of these matters should be incorporated into student education. As both readers and authors of scholarly materials, it is recommended that students be exposed to and understand the need for critical evaluation of publication venues.

Resources
The ECU Libraries website provides a range of helpful resources that can be used by both authors and evaluators. These include:

- Journal Selection and Evaluation [http://libguides.ecu.edu/journalpub](http://libguides.ecu.edu/journalpub)
- Evaluating Publishers [http://libguides.ecu.edu/journalpub/evals](http://libguides.ecu.edu/journalpub/evals)
- Recorded Office of Faculty Excellence session on Evaluating Open Access Publishers [https://mediasite.ecu.edu/MS/Play/530fc9855a08427293d1852fd8d2e1b61d?catalog=410910e4606e42818502e112fba717fe21](https://mediasite.ecu.edu/MS/Play/530fc9855a08427293d1852fd8d2e1b61d?catalog=410910e4606e42818502e112fba717fe21)

Additionally, a growing body of peer-reviewed literature exists on the subject of predatory journals, open-access publishing, and related issues\(^2\),\(^3\).

References

Resolution #19-69
Approved by the Faculty Senate: October 15, 2019
Approved by the Chancellor: March 24, 2021
Approved by the Board of Trustees: April 23, 2021
Approved by the UNC System Office: April 23, 2021

Original revisions were previously submitted as part of Resolution #19-10.

Proposed Additional Revisions to the *ECU Faculty Manual*, Part XII. Faculty Appellate Provisions, Section I. General Appellate Procedures and Reviews of Non-Reappointment, Non-Conferral of Tenure at the End of the Probationary Period, Discharge or Imposition of Serious Sanctions, and Termination Based on Institutional Considerations, as follows:

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

Contents
I. General Provisions on Faculty Appeals
II. Review of Non-Reappointment or Non-Conferral of Tenure at the Completion of a Probationary Term
III. Due Process Before Discharge or the Imposition of Serious Sanctions
IV. Appeals of Termination of Faculty Employment Based upon Institutional Considerations

SECTION I.I, General Provisions on Faculty Appeals

CONTENTS
I. Constituting an Appeal Panel
II. Descriptions of Grievants and Respondents
III. Annual Reports
IV. Jurisdiction of the Board of Governors

I. Constituting an Appeal Panel
A. The Faculty Appellate Committee, established through the Bylaws (Faculty Manual, Part II, Section II) of the ECU Faculty Senate, shall serve as a pool for populating appeals panels for the four appellate processes covered by provisions of Part XII of this Faculty Manual. These are:
   1) Hearing Panel (Section I.II),
   2) Due Process Panel (Section I.III),
   3) Reconsideration Panel (Section I.IV)
   4) Grievance Panel (Section II.I)

Because hearings in matters of non-reappointment or conferral of permanent tenure can present complex and difficult questions of fact, policy, and law, and because of the central role of the panel in gathering and preserving the evidence upon which most subsequent decisions related to the matter will be based, it is important for the chancellor to ensure that Faculty Appellate Committee members, as well as relevant administrators and aggrieved faculty members, are appropriately trained in accordance with guidelines and procedures jointly established by the faculty officers and chancellor.

B. At its initial organizational meeting each year, the Faculty Appellate Committee will elect a steering committee of four individuals, each responsible for taking the lead in processing requests for hearings before one of the four respective types of appellate panels. These individuals will be designated as the “appellate chair” for grievances in their respective areas. Once constituted, the steering committee will elect a Chair and Secretary.

C. To determine panelists for appellate hearings, at the beginning of each academic year, the steering committee will develop a rank order for all members of the Faculty Appellate Committee by random lottery. Individuals will be asked to serve on panels in order of lottery rank, except when disqualified because of a conflict of interest or skipped over based on inappropriate rank for the process in question. Conflicts of interest include, but are not limited to, those cases in which Appellate Committee members are from either the grievant’s or respondent’s relevant department, unit, college, or school, or with whom either the grievant or respondent has had an amorous relationship, or is related by blood, law, or marriage (as defined in UNC Policy Manual 300.4.2 and 300.4.2.1[G]). Individuals will not be asked to serve on a second panel until all eligible Appellate Committee members have already served, unless otherwise ruled out by conflicts of interest, at which time the steering committee will return to the top of the ranked list and proceed through the Appellate Committee membership again in the same order.

D. A request for an appeal panel is directed to the chair of the Appellate Steering Committee. The steering committee will determine the appropriate appellate process to be followed and the steering committee member responsible for that process (appellate chair for that area) will take the lead in further actions on that appeal request. The specified appellate chair will assemble a panel of five regular members and one alternate based on the rank order of Appellate Committee members.
Once established, the panel will elect a chair and secretary, and follow the appropriate provisions, detailed below, for the specific type of appeal filed.

E. Notwithstanding anything in this document, the chancellor may extend any deadline for a reasonable amount of time in the best interests of the university. The chancellor will promptly inform grievants, respondent(s), the panel, the Chair of the Faculty and the vice chancellor with supervisory authority of the timing and basis of a deadline extension.

II. Descriptions of Grievants and Respondent(s)
A. A grievant is any faculty member or members who seek(s) the remedies afforded by the provisions of Part XII of the Faculty Manual. Grievants must be current faculty members of East Carolina University. If a faculty member’s employment ends voluntarily during the grievance process, prior to the end of employment the grievant may request the chancellor to allow the grievance to continue. Copies of such a request must be provided to the appellate chair. The chancellor should respond to such a request, with a copy to the appellate chair, within 30 calendar days.

B. A respondent is the person or persons identified by a grievant as the individual(s) whose action is the object of the grievance and may include the person(s) who requested the action that is the object of the grievance. “Respondent” may be used in the singular form, even where it stands for more than one person. Named respondents must be current employees of East Carolina University. If a named respondent is a former administrator and, therefore no longer in a position to provide a remedy regarding grieved issues, the person who presently occupies the administrative position will be considered as a substitute respondent for that purpose. If still an ECU employee, the former administrator may remain as a respondent or be called as a witness as determined by the Panel. An individual or a departmental/unit committee and/or its chairperson may be named as a respondent.

III. Annual Reports
Annually, the Appellate Committee will write a report specifying the number of each type of appeal, the outcomes, and the duration of the process, as well as any other concerns that occur to the committee. The report will be submitted to the Faculty Governance Committee for review.

IV. Jurisdiction of the Board of Governors
It is the Board of Governors expectation that campus matters will be addressed appropriately at the constituent institution. Therefore, the board will not hear appeals of decisions that have been addressed through the appellate provisions of the ECU Faculty Manual. Under extraordinary circumstances, as solely determined by the Board of Governors, the Board may exercise its discretion to review any matter that has not first been brought to the attention of the designated institutional administrator, chancellor, or president for appropriate review and handling. The Board of Governors may in its sole discretion conduct hearings, whether before the full board or a designated standing or special committee of the board. Such hearings shall be limited to matters as the Board of Governors deems appropriate. All appeals addressed to or requests for hearings by the Board of Governors, from whatever source, shall be transmitted through the president.

SECTION I.II, Review of Non-Reappointment or Non-Conferral of Tenure at the Completion of a Probationary Term.

CONTENTS
I. Deadlines for Review
II. Request for a Hearing Panel
III. Procedures for the Hearing
IV. Procedures After the Hearing

I. Deadlines for Review
Failure to submit the review documents specified in this section within the time periods allotted constitutes a waiver of the right to have the decision reviewed by ECU faculty committees, institutional authorities, or the UNC Board of Governors; 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 appellate chair for grievances covered by Part XII, Section I.II. The Appellate Steering Committee shall decide on an extension within 10 calendar days of receiving a request. The committee will endeavor to complete the review within the time limits specified except under unusual circumstances such as when the time period includes official university breaks and holidays and when, despite reasonable efforts, the steering committee cannot be assembled.

II. Request for a Hearing Panel
Within 25 calendar days of receiving written notice from the vice chancellor of non-reappointment or non-conferral of permanent tenure, a faculty member (hereafter, the complainant) may request a review of the decision before a Hearing Panel.

1. The Hearing Panel
   The Hearing Panel (hereafter, “the panel”) shall be composed of five members and one alternate each of whom is a full-time, permanently tenured voting faculty member without administrative appointment (as per Part IX, Section IV). The alternate shall attend all sessions of the hearing and replace a regular member should that member be unable to attend the entire hearing. Members shall be chosen in accordance with the procedures for election of the Appellate Committee specified in the Bylaws of the East Carolina University Faculty Senate and provisions for appointment of appellate panels specified in Part XII, Section I.I. Upon organization, the members of the Hearing Panel shall elect a chair and secretary. Should either officer be absent at the beginning of a hearing, the panel members shall elect an alternate for the purposes of the hearing. A quorum for the panel shall be the five members or four members and the alternate.

   When the panel is convened to consider any matter associated with a complainant's request for a hearing, those Appellate Committee members who (i) hold an appointment in the complainant's academic unit, (ii) might reasonably expect to be called as witnesses, (iii) might reasonably expect to be asked to serve as an advisor (see subsection III.2, Conduct of the Hearing) to any party of the hearing, or (iv) may have any other conflict of interest should be disqualified from participation on a panel related to the 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 [hereafter, the respondent(s)] are permitted to challenge panel members for just cause. The other members of the panel, in consultation with the Appellate Steering Committee, will decide on any potential disqualifications if a panel member is challenged but wishes to remain.

   When membership of the panel falls below the specified five members and one alternate, the appellate chair will select additional members of the Appellate Committee to the panel as specified in Part XII, Section I.I of the Faculty Manual.

   The panel may at any time consult with an attorney in the office of the University Attorney. The consulting attorney should not have present or prior substantive involvement in the
matter that gave rise to the hearing, nor advise the University administrator(s) substantively regarding the panel’s recommendation(s) during the review process.

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 Chapter 101.1, Section 604B of The Code of The University of North Carolina; (b) the decision was attended by a material procedural irregularity such that doubt is cast on the integrity of the decision not to reappoint. In addition, the University Equal Employment Opportunity policy prohibits employment discrimination based on sexual orientation.

Chapter 101.1, Section 604B of The Code of The University of North Carolina states: “In no event shall a decision not to reappoint a faculty member be based upon (a) the exercise by the faculty member of rights guaranteed by the First Amendment to the United States Constitution, or by Article I of the North Carolina Constitution, or (b) any of the protected statuses included in Section 103 of The Code, or other forms of discrimination prohibited under policies adopted by campus Boards of Trustees, or (c) personal malice. For purposes of this section, the term “personal malice” means dislike, animosity, ill-will, or hatred based on personal characteristics, traits or circumstances of an individual. See Policy 101.3.1 II.B. for details.”

Personnel decisions based on negative reactions to an employee’s anatomical features, marital status or social acquaintances are intrinsically suspect. If reappointment is withheld because of personal characteristics that cannot be shown to impinge on job performance, a wrong likely has been committed. On the other hand, if personal characteristics can be shown to impede a faculty member’s capacity to relate constructively to his or her peers, in a necessarily collegial environment, withholding advancement may be warranted. For example, the undisputed record of evidence might establish that the responsible department chair declined to recommend a probationary faculty member for reappointment with tenure because of the faculty member’s ‘unpleasant personality and negative attitude’. Disposition of such a case requires a determination of whether the personality and attitude impeded the faculty member’s job performance. While the terms ‘ill-will’, ‘dislike’, ‘hatred’ and ‘malevolence’ may connote different degrees of antipathy, such distinctions make no difference in applying the fundamental rationale of the prohibition. Any significant degree of negative feeling toward a candidate based on irrelevant personal factors, regardless of the intensity of that feeling, is an improper basis for making decisions.” (UNC Policy Manual Policy 101.3.1 II.B)

"Material procedural irregularity" means a departure from prescribed procedures governing reappointment and conferral of permanent tenure that is of such significance as to cast reasonable doubt upon the integrity of the original decision not to reappoint or not to confer permanent tenure. Whether a procedural irregularity occurred, and whether it is material, shall be determined by reference to those procedures that were in effect when the initial decision not to reappoint or not to confer permanent tenure was made and communicated. The Hearing Panel 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)

The complainant's request for a hearing must specifically identify and enumerate all reasons for the request. The request must include the following: a) a description that is as complete as possible of the actions or the failures to act that support each specified
contention; b) identification of the respondent(s); c) an enumeration and description of the information or documents that 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) 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, and f) a copy of the vice chancellor’s notice of non-reappointment or non-conferral of permanent tenure. The complainant's request for a hearing shall be made to the appropriate appellate chair and delivered to the Faculty Senate office by a method that provides delivery verification and is consistent with UNC Policy 101.3.3. The Faculty Senate Office will promptly notify the appropriate vice chancellor.

III. Procedures for the Hearing.

1. Time and Date of Hearing
   After the membership of a Hearing Panel is determined by the Appellate Steering Committee, the panel chair shall provide a complete copy of the request for a hearing to the individuals named in the request for a hearing. The panel shall set the time, date, and place for the hearing. The date for the hearing must be within 42 calendar days after receiving the request, except under unusual circumstances such as when a hearing request is received during official university breaks and holidays and despite reasonable efforts a panel cannot be assembled. Once determined, the panel chair shall notify the complainant, the respondent(s), the chair of the faculty, and the chancellor, of the time, date, and place of the hearing. At least 21 calendar days before the hearing, the complainant shall notify the panel, the respondent(s), 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). Within 14 calendar days before the hearing, the complainant and respondent(s) will submit documents and a list of witnesses to be used in the hearing along with a brief statement of the relevance of each witness.

2. Conduct of the Hearing
   The panel chair is responsible for conducting the hearing and maintaining order. 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 panel members and alternate, the complainant, one person who may advise the complainant, the respondent(s), and one person who may advise the respondent(s). If there is more than one respondent, the respondents will designate a spokesperson for the hearing. The persons advising the complainant and respondent(s) may not take an active part in the proceedings. The person advising the respondent(s) at the hearing may be either an East Carolina University faculty member (with or without administrative appointment) approved by the chancellor, or an East Carolina University attorney under the condition that the complainant is accompanied by an attorney. Other persons (witnesses) providing information to the panel shall not be present throughout the hearing, but shall be available at a convenient location to appear before the panel as appropriate.

A professional court reporter must be used to record and transcribe the hearing (Faculty Senate Resolution #03-37). 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)

The hearing shall begin with an opening statement by the panel chair. This statement shall be limited to explaining the purpose of the hearing and the procedures to be followed. The hearing chair explicitly will note that the panel shall consider only information bearing on the allegations presented in the complainant's request for the hearing.

Following the opening remarks by the panel chair, the complainant shall present his or her contentions and any supporting witnesses and documentary evidence. The respondent(s), through their spokesperson, may then reply to these contentions and present any supporting witnesses and evidence. During these presentations, the complainant, and the respondent(s), through their spokesperson, may cross-examine opposing witnesses. For purposes of clarification, panel members may question witnesses, including the complainant and any respondent or spokesperson. At the conclusion of the hearing, the complainant may make a summary statement of up to ten minutes in duration. If the complainant elects to do so, then the respondent(s), through their spokesperson, will be given the same opportunity.

IV. Procedures After the Hearing

After the hearing, the panel shall meet in executive session within 3 calendar days and begin its deliberations on whether to sustain or not sustain the allegations stated in the request for the hearing. In reaching decisions on which the panel's written recommendations to the chancellor shall be based, the panel shall consider only the evidence presented at the hearing and such written or oral arguments as the committee, in its discretion, may allow. The complainant shall have the burden of proof. The standard applied by the panel shall be that the preponderance of the evidence establishes that a basis for the complainant's contentions is found in one of the reasons listed in subsection II.2, "Initiation of Hearing." Preponderance is defined as the greater weight of evidence and its probable truth or accuracy, and not the amount of evidence presented.

Within 14 calendar days of finishing its deliberations the panel shall provide the complainant, respondent(s), and the chancellor with a copy of the panel's report and, a copy of the court reporter's transcript of the hearing (Faculty Senate Resolution #03-37).

If the Hearing Panel determines that the complainant's contention has not been established, it shall, by simple, unelaborated statement, so notify the complainant, the respondent(s), 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 Panel determines that the complainant's contention has been satisfactorily established, it shall notify the complainant, the respondent(s), the chair of the faculty, and the chancellor by written notice and shall recommend further substantive review.

Within 42 calendar days after receiving the recommendation of the Hearing Panel and the transcript, the chancellor shall notify the complainant, the respondent(s), the chair of the faculty, and Hearing Panel chair what further substantive review, if any, will be made of the original decision not to reappoint or not to confer permanent tenure. If the chancellor is considering taking action inconsistent with the panel’s recommendations, the chancellor shall
request within 14 calendar days that a joint meeting with the panel occur. At the joint meeting, the chancellor will communicate his or her concerns and the panel will have an opportunity to respond. The joint meeting must occur within the 42 calendar-day period. No meeting is required if the chancellor decides to concur with the panel’s recommendations.

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 panel. While the chancellor should give deference to the advice of the faculty panel, the final campus-based decision lies with the chancellor.

The chancellor will inform the complainant of a decision in writing by a method that produces adequate evidence of delivery. If the chancellor concurs in a recommendation of the committee that is favorable to the faculty member, the chancellor’s decision shall be final. If the chancellor either declines to accept a committee recommendation that is favorable to the faculty member, or concurs in a committee recommendation that is unfavorable to the faculty member, the faculty member may appeal the chancellor’s decision by filing a written notice of appeal with the Board of Trustees. This appeal shall be transmitted through the chancellor and be addressed to the chair of the Board of Trustees, by submitting such notice by certified mail, return receipt requested, or by another means that provides proof of delivery, within 14 calendar days after the faculty member’s receipt of the chancellor’s decision. The notice must contain a brief statement that alleges one or more of the following as the basis for the appeal: (a) that the campus-based process for reviewing the decision was materially flawed, so as to raise questions about whether the faculty member’s contentions were fairly and reliably considered; (b) that the result reached by the chancellor was clearly erroneous; or (c) that the decision was contrary to controlling law or policy. The Board of Trustees’ decision shall be made as soon as reasonably possible after receiving the faculty member’s request for an appeal. This decision is final and shall end the University’s appeals process.

In the event of an adverse decision, the chancellor’s notice must inform the complainant that: 1) within 14 calendar days of the complainant’s receipt of the decision, the complainant may file a notice of appeal with the UNC President requesting review by the Board of Governors in accordance with the Board of Governors Policy 101.3.1; 2) a simple written notice of appeal with a brief statement of its basis is all that is required within this fourteen 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 manner (Faculty Senate Resolution #03-49).

The purpose of the appeal to the Board of Governors is to assure 1) that the campus-based process for reviewing the decision was not materially flawed, so as to raise questions about whether the faculty member’s contentions were fairly and reliably considered, 2) that the decision reached by the chancellor was not clearly erroneous, and 3) that the decision was not contrary to controlling law or policy. No appeals for denial of early tenure will be heard by the Board of Governors.

SECTION I.III, Due Process Before Discharge or Imposition of Serious Sanctions

CONTENTS
I. Bases for Serious Disciplinary Sanctions or Discharge
II. Notice to Faculty of Imposition of Sanctions or Discharge
III. Request for a Hearing
I. Bases for Serious Disciplinary Sanctions or Discharge

A faculty member who is the beneficiary of institutional guarantees of tenure shall enjoy protection against unjust and arbitrary application of disciplinary sanctions. For purposes of the Faculty Manual, a faculty member serving in a fixed-term or probationary appointment shall be regarded as having tenure until the end of the term. 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 only for reasons of:

A. 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;

B. neglect of duty, including sustained failure to meet assigned classes or to perform other significant faculty professional obligations; or

C. 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, or inappropriate or unethical conduct. To justify serious disciplinary action, 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.

Classification of alleged conduct as one categorical basis for imposition of sanctions or discharge, when the conduct more appropriately meets the definition of another (e.g., willful, intentional neglect of duty might be considered misconduct), shall not be considered a deficiency in the charge if the conduct at issue is clearly referenced in the notice of intent to discharge and evidence of the nature and/or duration of the alleged conduct supports the severity of the sanction or discharge proposed.

These provisions do not apply to non-reappointment or non-conferral of permanent tenure at the end of the probationary period (governed by provisions in Part XII, Section I.II), or termination of employment based on institutional considerations (governed by provisions in Part XII, Section I.IV).

II. Notice to Faculty of Imposition of Sanctions or Discharge

The vice chancellor with supervisory authority shall provide written notice to the faculty member of intent to discharge from employment or to impose serious sanction, including a written specification of the reasons for the sanction. The notification shall be sent by a method that provides delivery verification and is consistent with UNC Policy 101.3.3. The notice shall include a statement of the faculty member’s right, upon request, to a hearing by a Due Process Panel (Faculty Senate Resolution #99-10). If no written request for a hearing (see III. below) is received within 14 calendar days after receipt of this notification, the faculty member may be discharged or sanctions may be imposed without recourse to any institutional grievance or appellate procedure.
III. Request for a Hearing
   A faculty member has 14 calendar days to request a hearing after receipt of written notification of the reasons for the sanction. A request for a hearing is made 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. The vice chancellor shall notify the appropriate appellate chair of the need to convene a Due Process Panel within 10 calendar days of receiving this request.

IV. Due Process Panel
   The Due Process Panel (hereafter, “the panel”) shall be composed of five regular members and one alternate who shall attend all sessions of the hearing and replace, for the remainder of the process, a regular member who is unable to attend the entire hearing. Panel members shall be full time, permanently tenured voting faculty (as per Part IX, Section IV) without administrative appointment and be chosen in accordance with the procedures for election of the Appellate Committee specified in the Bylaws of the East Carolina University Faculty Senate, and appointment of appeals panels described in Part XII, Section I.I of this Faculty Manual. Upon organization, the members of the panel shall elect a chair and secretary. Should either officer be absent at the beginning of a hearing, the panel members shall elect an alternate for the purposes of the hearing. A quorum for the panel shall be the five members or four members and the alternate.

When the panel is convened to consider any matter associated with a faculty member's request for a hearing, those Appellate Committee members who (i) hold an appointment in the complainant's academic unit, (ii) might reasonably expect to be called as witnesses, (iii) might reasonably expect to be asked to serve as an advisor (see subsection V.B, Procedures for the Hearing) to any party of the hearing, or (iv) may have any other conflict of interest, should be disqualified from participation on a panel related to the specific request for a hearing. The faculty member and the vice chancellor with supervisory authority are permitted to challenge panel members for just cause. The other members of the panel will decide by majority vote on any potential disqualifications if a panel member is so challenged but wishes to remain (Faculty Senate Resolution #99-10).

When membership of the panel falls below the specified five members and one alternate, the appellate chair will select additional members of the Appellate Committee to serve on the panel as specified in Part XII, Section I.I of the Faculty Manual.

The panel may at any time consult with an attorney in the office of the University Counsel. The consulting attorney should not have present or prior substantive involvement in the matter that gave rise to the hearing, nor advise University administrator(s) substantively regarding the panel’s recommendation(s) during the review process.

V. Procedures for the Hearing
   A. Time and Date of Hearing
      The Due Process Panel shall set the time, date, and place for the hearing. The panel shall accord the faculty member 30 calendar days to prepare a defense from the time it receives the faculty member’s written request for a hearing. The panel 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 and vice chancellor. The panel shall promptly 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 panel ordinarily will 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 panel cannot be assembled.

B. Conduct of Hearing
The hearing shall be concerned with the written specification of reasons for the intended discharge or imposition of a serious sanction. The panel chair is responsible for conducting the hearing and for maintaining order. 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 panel members and the alternate, the faculty member requesting the hearing, advisor/attorney for the faculty member, the vice chancellor with supervisory authority, or his/her designee, and an advisor/attorney for the vice chancellor. The person advising the respondent(s) at the hearing may be either an East Carolina University faculty member (with or without administrative appointment) approved by the chancellor, or an East Carolina University attorney. Other persons (witnesses) providing information to the panel shall not be present throughout the hearing but shall be available at a convenient location to appear before the panel as appropriate. 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 panel agree that it may be open.

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

VI. Procedures After the Hearing
After the hearing, the panel shall meet in executive session and begin its deliberations within three calendar days. In reaching its decisions the panel shall consider only the testimony and other materials entered or presented as evidence during the hearing and such written or oral arguments as the panel, at its discretion, may allow. The University has the burden of proof. In evaluating evidence, the panel shall use the standard of “clear and convincing” evidence in determining whether the institution has met its burden of showing that permissible grounds for the discharge or serious sanction exist and are the basis for the recommended action. “Clear and convincing” is a higher standard than “preponderance” of evidence and must indicate that the University’s case is substantially more likely to be true than not true.

Within 14 calendar days of finishing its deliberations or after the full transcript is received, whichever is later, the panel shall provide the faculty member 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 panel shall state whether it recommends that the intended sanction be imposed (Faculty Senate Resolution #03-37).
In reaching a decision, the chancellor shall consider only the written transcript of the hearing, including materials offered in evidence in the panel’s hearing and the documents that constitute the record of the appeal, including but not limited to the notice of intent to discharge or impose sanctions, the faculty member’s request for a hearing, and the report of the panel. Within 30 calendar days of receiving the report and the court reporter’s written transcript of the hearing along with the materials offered in evidence at the hearing, the chancellor’s decision shall be conveyed in writing to the panel and the affected faculty member by a method that provides delivery verification and is consistent with UNC Policy 101.3.3.

VII. Appeal of Chancellor’s Decision
If the chancellor concurs in a recommendation of the panel that is favorable to the faculty member, the decision shall be final. If the chancellor rejects a recommendation of the panel, the chancellor shall state the reasons for doing so in a written decision. If the chancellor either declines to accept a panel recommendation that is favorable to the faculty member or concurs in a panel recommendation that is unfavorable to the faculty member, the faculty member may appeal the chancellor’s decision to the Board of Trustees.

An appeal must contain a brief statement that alleges one or more of the following as the basis for the appeal: (1) that the process for making the decision was materially flawed, so as to raise questions about whether the faculty member’s contentions were fairly and reliably considered; (2) that the result reached by the chancellor was clearly erroneous; or (3) that the decision was contrary to controlling law or policy.

This appeal shall be transmitted through the chancellor and be addressed to the chair of the Board. The faculty member must file the notice of appeal by certified mail, return receipt requested, or by another means that provides proof of delivery, within 14 calendar days after the faculty member receives the chancellor’s decision. The notice of appeal shall be filed with the Board of Trustees within 14 calendar 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 based on the written transcript of the hearing held by the Due Process Panel, including materials offered in evidence and the documents that constitute the record of the appeal, including but not limited to the notice of intent to discharge or impose sanctions, the faculty member’s request for a hearing, and the report of the panel; however, at its discretion, the Board may 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 after the chancellor has received the faculty member's request for an appeal to the Trustees. This decision is final and shall be the end of the University’s appeal process.

This decision shall be final except that the faculty member may, within 14 calendar days after receiving the Trustees’ decision, file a written notice of appeal by a method that provides delivery verification and is consistent with UNC Policy 101.3.3 to the Board of Governors by alleging that one or more specified provisions of the Code of The University of North Carolina have been violated. Any such appeal to the Board of Governors shall be transmitted through the President of the University of North Carolina.

VIII. 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 until a final decision concerning discharge or imposition of serious sanctions has been reached by the procedures prescribed herein. Suspension shall be exceptional and shall be with full pay and benefits.

SECTION I.IV, Appeals of Termination of Faculty Employment Based Upon Institutional Considerations

CONTENTS
I. Reasons Justifying Termination and Consultation Required
II. Termination Procedures
III. Request for a Reconsideration Hearing
IV. The Reconsideration Panel
V. Procedures for a Hearing
VI. Procedures After a Hearing
VII. Appeal to the Board of Trustees

I. Reasons Justifying Termination and Consultation Required
A. Reasons for Terminating Employment
The employment of a faculty member with permanent tenure or a faculty member holding a fixed-term or probationary appointment may be terminated by East Carolina University because of 1) demonstrable, bona fide institutional financial exigency, or 2) major curtailment or elimination of a teaching, research or public service program. Financial exigency is defined as a significant decline in the financial resources of the institution that is brought about by a decline in institutional enrollment or by other action or events that compel a reduction in the institution's current operations budget. If the institution faces financial exigency or needs to consider a major curtailment or elimination of a teaching, research, or public-service program, the chancellor or chancellor's designee shall first seek the advice and recommendations of the academic administrative officers and faculties following the process defined in subsection I.B below.

This determination is subject to concurrence by the UNC President and then approval of the UNC Board of Governors. If the financial exigency or curtailment or elimination of a program is such that the institution's contractual obligation to a faculty member cannot be met, the employment of the faculty member may be terminated in accordance with Section 605 B (1) of The Code of The University of North Carolina and the institutional procedures set out below.

B. Consultation with Faculty and Administrative Officers
If it appears that the institution will experience financial exigency or needs to consider a major curtailment or elimination of a teaching, research, or public-service program, the chancellor or chancellor's delegate shall seek the advice and recommendations of the academic administrative officers and faculties of the department(s) in question, from units representing complementary disciplines, and from other units that might be affected.

The chancellor or the chancellor's designee shall prepare a report that identifies specifically the state of financial exigency or the program change. The report should outline the options readily apparent to the chancellor at the time and must describe clearly any options that would or might involve terminations of faculty employment.
The chancellor’s report shall be directed to the Educational Policies and Planning Committee (EPPC) for their written advice and recommendations. In considering this report the EPPC shall have access to information that formed the basis for the chancellor’s report and may interview appropriate persons. The EPPC shall be provided a reasonable timeframe to prepare a response to the chancellor’s report, to be submitted no later than a date determined by the chancellor.

Following receipt of the EPPC’s report or expiration of the time allowed for submission of the report, should the chancellor decide to consider reducing a unit’s faculty for reasons of financial exigency or major curtailment or elimination of a program, the chancellor shall promptly notify, in writing, any faculty member to be terminated following procedures outlined in section II below.

II. Termination Procedures
   A. Consideration in Determining Whose Employment is to be Terminated
      In determining which faculty member’s employment is to be terminated for reasons set forth in Section 605 A of the UNC Policy Manual, the chancellor shall give consideration to tenure status, to years of service to the institution, and to other factors deemed relevant, but the primary consideration shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the institution.

   B. Timely Notice of Termination
      1. When a faculty member’s employment is to be terminated because of major curtailment or elimination of a teaching, research, or public-service program, and such curtailment or elimination of program is not founded upon financial exigency, a permanently tenured faculty member shall be given at least twelve months of notice. A faculty member without permanent tenure shall be given notice in accordance with the requirements specified in subsection II.C below.

      2. When a faculty member’s employment is to be terminated because of financial exigency, the institution will make every reasonable effort, consistent with the need to maintain sound educational programs and within the limits of available resources, to give the same notice as set forth in the preceding paragraph.

   C. Type of Notice to be Given
      1. An individual faculty member whose employment is to be terminated shall be notified of this fact in writing by a method that provides delivery verification and is consistent with UNC Policy 101.3.3. This notice shall include: (i) a statement of the conditions requiring termination of the faculty member's employment; (ii) a general description of the procedures followed in making the decision; (iii) a disclosure of pertinent financial or other data upon which the decision was based; (iv) a statement of the faculty member's right to reconsideration of the decision by a faculty appellate panel if the faculty member alleges that the decision to terminate employment was arbitrary or capricious; and (v) a copy of this procedure on termination of employment.

      2. For a period of two years after the effective date of termination of a faculty member's contract for only reasons specified in subsection I.A above, the institution shall not replace the faculty member in a comparably defined position without first offering the position to the person whose employment was terminated. The offer shall be sent by a method that provides delivery verification and is consistent with UNC Policy 101.3.3 to the address last furnished to the chancellor's office, and the faculty member will be
given 30 calendar days after attempted delivery of the notice to accept or reject the offer. The offer to resume a terminated position shall provide for tenure status, rank, and salary at least equal to those held by the faculty member at the time of termination.

3. When requested by a faculty member whose employment has been terminated, the institution shall give reasonable assistance in finding other employment. Such assistance should include, for example, administrative assistance, access to the telephone (including long distance), University/unit stationery and postage, travel funds to professional meetings, and other assistance as deemed reasonable and appropriate in the profession.

D. Termination if Reconsideration is Not Requested
If, within 14 calendar days after receipt of required notice, the faculty member makes no written request for a reconsideration hearing, employment will be terminated at the date specified in the notice, and without recourse to any institutional grievance or appellate procedure.

III. Request for Reconsideration Hearing
Within 14 calendar days after receiving the required notice, the faculty member may request a reconsideration of the decision to terminate employment by a method that provides delivery verification and is consistent with UNC Policy 101.3.3. The request shall be submitted to the chancellor and shall specify the contention that the decision to terminate employment was arbitrary or capricious, and shall include a short, plain statement of facts that the faculty member believes support that contention. Upon receipt of such a request the chancellor shall, within 10 calendar days, notify the appropriate appellate chair of the need to convene a Reconsideration Hearing Panel.

IV. The Reconsideration Panel
The Reconsideration Panel (hereafter, “the panel”) shall be composed of five members and one alternate, each of whom is a full time permanently tenured voting faculty member without administrative appointment. The alternate shall attend all sessions of the hearing and shall replace a regular member should that member be unable to attend the entire hearing. Members shall be chosen in accordance with the procedures for election of the Appellate Committee specified in the Bylaws of the East Carolina University Faculty Senate, and appointment of appeals panels described in Part XII, Section I.I of this Faculty Manual. A quorum for the panel shall be five members or four members and the alternate. If membership of the panel falls below the specified five members and one alternate, the appellate chair will appoint additional members of the Appellate Committee as described in Part XII, Section I of the Faculty Manual.

Upon organization, the members of the Reconsideration Panel shall elect a chair and secretary. Should either officer be absent at the beginning of a hearing, the panel members shall elect an alternate for the purposes of the hearing.

When the panel is convened to consider any matter associated with a faculty member's request for a hearing, those Appellate Committee members who hold an appointment in the faculty member's academic unit, those who might reasonably expect to be called as witnesses, those who participated directly in the decision to terminate the faculty member's employment, or those who may have any other conflict of interest should be disqualified from participation in the activities of a panel related to this specific request for a hearing. The faculty member and the chancellor, or the chancellor’s designee, are permitted to challenge panel members for just cause. The other members of the panel, including the alternate, will decide by majority vote (excluding
the panel member challenged) on any potential disqualifications if a panel member is challenged but wishes to remain.

The panel may at any time consult with an attorney in the office of the University Attorney. The consulting attorney should not have present or prior substantive involvement in the matter that gave rise to the hearing, nor advise the University administrator(s) substantively regarding the panel’s recommendation(s) during the review, although individual attorneys may play the same role at different points in the process.

V. Procedures for the Hearing
A. Time and Date of Hearing
The Reconsideration Panel shall set the time, date, and place for the hearing. The date for the hearing should be within 42 calendar days of the time the appellate chair receives the chancellor's notification of the faculty member's written request for a hearing. The panel chair shall notify the affected faculty member, the chancellor, and the chair of the faculty of the time, date, and place of the hearing. The panel 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, chancellor, appellate chair, and chair of the faculty.

B. Conduct of Hearing
The Reconsideration Panel'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 panel chair 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 panel members and alternate, the faculty member requesting the hearing, advisor or counsel for the faculty member, the chancellor or designee (hereinafter, the chancellor), and counsel for the chancellor. Other persons (witnesses) providing information to the panel shall not be present throughout the hearing, but shall be available at a convenient location to appear before the panel as appropriate. Upon request, the faculty member and the panel shall be given access to documents that were used in making the decision to terminate the faculty member's employment. A professional court reporter must be used to record and transcribe the hearing (Faculty Senate Resolution #03-37).

The hearing shall begin with an opening statement by the panel chair limited to explaining the purpose of the hearing and the procedures to be followed. Following the opening remarks by the panel chair, the faculty member or the faculty member's counsel shall present his or her contentions and any supporting witnesses and documentary evidence. The chancellor or the chancellor's counsel may then reply and present any supporting witnesses and evidence in rebuttal of the faculty members contentions or in general support of the decision to terminate the faculty member's employment. During these presentations, the faculty member or his or her counsel, and the chancellor, chancellor's designee, or his or her counsel, may question any of the witnesses. Panel members may question witnesses for purposes of clarification. At the conclusion of the hearing, the faculty member or his/her advisor or legal counsel, and then the chancellor, designee, or counsel will be given the opportunity to provide summary statements.

VI. Procedures After the Hearing
The panel shall meet in executive session to begin its deliberations no more than three calendar days after the hearing. In reaching its decisions the panel shall consider only the testimony and other materials entered or presented as evidence during the hearing.
Within 14 calendar days of finishing its deliberations or receipt of the court reporter’s transcript, whichever is later, the panel shall provide the faculty member 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 (Faculty Senate Resolution #03-37).

If the Reconsideration Panel determines that the contention of the faculty member has not been established, the report shall, by a simple unelaborated statement, so notify the faculty member, the chair of the faculty and the chancellor.

If the panel determines that the faculty member’s contention has been satisfactorily established, the report shall so notify the faculty member, the chair of the faculty, and the chancellor, and provide a recommendation for corrective action by the chancellor. Within 10 calendar days after receiving the recommendation, the chancellor shall send written notice to the faculty member by a method that provides delivery verification and is consistent with UNC Policy 101.3.3, with copies to the chair of the faculty and the chair of the Reconsideration Panel, giving a decision and stating what modification, if any, will be made with respect to the original decision to terminate the faculty member’s employment.

If the chancellor concurs in the recommendation of the Reconsideration Panel and withdraws the termination notice, the decision is final and written notification thereof shall be sent to the faculty member, the chair of the faculty, and the chair of the Reconsideration Panel. If the original termination decision is not reversed, the chancellor shall send written notice of such to the faculty member by a method that provides delivery verification and is consistent with UNC Policy 101.3.3, with copies to the chair of the faculty and the chair of the Reconsideration Panel. The faculty member may appeal the termination to the Board of Trustees within 10 calendar days following receipt of the chancellor’s decision (Faculty Senate Resolution #99-4).

VII. Appeal to the Board of Trustees

This appeal shall be transmitted through the chancellor and shall be addressed to the chair of the Board. The faculty member must file a notice of appeal within 14 calendar days after the faculty member receives the chancellor's decision. The appeal to the Board of Trustees shall be decided by the full Board; 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 designated committee shall consider the appeal based on the written transcript of the hearing held by the Reconsideration Panel, including materials offered in evidence and the documents that constitute the record of the appeal. These include, but are not limited to, the statement of termination, the faculty member’s request for a hearing, and the report of the panel. At its discretion, the Board may 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 after the chancellor has received the faculty member’s request for an appeal to the Trustees. The decision of the Board of Trustees shall be final.

In compliance with UNC Code 602 (1) final approval of this Part XII, Section I involves the Faculty Senate, Chancellor, Senior Vice President for Academic Affairs, General Counsel, and President of UNC System.
Resolution #19-70
Approved by the Faculty Senate: October 15, 2019
Approved by the Chancellor: March 24, 2021
Approved by the Board of Trustees: April 23, 2021
Approved by the UNC System Office: April 23, 2021

Original revisions were previously submitted as part of Resolution #19-10.

Proposed Additional Revisions to the ECU Faculty Manual, Part XII. Faculty Appellate Provisions, Section II. General Faculty Grievance Procedures and Appeals of Non-Conferral of Early Tenure, as follows:

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

**CONTENTS**

I. Policies and Procedures for General Faculty Grievances and for Appeals of Non-conferral of Early Tenure
II. Grievance Procedures Related to Complaints of Unlawful or Prohibited Harassment, Discrimination or Improper Relationships Brought Against East Carolina University Faculty Members or Administrators Holding Faculty Status
III. Effective Date

**SECTION II.I, Policies and Procedures for General Faculty Grievances and for Appeals of Non-conferral of Early Tenure**

**CONTENTS**

I. Faculty Grievances
II. The Grievance Panel
III. General Grievances
   A. Step One (Informal Conflict Resolution)
   B. Step Two (Petition for Redress)
   C. Step Three (Mediation and/or Chancellor Review)
   D. Step Four (Request for Hearing)
   E. Step Five (The Hearing)
   F. Step Six (Hearing Panel Report)
   G. Step Seven (Appeal to Board of Trustees)
IV. Grievances Resulting From the Non-Conferral of Early Permanent Tenure When the Non-Conferral Decision is Not Concurrent with A Reappointment Decision
V. Annual Report
VI. Application
VII. Grievance Committee By-Laws and Procedures
Footnotes

Part XII, Section II.I provides for peer review of general faculty grievances and appeals of non-conferral of early tenure through a formal procedure that, depending on the grievance, includes access to mediation or direct review, and the potential for an appellate panel hearing of the grievance. Grievance procedures in Part XII, Section II.I are confined to the faculty and administrative
structure of East Carolina University. There are no appeals through Part XII-Section II.I beyond the Board of Trustees.

I. Faculty Grievances

There are two classifications of grievances covered by this section. The first is referred to as a “General Grievance” and the second is a “Grievance Resulting From The Non-conferral of Early Permanent Tenure When The Non-conferral Decision Is Not Concurrent With A Reappointment Decision” (hereafter, non-conferral of early tenure).

The two grievance classifications and differences in the grievance procedures reflect the Board of Governors requirement that an internal grievance process be provided for non-conferral of early permanent tenure that is not concurrent with a reappointment decision. This requirement and the authority to establish different grievance procedures are set forth in Section 607 of The Code of The University of North Carolina and further elaborated in The UNC Policy Manual 101.3.2. The establishment of separate grievance procedures provides two assurances. First, it ensures there is a review process for the faculty member when the non-conferral of permanent tenure was based on an early request, for which appeals to the Board of Governors are not allowed. Appeals of non-conferral of tenure at end of the established probationary period are governed by the provisions in Part XII, Section I.II. Second, the bases for the grievance provided in Part XII, subsection II.I.IV for a grievance of non-conferral of early tenure do not apply to General Grievances covered in this section.

No grievance that involves matters related to a formal proceeding for the imposition of serious sanction, discharge, or termination of a faculty member's employment, or that is within the jurisdiction of another appellate panel, falls within the charge of these general Faculty Grievance provisions (See Part XII, Sections I.II covering review of non-reappointment or non-conferral of tenure at the completion of a probationary term; I.III covering due process before discharge or the imposition of serious sanctions; and I.IV covering appeals of termination of faculty employment based upon institutional considerations).

II. Grievance Panel

The Grievance Panel (or “the panel”) shall be composed of five regular members and one alternate, chosen from the Appellate Committee in accordance with Part XII, Section I.I.

Upon receipt of the grievant’s Petition for Redress (Step Two), the appellate chair responsible for Grievance Panel hearings (Part XII, Section I.I) will inquire of panel members about the existence of potential conflicts of interest (which include, but are not limited to, any grounds for recusal listed in this paragraph) and will automatically recuse from participation in the appeal any member from the grievant’s or respondent’s relevant department, unit, college, or school, or any member with whom either the grievant or respondent(s) has had an amorous relationship, or is related by blood, law, or marriage (as defined in UNC Policy Manual 300.4.2 and 300.4.2.1[G]). Committee members shall recuse themselves from participating in a grievance if they have a reason to believe that such participation represents or will create a conflict of interest.

The appellate chair’s responsibility is to provide the grievant and respondent(s) a process for a possible resolution of the grievance. The appellate chair will provide only procedural information to the parties of the grievance, and shall not function as an advocate for either party. Procedural information includes the membership of the Appellate Committee, its charge, the options open to the parties to the grievance, and similar information.
Upon receipt of a request for a hearing (Step Four), the appellate chair shall determine the availability of the Appellate Committee members in lottery rank order to form a Grievance Panel consisting of five members plus one alternate who will replace any member unable to attend the entire hearing. **When choosing panelists in rank order, the appellate chair will ensure that representatives from the respective ranks of both the grievant and respondent are included on the panel.** Any party to a grievance may request that any member of the panel be recused from the hearing for conflict of interest. Such a request shall be in writing, stating the reason(s) for the request and be provided to the appellate chair not later than 5 calendar days after notification in Step Four of a hearing date. If the panel member declines recusal, the established panel, including the alternate, shall determine obligatory recusal by a majority vote (the member in question not participating). The recused panel member will be replaced by the current alternate member, and the appellate chair will appoint a new alternate following the same procedure as above.

### III. General Grievances

General grievances shall be limited to matters directly related to a faculty member's employment status and institutional relationships within East Carolina University. Grievances shall be limited to remediable injuries attributable to the violation of a right or privilege based on federal or state law, university policies or regulations, or commonly shared understandings within the academic community about the rights, privileges, and responsibilities of university employment or conduct that deprived the faculty member of an advantage that he or she otherwise would have received.

To promote and allow for adequate efforts at informal conflict resolution, the deadline for initiating a grievance is the end of the following Spring semester for an incident alleged to have occurred during the Fall semester (August 16\(^{th}\) to December 31\(^{st}\)) and the end of the Fall semester for an incident alleged to have occurred during the Spring semester or during the summer months between the Spring and the Fall semesters (January 1\(^{st}\) to August 15\(^{th}\)). This deadline may be extended by a majority vote of the Appellate Steering Committee if, in the committee's opinion, there are extenuating circumstances despite due diligence.

The Appellate Steering Committee and Grievance Panel shall hold the grievant responsible for progressing through the grievance steps in a timely manner. If time delays are encountered because of the respondent(s), the grievant shall bring this to the attention of the appellate or panel chair as appropriate to the stage of the grievance at the time.

The grievant may terminate the grievance at any time during the process by notifying the appellate chair in writing. The appellate chair will issue a written memorandum to all parties regarding the termination of the grievance. Any such notice of termination is final and the grievance is closed.

### A. Step One: Conflict Resolution.

Prior to initiating a grievance with the Appellate Committee, a faculty member shall make a concerted effort to resolve the issue through informal conflict resolution. Faculty are encouraged to take advantage of University resources for conflict resolution and informal mediation ([https://ombuds.ecu.edu/](https://ombuds.ecu.edu/)) in trying to settle complaints without entering into formal grievance procedures. This can provide a less antagonistic venue, in the presence of a neutral third party trained to facilitate discussions, which can reduce tensions and lead to an equitable agreement.

Before filing a complaint with the Appellate Committee, an objecting faculty member (the potential grievant) at a minimum shall meet with the potential respondent(s) and attempt to resolve the conflict at issue. At or before this meeting the objecting faculty member shall provide the potential respondent(s) with a written statement setting forth the nature of the problem and the redress
sought. If there are multiple claims, each should be presented clearly. This statement should include all information necessary to support each of the objecting faculty member’s claims, giving the respondent an opportunity to identify, understand, and address each concern. Both parties will have an opportunity to submit information and documents in support of their claims and responses before a hearing, should the issue proceed to a grievance (see Step Four below).

The objecting faculty member and respondent should meet in face-to-face discussion(s) about the substance of the problem and are encouraged to use University resources for informal conflict resolution to aid in resolving differences. In cases where the respondent refuses to meet, the objecting faculty member shall, by a memorandum with a copy to the respondent, inform the appellate chair and the next higher-level administrator in their program. Before proceeding to a formal grievance (Step Two), the objecting faculty member shall provide the respondent with the Petition for Redress that the grievant intends to submit in Step Two.

During attempts to resolve conflicts, each party may select a counselor who may also serve as an advisor throughout a conflict resolution and/or grievance process, but who shall not participate nor be called as a witness in a hearing (see Step Five). A list of potential faculty counselors is maintained by the Faculty Senate Office; however, the parties to the conflict may choose any eligible ECU current or retired faculty members as counselors, or may choose to have no counselor. It is recommended that counselors be tenured professors with extensive experience in faculty governance, as evidenced by service on university governance/appellate committees, and not be associated with the conflict in any way. Association with the conflict includes individuals who may reasonably be called as a witness by either party, should the complaint proceed into the formal grievance process.

For impartial adjudication of a conflict, either party may require availability of information that is controlled or in the possession of the other party or the administration. Upon specific request by a party to the conflict, the other party or the administration shall provide the requesting party with information bearing on the conflict that is not otherwise confidential as a matter of law (“privileged”).

In cases where a formal Petition for Redress has been filed (see Step Two below), either party to the grievance may request that the Appellate Steering Committee or Grievance Panel (once a grievance has proceeded to Step Four) evaluate the basis for a claim of privileged information, and the potential value of that information to resolving the grievance. If the privileged information is deemed to bear substantively on the grievance, the steering committee/panel is required to seek resolution of the issue of privilege through the relevant vice chancellor, or through the chancellor if the vice chancellor is party to the grievance. If the information has a material bearing on the grievance but cannot be obtained for legal reasons, the steering committee/panel shall decide whether continuing the grievance would be unfair to the grievant and/or respondent. If deemed unfair to continue, the grievance process will be terminated with the reason(s) stated clearly in a memorandum to all parties to the grievance, thereby ending the administrative appeal process at East Carolina University. All requested information that is received shall be distributed to the appellate chair/panel chair and to all parties to the grievance.

B. Step Two (Petition for Redress)
A Petition for Redress by the grievant should be addressed to the Appellate Committee chair, and have appended a copy of the grievant’s written statement from a Step One meeting with the respondent. It shall be submitted with a statement that the grievant completed Step One above, and that with this petition the grievant intends to pursue a formal grievance.
Ten copies of the Petition for Redress, which should not exceed 20 pages, must be delivered to the Faculty Senate Office. The appropriate appellate chair will ascertain if the grievant has completed Step One. If the grievant has not followed Step One, the chair will inform the grievant that Step One is not completed and must be completed prior to any further action being taken by the Appellate Committee.

Based on information contained in the grievant’s Petition for Redress, the Appellate Steering Committee shall determine whether the grievance is within the charge of Part XII, Section II.I. The committee may decide that none, some, or all of the issues in the Petition for Redress are appropriate for a general grievance. Issues not within the charge of Part XII, Section II.I will receive no further attention and the committee’s decision concerning grievance issues shall be communicated by memorandum to the grievant and respondent. The ECU administrative appeal process is ended for those issues rejected by the committee, unless they fall within the scope of a different appellate process. Except after mediation, the Petition for Redress shall not be modified.

All material collected as part of the grievance shall be put in the grievance file maintained in the Faculty Senate Office under the grievant’s name. This grievance file becomes a part of the grievant’s Personnel File and, where appropriate, the respondent’s Personnel File. A note will be placed in the grievant’s and, where appropriate, respondent’s Personnel File(s) to indicate the location of the additional records.

C. Step Three (Mediation and/or Chancellor Review)
After the committee has determined which, if any, issues raised in the grievant’s Petition for Redress are within the charge of Part XII, Section II.I, the grievant may request:

1) Mediation (see C.1) followed by the Chancellor Review (see C.2) or a hearing (see Step Four) on any unresolved issues.

2) The Chancellor Review without mediation (see C.2).

3) A hearing without mediation (see Step Four).

4) Termination of the grievance (see Step Four).

1. Mediation
The appellate chair shall offer the parties to the grievance the opportunity to seek a resolution through mediation (The UNC Policy Manual 101.3.2.III). Mediation is limited solely to the grievant and the respondent. Each party will be asked to respond within 15 calendar days after the date of notification by the appellate chair as to their acceptance of mediation. Once all parties to the grievance have accepted mediation, the grievant shall not pursue the grievances at administrative levels higher than that of the respondent. To do so is inconsistent with the mediation process and will result in the termination of the grievance procedures, ending administrative review of the grievance. Rejection of mediation shall have no bearing on decisions or recommendations related to the grievance. Unless the grievant pursues a Chancellor Review, if any party to the grievance rejects mediation and the grievant requests a hearing, the appellate chair will notify the parties that a Grievance Panel will be formed and will set a grievance hearing date (Step Four).

If the grievant and the respondent accept mediation, the Faculty Senate Office administrator and chair of the faculty will be responsible for securing a mediator. To avoid real or apparent conflicts of interest, all mediation will be conducted by a third party mediator with no formal association with East Carolina University nor prior association with either party to the grievance, and who is certified by the North Carolina Administrative Office of the Courts.
The parties to the grievance will inform the appellate chair within 5 calendar days of receiving the name as to whether the mediator is acceptable or unacceptable. An alternate mediator will be located if necessary. After the second attempt, unless the grievant pursues a Chancellor Review, if no acceptable mediator can be located, the appellate chair will so notify the parties to the grievance and inform them that, should the grievant request a hearing, a panel will be formed and grievance hearing date set (Step Four).

If an acceptable mediator is identified, the parties to the grievance will be informed of the selection. The Petition for Redress and the committee’s memorandum will be provided to the mediator by the appellate chair. The mediator will communicate to the appellate chair the beginning date of the process. The mediator will inform the appellate chair on a monthly basis that mediation is continuing with measurable progress. The mediation process shall not exceed 42 calendar days without formal approval of the appellate chair or 60 days without the formal approval of the full Appellate Steering Committee.

Mediation will continue until such time that:
   a. An agreement among the parties is reached (subject to time limits).
   b. A party or the mediator writes to the committee chair that further mediation is unlikely to be successful.
   c. A party to the grievance writes to the committee chair a desire to terminate mediation because of resistance to or undue delays in scheduling mediation meetings, or because the mediator is no longer deemed acceptable.

Events b. through c. above will cause the appellate chair to notify the parties to the grievance that the mediation process is being terminated and, unless the grievant requests Chancellor Review, inform the grievant to move to Step Four if desired. Decisions by the grievant, respondent, or mediator to terminate mediation shall have no bearing on decisions or recommendations related to the grievance. All information from the mediation process is confidential and inadmissible in the grievance hearing.

If an agreement is reached, the grievance will be considered closed and a copy of the agreement, signed by all parties to the grievance, will be placed in the grievance file maintained in the Faculty Senate Office. It is expected that most agreements will require only the authority of the respondent for a unit commitment but some may require the authority of the chancellor. If the chancellor rejects the agreement, the parties may continue mediation or the grievant may request either a Chancellor Review or a hearing.

If the mediation process produces a partial settlement, those issues shall be removed from the committee’s memorandum to the grievant and respondent as determined in Step Two. A signed copy of the partial agreement shall be placed in the grievance file. The grievant may request a Chancellor Review or a hearing for remaining issues (Step Four).

2. Chancellor Review
Within 20 calendar days from the request for a Chancellor Review, the grievant shall provide to the chancellor, the respondent, and the appellate chair copies of the Petition for Redress along with the committee’s memorandum and any information that supports the grievant’s contentions. Within 10 calendar days, with copies to the grievant and appellate chair, the respondent may submit to the chancellor a written response to the Petition for Redress and any other documents provided by the grievant. The chancellor shall provide a response to the grievant, with copies to the appellate chair and the respondent, within 20 calendar days of the chancellor’s receipt of all materials. The
chancellor may extend any of these deadlines if he or she deems it to be in the best interest of the university.

The chancellor’s decision is final and may not be appealed. A copy of all information submitted to the chancellor and the chancellor’s decision shall be placed in the grievance file and the grievance closed.

D. Step Four (Request for a Hearing)
If the grievance is not resolved, by memorandum to the committee chair with a copy to the respondent, the grievant shall request a hearing, or state that the grievance will not be pursued. If mediation has occurred, the Appellate Steering Committee will again review the grievant’s Petition for Redress in light of any changes that may have resulted from mediation. The steering committee will establish a Grievance Panel if it determines that all or some of the issues unresolved by mediation allege an injury that would entitle the faculty member to relief under Part XII, Section II.I. In this case, the steering committee shall provide an updated memorandum to the grievant and respondent(s) explaining remaining issue(s) to address in a hearing. Should the steering committee determine that remaining issues are no longer within the purview of a Faculty Grievance Panel, this decision will exhaust the administrative appeals process, and shall be communicated by a method that produces adequate evidence of delivery to all parties to the grievance.

Once a Grievance Panel is established, the elected panel chair will notify the grievant and respondent, setting a time, date, and place for a hearing on the Petition for Redress. The date of the hearing shall be within 42 calendar days of this notification, except when the request for a hearing is received during summer months, official university breaks and holidays, and when, despite reasonable efforts, the Grievance Panel cannot be assembled (The UNC Policy Manual 101.3.3). Scheduling an appeal panel during the summer months is complicated by the absence of many faculty and different schedules of those available. If the panel cannot schedule a hearing during the summer, a fall hearing date will be scheduled as soon as possible after the fall organizational meeting of the Appellate Committee.

If either the grievant or the respondent petitions the panel in writing for a postponement of the hearing for health reasons, or due to a serious personal emergency, the panel chair shall postpone the meeting for a period of time appropriate to the circumstances. If either the grievant or respondent petitions the panel for a postponement of the hearing for reasons other than health or serious personal emergency, the panel chair shall determine whether it is the general agreement of the committee to postpone the hearing for good cause until the next possible scheduled date.

The notice of hearing will request that both parties submit to the panel the names of their counselors, and all information and documents they intend to introduce at the hearing to support or defend their respective positions. Such information and documents may include written materials, sound or video recordings, photographs, or other forms of information or documentation approved by the panel. The grievant’s submission shall include a list of witnesses with a brief statement of the relevance of each witness, and all information to be used in support of the grievant’s claim(s). The respondent's submission shall include a list of witnesses with a brief statement of the relevance of each witness, and all information to be used to defend against the grievant’s claim(s). The panel may also call other witnesses that it deems relevant to the grievance. A mediator shall not be called as a witness in the hearing of a grievance and no part of the mediation effort (e.g., conversations, offers, proposals, etc.) shall be introduced as evidence.
Ten copies of all information and documents shall be submitted to the Faculty Senate Office no less than 14 calendar days prior to the hearing date. The department or unit of each party to a grievance is responsible for providing reasonable access to photocopy services for hearing documents during the grievance process. These services shall be at no cost to the grievant or respondent; provided, however, a party to the grievance or a unit bearing such costs may petition the panel to limit incurrence of copying costs by a grievant and/or respondent at the point those expenses appear to be extraordinary and grossly excessive, in which case the panel may direct alternative or adjusted means of making the information to be copied available for use in the hearing process. The submitted information and documents shall have a table of contents with numbers (Arabic) assigned to all pages that exhibit information. If the back of a page contains information, it also must be numbered. Numbers shall be preceded by a “G” for the grievant’s submission or an “R” for the respondent’s submission. If more than one grievant or more than one respondent is involved, their designation will be communicated by the panel chair.

Once the copies as described above are received from both parties, the Grievance Panel chair will provide one copy of the grievant’s submission to the respondent, and one copy of the respondent’s submission to the grievant. The panel chair will create an agenda prior to the meeting to ensure that the hearing will be completed within one business day. The agenda will state limits on the amount of time that each party will be allocated for presentation of their cases. This agenda, with names of the panel members and procedures for submission of new documents and handling of the witnesses, will be distributed to the Grievance Panel, the grievant and the respondent no less than 5 calendar days prior to the hearing date.

E. Step Five (The Hearing)
The Grievance Panel shall limit its investigations to the issues presented in the Petition for Redress and confirmed by the Appellate Steering Committee’s memorandum to the grievant. During the hearing, the panel may explore issues raised by any party to the grievance that are concretely based on issues raised in the Petition for Redress. The panel's responsibility is limited to issuing recommendations based on the information presented as part of Step Four and at the hearing. Except as noted in Part XII, Section II.I.III.D, the authority of the Grievance Panel shall be solely to hear the testimony of the grievant, the respondent, and witnesses.

The panel chair shall preside and be responsible for maintaining order and prompt progression of the hearing process. Except as provided for herein, the hearing shall be conducted according to the latest edition of *Robert's Rules of Order, Newly Revised*. When, despite due diligence, circumstances make it necessary to resolve an issue not addressed in these provisions, the panel chair shall have the authority to make a reasonable adjustment or exception that maintains the integrity of the process to the extent possible and consistent with applicable law and policy.

The Grievance Panel chair shall begin the hearing by briefly reviewing the panel's authorization and powers, and the procedures to be followed during the hearing. The chair shall then enter into the hearing record correspondence generated prior to the hearing as the Appellate Committee’s Exhibit C, and information submitted in Step Four by the grievant and the respondent as Exhibits G and R.

The submitted information shall include all information necessary to support or defend the grievance; however, with approval of the Grievance Panel, the grievant, respondent, or a witness may submit additional information during the hearing. All such information must be numbered, with copies to be presented to the opposing party and members of the panel, and shall become part of the formal record of the hearing.
Only the grievant, the respondent, members of the Grievance Panel, and the court reporter shall be present for the duration of the hearing. Witnesses, as noted below, will be present only when giving testimony. It shall be the responsibility of the parties to present their respective cases. The burden is on the grievant to establish, by a preponderance of the evidence, that the grievant’s claims and requested redress are consistent with Faculty Manual Part XII, Section II.I. Preponderance is defined as the greater weight of evidence and its probable truth or accuracy, and not the amount of evidence presented.

The grievant is responsible for presentation of the grievant’s case, including the testimony of witnesses. Panel members may question the grievant, the respondent or witness(es) at any time during the hearing. After each of the grievant’s witnesses has completed their testimony, and has responded to questions from the respondent and to the grievant’s further questions (limited to the subject of the respondent’s questions), the witness will be excused from the hearing unless recalled by the Grievance Panel. At the end of the grievant's presentation, the respondent may question the grievant.

The respondent’s presentation will follow the procedures noted above for presentation of the grievant’s case. When the panel and grievant have no further questions, the grievant is given the opportunity to make a 10-minute final statement, and then a total of 10 minutes is available to the respondent(s) for a final statement.

F. Step Six (Grievance Panel Report)
The Grievance Panel’s report shall be based only on facts, documentation, arguments presented at the hearing, and applicable law and University policies. Panel recommendations are to be based on, but are not limited to, the grievant’s requested redress.

Copies of the panel’s report will be available to the grievant and respondent for their retrieval from the Faculty Senate Office. A copy of the panel’s report, a copy of the written record of the hearing proceedings, and a copy of all evidence submitted will be placed in the grievance file, and will be open to the Grievance Panel and all parties to the grievance until the grievance is closed.

If the panel finds that the grievant’s contentions are not supported or makes no recommendations in favor of the grievant, the panel shall submit its report to the grievant, respondent, chair of the faculty, and chancellor. In addition, the chancellor shall receive a transcript of the hearing proceedings and the evidence in the grievance file. The chancellor shall provide a decision in writing to the grievant, respondent, chair of the faculty, and the Grievance Panel within 20 calendar days of receipt of materials from the panel. The decision of the chancellor is final.

If the panel finds that the grievant’s contentions are supported and makes recommendations in favor of the grievant, but, in the opinion of the panel, these recommendations are not within the authority of the respondent to implement, the panel shall submit its report to the grievant, respondent, and chair of the faculty. By memorandum, the panel chair shall inform the chancellor that, in the opinion of the panel, its recommendations are not within the respondent’s authority to implement and request the chancellor make the appropriate adjustments.

If the Grievance Panel finds that some or all the grievant’s contentions are supported and within the authority of the respondent, and the panel makes one or more recommendations in favor of the grievant, the panel shall submit its report to the grievant, respondent, and chair of the faculty. The respondents shall be provided the panel’s report and recommendations along with a copy of the transcript of the hearing proceedings, the evidence in the grievance file, and documents and
communications filed by the parties and decision-makers in the proceeding (collectively, the “Record of the Appeal,” which may grow as additional petitions, memoranda and material procedural communications are filed by the parties and decision-makers in the process). Within 20 calendar days of receipt of these materials, the respondent shall communicate, in writing, a response to the panel’s recommendations to the panel chair, grievant and the chair of the faculty. Within 15 calendar days of receipt of the respondent’s response, the grievant will inform the panel chair if the adjustments are satisfactory or not satisfactory. If the adjustments are satisfactory or if the grievant fails to provide timely notice to the panel that the adjustments are not satisfactory, the grievance will be closed.

If the respondent’s adjustments are not satisfactory to the grievant, the grievant may appeal to the chancellor. The grievant shall deliver to the Grievance Panel chair a memorandum addressed to the chancellor explaining in detail the reasons for the appeal. The panel chair shall forward a copy of this memorandum to the respondent and chair of the faculty and shall forward the grievant’s appeal memorandum to the chancellor along with the Grievance Panel report and the full Record of the Appeal described above.

If the grievant appeals to the chancellor, or if the Grievance Panel requests the chancellor to make a recommended adjustment, the chancellor’s decision shall be based on the recommendations of the hearing panel and the Record of the Appeal from the faculty Grievance Panel hearing. The chancellor has the discretion to consult with the panel and/or Appellate Steering Committee before making a decision (The UNC Policy Manual 101.3.2.IV.g). The chancellor will communicate a written decision within 20 calendar days of receipt of appeal materials, with copies to the grievant, respondent, chair of the faculty, and the Grievance Panel chair. The chancellor’s decision shall contain a notice of further appeal rights, if any, and, if the decision is appealable, it shall contain the information in subsection III.G., Step Seven (Appeal to the Board of Trustees) below, and shall be signed by all individuals who contributed to the report.

If the chancellor’s decision does not support the recommendations of the Grievance Panel, the grievant may appeal to the Board of Trustees of ECU in accordance with the procedures in Section III.G. Step Seven (Appeal to the Board of Trustees). The decision of the Board of Trustees is final and may not be appealed to the Board of Governors.

Dissenting Chancellor’s Report
Should the chancellor disagree with the Grievance Panel’s interpretation that the grievance is within the scope of redress covered by provisions of Part XII, Section II.I of the Faculty Manual, the chancellor shall withhold the decision, and inform the panel, all parties to the grievance, and the chair of the faculty of those areas of disagreement within the required 20 calendar days. The panel chair will then request that the chair of the faculty begin the normal interpretation process as set forth in the Faculty Manual. It is expected that the chair of the faculty will expedite this request. Upon completion of the interpretation process, the panel will make any necessary recommendations. The report will be distributed in accordance with Part XII, Section II.I.III.F., with the grievant’s rights to appeal intact.

G. Step Seven (Appeal to Board of Trustees)

1. Explanation of decisions that may be appealed.
   a. If the Grievance Panel did not advise an adjustment in favor of the grievant, then the decision of the chancellor is final and may not be appealed.
b. If the panel found in favor of the grievant, and neither the relevant administrative official nor the chancellor made an adjustment advised by the panel, then the grievant may appeal to the Board of Trustees. The decision of the Board of Trustees is final.

2. The Board of Trustees may delegate to a designated committee the authority to make procedural decisions and to make final decisions on behalf of the Board concerning appeals of faculty grievances submitted pursuant to Section 607 of The Code of The University of North Carolina.

3. Timeline for Appeals
   a. A grievant who seeks to appeal the chancellor’s disposition of the grievance must file written notice of appeal with the Board of Trustees by submitting such notice to the chancellor, with adequate evidence of delivery (The UNC Policy 101.3.3), within 10 calendar days after receipt of the chancellor's decision. The notice shall contain a brief statement of the basis for the appeal. Unless the Board determines an appeal is not within its jurisdiction or fails to meet the procedural requirements for consideration by the Board, the Board will consider the appeal on a schedule established by the chancellor, subject to any instructions received from the Board chair or from a committee of the Board that has jurisdiction of the subject matter of the grievance. The Board will issue its decision as expeditiously as is practical. If the grievant fails to comply with the schedule established for perfecting and processing the appeal, the Board at its discretion may extend the time for compliance or may dismiss the appeal.
   b. If the chancellor's decision is eligible for appeal, the chancellor’s notice of the disposition of a grievant's case must inform the grievant: (1) that a written notice of appeal to the Board of Trustees containing a brief statement of the basis for appeal is required within the 10 calendar day period and, (2) that, after notice of appeal is received in a timely manner, a detailed schedule for the submission of relevant documents will be established. All such notices of decision are to be conveyed to the grievant by a method that produces adequate evidence of delivery (The UNC Policy 101.3.3).

4. Standard of Review: In order to prevail before the Board of Trustees, the faculty member must demonstrate that the chancellor’s decision was erroneous based on a preponderance of the evidence, that it violated applicable federal or state law or university policies or regulations, or that the process used in deciding the grievance was materially flawed.

IV. Grievance Resulting From Non-conferral Of Early Permanent Tenure When The Non-conferral Decision Is Not Concurrent With A Reappointment Decision.

A. Initiation of Hearing Process
No later than 25 calendar days of receiving written notice from the vice chancellor of non-conferral of early tenure, a faculty member (hereinafter, the grievant) may initiate the process leading to a hearing before a Faculty Grievance Panel (hereinafter, the panel) by submitting a Petition for Redress to the appellate chair.

Failure to meet the time periods allotted to the grievant constitutes a waiver of the right to a hearing and no further administrative appeals of the non-conferral decision are allowed. Before the expiration of a deadline, however, the faculty member may request an extension, provided the request is made in writing and presented to the appellate chair. The Appellate Steering Committee will make its decision and communicate it to the grievant within 10 calendar days of receiving a request for an extension, except under unusual circumstances such as during summer months,
official university breaks and holidays and when, despite reasonable efforts, the steering committee cannot be assembled in a timely manner.

A hearing will be granted if the Petition for Redress is timely (above), complete (1, below), and claims an infringement of one or more of the allowable bases (2, below).

1. The Petition for Redress must include (i) a description that is as complete as possible of the actions or the failures to act which support each specified contention; (ii) the identification of the respondent(s); (iii) an enumeration and description of the information or documents to be used to support the contention (copies of the described documents are to be made a part of the Request for Redress); (iv) the identification of persons who may be willing to provide information in support of the contention; and (v) a brief description of the information those persons identified in (iv) may provide; and (vi) a copy of the vice chancellor’s notice of non-conferral of early permanent tenure.

2. The request for a hearing must be based on 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. Specifically, in no event shall a non-conferral decision be based upon (i) the exercise by the faculty member of rights guaranteed by the First Amendment to the United States Constitution, or by Article I of the North Carolina Constitution, or (ii) discrimination prohibited under policies adopted by the ECU Board of Trustees i.e., discrimination based on the faculty member’s age, color, creed, disability, genetic information, national origin, political affiliation, race/ethnicity, religion, sex/gender, sexual orientation, or veteran’s status, or (iii) personal malice. The UNC Policy Manual 101.3.1.II.B).

   (b) The decision was attended by a "material procedural irregularity," meaning a departure from prescribed procedures and established university policies that is of such significance as to cast reasonable doubt upon the integrity of the original decision. Whether a procedural irregularity occurred, and whether it is material, shall be determined by reference to those procedures in effect when the initial decision was made and communicated. The Appellate Steering 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)

Ten copies of Petition for Redress not exceeding 20 pages shall be addressed to the appellate chair and delivered to the Faculty Senate Office. Upon receipt of the grievant’s Petition for Redress the appellate chair shall notify each named respondent that he/she has been named a respondent in a grievance based on the non-conferral of early permanent tenure. Accompanying this letter will be a complete copy of the grievant’s Petition for Redress.

B. Procedures for the Hearing.
The appellate chair will convene a Grievance Panel if the Petition for Redress is timely, complete, and based on one or more of the criteria noted above. If the Petition for Redress fails to meet any one of these requirements, the Appellate Steering Committee shall not grant a hearing, the grievance will be closed, and this decision will exhaust the administrative appeals process for the grievance. This decision will be communicated to all parties of the dispute by a method that produces adequate evidence of delivery (The UNC Policy 101.3.3). If the Petition for Redress meets all of the above requirements, but makes claims beyond valid criteria (defined in IV.A.2.a and b above), the Appellate Steering Committee shall strike those issues from the Petition for Redress and these claims will receive no further attention in the process.
Once established, the Grievance Panel shall set the time, date, and place for the hearing. The date for the hearing shall be within 42 calendar days after receipt of the Petition for Redress by the Faculty Senate Office, except when a Petition for Redress is received during summer months, official university breaks and holidays and despite reasonable efforts the panel cannot be assembled.

The panel chair shall notify the grievant, the respondents, the chair of the faculty, and the chancellor, of the time, date, and place of the hearing. This notification shall call attention to any claims made in the Petition for Redress that have been struck and will not be addressed in the hearing. The notification will include the names of all panel members and alternates who may take part in the hearing.

The grievant and respondent are to submit ten copies of all information and documents to be used in the presentation (by the grievant) or in defense against the grievance (by the respondent). The grievant’s and respondent’s information must include: a) the identification of a witness(es) who may be willing to provide information relevant to the grievance; and b) a brief description of the information each witness may provide. This information and documentation shall be submitted to the Faculty Senate Office not later than 14 calendar days prior to the hearing date. One copy of the grievant’s information will be provided to each respondent and one copy of the respondent’s information will be provided to the grievant.

C. The Hearing
The Grievance Panel shall limit its investigations to the issues presented in the Petition for Redress, and include only those not struck in the Appellate Steering Committee’s notification that a hearing would be granted. The panel’s responsibility is limited to issuing recommendations based on the Petition for Redress, information and documentation submitted prior to or accepted during the hearing, and information developed during the hearing based on the testimony of the grievant, the respondent, and witnesses.

The panel chair shall begin the hearing by briefly reviewing the panel’s authorization and powers, the conditions necessary for a hearing, the panel’s belief that the issues about to be heard satisfy these conditions, and the procedures to be followed 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*.

The Grievance Panel chair shall then enter into the hearing record correspondence (particularly any relevant correspondence from the Appellate Committee and/or panel chair) generated prior to the hearing as the Exhibit C, and information submitted (above) by the grievant and the respondent as Exhibits G and R respectively (Exhibit letter designations are prescribed only for labeling purposes). It is expected that the hearing will be limited to this information; however, with approval of a majority of the panel, the grievant, respondent, or a witness may submit additional information during the hearing. All such information must be numbered, with copies to be presented to the opposing party and members of the panel, and it becomes a part of the formal record of the hearing.

Only the grievant, the respondent, members of the Grievance Panel, and the court reporter shall be present for the duration of the hearing. Others who are witnesses, as noted below, will be present only when giving testimony. It shall be the responsibility of the parties to present their respective cases. The grievant’s case will be evaluated on the basis of the preponderance of the evidence.
This means the greater weight of evidence and its probable truth or accuracy, and not the amount of evidence presented.

The grievant is responsible for presentation of the grievant’s case, including the testimony of witnesses. Grievance Panel members may question the grievant, the respondent or witness(es) at any time during the hearing. After each of the grievant’s witnesses has completed testimony, and has responded to questions from the respondent, the panel, and to the grievant’s further questions (limited to the subject of the respondent’s questions), the witness will be excused from the hearing unless recalled by the panel. At the end of the grievant's presentation, the respondent may question the grievant.

The respondent’s presentation will follow the procedures noted above for presentation of the grievant’s case. Panel members may question the grievant, the respondent, or witnesses during the hearing. When the panel and grievant have no further questions, the grievant is given the opportunity to make a 10-minute final statement, and then a total of 10 minutes is available for the respondent’s final statement(s).

D. Grievance Panel Report
The Grievance Panel’s report shall be based only on facts, documentation, arguments presented at the hearing, and applicable law and University policies. The panel’s recommendations are to be based upon, but are not limited to, the grievant’s requested redress.

Copies of the Grievance Panel’s report will be available to the grievant and respondent for retrieval from the Faculty Senate Office. A copy of the panel’s report, a copy of the written record of the hearing proceedings, and a copy of all evidence submitted will be placed in the grievance file. This file will be open to the Grievance Panel and all parties to the grievance until the grievance is closed. The panel may make recommendations that a) do not support the grievant’s contentions, b) support the grievant’s contentions and are within the respondent’s authority to implement, or c) support the grievant’s contentions, but are not within the respondent’s authority to implement. The Grievance Panel’s actions for each of these findings are noted below.

a. Panel Recommendations Do Not Support the Grievant’s Contentions.
If the Grievance Panel finds that the grievant’s contentions are not supported or makes no recommendations in favor of the grievant, the panel shall submit its report to the grievant, respondent, chair of the faculty, and chancellor. Within 20 calendar days the chancellor shall, in writing, inform the grievant, respondent, chair of the faculty, and Grievance Panel of a decision. The decision of the chancellor is final and may not be appealed.

b. Panel Recommendations Support the Grievant’s Contentions and are Within the Respondent’s Authority.
If the Grievance Panel finds that the grievant’s contentions are supported and makes recommendations in favor of the grievant, the panel shall submit its report to the grievant, respondent, and chair of the faculty. Within 20 calendar days of the recommendations, the respondent shall, with copies to the grievant and the chair of the faculty, communicate a response to the panel’s recommendation in writing to the Grievance Panel chair. Within 15 calendar days of receipt of the respondent’s response, the grievant will inform the Grievance Panel chair if the adjustments are satisfactory or not satisfactory. If the respondent’s adjustments are not consistent with the recommendations of the Grievance Panel but are satisfactory to the grievant, the grievance will be closed. If the respondent’s adjustments are not
satisfactory to the grievant, the grievant may appeal to the chancellor. The process for an appeal to the chancellor is described below.

c. Panel Recommendations Support the Grievant’s Contentions, but are not Within the Respondent’s Authority to Implement.

If the Grievance Panel finds that the grievant’s contentions are supported and makes recommendations in favor of the grievant, but, in the opinion of the panel, these recommendations are not within the authority of the respondent to implement, the panel shall submit its report to the grievant, respondent, and chair of the faculty. By memorandum, the Grievance Panel chair shall inform the chancellor that, in the opinion of the panel, its recommendations are not within the respondent’s authority to implement and request the chancellor to make the appropriate adjustments.

The Grievance Panel chair shall forward to the chancellor a record of the hearing and copies of all documents submitted during the grievance process.

The chancellor’s decision is to be based solely on a thorough review of the information provided by the Grievance Panel. The chancellor has the discretion to consult with the Grievance Panel (The UNC Policy Manual 101.3.2.IV.g) and individuals with the delegated authority to implement the panel’s recommendations. It is expected that the chancellor will give deference to the advice of the faculty panel, but the final campus-based decision lies with the chancellor. Within 30 calendar days of receipt of the panel’s request, the chancellor will inform the grievant, respondent, Grievance Panel chair, and chair of the faculty of a decision. If the chancellor does not support the panel’s recommendation, the chancellor will inform the grievant that the decision may be appealed to the Board of Trustees. This appeal process is described in Section IV.G. The decision of the Board of Trustees is final and may not be appealed to the Board of Governors.

E. Dissenting Chancellor’s Report

Should the chancellor disagree with the Grievance Panel’s interpretation that the grievance is within the scope of redress covered by provisions of Part XII, Section II.I of the ECU Faculty Manual, UNC Code or Policies, the chancellor shall withhold a decision and inform the Grievance Panel, all parties to the grievance, and the chair of the faculty of those areas of disagreement within 30 calendar days. The Grievance Panel chair will then request the chair of the faculty begin the normal interpretation process as set forth in the Faculty Manual. It is expected that the chair of the faculty will expedite this request. Upon completion of the interpretation process, the Grievance Panel will make any necessary recommendations. The report will be distributed in accordance with Part XII, Section II.I.III.F., with the grievant’s rights to appeal intact.

F. Appeals to the Chancellor

If the respondent’s adjustments are deemed unsatisfactory by the grievant, an appeal to the chancellor is to be made within 20 calendar days of the receipt of the response. The grievant shall deliver to the Grievance panel chair a memorandum to the chancellor explaining in detail the reasons for the appeal. The panel chair shall forward a copy of this memorandum to the respondent and chair of the faculty, and shall forward the grievant’s appeal memorandum to the chancellor along with the Grievance Panel report and all supporting documentation.

The chancellor’s decision is to be based solely on a thorough review of the information provided by the Grievance Panel and may, at the chancellor’s discretion, include consultation with the panel (The UNC Policy Manual 101.3.2.IV.g). It is expected that the chancellor will give deference to the advice of the faculty panel, but the final campus-based decision lies with the chancellor.
Within 30 calendar days of receipt of the grievant's appeal and Grievance Panel's recommendations, the chancellor will provide a decision to the grievant, respondent, panel chair and chair of the faculty. If the chancellor does not support the panel's recommendation, the chancellor will inform the grievant of the provisions for appeal to the Board of Trustees.

G. Appeal 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 within 14 calendar 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 designated committee shall consider the appeal on the written transcript of the hearing held by the Grievance Panel (including evidence admitted in connection with the hearing), but it may, at its discretion, accept and consider 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 after the chancellor has received the faculty member’s request for an appeal to the Trustees. The decision of the Board of Trustees is final and may not be appealed to the Board of Governors shall end the University’s appeal process.

SECTION II.II, Grievance Procedures Related to Complaints of Unlawful or Prohibited Harassment, Discrimination or Improper Relationships Brought Against East Carolina University Faculty Members or Administrators Holding Faculty Status

CONTENTS

I. Preamble
II. Grievance Procedures

I. Preamble
A. Federal and state laws and/or university policies prohibits unlawful discrimination based on the following protected classes: race/ethnicity, color, genetic information, national origin, religion, sex (including pregnancy and pregnancy related conditions), sexual orientation, gender identity, age, disability, political affiliation, and veteran status. East Carolina University establishes formal procedures to assure individuals who believe that they are the victims of unlawful or prohibited harassment, discrimination, or improper relationships that their grievances will be dealt with fairly and effectively.

The East Carolina University Faculty Manual (Part XII) is subject to university policies governing nondiscrimination, sexual and gender-based harassment and other forms of interpersonal violence at East Carolina University, which are available through the University’s Office for Equity and Diversity (OED) (http://www.ecu.edu/cs-acad/oed/policies.cfm).

B. Unlawful or prohibited harassment, discrimination, or improper relationships violate East Carolina University’s policies and will not be tolerated. Members of the University community are encouraged to express freely, responsibly, and in an orderly way their opinions and feelings about any problem or complaint of unlawful or prohibited harassment, discrimination or improper relationships prohibited under the policies of East Carolina University. The University will take every reasonable step to resolve grievances promptly and confidentially.
C. Any act by a University employee or student of retaliation, interference, restraint, penalty, discrimination, coercion, reprisal, intimidation, threats, or harassment against an employee or student for using the applicable policies responsibly interferes with free expression and openness and violates University policy. Accordingly, members of the University community are prohibited from acts of reprisal and/or retaliation against those who file complaints, are involved as witnesses, or otherwise try to use University policies responsibly.

D. When complaints of harassment, discrimination, or improper relationships have been substantiated, the appropriate vice chancellor or the chancellor may take such disciplinary action as he or she deems appropriate, including discharge from employment, suspension, or reduction in rank in a manner that is consistent with the policies and procedures stated in the ECU Faculty Manual.

II. Grievance Procedures
A. Faculty subject to administrative sanction(s) for violations of University policies on harassment, discrimination or improper relationships have the right to due process through appropriate appeals procedures, based on the type of sanction imposed. Faculty not subject to administrative sanction(s) based on an investigation, but who believe the process has contributed to a hostile work environment, or that they otherwise have been harmed by the investigation, have the right to redress of specific findings or actions as allowed under provisions for general grievances covered in Part XII, Section II.I of this Faculty Manual (Policies and Procedures for General Faculty Grievances and for Appeals of Non-conferral of Early Tenure). These rights apply to both the faculty complainants and faculty respondents in the original complaint brought on harassment, discrimination or improper relationship.

B. When disciplinary actions, if any, do not include a serious sanction, a faculty member may appeal minor sanctions, reprimands, or seek other redress through provisions governing general grievances contained in Part XII, Section II.I (this section) of the Faculty Manual.

C. Disciplinary actions that include a serious sanction may be appealed following provisions in Part XII, Section I.III of this Faculty Manual (Due Process Before Discharge or the Imposition of Serious Sanctions). Alleging that one or more specified provisions of The UNC Code have been violated in the imposition of a serious sanction, a faculty member may further appeal a Board of Trustees decision to the Board of Governors. Note that The UNC Code, Section 603(3) warns that if, within 14 calendar days after receiving the notice of a serious sanction, the faculty member makes no written request for appeal, the faculty member may be discharged or serious sanction imposed without recourse to any institutional grievance or appellate procedure.

D. Appeals of specific findings, either positive or negative, of an investigation of complaints of unlawful or prohibited discrimination, harassment or improper relationship may be available under specific university policies. Current information on university policies governing these areas is available at the Office for Equity and Diversity (http://www.ecu.edu/cs-acad/oed/policies.cfm).

SECTION II.III, Effective Date
A. Except as otherwise provided below, these provisions shall become operative immediately after they are approved by the President of the University of North Carolina, and are enabled by approved revisions of the Bylaws of the East Carolina University Faculty Senate.

B. Provisions governing establishment of appellate hearing panels will become operative only after the establishment and initial fall organizational meeting of an Appellate Committee, as specified in the revised Bylaws of the East Carolina University Faculty Senate. The Appellate Committee shall be elected at the first April organizational meeting of the ECU Faculty Senate following the date of final approval of both the revised Part XII of the Faculty Manual, and the Bylaws of the Faculty Senate.

C. These provisions as amended shall apply to those appeals initiated after the effective dates indicated in parts A and B above. Appeals for which procedures for a hearing have been initiated before these provisions become operative will continue under the previous Faculty Manual provisions governing the type of appeal involved.

D. If secure electronic platforms for handling grievances become available, requirements for delivery, distribution and resolution of grievance materials may be modified accordingly through recommendation by the Faculty Senate and approval by the chancellor.

Amended
Faculty Senate Resolution #12-17, February 2012, Chancellor
Faculty Senate Resolution #14-32, April 2014, Chancellor

Resolution #19-71
Approved by the Faculty Senate: October 15, 2019
Approved by the Chancellor: November 18, 2019

Proposed Revisions to ECU Faculty Manual Part VI, Section VII. Curriculum Procedures and Academic Program Development, as follows:

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

In accordance with ECU’s commitment to strong academic programs and the SACSCOC Principles of Accreditation, ECU “places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty.” Program and curriculum changes are initiated, prepared, and presented for review through ECU’s curriculum management system. All proposals follow an approval process inclusive of all relevant ECU campus bodies and voting faculty as defined in this document. Three levels of approval are defined according to the specific delegated authority of final approval bodies. Proposals governed by the policies and procedures of the UNC System Office (UNC-SO) and/or Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) will follow additional approval steps and will therefore take longer to proceed through the entire approval process.

Academic Planning and Accreditation (APA), a unit of Institutional Planning, Assessment and Research, facilitates the curriculum and program development process through administration of ECU’s curriculum management system and direct consultation with faculty planners. The Office of Continuing Studies and Distance Education and APA process requests to deliver new and existing
academic programs through distance education. Consultation with the unit curriculum liaison, personnel in the Office of the Registrar, and personnel in APA is recommended at the onset of curriculum and program development.

The Academic Program Development Collaborative Team (APDCT), an advisory body to the Academic Council, is comprised of the Undergraduate/Graduate Curriculum Committee chairs; Educational Policies and Planning Committee (EPPC) chair; dean of the Graduate School; representatives from the Office of Continuing Studies and Distance Education, Institutional Research, Academic Planning and Accreditation, and Division of Health Sciences; and the Chair of the Faculty. APDCT collaborates with faculty planners to strengthen program proposals and makes recommendations to the Academic Council, EPPC, and the dean of the Graduate School (as applicable) on developing programs.

Academic committees of the Faculty Senate and the Graduate School review course and program proposals in accordance with their stated charges. Faculty Senate committees also approve requests for special course designations, such as service learning, writing intensive, and diversity.

In cases of financial exigency or the initiation of a discontinuation, curtailment, or elimination of a teaching, research, or public service program, the provisions of the *ECU Faculty Manual* will apply.

The Chancellor or designee in consultation with the Chair of the Faculty may establish deadlines of not less than two weeks by which each person and/or committee listed must report its concurrence (approval) or non-concurrence with the proposed action. Failure to report by the established deadline shall be considered an abstention and the proposed action shall progress to the next level for consideration.

A. Definitions

1. **Degree Programs**
   A degree program is a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a specified level of instruction. All degree programs are categorized individually in the University’s academic program inventory (API) at the six-digit CIP code level, with a unique UNC-SO identifying code, and teacher licensure area, if applicable. As a rule, a degree program requires coursework in the discipline specialty of at least 27 semester hours at the undergraduate level and 21 semester hours at the doctoral level. A master’s level program requires that at least one-half of the total hours be in the program area. Anything less than this within an existing degree program should be designated a concentration. Degree programs require final approval by UNC-SO and the UNC Board of Governors (BOG). Minors and concentrations receive final approval at the campus level. (Paraphrased from Academic Program Guidance, UNC System Office, 1/25/16. Accessed at [http://www.northcarolina.edu/sites/default/files/documents/academicprogramdevelopment_guidance_january25.2016v1.pdf](http://www.northcarolina.edu/sites/default/files/documents/academicprogramdevelopment_guidance_january25.2016v1.pdf), 2/23/18.)

2. **Certificates**
   A certificate program provides an organized program of study that leads to the awarding of a certificate rather than a degree. ECU offers certificate programs at a minimum of **9 12** credit hours at the pre-baccalaureate level, and a minimum of **9 credit hours at the** post-baccalaureate, post-master’s, and post-doctoral levels. Once a certificate is approved, it must be submitted to the U.S. Department of Education to determine if the program is eligible for participation in Title IV (financial aid) programs.

3. **Teacher Licensure Areas (TLAs)**
These are specific course clusters that meet licensure requirements of the State Board of Education but do not lead to the conferral of a particular degree or certificate. These may be at either entry level or advanced level of teacher licensure. When an institution receives authorization from the State Board of Education to offer a TLA, UNC-SO must be notified. A current inventory of teacher licensure programs approved by the State Board of Education is available on the North Carolina Department of Public Instruction Website.

B. Program Coordination
Each degree program and certificate will have a designated Program Director or Coordinator who must be approved by the unit chair (or, in the case of interdisciplinary programs, appointed by the college dean) and qualified to lead development and review of the program’s curriculum. (FS Resolution #19-08)

C. Levels of Delegated Authority for Course and Program Approval Process
Level I Course and Program Changes: Level I course and program changes require campus approval by the department, college/school, and university Undergraduate Curriculum or Graduate Curriculum Committees. The Faculty Senate delegates authority to the Undergraduate Curriculum Committee and the Graduate Council delegates authority for these actions to the Graduate Curriculum Committee.

Level I Course Changes:
1. Revising a course: title, description, objectives, prerequisite(s), prefix, repeatability, credit hours, and content
2. Renumbering an existing course at the same or different level
3. Revising the prefix for an entire course list or program*
4. Banking or deleting courses
5. Removing a 5000-level course from the undergraduate catalog
6. Proposing new courses

* Memo-only action; committee may waive faculty attendance

Level I Program Changes:
1. Revising degrees: revising course selections (excludes total credit hours); revising core requirements, electives, admission standards, and/or descriptive text; adding or removing thesis/non-thesis options
2. Revising certificates: revising course selections (excludes total credit hours); revising core requirements, electives, admission standards, and/or descriptive text
3. Revising concentrations and minors: revising course selections (including total credit hours); revising titles; revising core requirements, electives, admission standards, and/or descriptive text; discontinuing

Program changes excluded from Level I are degree and certificate title and/or CIP code changes; revising total credit hours of degree programs; change in delivery mode; and moving degree and certificate programs to a new academic home, as these actions require EPPC review and some are reported to UNC-SO and/or SACSCOC as indicated below.

Level II Course and Program Changes: Delegated authority to EPPC and Academic Council. Level II changes course and program changes require approval at the department, college or school, and university levels including Undergraduate Curriculum/Graduate Curriculum Committee, Graduate
Council, EPPC, Faculty Senate and the Academic Council. They require no approval by the Chancellor (Academic Council) or by UNC-SO.

1. Increasing/decreasing degree or certificate total credit hours by less than 25%
2. Moving a prefix, degree, certificate, concentration, or minor program to a new academic home
3. Proposing an accelerated degree program
4. Proposing a new concentration in an existing degree program
5. Proposing a new minor

Level III Program Changes: Require Chancellor Approval
Level III changes are program changes or proposals that require approval at the department, college/school, and university levels/committees; Chancellor; and UNC-SO and/or SACSCOC approvals or notifications.

1. Discontinuing an existing degree or certificate program (no UCC/GCC review required)
2. Proposing a new certificate program
3. Proposing a new degree program
4. Revising an existing degree or certificate title
5. Consolidating two or more existing degrees
6. Proposing a new delivery mode for an existing degree (no UCC/GCC review required)
7. Increasing/decreasing degree or certificate total credit hours by 25% or more
8. Changing a degree designation (e.g., MA to MS)

UNC-SO and/or SACSCOC approvals or notifications only (no UCC/GCC, or EPPC review required)
1. Revising a CIP code for an existing degree or certificate program
2. Discontinuing an existing teacher licensure area

B. New Degree Program Development Approval Process
Proposed programs must be approved for inclusion on the ECU Academic Program Plan through the Request for Inclusion process and, by special circumstance, through the Academic Council in consultation with the Educational Policies and Planning Committee. All program proposals accepted on the plan undergo a rigorous campus-wide vetting process and are submitted in accordance with UNC-SO policies and procedures. New degree programs may not be advertised until ECU receives UNC BOG approval.

Programs included on the ECU Academic Program Plan require approval at the department, college/school and university levels/committees through approval of the Academic Program Development Collaborative Team. In the first (planning) phase of development, all ECU faculty are invited to participate in a campus-wide process and are invited to provide formal feedback to aid in decision-making by the Academic Council. Upon approval of the Academic Council, the planning document is submitted to the UNC-SO. The establishment phase of development follows normal campus review processes, including curriculum and program proposals.

The proposing academic unit, Academic Planning and Accreditation, and the Office of the Registrar will collaborate to ensure that all approved actions are communicated to the campus community, as well as to UNC-SO and SACSCOC as required.

C. Academic Program Review
Every academic program that is not accredited by a specialized accrediting agency is required to be reviewed as part of a seven-year unit program evaluation. The unit Academic Program Review will be
conducted according to the Academic Program Review Guidelines. Changes to these guidelines need to be approved by the Educational Policies and Planning Committee and the Faculty Senate. The unit Academic Program Review shall be used in the development of the unit’s operational and strategic plans.

Faculty Senate Resolution #12-50, March 2012
Faculty Senate Resolution #14-62, May 2014
Faculty Senate Resolution #15-63, May 2015
Faculty Senate Resolution #17-13, March 2017
Faculty Senate Resolution #18-22, April 2018
Faculty Senate Resolution #18-68, January 2019
Faculty Senate Resolution #19-08, February 2019

Resolution #19-72
Approved by the Faculty Senate: October 15, 2019
Approved by the Chancellor: November 18, 2019

Curriculum and academic matters acted on and recorded in the General Education and Instructional Effectiveness Committee’s meeting minutes of September 16, 2019, including Domestic Diversity Designation (DD) for SOC 201 from Southwest Virginia Community College, HIS 201 from Gaston Community College, HUM 122 from Beaufort Community College, ISS 335 from the University of Michigan, SOC 100 from Waubonsee Community College; Global Diversity Designation (GD) for REL 103 from Gaston Community College, ART 1XXX from Delaware County Community College; General Education Humanities Designation (GE:HU) for ENGL 201 from Raritan Valley Community College, ENGL 224 from Raritan Valley Community College, LBST 1102 from the University of North Carolina at Charlotte; General Education Social Sciences Designation (GE:SO) for LBST 2213 from the University of North Carolina at Charlotte.

Resolution #19-73
Approved by the Faculty Senate: October 15, 2019
Approved by the Chancellor: November 18, 2019

Curriculum and academic matters acted on and recorded in the Undergraduate Curriculum Committee’s meeting minutes of September 12, 2019, including curricular actions within the School of Art and Design and School of Communication within the College of Fine Arts and Communication and the Committee’s meeting minutes of September 26, 2019, including curricular actions within the School of Communication within the College of Fine Arts and Communication.

Resolution #19-74
Approved by the Faculty Senate: November 12, 2019
Approved by the Chancellor: not applicable

The composition of the Chancellor Search Committee is a joint responsibility of the Board of Trustees and the System President, with the shared governance model envisioning distinct roles for the three core constituencies of faculty, administrators, and trustees. In the past, it was standard practice for the Faculty Senate to elect its representatives to search committees, however this has fallen out of
practice over the last few searches. A selection process to elect four faculty members involved putting forth four faculty names in nomination, taking any additional nominations from the floor and holding a vote to approve a slate of names that would be submitted to the Board Chair before the composition of the search committee was finalized.

Resolution #19-75
Approved by the Faculty Senate: November 12, 2019
Approved by the Chancellor: December 12, 2019 *with editorial revisions

Revisions to the ECU Faculty Manual, Part IV, Section I. Academic Code Units

(additions are noted in red text and deletions in strikethrough)

“CONTENTS
I. Definition of Code Unit
II. Organizing as a Code Unit
III. Creating New Code Units and Making Changes to Existing Code Units

I. Definition of Code Unit
By virtue of their professional disciplinary and inter-disciplinary expertise, East Carolina University faculty members are responsible for creating and implementing degree programs, associated curricula, and for performing numerous other activities essential to educating students, advancing knowledge and serving the university and the community. To fulfill this responsibility effectively, faculty members organize into self-governing departments, schools or colleges. The resulting organizational boundaries are neither arbitrary nor a reflection of individual interests. Disciplinary and interdisciplinary boundaries derive naturally from differences in the subjects studied and the methods required to generate new knowledge of these subjects. The operations of a faculty group organized around shared subject matters and research methodologies are governed by a document referred to as a “unit code.” ECU uses the expression “code unit” to refer to a department, school or college whose operations are governed by a unit code. Differences between unit codes arise because of the subject matter and research methods of different code units. These differences require unique procedures that govern teaching, research, service and other assignments as well as the specific code unit’s criteria for appointment, reappointment, promotion and tenure, for example. The unit code document is created by a group of faculty members and approved by the applicable code unit voting faculty members as defined below (Part IV, Section II, subsection III), the Unit Code Screening Committee, the Faculty Senate, and the Chancellor. (Previous sentence was editorially revised by Faculty Governance Committee September 2019.) In this process, the administrator to whom the unit administrator reports (a dean, vice-chancellor or provost) reviews a draft code and may provide advice.

II. Organizing as a Code Unit
Requirements: To be eligible to organize as a Code Unit, a new or existing department, school or college, (or departments, schools or colleges created by splitting or combining existing code units), shall satisfy the following requirements:
1. Code Units shall contain sufficient faculty members to create and sustain one or more degree programs and their associated curricula (excepting the libraries). What suffices in any given case will be decided by the appropriate Provost or Vice Chancellor for Health
Sciences in consultation with the tenured and probationary (tenure-track) faculty who will be members of the Code Unit if established, the chairperson(s) or director(s) and the appropriate dean.

2. Code units shall be organized so as to distribute faculty and administrative responsibilities as follows (this list is not exhaustive of the duties of faculty members and administrators).

   a. Faculty: Faculty members are responsible for providing course instruction in one or more degree programs and in Foundations courses as appropriate, for advising majors, for supervising graduate theses and dissertations and for initiating recommendations on curriculum, degree program requirements, personnel actions, evaluation criteria, the unit’s strategic plan, the unit’s assessment activities, student, faculty and staff awards and the unit’s code of operations.

When the code unit is a college and the college contains departments or schools, some or all of the responsibilities of the code unit’s faculty members may separately be performed by the faculty members of each department or school.

If the code unit is a school and the school contains departments, some or all of the responsibilities of the code unit may separately be performed by the faculty members of each department or school.

If the code unit is a department and the department contains separate disciplines, some or all of the responsibilities of the code unit may be performed separately by the faculty members of each discipline.

   b. Administration: The lead administrator is responsible for faculty evaluation, for assigning duties to the unit’s faculty members, for recommendations regarding initial faculty salaries and salary increments, for the use of the unit’s budget, for fundraising, for maintaining the unit’s contracts, records and reports, for managing the unit’s support staff, for the unit’s compliance with all university policies, rules and regulations and for the unit’s compliance with all actions required by higher administration.

III. Creating New Code Units and Making Changes to Existing Code Units

1. Proposals recommending the creation of a code unit or units, or changes to an existing code unit: Proposals shall be initiated by a Code Unit Proposal Committee. A Code Unit Proposal Committee may be self-constituted by action of at least one-fourth of an existing code unit’s faculty members (but no fewer than three faculty members) or may consist of at least three faculty members appointed by a chairperson, director, dean, the vice-chancellor for health sciences, the provost or the chancellor. The faculty members appointed to the committee will be some or all of the faculty members who will be members of the new or changed unit(s) except in a case when the people who will constitute the faculty of a new unit are not yet employed by ECU. In the case of the creation of a new code unit or changes to an existing code unit, proposals will include a provisional code of operations for the new or changed unit(s).

A Provisional Code will conform to the ECU Faculty Manual and, as much as is practicable, to the guidelines and requirements for Unit Codes that are set forth in this document [see Part IV, Section II, subsection IV. II.D below]. A Provisional Code will be approved by the Educational Policies and Planning Committee, the Faculty Senate and the chancellor, and will be used for a maximum of three semesters after the formal development of the new unit. No later than three semesters after the creation of a new code unit having a
Provisional Code, the faculty of the unit will develop and have approved an official Unit Code.

3. In the case of a provisional code that has been in use for three semesters in a code unit in which there are fewer than three full-time tenured eligible voting faculty members who have been employed for at least twelve consecutive months in the unit, the deadline for developing and having approved an official unit code shall be extended until there are three faculty members in the unit who are eligible to vote on the unit’s code (see Part IV, Section II, subsection III. II.C below).

If faculty members will be displaced by the creation of new code units or by changes to existing code units, the proposal must address this situation.

In addition to creating new code units, some of the changes to existing code units that proposals may address include but may need not be limited to:

- a. dissolving a code unit without terminating the employment of the faculty members in the unit,
- b. dividing a code unit into two or more code units,
- c. merging a code unit with one or more other units,
- d. moving a code unit to another school or college,
- e. changing a code unit’s status from a department in a college to a school, or from a school to one or more departments in a college, or the reverse,
- f. renaming a code unit, (changes in unit name nomenclature shall be approved by UNC General Administration), (As of May 2019, System Office no longer requires ECU to notify or seek permission for changes in unit name nomenclature.)
- g. moving groups of faculty and/or disciplines from one coded unit to another. (This type of move does not require UNC General Administration System Office approval.)
- h. reorganizing departments within a code unit,
- h.i. any combination of the above.

Changes in all code units will not be implemented 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.

4. Procedures for creating or changing code units:
- a. The Code Unit Proposal Committee will provide copies of its proposal to all of the faculty members and administrators of the departments, schools or colleges addressed by the proposal.
- b. Within 15 working days after the proposal has been distributed, the Code Unit Proposal Committee will meet to discuss the proposal with the faculty members of affected departments, schools and/or colleges or with representatives elected by each affected unit, with the unit administrators, and with the appropriate deans and vice chancellors (or their representatives).
- c. Within 10 working days after this meeting, the permanently tenured faculty members of each affected unit, including the unit administrator(s), will meet and vote their approval or disapproval of the proposal in its original form or as amended by their action.
- d. Within 10 working days the chair of the Code Unit Proposal Committee will forward to the next higher administrator the results of the unit's action.
e. Within 10 working days the next higher administrator will communicate in writing to the Code Unit Proposal Committee and to the appropriate vice-chancellor(s) the following items: the unit faculty’s action and his or her concurrence or non-concurrence with that action.

f. The Code Unit Proposal Committee 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 proposal is approved by the Chancellor (and higher authority if necessary), implementation of the proposal will be overseen by the next higher administrator(s) over the new or changed code units.

Upon approval of new unit codes, the old unit code of a unit that has undergone a change of the sort listed above will become null-and-void.

If faculty members in code units that meet the conditions for splitting into separate code units do not choose to split into separate code units, faculty in individual departments or schools (as appropriate) may democratically develop written rules for their internal organization and operation. These rules will be housed in the department’s or school’s administrative office."

Resolution #19-76
Approved by the Faculty Senate: November 12, 2019
Approved by the Chancellor: June 7, 2021

Additional revisions to the *ECU Faculty Manual* Part II. East Carolina University Organization and Shared Governance, Section II. Faculty Constitution and By-Laws, subsection By-Laws of the Faculty of East Carolina University

Proposed additional revisions to the reorganization of the appellate committees and *Faculty Senate Resolution #19-10* (rejected by Chancellor in February 2019) to address summer 2019 revisions to the Code of the University of North Carolina (Sections 603, 604, and 609) that were adopted by the UNC Board of Governors.

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

I. Attendance, Seating, and Participation
   A. To facilitate the efficient flow of business, Senators shall be seated as follows:
      1. Ex-officio members shall be assigned seats on one row.
      2. Elected members shall be assigned seats in alphabetical order by electoral units
   B. Only elected and ex-officio members (including alternates, representing their electoral units) may answer the roll call, vote, or occupy seats assigned to senators.
C. Faculty members visiting the Senate shall seat themselves in the back of the meeting room, behind the seats assigned to Senate members.

D. Visitors may not participate in Senate discussions and business except by advance invitation of the Senate Agenda Committee or the Chair of the Faculty. Such an invitation will be announced to the Senators prior to the meeting.

E. Each electoral unit of the University may elect a number of alternate representatives equal to its allotment of senators, not to exceed the electoral unit’s number of apportioned senators. If more than one alternate is elected, they should be elected to two-year 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.

Alternates shall be eligible for re-election. The alternate will represent that electoral unit at the discretion of any Senator within the electoral unit, and in such a situation, shall notify the Secretary of the Faculty or Faculty Senate office that he or she is representing that electoral unit prior to the convening of the Senate session in question.

II. Minutes of the Faculty Senate

A. There shall be a Faculty Senate Committee on Minutes composed of the Chair of the Faculty, Vice Chair of the Faculty, and Secretary of the Faculty.

B. Minutes shall become official on approval by the Faculty Senate Committee on Minutes. The official minutes shall be distributed to all faculty as soon as possible after a Senate meeting. Any corrections to the minutes by the Senate shall be made a part of the official minutes of the subsequent meeting.

C. Incorporation into the official minutes of verbatim remarks shall be allowed or disallowed at the discretion of the Faculty Senate Committee on Minutes. The Chair of the Faculty may request that verbatim remarks be submitted in writing to the Secretary of the Faculty.

III. Special Committees

A. Special committees shall be established by the Senate at the discretion of the Chair of the Faculty, in consultation with the Faculty Officers.

B. Members of the special committees may be appointed by the Chair of the Faculty or he or she may ask the Senate to elect committee members. At least one senator shall be on each special committee.

C. The Chair of the Faculty may appoint the chair of special committees or these chairs may be elected by the committee members.

D. Non-Senate faculty members as well as Senators may serve on special committees.

IV. Appellate Committees

Appellate Committee members must be permanently tenured, or probationary tenure-track voting faculty holding no administrative title (ECU Faculty Manual Part IX, Section I - Tenure and Promotion Policies and Procedures). The process for election of faculty to the Appellate Committee, which serves as a pool for populating hearing panels (see ECU Faculty Manual Part XII, Faculty Grievance Policies and Procedures) will be as follows:

1. Each year in January, the Committee on Committees will solicit volunteers to serve on the Appellate Committee. Responses are due in the Faculty Senate office in February.

2. The Committee on Committees will review all responses and present to the Faculty Senate a slate of one or more nominees as there are vacancies to fill. Nominations may also be made from the Faculty Senate floor. Appellate Committee members will be elected at the spring Faculty Senate Organizational meeting. Election will be by a majority of Senators
present and voting. This by-law may be suspended in accordance with procedures specified in Robert's Rules of Order, Newly Revised.

3. A total of 30 tenured and probationary faculty will comprise the Appellate Committee, all serving three year terms that are staggered with 10 members elected annually. All faculty ranks must be represented, with no fewer than 10 members from the rank of Professor, no fewer than 10 members from the rank of Associate Professor, and no more than five members from the rank of Assistant Professor. Individual faculty members are eligible to serve two consecutive three-year terms, which may extend to the beginning of the fall semester in the final year of a term. Faculty will be ineligible to serve again for one academic year after conclusion of a second consecutive term.

4. When vacancies occur in the Appellate Committee between annual elections, the Faculty Senate will elect additional faculty members to the committee through nominations initiated by the Committee on Committees.

5. Faculty who have been involved as either a grievant or respondent in an appellate hearing cannot serve on the Appellate Committee for the period of one three-year term from the date of the final decision on that appeal. An Appellate Committee member who becomes a grievant or respondent while serving will be replaced by the usual procedure for vacancies between annual elections.

6. An Appellate Committee member who becomes a grievant or respondent while serving will be replaced following by the usual procedure for vacancies between annual elections.

7. Members of the Faculty Governance Committee cannot be elected concurrently to the Appellate Committee.

V. Faculty Senate, Academic and Administrative Committees, Membership, and Structure

Membership

Membership of Faculty Senate Committees and Academic Committees shall consist of faculty members in at least their second consecutive year of full-time employment at East Carolina University. A majority of the members of all committees must be tenured or tenure-track faculty members, and in no case shall more than two elected members of each committee be fixed term faculty members. The Chancellor and the Chair of the Faculty are ex-officio members of all committees. (Faculty Senate Resolution #14-88)

Members of committees serve in accordance with their ability, training, and experience rather than as representatives of their electoral unit.

The process for election of academic and selective administrative committees will be as follows:

1. The Academic and Administrative Committee preference forms will be distributed to all faculty, by the Committee on Committees with assistance of the office personnel in January. The completed forms are due in the Faculty Senate office in February.

2. The Committee on Committees will review all preference forms and present to the Faculty Senate a slate of one or more nominees as there are vacancies to fill. Nominations may also be made from the floor of the Faculty Senate. Election of Academic and Administrative Committee members will take place at the Faculty Senate Organizational Meeting in April. Election will be by a majority present and voting.

Members are elected to staggered three-year terms, which may extend to the beginning of the fall semester. Faculty members are not eligible to serve as an elected regular member on more than one standing university academic committee at a time. Service on a single academic or administrative committee is limited to election to two consecutive 3-year terms with ineligibility for
election to the same committee for at least one academic year. Student members are nominated by the Student Government Association for appointment by the Chancellor.

Faculty Senate and Academic Committees meet on a standard schedule, set and revised by the Committee on Committees. When a Faculty Senate academic committee deals with matters that directly concern any administrator these matters should be discussed with the administrator during the development of a proposed policy. Further, the administrator should have adequate input before the finished resolution is presented to the Senate. This not only would involve ex-officio committee members but also would involve working with any administrator involved in a particular policy under consideration.

All University Academic Committees are Standing Committees of the Faculty Senate. Information relating to each committee is available in the Faculty Senate office and electronically on the Faculty Senate web site.

Officers: Officers of each committee are elected from the membership of the committee, excluding ex-officio, by the members of the committee, for a term of one year. Previous service as a committee officer shall not prejudice a member’s election to any committee office. Under normal circumstances each committee shall have a chairperson, a vice chairperson, and a secretary. Upon organization of the new committees, at the Committees' Organizational meetings beginning in the Fall, the former chairperson if available will turn over committee records to the new chairperson. The Chair of the Faculty may declare an elected member's seat vacant upon the occurrence of three consecutive absences of that member. The Chair of the Faculty will appoint faculty members to fill vacancies of any University Academic Committee that may occur during the academic year. Interim elections may be held to fill an office that has become vacant or to replace an officer that two-thirds of the full committee membership deems is not fulfilling the obligations of the office.

The charge of each Faculty Senate and academic committee is on file in the Faculty Senate office and available electronically on the Faculty Senate web site. Many administrative committee charges are available on the East Carolina University web site.

Each committee shall operate according to the latest version of Robert's Rules of Order, Newly Revised. Minutes of each committee are on file in the Faculty Senate office and available electronically on the Faculty Senate web site and shall be sent to members of the committee and Chair of the Faculty.

A file on each committee's activities, minutes, and other records shall be maintained in the Faculty Senate office. All committees and subcommittees, unless prohibited explicitly by the committee's charge, University policies, or state statutes, shall hold their regular and special meetings in open session in accordance with the North Carolina Open Meetings Law, and the chairperson of committees shall inform the Senate office of the time and place of such meetings so they may be placed on the Senate calendar and publicized in order that interested faculty may attend.

The committees' annual reports shall be composed by the committee officers according to the official form and submitted to the Faculty Senate office for duplication and distribution to the Chair of the Faculty, the Chair of the Committee on Committees, the present members of the committee, and the new members of the committee whose terms begin next academic year. Copies of the committees' annual reports will be kept on file in the University Archives, Faculty Senate office,
and made available electronically on the Faculty Senate web site. Upon request, copies of committees' annual reports shall be made available by the Faculty Senate office.

The Chair of the Faculty shall each year compile the Annual Report of the Faculty Senate. This report, among other things, shall contain a summary of Senate and Senate committees’ activities for the immediate past year.

The Annual Report of the Faculty Senate will be distributed to the Chancellor, academic Vice Chancellors and made available on the Faculty Senate web site. Copies of the report will also be kept on file in the University Archives and the Faculty Senate office. In addition, copies of the Annual Report of the Faculty Senate will be distributed to the members of the Faculty Senate not later than the first regular Faculty Senate meeting of the next academic year.

Currently there are two Faculty Senate committees (Agenda Committee and Committee on Committees), one Appellate Committee that serves as a pool for hearing panels for four different appeal processes (Due Process, Faculty Grievance, Hearing, and Reconsideration), and 20 academic committees as follows:

- Academic Awards Committee
- Admission and Retention Policies Committee
- Calendar Committee
- Distance Education and Learning Technology Committee
- Educational Policies and Planning Committee
- Faculty Governance Committee
- Faculty Welfare Committee
- General Education and Instructional Effectiveness Committee
- Libraries Committee
- Research/Creative Activities Committee
- Service-Learning Committee
- Student Academic Appellate Committee
- Student Scholarships, Fellowships, and Financial Aid Committee
- Teaching Grants Committee
- Undergraduate Curriculum Committee
- Unit Code Screening Committee
- University Athletics Committee
- University Budget Committee
- University Environment Committee
- Writing Across the Curriculum Committee

As the need arises, additional committees are created, by the Committee on Committees, to assist in the academic policy-making process.

VI. Graduate Council
The Chair of the Faculty or his/her designee shall serve as an ex-officio member. The duties and responsibilities of the Graduate Council are described in the ECU Faculty Manual under Graduate School Governance. The Chair of the Graduate Council provides a monthly report to the Faculty Senate for information, comment, and advice.

VII. Faculty Assembly Delegates and Alternates
The process for election of Faculty Assembly Delegates and Alternates (*Part III, Section II; The Faculty Assembly of the University of North Carolina*) will be as follows:

A. The Faculty Assembly nomination form will be distributed to all faculty by the Committee on Committees with assistance of the office personnel in November. The completed nomination forms are due in the Faculty Senate office in December.

B. The Committee on Committees will review the nominations and present to the Faculty Senate a slate of one or more nominees as there are vacancies to fill. Nominations may also be made from the Faculty Senate floor. Faculty Assembly representatives will be elected by the Faculty Senate at its January regular meeting. Election will be by majority present and voting. 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.

VIII. Election by Acclamation

When an election that otherwise requires a vote by written, secret ballot is uncontested, that is, the number of nominees does not exceed the number of individuals to be elected, the Faculty Senate may vote by acclamation according to provisions in *Robert's Rules of Order, Newly Revised*.

Approved:
FS Resolution #05-18 (Appendix A) September 2005, Chancellor
FS Resolution #05-19 (By-Laws) April 2005, Chancellor

Amended:
FS Resolution #09-06, September 2009, Chancellor
FS Resolution #12-79, April 2012, Chancellor
FS Resolution #14-88, December 2014, Chancellor
FS Resolution #19-76, pending Chancellor approval

Resolution #19-77
Approved by the Faculty Senate: November 12, 2019
Approved by the Chancellor: December 12, 2019

Revisions to the Undergraduate Curriculum Committee Charge

(Additions are noted in **bold** and deletions in strikethrough)

1. Name: Undergraduate Curriculum Committee

2. Membership:
   8 elected faculty members.
   Ex officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

   The chair of the committee may invite resource persons as necessary to realize the
committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
   A. The committee considers undergraduate courses (through 4000-level) and programs and has the responsibility of assuring the quality of course offerings regardless of mode of course delivery.
   B. The committee recommends policies and procedures governing the acceptability of programs and courses.
   C. The committee reviews requests for permission to establish new degree programs, certificates, and minors.
   D. The committee reviews and acts on proposals for new courses and course revisions. The committee ensures that proposals adhere to best practices in higher education and agreed upon academic standards.
   E. The committee reviews and acts on proposals for new degree programs, certificates, and minors and on revisions to established degree programs, certificates, and minors. The committee ensures that proposals adhere to best practices in higher education and agreed upon standards.
   F. The committee reviews and acts on revisions to the standards and requirements for admission to and retention in degree programs, certificates, and minors.
   G. The committee considers other items that affect the curriculum of undergraduate programs.
   H. The committee acts on recommendations from the Council for Educator Preparation of Teacher Education regarding proposed changes in teacher education requirements.
   I. The Committee reviews at least annually those sections within the University Undergraduate Catalog that corresponds to the Committee’s charge and recommends changes as necessary.
   J. The chair or appointed representative serves as a ex-officio member on the Academic Program Development Collaborative Team, and as appropriate, any university-wide administrative committee that involves undergraduate curriculum.

5. To Whom The Committee Reports:
   The committee makes its recommendations to the Faculty Senate. The committee reports on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
   The committee is empowered to report on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.

8. Standard Meeting Time:
   The committee meeting time is scheduled for the second and fourth Thursday of each month.
Resolution #19-78
Approved by the Faculty Senate: November 12, 2019
Approved by the Chancellor: December 12, 2019

Addition of MATH 0045 common final exam to be held concurrently with MATH 1064, beginning Spring Semester 2020

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

**Final Examinations Schedule - Spring Semester 2020**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. The final exam meeting is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 30 – May 7). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 30 – May 7). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second night of their usual meeting during the examination period (April 30 – May 7). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes). 5:30 classes on MWF and TTh should use the same final exam period as their 5:00 counterparts.

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 - 7:30 Friday, May 1</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30 Monday, May 4</td>
</tr>
<tr>
<td>MATH <strong>0045</strong>, 1064</td>
<td>5:00 - 7:30 Tuesday, May 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Times class regularly meets</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 MWF</td>
<td>8:00 - 10:30 Friday, May 1</td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 - 10:30 Thursday, April 30</td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>8:00 - 10:30 Monday, May 4</td>
</tr>
<tr>
<td>9:00 TTh (9:30)</td>
<td>8:00 - 10:30 Tuesday, May 5</td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>8:00 - 10:30 Wednesday, May 6</td>
</tr>
</tbody>
</table>
Final Examinations Schedule - Fall Semester 2020

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 9 - 16). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 9 - 16). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December 9 - 16).

Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time. Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes). 5:30 classes on MWF and TTh should use the same final exam period as their 5:00 counterparts.

Common examinations, including DE sections, will be held according to the following schedule:

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<tr>
<th>Course Numbers</th>
<th>Exam Time</th>
<th>Exam Date</th>
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</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 - 7:30</td>
<td>Thursday, December 10</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30</td>
<td>Friday, December 11</td>
</tr>
<tr>
<td>MATH 0045, 1064</td>
<td>5:00 - 7:30</td>
<td>Tuesday, December 15</td>
</tr>
</tbody>
</table>
Times class regularly meets | Time and day of examination
--- | ---
8:00 MWF | 8:00 - 10:30 Monday, December 14
8:00 TTh | 8:00 - 10:30 Tuesday, December 15
9:00 MWF | 8:00 - 10:30 Wednesday, December 16
9:00 TTh (9:30) | 8:00 - 10:30 Wednesday, December 9
10:00 MWF | 8:00 - 10:30 Friday, December 11
10:00 TTh | 8:00 - 10:30 Thursday, December 10
11:00 MWF | 11:00 - 1:30 Monday, December 14
11:00 TTh | 11:00 - 1:30 Thursday, December 10
12:00 MWF | 11:00 - 1:30 Wednesday, December 16
12:00 TTh (12:30) | 11:00 - 1:30 Wednesday, December 9
1:00 MWF | 11:00 - 1:30 Friday, December 11
1:00 TTh | 11:00 - 1:30 Tuesday, December 15
2:00 MWF | 2:00 - 4:30 Monday, December 14
2:00 TTh | 2:00 - 4:30 Tuesday, December 15
3:00 MWF (3:30) | 2:00 - 4:30 Wednesday, December 16
3:00 TTh (3:30) | 2:00 - 4:30 Thursday, December 10
4:00 MWF | 2:00 - 4:30 Friday, December 11
4:00 TTh | 2:00 - 4:30 Wednesday, December 9
5:00 MWF | 5:00 - 7:30 Monday, December 14
5:00 TTh | 5:00 - 7:30 Wednesday, December 9

**Final Examinations Schedule - Spring Semester 2021**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 29 - May 6). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 29 - May 6). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (April 29 - May 6).
Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time. Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes). 5:30 classes on MWF and TTh should use the same final exam period as their 5:00 counterparts.

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<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30 Tuesday, May 4</td>
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<tr>
<td>9:00 MWF</td>
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<tr>
<td>5:00 TTh</td>
<td>5:00 - 7:30 Thursday, April 29</td>
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Resolution #19-79
Approved by the Faculty Senate: November 12, 2019
Revisions to the *ECU Faculty Manual*, Part VI, Section I. Teaching Regulations and Guidelines Relating to Faculty, Subsection VII. Final Examinations and to the *University Undergraduate Catalog*, Academic Regulations: Examinations and Quizzes, Final Examinations

(Additions in both documents are noted in red text.)

**ECU Faculty Manual, Part VI, Section I. Teaching Regulations and Guidelines Relating to Faculty**

“VII. 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. **When a final examination or alternate method of evaluation is given, it is expected to begin for all students shortly after the beginning of the scheduled final examination period, and all students shall have the full scheduled period to complete the evaluation. Students arriving late may be turned away, but only if other students have left the room, and only if this policy is indicated on the course syllabus.** If a final examination is not given during the final examination period, the scheduled time for the exam must be used for appropriate instructional activity. Online courses that do not give a final exam must use the final exam week for instructional purposes. The chair of the unit is responsible for monitoring adherence to scheduled examination requirements.

The University establishes a final examination schedule each semester to reduce conflicts in course final examination and to meet the UNC established course hour requirements. There will be no departure from the schedule officially published as part of the ECU Academic Calendar except for clinical and non-traditional class schedules, including graduate level courses. Changes for individual student emergencies of a serious nature will be made only with the approval of the instructor. 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 serving as a final exam may be given during regular class meetings. Faculty may not give an examination or an assignment in lieu of an examination on Reading Day. (FS Resolution #11-51, April 2011; FS Resolution #18-46, May 2018)"

**University Undergraduate Catalog, Academic Regulations: Examinations and Quizzes**

“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. **When a final examination or alternate method of evaluation is given, it is expected to begin for all students shortly after the beginning of the scheduled final examination period, and all students shall have the full scheduled period to complete the evaluation. Students arriving late may be turned away, but only if other students have left the room, and only if this policy is indicated on the course syllabus.** 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 schedule officially published in ECU’s [Academic Calendars](#) except for clinical and non-traditional class
schedules, including graduate level courses. Changes for individual student emergencies of a serious nature will be made only with the approval of the instructor."

Resolution #19-80
Approved by the Faculty Senate: November 12, 2019
Approved by the Chancellor: December 12, 2019

Curriculum and academic matters acted on and recorded in the Undergraduate Curriculum Committee meeting minutes of March 28, 2019 including curricular actions in the Department of Geography, Planning and Environment within the Thomas Harriot College of Arts and Sciences, and the Department of Computer Science within the College of Engineering and Technology; April 11, 2019 including curricular actions in the Department of Mathematics, Science, and Instructional Technology Education within the College of Education, Department of Interior Design and Merchandising within the College of Health and Human Performance, and the Departments of Chemistry and Mathematics within the Thomas Harriot College of Arts and Sciences; April 25, 2019 including curricular actions within the Department of Geography, Planning and Environment within the Thomas Harriot College of Arts and Sciences, and the College of Education; and October 10, 2019 including curricular actions within the Department of Health Education and Promotion, Department of Kinesiology, Department of English, Department of History, and Department of Biology.

Resolution #19-81
Approved by the Faculty Senate: November 12, 2019
Approved by the Chancellor: December 12, 2019

Curriculum and academic program matters acted on and recorded in the Educational Policies and Planning Committee meeting minutes of October 11, 2019 including a request to establish a Doctor of Occupational Therapy in the Department of Occupational Therapy within the College of Allied Health Sciences; a request to establish a BS in Professional Writing and Information Design in the Department of English within the College of Arts and Sciences; and Academic Program Review response for the Interdisciplinary Program in Biological Sciences within Office of Research and Graduate Studies.

Resolution #19-82
Approved by the Faculty Senate: November 12, 2019
Approved by the Chancellor: December 12, 2019

Revisions to the Selection Procedures for the Annual University Service-Learning Teaching Excellence Award

The selection procedures were previously approved by the Faculty Senate in February 2018 (#18-07), with Chancellor Staton withholding approval until conversations took place between the Provost, Student Affairs, Academic Awards Committee and Service Learning Committee on aspects of the nomination criteria and funding. Jeff Popke, Chair of the Faculty later asked Interim Chancellor Gerlach to reject the resolution to allow the Academic Awards Committee an opportunity to consider the agreed-upon revisions and present revised selection procedures to the Faculty Senate for their consideration.
The agreed-upon revisions are noted below with additions in red and deletions noted in strikethrough.

**Objective**
The Service-Learning Teaching Excellence Award recognizes a faculty member's unique time, effort, and planning for successful academic service-learning instruction. Service-learning is rooted in an academic discipline and provides learning experiences for students with meaningful assistance to the community. Through organized community-based learning activities, students address community needs and provide meaningful connections with community experiences, employing regular reflective practices for the purpose of personalizing the learning experience.

**Award Per Year**
A maximum of two One awards will be awarded annually. Each The award will carry a $1,000 monetary prize and will be included in a special awards ceremony: the annual University Teaching Awards Ceremony each spring.

**Eligibility**
All full-time faculty who have been involved in ECU service-learning course work in the academic year in which they are selected and in at least one previous year.

Nominees must:
- have had experience teaching a designated service-learning course within an academic year,
- have demonstrated results/impact in student's learning from community-based experiences in the course(s),
- have demonstrated excellence in teaching with respect to service-learning, as evidenced by innovative projects and partnerships, course evaluations and incorporation of service-learning best practices in the course,
- have demonstrated meaningful positive difference/change/impact in the community related to the service-learning course(s),
- have demonstrated collaborative work/planning with the community organization or constituents to build student learning while "doing good" in the community
- have demonstrated how the service-learning work described has enhanced ECU's strategic priorities, and
- have demonstrated how service-learning has enhanced the faculty member's professional development in teaching, scholarship, and/ or service.

**Nomination Procedures and Guidelines**
Nominations may be made in the following ways:
5. by the department-level academic units (including areas of concentration)
6. by other representatives in the faculty member's field of work, including community partners
7. by deans and department heads
8. by representatives from the Center for Leadership and Civic Engagement

Nominations are made by submitting a letter addressing the criteria outlined above. The letter must specify why the nominee deserves the award and should be submitted either electronically or in hardcopy form to the Office for Faculty Excellence (OFE) in Joyner Library Rm. 1001 no later than 5 p.m. on September 15th, or the next business day if the 15th falls on a weekend. Nominees will be contacted by the OFE following the nomination deadline and provided with information about the application packet they must submit if they wish to pursue the award.
Nominees who wish to pursue the award must submit their application packets electronically via flash drive or website to the OFE no later than 5 p.m. on November 1st, or the next business day if the 1st falls on a weekend. Directions for flash drive or website submission will be provided. In addition, nominees will be asked to complete an information sheet with their name as it should be listed, academic rank, department, and college or school, as well as a photograph at least 2.5” x 3” with a minimum resolution of 300.

The application packet:
3. should include representative examples of the faculty member’s instruction methods, including the incorporation of student reflection.
4. must contain the following in this order:
   • Contents: itemized list of all materials in the application packet
   • Nomination letter
   • 500-word essay describing the nominee’s excellence in teaching with respect to service-learning, including the impact on student’s reflective learning from community-based experiences in the course(s) and how the service-learning course has enhanced ECU’s strategic priorities and the related academic discipline
   • CV: a complete curriculum vitae, highlighting the nominee’s innovative projects and partnerships, course evaluations
   • Supportive letter from a community partner that addresses the reciprocity of the partnership and clear positive difference/change/impact in the community related to the service-learning course
   • Additional supporting materials (evidence that the nominee exemplifies the award criteria): At least 1, and no more than 3, examples of service-learning activity that can be submitted electronically. Examples include, but are not limited to: 1) course syllabi; 2) scholarly publications; 3) description of projects; 4) peer teaching reviews; 5) departmental awards; 6) letters of support from current and former students.
6. must adhere to the specifications presented here; those that do not may be disqualified.
7. should utilize appropriate margins, fonts, type sizes, and colors to ensure readability.
8. must not exceed 50 pages, excluding the itemized list and vitae.

Evaluation Procedures
In September, the selection committee will be convened by the Director of the Office for Faculty Excellence and will consist of 2 members of the Academic Awards Committee, elected by the committee; 1 faculty member elected by the Service-Learning Committee; 1 faculty member appointed by the Chair of the Faculty; and 1 member appointed by the Center for Leadership and Civic Engagement. The selection committee will have at least one faculty member experienced in successful academic service-learning instruction; preferably a previous service-learning teaching excellence award winner.

In November, packets will be made available to members of the selection committee via the Blackboard course management software and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines.

In early January, the selection committee will identify their top candidates in rank order for committee discussion and, by scoring determine the recipient(s) of the Service-Learning Teaching Excellence Award. The committee will forward the name(s) of the winning candidate(s) and their academic
service-learning award packet to the Vice Chancellor for Student Affairs Provost. The Vice Chancellor Provost will review the selected candidate(s) materials and, upon concurrence, make the public announcement of the award. If the Vice Chancellor Provost does not concur, the Vice Chancellor Provost will meet with the selection committee to seek resolution.

In the Spring, the award recipient(s) will be recognized during the annual University Teaching Awards Ceremony. Following the public announcement of this award, the Vice Chancellor for Student Affairs and/or Director of the Center for Leadership and Civic Engagement Provost will send letters of recognition to the recipient and letters of appreciation to nominees.

The award winning portfolio(s) will be kept on file for public review in the Office for Faculty Excellence Reading Room, Joyner Library.

Resolution #19-83
Approved by the Faculty Senate: November 12, 2019
Approved by the Chancellor: December 12, 2019

Curriculum and academic matters acted on and recorded in the Writing Across the Curriculum Committee meeting minutes of October 14, 2019 including writing intensive course designation (WI) for RCTX 3240 and RCSC 3900.

Resolution #19-84
Approved by the Faculty Senate: December 10, 2019
Received by the Chancellor: January 21, 2020

Formal faculty advice on curriculum and academic matters acted on and recorded in the November 25, 2019, Graduate Council meeting minutes, including and reported here for informational purposes, an amendment to the September 30, 2019 Graduate Council meeting minutes; level 1 action items from the November 20, 2019 Graduate Curriculum Committee meeting minutes which were approved by its delegated authority; and the Department of English Graduate Faculty Appointments Criteria which was approved by the Graduate Council.

Resolution #19-85
Approved by the Faculty Senate: December 10, 2019
Received by the Chancellor: pending further review 01/2020

Formal faculty advice on Student Grievance Regulation

The Committee originally provided formal faculty advice through Faculty Senate Resolution #19-36, which was rejected by the Chancellor and returned to the Committee for further review. The Committee worked with University Counsel to address the concerns. Detailed here are the changes between the two versions, with the clean copy provided below.

Authority: Chancellor
History: Approved March 26, 2018.
Related Policies:
5. Introduction

A grievance arises under this Regulation when a student believes, based on established administrative policies and procedures, that he or she has been treated in an arbitrary or capricious manner or been subjected to inappropriate behavior by a University office, department or other unit or division (herein referred to collectively as “unit”) or a representative of the University (faculty or staff). By way of example, grievances concerning violations of the University's Freedom of Expression Regulation may be addressed under this Policy.

6. Grievances Not Covered by this Regulation

6.1. The following grievances are not covered by this Regulation:

2.1.1. A student grievance, complaint or appeal that is covered by any other University or UNC System policy, regulation or rule, including, but not limited to, the following:

2.1.1.1. Grievances involving allegations of discrimination, harassment or retaliation based on membership in a protected class as set forth in the University’s Notice of Nondiscrimination Policy. These grievances should be referred to the Associate Provost for Equity and Diversity (see link to policy above);

2.1.1.1.1 This would include grievances involving allegations of Prohibited Conduct under the Regulation on Gender-Based Harassment and Other Forms of Interpersonal Violence.

2.1.2. Graduate and Undergraduate Grade appeals, which are handled pursuant to the applicable grade appeal policy (see link to policy above);

2.1.2.3. Graduate student appeals of adverse academic actions and decisions (see link to policy above);

2.1.1.4. Institutional Complaints, which are handled pursuant to the Institutional Complaints Standard Operating Procedure, (see link to SOP above);
2.1.1.5 Grievances under the Student Complaint Process outlined in the Faculty Manual; and
2.1.1.6 Grievances against a staff member to be submitted to the Human Resources Employee Relations Division.

7. Informal Resolution

Prior to bringing a formal grievance against a University unit or representative, students are encouraged to attempt a good-faith resolution of the grievance directly with the party involved in the disputed matter and/or with the head of the unit in which the grievance arises. A student with a complaint who is willing to engage in informal resolution efforts should meet with a staff person in the Office of the Dean of Students, in person, within 30 calendar days of the incident in dispute to initiate the informal resolution process.” The 30 days do not include any period of time when the University is officially closed.

8. Formal Grievance Resolution Process

Should a situation arise in which a student is unwilling or unable to resolve his or her grievance informally, the formal grievance resolution process may be employed. This process, outlined below, must be initiated within 30 calendar days of the failed informal resolution, if applicable. The 30 days do not include any period of time when the University is officially closed.

4.1 Step I: The student must present a formal grievance in writing to the Associate Vice Chancellor /Dean of Students (125 Umstead Hall). In the event that the student’s grievance is against the Dean of Students, the student must present a formal grievance in writing to the Vice Chancellor for Student Affairs. This written grievance must include the following:

4.1.1. Name, address, email address and telephone number of the student bringing the grievance;
4.1.1.2 The student must execute a Buckley waiver if they are willing to be identified fully. If not, the student’s personally identifiable information will be kept confidential to the extent required by law and not shared with the unit/employee associated with the grievance (e.g., disclosure may be required in connection with a health and safety emergency or the due process rights of an employee potentially subject to serious sanctions).
4.1.2. Identification of the office or individual against whom the grievance is brought;
4.1.3. A detailed description of the specific University action or individual behavior resulting in this grievance;
4.1.4. The date(s) or period of time during which the behavior occurred and the location of the incident(s); and
4.1.5. A listing of all individuals who witnessed any part of the incident in dispute.

4.2. Step II: Upon receipt of the formal grievance covered by this Regulation, an investigator will be appointed within 7 calendar days by the Associate Vice Chancellor/ Dean of Students to investigate the allegations in the grievance.

4.2.1. The investigator shall review the written grievance and gather the pertinent facts and information, which may include determining the involvement of pertinent supervisors, department chairs and deans in the investigation. Depending upon the grievance, pertinent data such as interviews and documents, may be gathered by the investigator or the University unit involved in the grievance. If the grievance involves a University unit or representative acting within the course and scope of their official duties, without allegations of personal

336
misconduct, the facts, information, data and any findings or recommendations are then
presented to the unit involved for final resolution of the grievance.
4.2.2 If the grievance is based on allegations of personal misconduct by a faculty member or
staff member, the investigator gathers pertinent information as described in the preceding
section and presents it to either the department chair or unit administrator. In the event of an
appeal, the pertinent information could be presented to the Provost or Vice Chancellor for
Health Sciences (faculty complaint) or the Director of Employee Relations (staff complaint) for
final resolution of the grievance, if needed.

4.3 If a grievance cannot be resolved after exhausting East Carolina University's complaint
procedure described above, or any other applicable campus procedures, the student may file a
complaint with the following agencies:
   4.3.5. North Carolina Post-Secondary Education Complaints (see contact information
   above);
   4.3.6. The Southern Association of Colleges and Schools Commission on Colleges
   (SACSCOC) (see contact information above);
   4.3.7. Any applicable state agency (see contact information above; or
   4.3.8. Complaints about East Carolina University may also be filed by students who do not
   reside in North Carolina by contacting the North Carolina State Education
   Assistance Authority (NCSEAA), which serves as the portal for the National Council
   for State Reciprocity (SARA) (see contact information above)

Resolution #19-86
Approved by the Faculty Senate: December 10, 2019
Approved by the Chancellor: not applicable

In direct response to the 2018-2019 Faculty Salary Compression Study, and as a next step, the
Faculty Welfare Committee is charged with initiating the study of fixed-term and adjunct (part-time)
faculty salaries within the Division of Academic Affairs.

Resolution #19-87
Approved by the Faculty Senate: December 10, 2019
Approved by the Chancellor: not applicable

2020-2021 Faculty Senate and Agenda Committee Meeting Dates

2020/2021 University Academic Calendar

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2020/2021 Agenda Committee and Faculty Senate Meeting Dates

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Resolution #19-88
Approved by the Faculty Senate: December 10, 2019
Approved by the Chancellor: January 21, 2020

Revisions to *ECU Faculty Manual*, Part VI, Section III. Distance Education Policies

(Additions are in red and deletions are in strikethrough.)

Revisions were made to subsection V. Instructor Preparation and revised text from Faculty Senate Resolution #11-86 was provided as a new subsection, VI. Professional Development Activities for Online Instructors. Renumbered subsections VII. Standards for Online Learning and VIII. Evaluation of Distance Education were not revised.

CONTENTS

I. Distance Education Courses and Programs
II. Oversight of Distance Education
III. Courses Delivered by Distance Education
IV. Fostering Academic Integrity in Distance Education
V. Instructor Preparation
VI. Professional Development Activities for Online Instructors
VII. Standards for Online Learning
VIII. Evaluation of Distance Education

V. Instructor Preparation
All courses offered via distance education shall be taught by a qualified, credentialed instructor approved and assigned by the unit administrator. Instructors who teach distance education courses and programs shall have the same academic qualifications as instructors who teach face-to-face courses. Each instructor who teaches one or more distance education courses 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 instructor teaching distance education courses has the appropriate distance education training. All instructors 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 instructor teaching one or more distance education courses. The unit administrator will provide a complete list of instructors teaching distance education courses and documentation that each instructor has met the training requirements annually to the Provost’s office.

Instructors 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, Information Technology and Computing Services, Information Resources Coordinating Council, Distance Education and Learning Technology Committee, etc.). The University shall provide appropriate equipment, software, and communications access to instructors necessary to provide effective distance education. The University will ensure the availability of continuing instructor education and training to enhance proficiencies in the methodology and the technologies used in distance education.

VI. Professional Development Activities for Online Instructors

Each faculty member who teaches one or more distance education courses must complete an initial university training program consisting of online instructional modules. Faculty continuing to teach distance education courses must engage in at least one professional development activity each academic year that addresses advances in the methodologies and technologies used in distance education.

The following all qualify as professional development activity:

- Instructional modules in Cornerstone related to distance education.

- Any of the following activities if it is related to online learning /teaching
  - Attending an external conference session or webinar (e.g. teaching of accounting online at a national accounting conference)
  - Presenting a research paper (e.g. comparison of learning outcomes for course taught face-to-face and online, etc.)
  - Presenting a seminar (in-house or external)
  - Publishing a paper or proceeding or other relevant professional publications
  - Attending a seminar presented by the Office for Faculty Excellence (OFE) or Academic Technologies-ITCS (see examples in attachment) or individual units.

To register for OFE programs, go to http://www.ecu.edu/ofe/ or http://www.ecu.edu/cs-acad/ofe/Spring11.cfm. To register for Academic Technologies programs, go to https://itcs.ecu.edu/departments/academic-technologies/.

- Being a finalist for a distance education award (e.g. Max Ray Joyner)
Documentation of the above can include program listings, history of participation, tables of content from program, certificate of completion, etc.

- individual units will offer seminars and other programs related to online learning / teaching. As these are announced, they will be distributed via email, posted in cornerstone, and or other means of communication. Documentation will be provided by the presenter(s). Please add it to your records.

If there is a specific seminar or topic or activity that you think may qualify but you are not certain, or if you have questions or require further information, you can complete the below Petition for Alternative Activity to Meet the ECU Distance Education Professional Development Requirement and submit it to your unit administrator. This form will be placed online once it has been approved by the Chancellor.

**Petition for Alternative Activity to meet the ECU Distance Education Professional Development Requirement**

Faculty can petition to have an activity other than those identified by the university meet the DE Professional Development requirement. To petition, complete this form, save it, and email it to your unit administrator.

Name __________________________________________ email ______________________

College ___________________________ Department _______________________

Activity Title: _____________________________________________________________________

Date of Activity: ___________________________________________________________________

Description of activity and time invested in its completion:


\[\text{¶ IV. VII. Standards for Online Learning} \]

... 

\[\text{¶ IV. VIII. Evaluation of Distance Education} \]

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Resolution #19-89
Approved by the Faculty Senate: December 10, 2019
Approved by the Chancellor: January 21, 2020

Curriculum and academic matters acted on and recorded in the Undergraduate Curriculum Committee meeting minutes of November 14, 2019 including curricular actions within the College of Business and Department of English.
Resolution #19-90
Approved by the Faculty Senate: December 10, 2019
Approved by the Chancellor: January 21, 2020

Curriculum and academic program matters acted on and recorded in the Educational Policies and Planning Committee meeting minutes of November 8, 2019 including a request to establish a BSBA in Supply Chain Management within the College of Business, addition of a new concentration and removal of a concentration in the BSBA in Management within the College of Business; program discontinuation of MM in Music Education within the College of Fine Arts and Communication; request to establish a BA in Biology in the Department of Biology within the College of Arts and Sciences and a new minor Criminal Law and Legal Process in the Department of Criminal Justice within the College of Arts and Sciences.

Resolution #19-91
Approved by the Faculty Senate: December 10, 2019
Approved by the Chancellor: January 21, 2020

Curriculum and academic matters acted on and recorded in the Writing Across the Curriculum Committee meeting minutes of November 11, 2019 including writing intensive course designation by section (WI*) for RCSC 4903.

Resolution #19-92
Approved by the Faculty Senate: December 10, 2019
Approved by the Chancellor: January 21, 2020

Curriculum and academic matters acted on and recorded in the General Education and Instructional Effectiveness Committee meeting minutes of November 4, 2019 including Domestic Diversity Designation (DD) for HIST 141: US History Since 1877 from Johnson County Community College in Kansas; Global Diversity Designation (GD) for PLS 141: World Politics from Shippensburg University of Pennsylvania, HUM 252: Humanities from Minot State University, and FAS 342: Modernism from South New Hampshire University; and meeting minutes of November 18, 2019 including General Education Natural Science Designation (GE:SC) for GEOL 1010: Geology Goes to Hollywood: Natural Disasters, General Education Humanities Designation (GE:HU) for ENGL 1000: Exploring Literature and ENGL 3260: History of African American Literature, and Domestic Diversity Designation (DD) for ENGL 3875: Introduction to Writing Studies.

Resolution #19-93
Approved by the Faculty Senate: December 10, 2019
Approved by the Chancellor: January 21, 2020, with request for further work to find a solution.

Resolution Regarding Recommendation to Pilot Test Blue Text Analytics Software

The resolution followed a report from the General Education and Instructional Effectiveness Committee.
Whereas, the company that owns the software recommends using Blue Text Analytics Software at the department level and not at the course/section level; and

Whereas, ECU’s workgroup recommendation was to use Blue Text Analytics Software at the course/section level so that data could be used in evaluation of teaching of individual faculty members; and

Whereas, universities currently using Blue Text Analytics Software have found that results for small enrollment courses and/or small number of responses were not helpful; and

Whereas, it would be impossible to evaluate the reliability of Blue Text Analytics Software results; and

Whereas, Blue Text Analytics Software is not a marked improvement of our current practices to justify the costs.

Therefore Be It Resolved, that the General Education and Instructional Effectiveness Committee does not recommend to pilot test Blue Text Analytics Software in order to summarize student comments from the SSOI and provide access of the results to unit administrators and other evaluators.

Resolution #19-94
Approved by the Faculty Senate: December 10, 2019
Approved by the Chancellor: January 21, 2020

Curriculum and academic matters acted on and recorded in the Service-Learning Committee meeting minutes of November 12, 2019 including removal of Service-Learning designation for RCLS 3004, Service-Learning designation (SL) designation for COMM 6216: Community Engagement and Health Communication, and designation by section (SL*) for COMM 3151: Family Communication.

Resolution #19-95
Approved by the Faculty Senate: December 10, 2019
Approved by the Chancellor: January 24, 2020

Revised Department of Psychology Unit Code of Operations and Departmental Guidelines.

Resolution #19-96
Approved by the Faculty Senate: December 10, 2019
Approved by the Chancellor: pending further review 01/2020

Dr. Mike Van Scott, Interim Vice Chancellor for the Division of Research, Economic Development & Engagements, requests additional review of this resolution with the Faculty Senate.

Resolution on increased funding of the 2020 Research/Creative Activities Grants
Whereas, thirteen years ago the allocated funding for Research/Creative Activities Grants totaled more than $400,000 and garnered over seventy submitted proposals, with twenty-seven awards granted; and

Whereas, ten years ago the allocated funding for Research/Creative Activities Grants totaled more than $200,000 and garnered over forty submitted proposals, with thirteen awards granted; and

Whereas, in the last six award cycles (2014-2019) the allocated funding for Research/Creative Activities Grants totaled less than $30,000, garnered fewer than forty proposals, with five awards granted; and

Whereas, the allocated funding for research grants awarded through the Research/Creative Activities Committee this year is expected to be $25,000 from Division funds; and

Whereas, in comparison, the allocated funding for teaching grants awarded through the Teaching Grants Committee this year is over $70,000 from open faculty position funds.

Therefore Be It Resolved, that Mike Van Scott, Interim Vice Chancellor for the Division of Research, Economic Development & Engagement, demonstrate support for faculty endeavors to achieve the University Mission by increasing the allocated 2020 funding for Research/Creative Activities Grants.

Be It Further Resolved, that the Interim Chancellor strongly supports the increase of allocated funding for 2020 research grants awarded through the Research/Creative Activities Committee.

Resolution #19-97
Approved by the Faculty Senate: December 10, 2019
Approved by the Chancellor: not applicable

Revised Guidelines for the 2020-2021 Research and Creative Activity Awards (RCAA) Competition

East Carolina University Faculty Senate
2019-2020 RESEARCH/CREATIVE ACTIVITIES COMMITTEE

Guidelines for 2020 Research and Creative Activity Awards (RCAA) Competition

Applications available online at: http://www.ecu.edu/cs-acad/fsonline/rg/research.cfm

The Research/Creative Activities Committee (RCAC) solicits proposals for meritorious research or creative activities from eligible East Carolina University faculty members. The committee has access to a $25,000 pool of funds from which it will fund roughly 4-8 proposals. The committee strongly recommends a cap of $6,250 for project requests. Please note that the committee will consider both the quality of the proposal and the budget as part of its deliberations. All dispensed funds will need to be spent by June 30, 2021. Given the current total pool of funds, the committee reserves the right to exclude from consideration those proposals which it deems would be better served by another internal grant proposal such as research development awards.
Proposals are due in the Faculty Senate office, 140 Rawl Annex by 12:00 noon on Thursday, February 27, 2020.

Eligibility:
Applicants must be ECU faculty members who do not serve on the Research/Creative Activities Committee. While there have been college and/or department restrictions in previous competitions sponsored by this committee, there are no such restrictions for this competition.

Recipients of awards from the following University sources may not apply for new funding under this competition if the award is still active during the 2019-20 academic year:
- Research and Creative Activity Awards
- Faculty Senate Teaching Grants
- Research Development Award Program
- University Startup Funds Program
- East-West Collaborative Program

The Research/Creative Activities Committee funds the following expenses:

Stipends for Research/Creative Activity
Faculty stipends will only be available for 9-month faculty. Keep in mind that the stipend amounts must be in line with the aforementioned budget guidelines and that the committee strongly urges faculty to cap proposal requests at $6,250. Applicants cannot teach during the Summer Session in which he/she receives a stipend.

Project Expenses
These funds are for expenses related to the proposed project. Project expense funds should be expended or encumbered by June 30, 2020. Guidelines for budget preparation and the justification for requested funds are included in the application packet.

Stipend for Research/Creative Activity and Project Expenses (dual)
Applicants who are eligible may apply with proposals that will award money for a stipend plus project expenses. Project expense funds should be expended or encumbered by June 30, 2020. Guidelines for budget preparation are included in the application packet.

Evaluation Criteria:
- That the research/creative activity has the probability of leading to significant contributions in the field, including publication, presentation, performance, exhibition, and to the individual's professional enrichment and growth.
- That the research/creative activity is based on knowledge in the field, and the proposal clearly shows how the proposed effort extends, expands, and/or explores new directions, techniques or processes.
- That the research/creative activity possesses evidence of scholarly importance, consists of more than mere data collection or confirmation of easily anticipated results.
- That the research/creative activity is methodologically sound and within the competency of the applicant.

Proposals will be evaluated by the diverse group of faculty that make up the committee. It is to the applicant’s advantage to prepare abstracts and proposals in language that can be understood by individuals who are outside the applicant's discipline. Feedback will be provided to applicants who are not funded.
PLEASE NOTE: ALL DECISIONS BY THE COMMITTEE ARE FINAL.

Award Requirements:
Awardees are required to submit to the Research/Creative Activities Committee a final report detailing the results of the funded work. Final reports are due no later than September 15, 2021. Reports should be mailed to the Faculty Senate office at 140 Rawl Annex, 109 mailstop or emailed to facultysenate@ecu.edu. Report forms are available on the committee’s website at http://www.ecu.edu/cs-acad/fsonline/rg/research.cfm.

Other Restrictions:
- The final reports from any previous awards must be on file in the Faculty Senate office before a new application will be considered.
- The publication of the results of projects supported by an award from the Research/Creative Activities Committee should carry a printed acknowledgment of financial assistance from the Committee.
- There can be no co-project directors or co-principal investigators listed on the cover page although collaborations with other faculty are acceptable. RCAA applicants are eligible to receive support from only one University funding source in any single year. Persons receiving funding from other such sources (e.g. Teaching Award, Research Development Award) must inform the RCA Committee of the award and will need to decline other awards in order to receive their award.
- Individuals may not submit more than one proposal per funding period.
- Any changes to funded projects must be submitted in writing to the Chair of the Research/Creative Activities Committee for possible further consideration by the Committee for approval.
- Applicants for projects involving research on human subjects or animals must be prepared to file the appropriate forms with the University and/or Medical Center Institutional Review Board or the Institutional Animal Care and Use Committee upon notification of the award. Funding is contingent upon receipt of approval from the appropriate Institutional Review Committee (human or animal) at the time of award activation.
- Failure to adhere to the formatting requirements for proposal may result in the elimination of a proposal from consideration.
- Following the evaluation and awarding of awards, the Committee will handle all appeals internally and their decision is final.

Application Process:
Each award proposal MUST include the attached application form signed by the applicant and the chairperson (or dean, as appropriate) of any unit involved. One original paper copy of the proposal should be submitted to the Research/Creative Activities Committee, c/o Faculty Senate Office, 140 Rawl Annex (109 mail stop) by 12:00 noon on Thursday, February 27, 2020. In addition, the applicant must send an electronic version of the proposal in PDF format to the Faculty Senate office (facultysenate@ecu.edu) by the deadline. No proposals will be accepted after this deadline.

Applicants have the opportunity to attend any information sessions given by the committee to verify that their proposals are appropriate for consideration. Applicants should also consult funded proposals from the past three years that can be accessed at http://www.ecu.edu/cs-acad/fsonline/rg/research.cfm.

Completing Application Cover Pages:
All items 1-11 on the cover sheet must be completed and submitted together with the narrative.

Items 1 through 5: Complete as requested. Please note for item #3: check one of items a, b or c; and if b or c, list the amount of money requested in d. The amount of salary money to be paid will be determined by the office of the Chief Research Officer. The Research/Creative Activities Committee reserves the right to change the category of proposals, as appropriate.

Item 6: Acknowledge that IRB and Animal Care approval will be sought, if appropriate. Approval of the research by the IRB must be demonstrated before funds are made available to the awardee.

Item 7: Acknowledge and sign Application Cover Page.

Item 8: Signature of Unit Head.

Item 9: List of all previous awards received from this Committee, indicating if the final report was submitted for each. Describe the publications, presentations, performances, external funding proposals, or related activities, including citations or publications directly resulting from each award. Applicants should provide the committee with some indication of the ranking/prestige of specific journals, shows, or performances in which these funded works were published, performed, or displayed.

Item 10: List current grant/contract support and pending applications. Include project title, sponsor, your role in the project (PI, Co-PI, etc.), project period, award status (current or pending), and total funding level. If previous proposals not funded by this committee received support from another University program, indicate the nature of that support, including the program that provided the funding, the amount of the award, and the period covered by the award.

**Completing Narrative:**

Give a brief description of the project. Each part of this narrative must be included in the order listed and will be used to evaluate your proposal. The narrative is subject to format requirements listed in the next section.

All of the information listed below should be included and specific guidelines followed. Failure to adhere to the restrictions for the following items or the required formats may result in the proposal’s rejection.

Please place the items in the order listed below after the cover page.

A. **Abstract**: The abstract should not exceed 250 words.

B. **Proposal Description**: Conciseness is encouraged. Because faculty from different disciplines will review your proposal, it should be clearly written and free of specialized jargon. The Proposal Description should include:

   ▪ Problem/Purpose statement: Develop a clear and sound basis for the project that includes supporting references that establish the context of the research or creative activity.
   ▪ Specific aims: Present clear and attainable objectives and clearly describe potential results and benefits.
   ▪ Methodology: Describe how the project will be carried out, how the results will be analyzed or evaluated, and the proposed schedule of activities. For those proposals where this
approach is not possible, this section should then present a clear set of specific tasks and activities that will produce the specific results expected.

- Expected outcomes and benefits: How your work will contribute to the advancement of your field.

C. Literature Cited: Items referenced in the narrative or abstract. Use a citation format that is appropriate for your discipline.

D. Appendices: Supporting documentation such as contracts from publishers, letters of invitation, award notices, letters of support from school principals or medical centers involved in the project. Please provide English translations of foreign documents. It is inappropriate to include in the appendices any information critical to the description of the project, such as that pertaining to the methodology to be used. Proposals will be excluded from consideration if applicants appear to be attempting to circumvent the proposal page limit by including such material in the appendices.

E. Project Expenses: Itemize expenses on the Budget for Project Expenses form.

F. Justification for Support: Briefly justify each item from the Budget for Project Expenses form.

G. Vita or Biosketch: Submit a one or two page vita or biosketch. Include degrees earned, institutions and dates, and academic employment history. Include a list of representative publications and/or creative activities. Do NOT submit copies of publications, reports, endorsements, or brochures.

H. Checklist.

Format Requirements (strictly enforced):
- All pages paginated;
- Font: minimum 12 pt Arial or Helvetica for all pages;
- 1 inch margins left/right and top/bottom for all pages;
- The abstract and proposal description altogether may not exceed five (5) single-spaced pages in length;
- Any figures or tables included in the proposal description must fit within the five-page limit;
- A references cited section should follow the proposal description; citation format and spacing is at the discretion of the author;
- The appendices may not exceed four (4) pages in length;
- The budget and accompanying justification may not exceed two (2) pages in length;
- The vita or biosketch may not exceed two (2) pages in length.

Multimedia Content:
Multimedia content can be submitted on CD or DVD. Examples of acceptable multimedia content include high-resolution photographs of sculpture, musical recordings, and animations of a vibrating object. The multimedia CD/DVD cannot include traditional graphs, tables, photos, or illustrations that should appear in the body of the proposal. If multimedia files are included in the proposal, SIX copies of the CD/DVD must be submitted with the original, paper copy of the proposal. Also, each multimedia file must be described in the body of the proposal. The multimedia files will be reviewed by people from diverse backgrounds using different computer platforms and should be platform- and specialized application-independent. The CD/DVD should contain file types that can be viewed on a standard Web browser with normal plugins installed. An HTML navigation page for the multimedia
files on the CD/DVD is encouraged but not required.

Examples of these file types include the following:
Still Graphics: JPEG, PNG, GIF, PDF
Animated Graphics: Flash, Animated GIF, Quicktime movie, MPEG movie
Sound: WAV, AIFF, MP3, non-streaming Real Audio

The committee does encourage applicants to put these materials on the web and applicants may provide web links in the proposal instead of providing copies of a CD/DVD. However, if the material has copyright, format, or other issues that may preclude it from being made available or properly viewable online then submissions should be in CD/DVD format only.

Budget and Budget Justification:
Faculty must attach a complete budget justification and are strongly encouraged to limit requested funds to no more than $6,250. Stipends are available at the rate of 16.67% of the applicant’s salary, up to a cap equal to the prevailing cap on full-time teaching in one summer session. We anticipate that the proposed cap falls below some faculty members’ compensation for other summer session activities and suggest that those faculty members ask only for a portion of their summer session to be covered. The committee also recognizes that some faculty will be forced to choose between using the funds for salary buyout and purchasing materials for the project. We ask that applicants consider all aspects of the proposal carefully and only apply for an award if the research or creative activity can be completed within the budget constraints. Applicants must use the ECU Business Manual (copies are available in all departments) in preparing the budget to determine which budget line is appropriate for requested funds and what current rates are allowable.

Budgets should be carefully and reasonably constructed. The need for each item should be clearly established, with sources indicated where appropriate. Budget excesses or budgets lacking essential details and justification will be considered negatively in evaluating the proposal. Every proposal (including stipend-only proposals) MUST have a completed Budget for Project Expenses form (see page 9) to be considered for funding.

Where appropriate, indicate any direct contribution from your department or from any other University office or individual that has been made or will be made toward subsidizing your project. Specify the kind and amount of contribution or support on the budget page.

The budget may request money for:
- Research Assistants/Student Wages: Compensation for graduate and undergraduate students should be consistent with the standard compensation offered to these students in your department. Proposals for the sole purpose of support for graduate research assistants must be strongly justified.

- Travel: Applicants may only request funds for travel that is clearly essential to complete the project, such as data collection/observation that is site-specific. Attempts to obtain international travel funds from other (non-ECU) sources should be indicated. Travel for the purpose of presenting results at meetings will not be funded. Applicants requesting payment for use of a personal car must explain why ECU cars cannot be used. Multiple, short-distance trips must be justified. Travel will be reimbursed at state-approved rates.

- Research/Creative Activity Supplies: Itemize all supply requests.
Printing: Activities involving organizing, presenting, and/or publishing or disseminating the results of completed research/creative activities will not be funded.

Communications: Itemize.

Equipment: Requests for equipment or software purchase will not be supported if: a) the needed equipment or software exists elsewhere on campus and is accessible to the applicant; b) the item is to be for general departmental use; or c) the item appears to represent one-time use by one person. Applicants are encouraged to determine the availability of desired equipment in other locations on campus. This is particularly true for computer equipment such as laptops.

Other documented purposes necessary to the successful completion of the proposed activity and within the general policies of the University should be clearly specified and justified.

Completing the Checklist:
Complete the attached checklist and submit it as the last page of your proposal.

Proposals are due in the Faculty Senate office, 140 Rawl Annex by 12:00 noon on February 27, 2020.

#2020-____

East Carolina University
Faculty Senate
2019/2020 RESEARCH/CREATIVE ACTIVIES COMMITTEE

Application Cover Page for a 2020 Research and Creative Activity Award

1. a. Name: ________________________________________________________________
   b. Department: ___________________________________________________________
   c. Academic Rank: _______________________________________________________
2. Proposal Title: __________________________________________________________
3. Type of Award (check one)
   a. Stipend of Research/Creative Activity
   b. Project expense only
   c. Stipend and Project Expense
   d. Amount of project expense money requested:
4. This proposal best fits which of the following categories: (please check only one)
   a. Arts and Humanities
   b. Health Science
   c. Natural Sciences
   d. Social Sciences
5. Type of Faculty position (check all that apply)
a. Full time, tenured
b. Full time, tenure track
c. Fixed-term
   _____ Full time _____ Part Time
d. 12-month contract

6. If your project requires human subjects protection (IRB) approval or animal welfare (IAUCU) approval, please check the appropriate item or mark not applicable.

Project requires approval from _____ IRB, _____ IACUC, _____ Not Applicable

7. I understand and accept the terms and conditions set forth in the Research/Creative Activities Committee guidelines.
   a. I understand that I must file a final report of the results of the project with the Faculty Senate office no later than September 15, of the year in which the award terminates.
   b. I understand that publication, presentation, performance, or exhibit of work resulting from support of this project by ECU must carry a printed acknowledgment of this financial assistance by the University.
   c. I understand that if selected, receipt of funding is contingent upon receiving approval from IRB or Animal Care Committee by June 1 of the award year.

__________________________  ________________
Signature of Applicant     Date

8. The applicant is an ECU faculty member who, I believe, can complete the proposed project.

__________________________  ________________
Signature of Unit Head     Date

9. Dates of previous University grants, final reports filed, publications, presentations, performances, external funding proposals, or related activities, including citations or publications directly resulting from each grant. (section may be expanded in length)

10. List current grant/contract support and pending applications. Include project title, sponsor, your role in the project (PI or co-PI), the project period, award status (pending/current) and total funding level. Include in particular any current or pending funding related to the proposed research. (This section may be expanded in length.)

11. If funded, may the Faculty Senate Office provide copies of your application by email request as a model for prospective ECU applicants? (Your answer will not be a factor in the Committee’s decision to recommend funding for your proposal.)

☐ YES  ☐ NO
East Carolina University  
Faculty Senate  
2019/2020 RESEARCH/Creative ACTIVIES COMMITTEE  

Budget for Project Expenses with a 2020 Research/Creative Activity Award  

<table>
<thead>
<tr>
<th>Item</th>
<th>Requested Funding</th>
<th>Funds from Other Sources*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Personnel Costs: Stipend, Research Assistants (University personnel only), Student wages</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Description:</td>
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<tr>
<td>2) Travel (Mode/Sources, etc.)</td>
<td>$</td>
<td>$</td>
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<td>Description:</td>
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<tr>
<td>3) Research/Creative Activity Supplies</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Description:</td>
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<td>4) Printing</td>
<td>$</td>
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<tr>
<td>Description:</td>
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<td>5) Communication</td>
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<td>Description:</td>
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<tr>
<td>6) Equipment</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Description:</td>
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<tr>
<td>7) Other (Specify)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Description:</td>
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<tr>
<td><strong>Total</strong></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

*Identify Other Sources of Funding:
A BRIEF JUSTIFICATION (ONE PAGE MAXIMUM) IS NEEDED FOR ALL PROJECT EXPENSES.
East Carolina University
Faculty Senate
2019-2020 RESEARCH/CREATIVE ACTIVITIES COMMITTEE
Checklist for a 2020 Research/Creative Activity Award

This checklist must be submitted with the proposal as the last page.

I. Please check that you qualify for a Research/Creative Activity Award:
   ☐ faculty member at ECU
   ☐ not currently a candidate for an advanced degree
   ☐ completed all previous Final Report forms (Lists of previous awarded grants with reference to completed forms are available here for verification.)

II. Please check that you qualify for a stipend for research/creative activity if requested.
   ☐ do not hold a 12-month contract

III. Please check the following proposal requirements:
   ☐ Application Cover Page, including:
     ☐ Applicant’s name, school department, academic rank
     ☐ Proposal title
     ☐ Type of award
     ☐ Amount of project expenses, as applicable
     ☐ Faculty status (tenured, tenure-track, fixed-term, etc.)
     ☐ 9-month or 12-month
     ☐ IRB/animal approval
     ☐ Applicant’s signature and date
     ☐ Applicant’s unit head’s signature and date
     ☐ List of prior research/creative activity awards received
     ☐ List of current/grant contract support and pending applications
   ☐ Narrative formatted along guidelines
   ☐ Abstract
   ☐ Description of proposal (5 single-spaced pages maximum including abstract)
   ☐ Literature cited, if appropriate
   ☐ Appendices (4 pages maximum), if appropriate
   ☐ Budget, if appropriate
   ☐ Justification for support (2 page maximum for budget and justification)
   ☐ Vita or Biosketch (2 pages)
   ☐ Proposal checklist

IV. Please explain briefly any suggestions you have concerning the proposal guidelines and application format.
East Carolina University
Faculty Senate
2019-2020 RESEARCH/CREATIVE ACTIVIES COMMITTEE

Final (or Progress) Report for a 2020 Research/Creative Activity Award
Due September 15, 2021 in the Faculty Senate office (140 Rawl Annex)

Future award proposals will not be considered unless Final Reports have been filed on all previous awards.

Name: ______________________________________________________________________
Academic Unit:________________________________________________________________

Award Number: #2020 - _______ Is this a Progress Report ____ or Final Report ____?
Award Amount: $ _________
Award Title: __________________________________________________________________

Project Summary: Concisely describe the activities undertaken, addressing the goals and aims presented in your proposal. Include citations of any presentations, publications, performances, external proposals or related activities which have resulted from this project. Indicate any activities of this sort that are planned in the near future. (Use the reverse side if necessary.)

USE AS GUIDE FOR FUTURE REPORT
DO NOT INCLUDE WITH PROPOSAL APPLICATION

_________________________________________________     _____________
(Signature of Applicant)      (Date)

__________________________________________________  _____________
(Signature of Unit Head)      (Date)

East Carolina University
Faculty Senate
2019-2020 RESEARCH/CREATIVE ACTIVIES COMMITTEE

Comments on a 2020 Research/Creative Activity Award

This page will be used by the committee to capture substantive and constructive comments about the award proposal from the reviewers. This page will then be transmitted to the applicant following the awarding process.

Name: ______________________________________________________________________
Academic Unit:________________________________________________________________

Award Number: #2020 - _______
Award Amount: $ _________
Award Title: __________________________________________________________________

Reviewer Comments:
Resolution #19-98
Approved by the Faculty Senate: December 10, 2019
Rejected by the Chancellor: January 21, 2020

The resolution raises issues related to possible conflicts with both the ECU Free Speech Policy and the applicable Free Expression policies of the UNC System, under which the University is obligated to operate. See attached response to the resolution from Dr. Virginia Hardy, Vice Chancellor for Student Affairs.

Resolution for Notification about Non-Member of the University Community groups Access to Campus

In April 2015, and again in October 2019, the Genocide Awareness Project (GAP) conducted a political campaign promoting anti-abortion perspectives. The GAP includes a large installation of images and text that purports to represent the results of actual medical procedures as well “juxtaposes images of aborted embryos and fetuses with images of victims of historical and contemporary genocides and other injustice” (https://www.abortionno.org/college-campus-outreach-gap/). The campaign is shocking, upsetting, and triggering to many in the campus community. More disturbing, however, is that the campus community at large is not informed of the GAP’s plans for visiting campus and therefore not prepared to engage in an informed dialog that should be the hallmark of academic life. The campus community is also not made aware that members of the GAP who interact with campus community members wear body cameras that may be used to record interactions.

WHEREAS, the University recognizes that shocking, upsetting, and triggering words, images, and ideas may be a legitimate part of academic inquiry; and

WHEREAS, “all Members of the University Community share the responsibility for maintaining an environment in which Academic Freedom flourishes and in which the rights of each member of the academic community are respected” (PRR REG07.30.06, section 6; revised July 15, 2019); and

WHEREAS, Academic Freedom cannot flourish in an environment where an exchange of ideas is not promoted through access to information about planned, formal presentations of ideas; and

WHEREAS, members of the academic community should be made aware that their actions are being recorded;

THEREFORE, BE IT RESOLVED that

1. to promote the free exchange of ideas at the center of academic endeavors, the Faculty Senate requests that the university community be notified in a timely manner about all non-spontaneous, Non-Member of the University groups and speakers whose presence on campus has been approved by the Campus Reservation Office (CRO), including days, times, and locations; and

2. the Faculty Senate requests that notification provided to the campus community include that member of the community may be recorded if that is the case;
3. the Faculty Senate urges the university to support faculty, staff, and student engagement with non-spontaneous visiting groups and speakers in thoughtful dialogue representative of freedom of thought and expression, academic inquiry, and intellectual integrity; and

4. the Faculty Senate urges that faculty be represented on the CRO committee charged with approving non-spontaneous event requests from Non-Member of the University Community groups.

Resolution #19-99
Approved by the Faculty Senate: December 10, 2019
Approved by the Chancellor: not applicable

Resolution on the Service of Lori Lee

Whereas, Lori Lee has faithfully, steadfastly, and proactively served in the Faculty Senate Office for 30 years, redefining the role of office manager and fulfilling it with diligence, patience, and good cheer; and

Whereas, Lori Lee has acted as the institutional memory of the Faculty Senate and served as the face and voice of the Faculty Senate Office; and

Whereas, Lori Lee has passionately advocated for shared governance and consistently and effectively promoted the voice of the faculty in the affairs of East Carolina University; and

Whereas, Lori Lee has served 15 Chairs of the Faculty, providing critical support to maximize their success; and

Whereas, Lori Lee has deployed her incredible organization skills to support the operations of twenty-two Academic and five Appellate Committees, served as executive secretary to their chairs, and supported the participation of thousands of faculty committee members; and

Whereas, Lori Lee has been instrumental in organizing more than 200 meetings of the ECU Faculty Senate, and has managed and catalogued the passage of more than 1,800 Faculty Senate Resolutions; and

Whereas, Lori Lee was honored with the Chancellor’s Award for Excellence, Devotion to Duty in 2000, the Women of Distinction Award by the Chancellor’s Committee on the Status of Women in 2015, the Faculty Senate 50th Anniversary Medallion also in 2015, and the Centennial Award for Excellence, Spirit Award, in 2017 for her many contributions to the Faculty Senate, ECU, and the larger community; and

Whereas, Lori Lee is perpetually ready to play any role to advance our collective efforts; and

Whereas, Lori Lee moves through her work and her life animated by the sterling values of integrity, fairness, inclusion, and kindness towards others;
Therefore, Be It Resolved That the East Carolina University Faculty Senate, representing all ECU faculty members, commends Lori Lee for her countless, selfless contributions to our community over three decades of outstanding service; and

Be it Further Resolved That, Lori Lee is recognized as a model exemplar of ECU’s motto, To Serve.

Resolution #20-01
Approved by the Faculty Senate: January 28, 2020
Received by the Chancellor: March 1, 2020

Formal faculty advice on curriculum and academic matters acted on and recorded in the Graduate Council’s January 13, 2020 meeting minutes including level 1 action items within the December 4, 2019 Graduate Curriculum Committee meeting minutes which were approved by its delegated authority and are reported here for informational purposes. Policy action items (GC 20-1) acted on and recorded in the January 13, 2020, Graduate Council meeting included revisions to the “Graduate Banked Courses” policy; revisions to the Graduate Faculty Criteria for the Department of Criminal Justice within the Thomas Harriot College of Arts and Sciences; and revisions to the Graduate Faculty Criteria for the Department of Coastal Studies within the Coastal Studies Institute.

Resolution #20-02
Approved by the Faculty Senate: January 28, 2020
Approved by the Chancellor: March 1, 2020

Revised Department of Coastal Studies Unit Code.

Resolution #20-03
Approved by the Faculty Senate: January 28, 2020
Approved by the Chancellor: March 1, 2020

Addition to the University Undergraduate Catalog, Academic Regulations: Attendance and Participation relating to student visitors in class

This report is a follow-up to Faculty Senate consideration in April 2019 (#19-59)

(addition is noted in red text)

“Attendance and Participation

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 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 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 care. In the event that the student is seriously ill or injured at the time of final examinations, Student Health Services 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, such as required military training.
3. An extreme personal emergency or serious medical condition.
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 withdraw 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 the instructor’s department chair or school director, and in the event the resolution is not satisfactory, the final decision rests with the academic dean.
While East Carolina University is a public university serving the state of North Carolina, classes operated by East Carolina University are not public events. Anyone wishing to be present in or audit an East Carolina University class in which they are not enrolled, regardless of format, must obtain express permission, in writing if possible, from the instructor of record for the course prior to each class meeting attended, and also meet all other requirements for attendance that may be imposed by ECU (e.g., screening of persons pursuant to UNC policy regarding minors on campus; completion of any registration requirements for auditing classes). Such persons may be denied permission to enter or required to leave at any point and may be subject to other penalties if they are present without consent of the instructor of record or otherwise present in violation of applicable law or policy. Otherwise, persons not enrolled in a class may attend that class only with the specific approval of the Chancellor or their designee or as provided in applicable policy.

Resolution 20-04
Approved by the Faculty Senate: January 28, 2020
Received by the Chancellor: March 1, 2020

Formal faculty advice on the Mobile Computing Regulation, as follows:

The Research/Creative Activities Committee notes that the currently described definition of Sensitive University Information includes research data. The Committee suggests this could be clarified as not all research data is sensitive.

RESEARCH AND CREATIVE ACTIVITIES COMMITTEE REPORT
Formal faculty advice on Mobile Computing Regulation

The Committee has reviewed the regulation and notes that the currently described definition of Sensitive University Information includes research data. The committee suggests this be clarified as not all research data is sensitive.

<table>
<thead>
<tr>
<th>Policy</th>
<th>REG08.05.12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Mobile Computing Regulation</td>
</tr>
<tr>
<td>Category</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Sub-category</td>
<td>Security and Compliance</td>
</tr>
<tr>
<td>Authority</td>
<td>Chancellor</td>
</tr>
<tr>
<td>History</td>
<td>New regulation approved by Chancellor’s Executive Council on November 18, 2019</td>
</tr>
<tr>
<td>Contact</td>
<td>Chief Information Officer, ITC (252-328-9000)</td>
</tr>
</tbody>
</table>
| Related Policies | University Student and Employee Computer Use Policy  
                  Academic Computer Use Policy  
                  Data Governance Regulation - Interim  
                  Software and Data Collection Services Acquisition Regulation - Interim  
                  Information Security Regulation  
                  Family Education Rights and Privacy Act (FERPA or Buckley Amendment)  
                  Health Insurance Portability and Accountability Act (HIPAA) Privacy Policies  
                  Health Insurance Portability and Accountability Act (HIPAA) Security Policies |
1. Purpose

1.1. This Regulation defines ECU Employee and volunteer responsibilities for the appropriate use, support, and oversight of University Information on Mobile Computing Devices and Removable Electronic Media.

2. Scope

2.1. This regulation applies to all persons and entities employed by or performing work on behalf of the University, including, but not limited to, staff, faculty, student workers, residents, contractors, and volunteers (the “Covered Persons”).

3. Definitions

3.1. IT Support Staff: An employee who provides technical or end-user support of a University-owned or managed IT system or service to other persons, regardless of their affiliation with the University. For the purpose of this policy, this pertains to University-owned Laptops and supported Mobile Computing Devices.

3.2. Administrative Head: An employee who manages departmental operations and directs the use of departmental resources. This role is typically associated with an administrative department director or a college dean, though this oversight responsibility extends to Vice-Chancellors and other leadership positions who may be charged with these duties.

3.3. Covered Device: Any Mobile Computing Device or Removable Electronic Media, regardless of whether it is owned by the University or is the personal property of a Covered Person.
3.4. Mobile Computing Device: A portable computing device that provides persistent data storage and runs software applications much like a typical computing device. Examples of Mobile Computing Devices include, but are not limited to: smartphones, tablets, laptops, and wearable computing devices.

3.5. Removable Electronic Media: A portable electronic storage device that provides persistent data storage but lacks processing capability for running software applications. Examples of Removable Electronic Media include USB flash drives, removable hard drives, and optical media such as CDs and DVDs.

3.6. University Information: Information in any form (e.g., electronic, printed or spoken) that is collected, created, stored, distributed or otherwise used by Covered Persons in the course and scope of their employment, or volunteer responsibilities, respectively, for any University purpose, including, but not limited to teaching, research, and service.

3.7. Sensitive University Information: A subset of University Information that is confidential pursuant to applicable regulation, law, contractual obligation or other legal requirement, such as FERPA, HIPAA, the North Carolina Identity Theft Protection Act, and the Payment Card Industry (PCI) Data Security Standard. Examples of Sensitive University Information include but are not limited to: Social Security Numbers (SSNs), credit card numbers, bank account numbers, Protected Health Information, educational records, personnel records, and research data, records, and information of a proprietary nature.

4. Policy Statements

4.1. It is the policy of East Carolina University that Covered Persons who access, use, transmit or store University Information on a Covered Device shall protect it from unauthorized and/or unlawful access, use, disclosure, and destruction.

4.2. University Rights: ECU is the legal owner of University Information. Covered Persons have no expectation of privacy regarding University Information created, used stored, or residing on Covered Devices.

4.3. Covered Device Access: Covered Persons shall make available University Information on Covered Devices to authorized University representatives as required for the University to conduct business and/or comply with applicable legal or policy requirements. This includes, but is not limited to, providing University Information on Covered Devices for the purpose of responding to litigation, public records requests, and audit requirements. Covered Persons shall provide appropriate assistance to authorized University officials (such as the Covered Person’s supervisor or person in the Covered Person’s supervisory hierarchy, University legal counsel, or internal or external auditors) to make available University Information on Covered Devices. Monitoring or otherwise accessing a Covered Device to enforce University policies requires specific approval of the Chancellor or the Chancellor’s designee.

4.4. Covered Person Responsibilities: Covered Persons shall take reasonable precautions when using a Covered Device to protect University Information from unauthorized and/or unlawful access, use, disclosure, destruction, and/or loss. Covered Persons shall adhere to all applicable federal regulations, state laws, contractual requirements, and University information security policies and standards.
4.4.1. Device use authorization: Covered Persons shall use Covered Devices to access or store Sensitive University Information only as authorized by the relevant data steward(s), compliance office(s) or University committee(s). Depending on the data involved (e.g., Protected Health Information, educational records, Social Security Numbers, and Banner IDs), the acceptable uses and documentation requirements are defined by the same respective authority(ies).

4.4.2. Device security: Covered Persons shall ensure all Sensitive University Information stored on Covered Devices is encrypted, and the Covered Devices are secured in accordance with University policies, the ECU Information Security Standards, and applicable regulations, laws and contractual requirements. Examples of additional security measures include, but are not limited to password protection, up-to-date software and operating system security patches, anti-malware software, inactivity time-out, and physical device protection.

4.4.3. Device replacement and disposal: Covered Persons shall ensure that all Sensitive University Information stored on Covered Devices is removed or rendered inaccessible before replacing, disposing or otherwise relinquishing possession of the devices to persons who are not authorized to access the information.

4.4.4. Loss or theft of a Covered Device: Covered Persons shall promptly report the loss or theft of a Covered Device containing Sensitive University Information to their supervisors, who shall ensure that ITCS and the relevant compliance office(s), data steward(s), University committee(s), and Administrative Head(s) are appropriately notified.

4.5. IT Support Staff Responsibilities: Designated IT Support Staff shall utilize approved technology resources to assist Covered Persons in meeting with their responsibilities for the appropriate use of University-owned Mobile Computing Devices.

4.5.1. Encryption of University-owned Laptops: IT Support Staff shall enable industry-standard encryption on all University-owned laptops, prior to being provided to Covered Persons for the first time, and following each time serviced thereafter.

4.5.2. Encryption of University-owned Mobile Computing Devices: IT Support Staff shall enable industry-standard encryption on all other supported University-owned Mobile Computing Devices, prior to being provided to Covered Persons for the first time, and following each time serviced thereafter.

4.5.3. Maintenance of University-owned Laptops: IT Support Staff shall deploy all software and operating system security patches and updates for all University-owned laptops following appropriate testing and approval.

4.5.4. Maintenance of University-owned Mobile Computing Devices: IT Support Staff shall deploy all software and operating system security patches and updates on all other supported University-owned Mobile Computing Devices following appropriate testing and approval.

4.5.5. Support of University-owned Laptops: IT Support Staff shall provide technical assistance for all Covered Persons for all University-owned laptops, as it pertains to the storage, access, and use of all University Information.
4.5.6. Support of University-owned Mobile Computing Devices: IT Support Staff shall provide technical assistance for all Covered Persons for all other supported University-owned Mobile Computing Devices, as it pertains to the storage, access, and use of all University Information.

4.6. Administrative Head Responsibilities: Administrative Heads shall ensure Covered Persons are aware of their responsibilities to take reasonable precautions when using a Covered Device to protect all University Information from unauthorized and/or unlawful access, use, disclosure, destruction, and/or loss, as well as to adhere to all applicable federal and state laws, contractual requirements, and University Information security policies and standards. In addition, Administrative Heads shall ensure that IT Support Staff are aware of their responsibility to assist Covered Persons in meeting with their responsibilities for the appropriate use of Covered Devices.

5. Guidance

5.1. Covered Persons shall refer to their respective ECU Best Practices in Information Security manual(s) and/or the relevant data steward(s), compliance office(s), and University committee(s) for specific guidance on fulfilling the responsibilities outlined herein.

Covered Persons shall contact the Information Technology and Computing Services (ITCS) department for any assistance needed with University technologies to fulfill these requirements.

6. Violations

6.1. Violation of this Regulation may result in disciplinary action, up to and including dismissal from employment or volunteer position, being taken in accordance with applicable University policy.

Resolution #20-05
Approved by the Faculty Senate: January 28, 2020
Approved by the Chancellor: March 1, 2020

Curriculum and academic matters acted on and recorded in the Writing Across the Curriculum Committee meeting minutes of December 9, 2019, including writing intensive course designation (WI) for FREN 3500 Introduction to Literature and IDS 3203 Interior Design Internship, and removal of writing intensive course designation for the following courses: ARTH 2910 Ancient Art History, ARTH 2925 Byzantine Art & Architecture, ARTH 3951 Introduction to the History of Architecture, ARTH 3940: Italian Renaissance Art: 1500-1600, ARTH 3970 African Art, ARTH 4916 Art of India, ARTH 4920 Nineteenth-Century Art, COMM 1002 Media Writing, COMM 2210 Writing for the Electronic Mass Media, COMM 2320 Basic Reporting, COMM 3222 Computer Assisted Reporting, COMM 4075 Media Criticism, MUSC 4328 Language of Post-tonal Music, THEA 3036 Theatre History-Literature III, THEA 3075 Developing the Concept, THEA 4036 Playwriting, and MRCH 4209 Directed Study: Research in Merchandising; and curriculum and academic matters acted on and recorded in the January 13, 2020 meeting minutes including writing intensive course designation for RELI 3400 History of the Devil in Jewish and Christian Traditions and RELI 4900 Practicum (Internship) in Religious Studies.

Resolution #20-06
Approved by the Faculty Senate: January 28, 2020
Curriculum and academic program matters acted on and recorded in the Educational Policies and Planning Committee meeting minutes of December 6, 2019 including a request to discontinue the MA in Education in Birth through Kindergarten Education in the Department of Human Development and Family Science within the College of Health and Human Performance, a request to establish the MS in Planning and Development in the Department of Geography, Planning and Environment within the College of Arts and Sciences, a request to deliver hybrid the MAEd in Mathematics Education (High School Concentration) in the Department of Mathematics, Science, and Instructional Technology Education within the College of Education, a request to deliver online the MM in Music (Music Education Concentration) in the School of Music within the College of Fine Arts and Communication, and Academic Program Review Responses for the Department of Biology within the College of Arts and Sciences, Department of Computer Science within the College of Engineering and Technology, and the Department of Kinesiology within the College of Health and Human Performance; and curriculum and academic matters acted on and recorded in the January 17, 2020 meeting minutes including a revision to the minor in Community and Regional Planning in the Department of Geography, Planning, and Environment within the College of Arts and Sciences, and a reduction in program hours for the BS in Child Life in the Department of Human Development and Family Science within the College of Health and Human Performance.

Resolution #20-07
Approved by the Faculty Senate: January 28, 2020
Approved by the Chancellor: March 1, 2020

Curriculum and academic matters acted on and recorded in the Undergraduate Curriculum Committee meeting minutes of December 12, 2019 including curricular actions in the Department of Literacy Studies, English Education and History Education within the College of Education, Department of Human Development and Family Science within the College of Health and Human Performance, Department of Mathematics and Department of Geography, Planning and Environment within the College of Arts and Sciences, School of Hospitality Leadership within the College of Business.

Resolution #20-08
Approved by the Faculty Senate: February 25, 2020
Approved by the Chancellor: April 6, 2020

Approval of Spring 2020 Graduation Roster, including Honors College graduates.

Resolution #20-09
Approved by the Faculty Senate: February 25, 2020
Received by the Chancellor: April 6, 2020

Formal faculty advice on curriculum and academic matters acted on and recorded in the Graduate Council’s February 06, 2020 Graduate Council virtual meeting minutes, including level I action items from the January 15, 2020 Graduate Curriculum Committee meeting minutes which were approved.
by its delegated authority and are reported here for informational purposes, programmatic action item (GC 20-2) within the February 06, 2020, Graduate Council virtual meeting minutes, which was forwarded to the Educational Policies and Planning Committee (EPPC), including a revision of an existing program (Level II), Master of Music (MM) from the School of Music within the College of Fine Arts and Communication, and policy action item (GC 20-3) acted on and recorded in the February 06, 2020, Graduate Council virtual meeting minutes including revisions to the “Graduate Banked Courses” process policy.

Resolution #20-10
Approved by the Faculty Senate: February 25, 2020
Approved by the Chancellor: October 6, 2020*

Revisions to the Department of Philosophy and Religious Studies Unit Code. *Requested edits made to unit code before final approval.

Resolution #20-11
Approved by the Faculty Senate: February 25, 2020
Approved by the Chancellor: April 6, 2020

Revisions to the College of Health and Human Performance Constitution.

Resolution #20-12
Approved by the Faculty Senate: February 25, 2020
Approved by the Chancellor: April 6, 2020

Curriculum and academic matters acted on and recorded in the Service-Learning Committee meeting minutes of February 11, 2020 including approval of Service-Learning course designation (SL) for HLTH 4880 Capstone: Applied Principles of Health Education and Promotion.

Resolution #20-13
Approved by the Faculty Senate: February 25, 2020
Approved by the Chancellor: April 6, 2020

Curriculum and academic matters acted on and recorded in the Undergraduate Curriculum Committee meeting minutes of January 23, 2020 including curricular actions within the Departments of Sociology, History, Foreign Languages and Literatures, Geological Sciences, and Geography, Planning, and Environment within the College of Arts and Sciences, within the Department of Health Education and Promotion in the College of Health and Human Performance, and within the College of Engineering and Technology and the College of Education; and in the meeting minutes of February 6, 2020, including curricular actions in the Department of Physical Therapy within the College of Allied Health Sciences, the Department of Marketing and Supply Chain Management within the College of Business, the Departments of Kinesiology, Human Development and Family Science, and Recreation Sciences within the College of Health and Human Performance, and the Department of Special Education, Foundations and Research within the College of Education.
Resolution #20-14
Approved by the Faculty Senate: February 25, 2020
Approved by the Chancellor: April 6, 2020

Curriculum and academic matters acted on and recorded in the Educational Policies and Planning Committee's February 14, 2020 meeting minutes including a new minor Public Health in the Department of Health Education and Promotion within the College of Health and Human Performance; a request to deliver online/hybrid for the MS in Clinical Counseling in the Department of Addictions and Rehabilitation Studies within the College of Allied Health Sciences; and an Academic Program Review response for the Department of Geography, Planning and Environment within the College of Arts and Sciences.

Resolution #20-15
Approved by the Faculty Senate: February 25, 2020
Received by the Chancellor: March 24, 2021, with edits

Formal faculty advice to the Chancellor on the revised Resolving Allegations of Discrimination Interim Policy, as follows:

In August 2017, John Stiller, Chair of the Faculty, charged the Committee with reviewing this policy to provide formal faculty advice. The review was postponed on the advice of the Office of University Counsel to await potential state or federal changes to Title IX policy. The Committee made suggested revisions to the policy in collaboration with representatives from the Office of University Counsel and the Office for Equity and Diversity.

Provided here is the document with tracked changes detailing all proposed revisions and below is the clean copy that includes the incorporated revisions.

Resolving Allegations of Discrimination - Interim

Policy: REG06.35.03
Title: Resolving Allegations of Discrimination
Category: Human Resources
Sub-category: Dispute Resolution, Grievances, and Appeals
Authority: Chancellor
History: August 18, 2017
Contact: Associate Provost for Equity and Diversity, Office for Equity and Diversity, Suite G-406 Old Cafeteria Building, Phone: 328-6804, Email: oed@ecu.edu
Related Policies:

- Notice of Nondiscrimination and Affirmative Action Policy
- ECU Equal Employment Opportunity Plan
- Regulation on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence (REG06.40.03)
- Policy of the Board of Governors of the University of North Carolina Concerning Improper Relationships between Students and Employees
- Mediation and Grievance Procedure for SHRA Employees (REG06.35.02)
• Grievance Procedures for Complaints of Unlawful or Prohibited Harassment, Discrimination or Improper Relationships Brought Against East Carolina University Faculty Members or Administrators Holding Faculty Status (ECU Faculty Manual, Part XII, Section IV)
• Review Process and Procedure for EHRA Non-Faculty Employees (POL06.35.01)
• Clinical Support Services (CSS) Disciplinary Policy (POL12.40.01)
• Appointment, Tenure, Promotion, and Advancement Policies and Procedures and Performance Review of Tenured Faculty (ECU Faculty Manual, Part IX)
• Personnel Action Dossier and Tenure and Promotion Schedule (ECU Faculty Manual, Part X)

Additional References:

• Title VI and Title VII of the Civil Rights Act of 1964, as amended
• Title IX of the Education Amendments of 1972
• Section 799A and 845 of the Public Health Service Act
• Equal Pay Act of 1963, as amended
• Age Discrimination in Employment Act of 1967, as amended
• Rehabilitation Act of 1973, as amended
• Pregnancy Discrimination Act of 1978
• Civil Rights Restoration Act of 1988
• Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended
• Civil Rights Act of 1991
• Americans with Disabilities Act of 1990, as amended
• Title II of the Genetic Information Non-discrimination Act of 2008
• Executive Order 11246 of 1965, as amended
• N.C. General Statutes Section 126-16, as amended
• N.C. General Statutes Section 116-11(3a)
• The Code of the University of North Carolina, Section 103
• The Age Discrimination Act of 1975

Other applicable federal and state laws:

• U.S. Equal Employment Opportunity Commission
• U.S. Department of Education's Office for Civil Rights
• North Carolina Civil Rights Division of the Office of Administrative Hearings

1. Introduction

1.1. East Carolina University (“ECU” or “University”) prohibits unlawful discrimination, harassment and/or related retaliation as defined in the Notice of Nondiscrimination and Affirmative Action Policy (“Policy”) based on the following protected classes: race/ethnicity, color, genetic information, national origin, religion, sex (including pregnancy and pregnancy related conditions), sexual orientation, gender identity, age, disability, political affiliation, and veteran status (“Protected Class”). ECU will promptly, equitably, impartially, and thoroughly resolve complaints of unlawful discrimination, harassment and/or related retaliation based on an ECU Protected Class.
1.2. This regulation provides the resolution procedures for complaints of unlawful discrimination, harassment and/or related retaliation; discrimination against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant (as defined in the Notice of Nondiscrimination and Affirmative Action Policy); and, reports of improper relationships, as defined in the Policy of the Board of Governors of the University of North Carolina Concerning Improper Relationships between Students and Employees (collectively, within this regulation, hereafter referred to as “Prohibited Conduct”).

1.3. The University will take appropriate steps to address all allegations of Prohibited Conduct, whether an individual requests the formal or alternative resolution or reports a concern informally and/or anonymously.

1.4. Complaints of Prohibited Conduct Not Covered by this Regulation

1.4.1. Complaints of Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence. Complaints of sexual and gender-based harassment, sexual assault, offensive touching, sexual exploitation, dating and domestic violence, stalking, complicity, and related retaliation are exempted from this regulation and will be handled in accordance with procedures outlined in Appendices A and B of the Regulation on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence.

1.4.2. Complaints of Prohibited Conduct Filed by an SHRA Employee within 15 Calendar Days. Complaints filed by an SHRA employee are governed by the grievance procedures presented in the Mediation and Grievance Procedure for SHRA Employees (Regulation 06.35.02) (“SHRA Grievance Procedure”) if the SHRA employee files the complaint within fifteen (15) calendar days after the last incident of conduct grievable under the SHRA Grievance Procedure. Note: Complaints filed by an SHRA employee more than 15 calendar days after the last incident will be addressed in accordance with this regulation.

1.4.3. Complaints of Prohibited Conduct Brought Against ECU Students. Complaints brought against ECU students are governed by the Student Conduct Process (REG11.30.01) except complaints filed by an ECU SHRA employee as described above in paragraph 1.4.2.

2. Definitions

2.1. Complainant – an individual alleging Prohibited Conduct and/or the individual(s) allegedly subjected to the Prohibited Conduct.

2.2. Discrimination - actions that subject individuals to unfavorable or unequal treatment based on a Protected Class.

   Discrimination includes but is not limited to failing to provide reasonable accommodations to a qualified person with a disability, failing to provide a reasonable religious accommodations, and failing to provide a reasonable accommodation for pregnancy or pregnancy related conditions, consistent with state and federal law.

2.3. Harassment - unwelcome conduct based on a Protected Class, a form of discrimination as defined in Paragraph 1.1 above, which creates either quid pro quo harassment or a hostile environment, as defined in Paragraph 2.3.1 and Paragraph 2.3.2, below. It also includes Sexual
2.3.1. **Quid Pro Quo Harassment** – submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person’s employment, academic standing, or participation in any University programs and/or activities or is used as the basis for University decisions affecting the individual.

2.3.2. **Hostile Environment Harassment** - A “hostile environment” exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the University’s education or employment programs and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective. A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

2.4. **Investigator** - the individual responsible for reviewing and/or investigating Complaints of Prohibited Conduct and ensuring effective and efficient resolution of those Complaints.

2.5. **Preponderance of the Evidence Standard** - meeting the preponderance of evidence standard means that it is more likely than not that the alleged Prohibited Conduct occurred. This standard will be used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation conducted under this regulation.

2.6. **Respondent** - an individual accused of Prohibited Conduct in a complaint.

2.7. **Retaliation** - any adverse action taken against an individual because of protected activity that might deter a reasonable person from engaging in protected activity. It includes any act of interference, restraint, penalty, discrimination, coercion, reprisal, intimidation, threats, or harassment against an individual for using the applicable policies responsibly (including making a charge of discrimination protected by this policy; testifying, assisting, or participating in a hearing, proceeding, review process or investigation of discrimination; opposing an illegal act; or exercising any other right protected by this policy).

2.8. **Vice Chancellor and/or other appropriate University administrator(s)** - all references to the appropriate Vice Chancellor mean the Vice Chancellor with supervisory responsibility over the Respondent or, in the Chancellor’s Division, the supervisor that the Chancellor determines to be appropriate, such as the Director of Athletics, Chief of Staff, Chief Audit Officer, or Vice Chancellor for Legal Affairs. However, the Chancellor may assume this responsibility or designate another Vice Chancellor in the event the Vice Chancellor with supervisory authority over the Respondent is unavailable; is a witness in the investigation; has a conflict of interest; or when the Chancellor determines that a substitution is necessary to ensure a fair and timely review.

3. **Resolving Complaints of Prohibited Conduct**

3.1. **Obligation to Review Prohibited Conduct**

Consistent with the [Notice of Nondiscrimination and Affirmative Action Policy](#), if the Office for Equity and Diversity becomes aware of any information or concerns related to prohibited
discrimination, harassment, and/or related retaliation, the Office for Equity and Diversity will address those concerns with an informal review or formal investigation.

3.2. Office for Equity and Diversity Resolution Procedures for Complaints of Prohibited Conduct

3.2.1. Reporting the Prohibited Conduct

3.2.1.1. A Complainant may try to resolve an incident of Prohibited Conduct by talking with their supervisor (or other member of management in the supervisory chain if the supervisor is the Respondent). In such cases, supervisors must consult with the OED in a timely fashion prior to attempting to resolve the complaint. If the Complainant is not satisfied with the outcome of that discussion or does not feel comfortable talking with the supervisor about the issue, the Complainant should report the Prohibited Conduct to OED and seek alternative or formal resolution as explained below.

3.2.1.2. Complaints of Prohibited Conduct reported to OED should be submitted within one hundred and eighty (180) calendar days of the alleged conduct. Complaints submitted after one hundred and eighty (180) calendar days will be reviewed by OED and handled appropriately depending on the facts of each case but may not be able to be investigated due to the passage of time and unavailability of witnesses or other relevant information necessary to complete an investigation. In cases that also involve the State Human Resources Act grievance process, the timelines stated in that Act apply.

3.2.1.3. Complaints outlining details of Prohibited Conduct can be submitted to OED by any of the following means:

3.2.1.3.1. Completing the online Complaint Form. (http://www.ecu.edu/oed/grievance-form.cfm)

3.2.1.3.2. Submitting a written report in person or via mail using the contact information provided in this regulation.

3.2.1.3.3. Submitting a report verbally in person or by telephone using the contact information provided in this regulation.

3.2.1.4. Complaints should include, if possible, the following information:

3.2.1.4.1. Complainant name(s) and contact information.

3.2.1.4.2. Name(s) of the Respondent(s).

3.2.1.4.3. Details of Prohibited Conduct, including the date(s), time(s), and place(s).

3.2.1.4.4. Name(s) of individuals with knowledge of issue(s) or event(s).

3.2.1.4.5. The desired outcome or corrective action sought.
3.2.1.5. At any time, a complaint may be filed with the U.S. Equal Employment Opportunity Commission ("EEOC"), U.S. Department of Education’s Office for Civil Rights ("OCR"), or the North Carolina Civil Rights Division of the Office of Administrative Hearings. The agency website links can be found above in the Additional References section.

3.2.1.6. Preliminary Assessment:

3.2.1.6.1. Upon receiving a complaint, the investigator will conduct a preliminary assessment and assess the details of the complaint to determine whether the report alleges facts that, if true, constitutes Prohibited Conduct within OED’s jurisdiction. If the complaint is unclear, the investigator may seek additional information from the Complainant.

3.2.1.6.2. If the preliminary assessment of the complaint indicates that, if true, does not constitute Prohibited Conduct, the investigator may suggest resolving this type of complaint through the alternative resolution process and notify the Complainant of the resolution (see 3.2.2.2 below).

3.2.1.6.3. If the preliminary assessment indicates that the complaint is not within OED’s jurisdiction, the investigator will notify the Complainant of the appropriate University office for referral.

3.2.1.6.4. Additionally, if the report of Prohibited Conduct includes matters that fall within the jurisdiction of one or more University offices, OED may conduct a joint review with those offices as necessary.

3.2.2. Alternative Resolution Process

3.2.2.1. The Complainant may request, or the investigator may suggest an alternative resolution in place of formal resolution. OED has the discretion to determine if the nature of the Prohibited Conduct is not appropriate for alternative resolution, to limit the type of alternative resolution that may be appropriate in a specific case and, to refer a report for formal resolution at any time. At any point prior to the conclusion of the alternative resolution, the Complainant may withdraw their request for an alternative resolution and initiate the formal resolution process.

3.2.2.2. Alternative resolutions may include, but are not limited to, providing the Complainant with University and community resources, referring the concerns to the Respondent’s supervisor, referring the complaint to the Ombuds Office, and/or providing education to the Respondent.

3.2.2.3. The request for an alternative resolution is not a finding of Prohibited Conduct, which can only be established through a formal investigation as described below.

3.2.3. Formal Resolution Process

3.2.3.1. Formal resolution is an investigation to determine, considering the totality of all evidence available and using the Preponderance of Evidence Standard, whether the Prohibited Conduct occurred. Formal resolution also includes steps taken to address findings of Prohibited Conduct to remedy its effects and to prevent its recurrence.
3.2.3.2. Confirmation of Specific Allegations:

3.2.3.2.1. If the Complainant would like to proceed with formal resolution, and/or the investigator determines formal resolution is necessary, the Complainant will be asked to confirm the details of the complaint in writing prior to commencement of the investigation. The Complainant should maintain confidentiality of the investigation information and must not conduct their own review and/or investigation of the allegations. The Complainant, Respondent and any employee who provides information or otherwise participates in the investigation will be notified of the University’s policy prohibiting retaliation.

3.2.3.2.2. OED does not make any conclusions or presumptions regarding the complaint prior to a complete investigation of the complaint. OED is committed to treating all parties equitably and impartially.

3.2.3.3. Notice of Investigation:

3.2.3.3.1. Upon the initiation of an investigation, the investigator will notify the Complainant and the Respondent in writing of the complaint and the specific allegations. The Respondent will be given the opportunity to submit any information relevant to the complaint, including a written or verbal response. The Respondent must not conduct their own review and/or investigation of the complaint. In addition, the Respondent should not contact or speak with the Complainant about the complaint and should not engage related retaliation prohibited by the Notice of Nondiscrimination and Affirmative Action Policy. The Respondent may, at any time, elect to resolve the formal resolution process by accepting responsibility for the Prohibited Conduct, in which case the investigator will refer the matter to the appropriate Vice Chancellor and/or other appropriate University administrator(s) for imposition of sanction(s) and/or other appropriate action. The Complainant will be notified of the conclusion of the investigation and any action taken as permitted by applicable law.

3.2.3.4. Advisors:

3.2.3.4.1 Throughout the process, each party has the right to choose and consult with an advisor. The advisor may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. The parties may be accompanied by their respective advisors at any meeting or proceeding related to the investigation and resolution of a report under these Procedures. While the advisors may provide support and advice to the parties at any meeting and/or proceeding, they may not speak on behalf of the parties or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings, except advisors may participate as required/permited by any applicable UNC policy or state or federal law.

3.2.3.5. Evidence:

3.2.3.5.1. Both the Complainant and the Respondent will have the opportunity to provide evidence and/or witnesses relevant to the complaint. The parties will have timely and equal access to information that will be used during the formal resolution process and related meetings, as allowed by applicable law.
3.2.3.5.2. The investigator will meet with the witness(es) the investigator deems relevant to the investigation.

3.2.3.6. Timeframes and Notification:

3.2.3.6.1. OED will make every effort to promptly, equitably, and thoroughly investigate claims of Prohibited Conduct within approximately sixty (60) business days from the issuance of the notice of the investigation outlined in 4.2.3.4. Although investigations are generally completed within approximately sixty (60) business days, occasionally the process may take longer depending on the nature or complexity of the issues, extenuating circumstances, the availability of witnesses, and/or University closures.

3.2.3.6.2. OED will contact the Complainant and Respondent with a status update of the investigation approximately thirty (30) business days from the Complainant’s confirmation of the complaint. If the investigation extends beyond sixty (60) business days, the Complainant and Respondent will be provided a status update at sixty (60) business days and then at every thirty (30) business day interval thereafter.

3.2.3.7. Conclusion of Investigation:

3.2.3.7.1 Upon completion of the investigation, the OED will issue a written report with the findings of the investigation to the Respondent’s divisional Vice Chancellor and/or other appropriate University administrator(s).

3.2.3.7.2. OED will concurrently issue a notice of findings to both the Complainant and Respondent. If an investigation reveals conduct that may violate other University policies, the investigator will notify the applicable University office of the conduct.

3.2.3.7.3. OED’s findings may not be appealed and constitute the University’s final decision except that OED may exercise discretion to amend its findings in the event it becomes aware of new information that materially impacts the findings of the investigation or if material facts relied upon to reach its findings are later determined to be inaccurate. In the event OED amends its findings it will reissue its report to the Respondent’s divisional Vice Chancellor and/or other appropriate University administrator(s) and notice of findings to the Complainant and Respondent.

3.2.3.8. Vice Chancellor Review:

3.2.3.8.1 Upon receipt of the written report with the findings of the investigation, the appropriate Vice Chancellor and/or other appropriate University administrator(s) will review and, as appropriate, take disciplinary and/or other action in accordance with applicable policy.

3.2.3.9. Sanctions:

3.2.3.9.1. Disciplinary action imposed against a Respondent who engaged in Prohibited Conduct or other misconduct revealed by the investigation may include one or more of the following: training, progressive disciplinary action, restrictions on interactions with students or other members of the ECU community, No-Contact Directive, transfer of position, removal of administrative appointment, demotion, suspension without pay, and discharge
from employment. A Respondent may appeal the imposition of disciplinary action as permitted by any disciplinary policy applicable to the Respondent.

3.2.3.9.2. Any sanction or combination of sanctions imposed upon a Respondent will be documented in the Respondent’s personnel file.

4. Obligation to Provide Truthful Information

4.1. All University community members are expected to provide truthful information in any report or proceeding under this Regulation. Providing false or misleading information is prohibited and may subject the individual to disciplinary action consistent with University policy applicable to the individual. This provision does not apply to information provided in good faith, even when the alleged facts cannot be substantiated or are found to be incorrect.

5. Privacy

5.1. OED will protect the privacy of both the Complainant and the Respondent to the extent possible under applicable law. In some situations, including those in which disciplinary action is a possible outcome, due process may require disclosure of information, including Complainant’s identity, to the Respondent.

5.2. If the Complainant would like to remain anonymous, the investigator will explain that OED will endeavor to investigate the complaint in a manner that honors the Complainant’s request for anonymity, but that the University cannot ensure complete confidentiality and/or it may be limited in its ability to take disciplinary action if the Complainant insists he/she remain anonymous.

6. Conflict of Interest

6.1. If any party involved in an investigation is or becomes aware of a real or perceived conflict of interest that will prevent OED or a particular investigator from rendering an impartial decision, the party should notify OED and request an alternate investigator. The University may also, by exercise of its own discretion, appoint an alternate investigator absent a request if it knows of or learns of a real or perceived conflict of interest. If this occurs, the parties will be notified as appropriate.

7. Records

7.1. ECU will maintain confidentiality of all OED records pertaining to this policy in accordance with applicable law, including but not limited to, the N.C. personnel records statute found at N.C. General Statute Chapter 126, Article 7 et seq., the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and the **University General Records Management Policy**. The information contained in records generally will not be released without the written consent of the individuals who are the subject of the records. However, records may be shared with third parties, such as the EEOC, OCR or other government investigatory body, to the extent required or allowed under applicable law.

7.2. OED reports that do not eventuate in a formal Complaint can suggest avenues for investigation when they form a pattern, but reports that have not been investigated formally, in a manner consistent with due process, cannot be used to substantiate subsequent Complaints.
8. Prevention and Education

8.1. Employees

8.1.1. All employees are responsible for completing educational modules about Prohibited Conduct every five years. New employees must complete these required trainings within ninety (90) days of their hire date.

8.1.2. Education is one of the most effective ways to create an environment free of discrimination, harassment, and related retaliation.

8.1.3. The modules are accessible for all permanent employees via Cornerstone and via Blackboard for temporary or short-term employees as well as student employees.

8.1.4. OED will track employee completion of the module and will notify an employee’s respective Vice Chancellor and/or other appropriate University administrator(s) of noncompliance.

8.1.5. Questions about the educational modules should be directed to OED at the contact information above and below in paragraph 10.

9. Contact Information
Office for Equity and Diversity
East Carolina University
Suite G-406 Old Cafeteria Building
Greenville, NC 27858
(252) 328-6804
Oed@ecu.edu

Resolution #20-16
Approved by the Faculty Senate: February 25, 2020
Approved by the Chancellor: March 25, 2020

Curriculum and academic matters acted on and recorded in the Writing Across the Curriculum Committee meeting minutes of February 10, 2020 including approval of Writing Intensive course designation (WI) for AERO 4400 National Security Affairs/Preparation for Active Duty and change from Writing Intensive course designation (WI) to Writing Intensive by section (WI*) for ARTH 4942 Survey of Twentieth-Century Modern Art: 1950-2000, ARTH 4944 Studies in Contemporary Art: Post 1960s Art, and ARTH 4948 Art of the United States.

Resolution #20-17
Approved by the Faculty Senate: February 25, 2020
Approved by the Chancellor: March 25, 2020

Curriculum and academic matters acted on and recorded in the February 17, 2020 meeting minutes of the General Education and Instructional Effectiveness Committee, including retention of General Education Mathematics Designation (GE:MA) for MATH 2228 Elementary Statistical Methods I after
notification of prerequisite removal; removal of Global Diversity Designation (GD) for FREN 2440 Readings in the Culture of France I and FREN 2441 Readings in the Culture of France II; approval of General Education Social Sciences Designation (GE:SO) for AAAS 1000 Introduction to African and African American Studies, and MUSC 1406 Music History and Literature I; Domestic Diversity Designation (DD) for MUSC 3227 Beginning Instruction in Vocal-General Music Education, MUSC 3287 Choral Laboratory, General Education Designation for the following study abroad courses: Humanities Designation (GE:HU) for CREL 2603 World Religions and EGPT 1099 Temples and Gods from The American University in Cairo; General Education Fine Arts Designation (GE:FA) for ARIC 2206 Art and Architecture of City of Cairo from The American University in Cairo; Diversity Designation for the following transfer courses: Domestic Diversity Designation (DD) for SO 201 Introductory Sociology from Cumberland County CC, SOC 110 Introduction to Sociology from Kirkgood CC, SOCI 1011 Introduction to Sociology from Montana State University-Bozeman; Global Diversity Designation (GD) for BIBL 3040 The Life and Teaching of Jesus from King College; and approval of the following courses for expedited Domestic Diversity Designation (DD):

- **ADRE 2000** Survey of Community Resources in Rehabilitation and Health Care
- **ADRE 4000** Interviewing Techniques for Health and Rehabilitation Settings
- **ANTH 3026** Forensic Anthropology
- **ART 1827** Photography Changes Everything
- **ART 3850** Art in Elementary School
- **ART 3860** Classroom Participation in Art
- **ARTH 3961** Native North American Art and Ritual
- **COMM 3151** Family Communication
- **COMM 3190** Health Communication
- **COMM 3520** Sports Media Survey
- **DNCE 4044** History of Dance I
- **ELEM 3500** Teaching Social Sciences in Elementary School
- **ENGL 2230** Southern Literature
- **ENGL 3570** American Folklore
- **FINA 2244** Legal Environment of Business
- **GENS 2400** Introduction to Gender Studies
- **GEOG 3004** Urban Geography
- **GEOG 3010** Social Justice and Sustainability
- **HDFS 1103** Marriage and Family Relations
- **HDFS 2400** Introduction to Gerontology
- **HIST 2444** The History of Sports in Western Society
- **HIST 3100** North Carolina History
- **HIST 3110** History of African-Americans
- **HIST 3140** Women in American History
- **HIST 3170** History of Native Americans
- **HIST 3225** The Era of Sectionalism and Civil War, 1848-1877
- **HIST 3230** The Birth of Modern America, 1865-1892
- **HIST 3240** The Age of Franklin Roosevelt, 1919-1945
- **HIST 3245** The United States Since 1945
- **HIST 3907** Pirate Nation: An ECU History
- **JUST 3700** Race, Gender and Special Populations in the Criminal Justice System
Resolution #20-18
Approved by the Faculty Senate: February 25, 2020
Approved by the Chancellor: June 8, 2021 (with additional recommended edits by the Office of University Counsel and the Admission and Retention Policies Committee)

Revisions to the ECU Faculty Manual, Part VI, Section II. Academic Integrity, as follows:

The Committee originally proposed revisions to this section of the ECU Faculty Manual and had them approved by Faculty Senate in October 2018 (Faculty Senate Resolution #18-56). The Chancellor returned the policy to the Committee for further review and the revised text below is.

Provided here is the document with tracked changes detailing all proposed revisions and below is the proposed text that includes incorporated revisions.

PART VI – TEACHING AND CURRICULUM REGULATIONS, PROCEDURES AND ACADEMIC PROGRAM DEVELOPMENT
SECTION II
Academic Integrity
(Text moved from former Part IV)

CONTENTS

I. Statement of Academic Integrity
II. Purpose and Scope
III. Definitions of Academic Integrity Violations (AIV)
IV. University-Wide Responsibility to Report Academic Integrity Violations
   A. Responsibilities of Faculty, Teaching Assistants, and other Instructional Personnel
   B. Responsibilities of the Student
   C. Responsibilities of other University Community Members
   D. Responsibilities of the Office of Student Rights and Responsibilities (OSRR)
   E. University Committee on Academic Integrity (UCAI) Composition and Membership
V. Rights and Responsibilities of Participants
   A. Respondent Rights and Responsibilities
   B. Complainant Rights and Responsibilities
   C. Bias
   D. Contact Information
VI. Procedure for Reporting a Suspected Academic Integrity Violation
   A. Notice of Suspected AIV and Scheduling the Initial Meeting
   B. Provisions for Special Cases
   C. Formal Departmental Meeting
   D. Outcome of Formal Departmental Meeting
   E. AIB Hearings
   F. Appeals
   G. Appeal of Expulsion
VII. Records
VIII. Annual Reports
IX. Review of AIV Process

I. Statement of Academic Integrity

Academic integrity is the application of pertinent personal virtues, such as honesty, responsibility, authenticity, honor, and justice, to academic work. Academic integrity is a cornerstone value of the intellectual community at East Carolina University. Academic integrity is required for students to derive optimal benefit from their educational experience and their pursuit of knowledge. Violating the principle of academic integrity damages the reputation of the university and undermines its educational mission. Without the assurance of integrity in academic work, including research, degrees from the university lose value; and the world beyond campus (graduate schools, employers, colleagues, neighbors, etc.) learns that it cannot trust credits, or a diploma earned at ECU. For these reasons, academic integrity is required of every ECU student.
Maintaining the academic integrity of ECU is the responsibility of all members of the academic community. Faculty should ensure that submitted work accurately reflects the abilities of the individual student. Toward this end, faculty should—through both example and explicit instruction—instill in students a desire to maintain the university’s standards of academic integrity and provide students with strategies that they can use to avoid intentional or accidental violation of the academic integrity policy.

II. Purpose and Scope

This document sets forth democratic procedures to follow for suspected academic integrity violations (AIVs) at ECU as well as possible penalties. These procedures comply with the minimal due process standards of 700.4.1 of the UNC Policy Manual (https://www.northcarolina.edu/apps/policy/index.php). These procedures pertain to anyone registered for an academic course at the University, including but not limited to, undergraduate and graduate students who are classified as degree or non-degree seeking as well as visiting students, and students studying abroad. The Academic Integrity Policy also applies to student violations discovered after the student has completed the course, has left the University, or has graduated. Depending on the circumstances of the case, degree revocation may be a consequence, as outlined in the relevant catalog. All students are responsible for conducting themselves in a manner that enhances a learning environment where the rights, dignity, worth, and freedom of each member of the academic community are respected. Upon acceptance of admission to ECU, each student agrees to abide by the policies of the University and to conduct themselves on- and off-campus in a manner consistent with its educational mission. Students have a responsibility to review the Academic Integrity Policy and other policies, and, if necessary, to seek clarification from the Office of Student Rights and Responsibilities (OSRR).

ECU’s policy on research misconduct is a separate and independent process from this AIV process. The determinations, results, procedures, and outcomes of the Research Misconduct Proceedings shall rely on ECU’s PRR on the Regulation on Research Misconduct (https://www.ecu.edu/prr/10/45/01), which is necessary for university compliance with this UNC system policy as well as with state and federal laws. It is recommended that all faculty, staff, and students be familiar with it. The procedures for reporting, investigating, and determining penalties in cases of academic integrity violations shall not supersede procedures for reporting, investigating, and determining penalties for research misconduct. These cases should be reported to the Office of Student Rights and Responsibilities (OSRR).

1. Certain academic departments, programs, colleges, and schools, especially at the professional and graduate level, may have additional ethical and behavioral expectations of their students, including expectations for the conduct of research, and may establish additional penalties for AIVs. In addition, various academic units and administrative departments have policies specific to their area of responsibility. It is the responsibility of each student to be familiar with University policies and procedures. This Academic Integrity Policy and related policies and procedures are available on-line.

2. In addition to the consequences outlined in this Policy and the possible penalties discussed below, students who represent units within the University, such as medical students, dental students, graduate students, student athletes, resident advisors, student organization leaders, and residential students may be subject to additional consequences under the standards set by those units.
III. Definitions of Academic Integrity Violations

An academic integrity violation (AIV) is defined as any activity that exhibits dishonesty in the educational process or that compromises the academic honor of the university. Examples of AIVs include, but are not limited to, the following:

1. Cheating: Unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work. Examples of cheating include, but are not limited to: copying from another student’s paper or receiving unauthorized assistance during a quiz or examination; using books, notes, or other devices when these are not authorized; improperly obtaining tests or examinations; collaborating on academic work without authorization and/or without truthful disclosure of the extent of that collaboration; allowing or directing a substitute to take an examination.

2. Plagiarism: Copying the language, structure, ideas, and/or thoughts of another and adopting the same as one’s own original work. Examples of plagiarism include, but are not limited to: submitting a paper that has been purchased or downloaded from an essay-writing service; directly quoting, word for word, from any source, including online sources, without indicating that the material comes directly from that source; omitting a citation to a source when paraphrasing or summarizing another’s work; submitting a paper written by another person as one’s own work.

3. Falsification/Fabrication: The statement of any untruth, either spoken or written, regarding any circumstances related to academic work. This includes any untrue statements made with regard to a suspected AIV. Examples of falsification/fabrication include, but are not limited to: making up data, research results, experimental procedures, internship or practicum experiences, or otherwise claiming academic-related experience that one has not actually had; inventing or submitting deceptive citations for the sources of one’s information; submitting a false excuse for an absence from class or other academic obligation.

4. Multiple submission: The submission of substantial portions of the same academic work for credit more than once without authorization from the faculty member who receives the later submission. Examples of multiple submission include, but are not limited to: submitting the same essay for credit in two courses without first receiving written permission; making minor revisions to an assignment that has already received credit in a course and submitting it in another class as if it were new work.

5. Violation assistance: Knowingly helping or attempting to help someone else in an act that constitutes an AIV. Examples of violation assistance include, but are not limited to: knowingly allowing another to copy answers during an examination or quiz; distributing test questions or examination materials without permission from the faculty member teaching the course; writing an essay, or substantial portions thereof, for another student to submit as his or her own work; taking an examination or test for another student; distributing information involving clinical simulation and skills assessments.

6. Violation attempts: Attempting any act that, if completed, would constitute an AIV as defined herein. In other words, it does not matter if a student succeeds in carrying out any of the above violations, the fact that a violation was attempted is itself a violation of academic integrity.

7. Research Specific Definitions: In addition to the above definitions, specialized definitions of some terms as they apply to research are defined in The University of North Carolina Policy on
Research Conduct (https://www.ecu.edu/prr/10/45/01) referenced above. For example, this Policy defines research misconduct as "fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting the results." When specifically concerning Research misconduct:

- Fabrication is making up data or results and recording or reporting them.
- Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. The research record is the record of data or results that embody the facts resulting from the research inquiry and includes, but is not limited to research proposals, laboratory records, both physical and electronic, progress reports, abstracts, theses, oral presentations, internal reports, books, dissertations, and journal articles.
- Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.
- Research misconduct does not include honest error or differences of opinion.

IV. University-Wide Responsibility to Report AIVs

AIVs are unfair to honest students and they damage the quality and reputation of the entire university. Thus, ignoring AIVs is as problematic as actively committing an AIV.

A. Responsibilities of Faculty, Teaching Assistants, and other Instructional Personnel

Faculty, teaching assistants, and other instructional personnel are responsible for communicating university-wide expectations for academic integrity, for example, by providing this AIV policy or a reference to it in their course syllabus to ensure that students are accountable for conforming their conduct to these expectations. It is also recommended that faculty, teaching assistants, and other instructional personnel communicate clear ground rules for academic work conducted under their supervision and take reasonable steps to prevent AIVs. For example, faculty, teaching assistants, and other instructional personnel should prevent unauthorized access to examinations during development, duplication, and administration; avoid reusing prior examinations in whole or in part to the extent possible; take all reasonable steps consistent with physical classroom conditions to reduce the risk of cheating during the administration of examinations; and maintain proper security during the administration of examinations, including as appropriate overseeing distribution and collection of examinations and proctoring the examination session.

If faculty, teaching assistants, or other instructional personnel suspect an AIV, they should:

- follow the procedures for responding to suspected AIVs (enumerated below, Section VI) including, but not limited to: obeying time constraints, providing proper notice, refraining from taking unilateral punitive action, and reporting the alleged violation to the Office of Student Rights and Responsibilities (OSRR), and the department chair (or his/her designee); and
- cooperate with the OSRR and the Academic Integrity Board (AIB) when it conducts an investigation. The cooperation may call for actions such as providing testimony or other evidence, recommending appropriate sanctions, or helping to bring the matter to a prompt conclusion.
B. Responsibilities of the Student:

ECU students are responsible for promoting academic integrity in the ECU community by upholding it in their own work and by reporting any suspected violations. A student knowing of circumstances in which an AIV may have occurred or is likely to occur should bring this knowledge to the attention of a faculty member or the OSRR.

ECU students are responsible for understanding what plagiarism is, learning the recognized techniques of proper attribution of sources used in the preparation of written work, and identifying allowable resource materials or aids to be used during examination or in completion of any graded work. Students should seek clarification from faculty if it is not clear whether a certain action would violate this Academic Integrity Policy.

ECU students are responsible for complying with faculty classroom procedures designed to reduce the possibility of cheating—such as removing unauthorized materials or aids from the classroom and protecting one’s own examination paper from the view of others.

ECU students are responsible for maintaining the confidentiality of examinations by divulging no information concerning an examination, directly or indirectly, to another student.

ECU students are responsible for reporting any instance in which reasonable grounds exist to believe that a student has given or received unauthorized aid in graded work or in other respects committed an AIV. Such report should be made to the OSRR, the Office of the Dean of Students (DOS), or other appropriate instructor or official of their college or school.

ECU students are responsible for cooperating with the OSRR in the investigation and hearing of any incident of alleged violation, including providing testimony when called upon.

C. Responsibilities of other University Community Members

Other ECU community members are responsible for promoting academic integrity in the ECU community both by upholding it in their own work and by reporting any suspected AIV. An ECU community member knowing of circumstances in which an AIV may have occurred or is likely to occur should bring this knowledge to the attention of a faculty member or the OSRR. The AIV form for reporting to OSRR can be found at https://osrr.ecu.edu/faculty-staff/

D. Responsibilities of the Office of Student Rights and Responsibilities (OSRR)

The OSRR is responsible for discussing the suspected AIV with the instructor of record for the course(s) involved. The OSRR, in consultation with the faculty member(s), will follow the procedures outlined in this policy. The OSRR is responsible for acting as a source of information and liaison concerning this policy and procedure for faculty, teaching assistants, other instructional personnel, department chairs, administrators, and students. The OSRR is also responsible for coordinating the staffing and maintaining of the University Committee on Academic Integrity (UCAI), the Academic Integrity Review Committee (AIRC), and the Academic Integrity Board (AIB).

E. University Committee on Academic Integrity (UCAI) Composition and Membership
1. Faculty members – Sixteen faculty members, at least six of whom should have graduate faculty status, elected for three-year staggered terms by the Faculty Senate. 2. Student members – Sixteen students, at least six of whom should be graduate students, elected by and from among the members of the Student Conduct Board. These students shall serve for a year and may be reelected for one additional year.

The Director of the OSRR, or designee, shall serve as administrative officer of the committee, but shall not participate in hearings.

- AIRC: Is a three-member panel consisting of: one administrator from OSRR (designated by the Director of OSRR), one student member from UCAI and one faculty member from UCAI. In cases involving possible violations of graduate students the faculty must have graduate faculty status and the student must be a graduate student. The AIRC is charged with reviewing student appeals of the Department’s finding and/or penalty. The AIRC will review the appeal request to determine if it is appropriate to forward it to the AIB. (See below for appeal grounds and standard of review.)

- AIB: Is a panel of five UCAI members; three faculty members and two students. The AIB is charged with determining whether a student has violated this policy and, if appropriate, assigning sanctions. The AIB is utilized when a case is referred to the OSRR for UCAI review. This includes: appeals of the results of the Initial Meeting, cases in which the department recommends additional sanctions (e.g. suspension or expulsion) after an Initial Meeting, in cases of repeat violations, multi-student violations, or suspected violations at the undergraduate level that occur outside of a specific course. If the case involves possible violations by a graduate student, every attempt should be made to ensure that all three faculty members on the board have graduate faculty status; however, in all graduate level cases, at least two of the three faculty members must have graduate faculty status. In cases involving possible violations by graduate students, the student members of the board must be graduate students. The AIB will select a chair from among its faculty membership. All members of the AIB may vote on the selection of a chair.

V. Rights and Responsibilities

A. Respondent Rights and Responsibilities

A student whose conduct is under review is a Respondent and has the rights and responsibilities listed below. The Respondent forfeits any of these rights if the Respondent fails to exercise that right after having been given appropriate notice and opportunity to do so.

Respondent Rights:

- The right to an objective and impartial evaluation of the complaint.
- The right to be present during the meeting with the instructor of record and during the AIB hearing (if applicable).
- The right to reasonable access to all information gathered throughout the investigation pertinent to the alleged violation.
- The right to present information relevant to the alleged violation, including inviting witnesses.
- The right to respond to information presented against the Respondent.
- The right to a separate meeting with a faculty member or AIB hearing in cases involving multiple Respondents. Charges against multiple Respondents involved in the same incident may be heard in a single case only if each Respondent consents to such a proceeding.
• The right not to provide information, with the understanding that the University will make a
determination with or without the Respondent’s information.
• The right to review of the decision, after receiving written notice of the outcome, including to
appeal as described below.
• The right to be informed of pertinent University-based support services.

Respondent Responsibilities:

• The responsibility to be honest and direct in communicating with individuals involved in the
Academic Integrity process.
• The responsibility to review this Academic Integrity policy and procedures and to seek
clarification if necessary.
• The responsibility to respond in a timely manner to University requests for information, to
promptly schedule meetings when requested, and to arrive on time for scheduled meetings.
• The responsibility to provide the decision-maker with pertinent information that the
Respondent would like considered in the review of the alleged violation.
• The responsibility to participate in the Academic Integrity process in a manner that is civil
and respectful.

B. Complainant Rights and Responsibilities

A faculty member, teaching assistant, or other instructional personnel who alleges a violation of
this Policy is the Complainant and has the rights and responsibilities listed below. The
Complainant forfeits any of these rights if the Complainant fails to exercise that right after having
been given appropriate notice and opportunity to do so.

Complainant Rights:

• The right to an objective and impartial evaluation of the complaint.
• The right to invite relevant witnesses with knowledge of the alleged AIV.
• The right to submit a written statement.
• The right, after receiving written notice of the outcome, to review the decision, if permitted
under ECU policies, University of North Carolina System policies and local, state, and
federal laws.

Complainant Responsibilities:

• The responsibility to provide a copy of the course syllabus and all relevant controlling
documents (e.g. project instructions).
• The responsibility to be honest and direct in communicating with individuals involved in the
conduct process.
• The responsibility to review this Academic Integrity Policy and its procedures, and to seek
clarification if necessary.
• The responsibility to respond in a timely manner to University requests for information, to
promptly schedule meetings when requested, and to arrive on time for scheduled meetings.
• The responsibility to provide the decision-maker with pertinent information that the
Complainant would like considered in the review of the alleged violation.
• The responsibility to participate in the Academic Integrity process in a manner that is civil and respectful.

C. Bias

If the Respondent and/or Complainant believes that one or more of the fact finders, such as the Department Chair (or designee), a member(s) of the AIRC, or the AIB, has a conflict with, bias about, or an interest in a case that may unduly influence the decision making either positively or negatively, the Respondent and/or Complainant may request a different Panel or Official. The challenging party will be asked to provide specific reasons for the challenge. If the challenge is made concerning the Formal Departmental Meeting, then the Department Chair (or designee) will determine whether to recuse and replace themselves. If the challenge is made concerning the AIRC, or the AIB, then the Chair of the UCAI along with the Director of the OSRR, or designee, will determine whether the identified panel member should be removed. If the removal of a panel member results in fewer than five panel members being able to serve, parties will be given the option to continue with the existing panel or to reschedule the hearing for review by a full panel.

D. Contact Information

Students have the responsibility to update personal contact information on their Pirate Port account as soon as it changes and to consistently monitor their ECU e-mail account and telephone answering equipment, as the University frequently communicates through these modes. U.S. Postal System letters will be sent to the local address provided by the student in the Pirate Port system or to the permanent address if attempted contact with the student through other means is unsuccessful.

VI. Procedure for Reporting a Suspected Academic Integrity Violation

Outlined below is a formal procedure for reporting suspected AIVs. This procedure applies to all ECU students regardless of mode of instruction. Additional information regarding AIVs in distance education (DE) courses is available from OSRR.

Standard of Evidence: The standard used throughout the academic integrity process to reach case resolution is preponderance of the evidence. This standard will be used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation conducted under this policy. To meet the standard of preponderance of evidence, the evidence must indicate the conclusion that it is more likely than not that the alleged conduct occurred. Formal rules of evidence do not apply to student conduct cases.

All complaints will be reviewed by the OSRR to track and to determine whether the reported behavior is governed by this policy. Anonymous complaints may result in a formal charge if they contain sufficient information to independently establish a violation of this policy.

Retaliation: The University does not tolerate retaliation against individuals who file a complaint. Retaliation means any act of interference, restraint, penalty, coercion, reprisal, intimidation, threats, or harassment against an individual for using applicable policies responsibly (including testifying, assisting, or participating in a hearing, proceeding, review process or investigation;
opposing an illegal act; or exercising any other right protected by this policy). Students who retaliate against such persons will be held accountable under the Student Conduct Process (https://www.ecu.edu/prr/11/30/01). It is the responsibility of the target of the retaliation to immediately report the behavior to OSRR.

A. Notice of Suspected AIV and Scheduling the Initial Meeting and (if applicable) the Formal Departmental Meeting

If it is believed that an AIV has occurred in the Complainant’s course, then the student will be invited to a gathering of information meeting (“Initial Meeting”) with the Complainant.

In a case where the AIV involves multiple students (for example, cheating rings), the Complainant should submit a report of the suspected AIV(s) to OSRR. In the event that OSRR receives credible reports of multi-student violations, it reserves the right to refer the case to the UCAI for an AIB hearing.

To initiate the formal review of a suspected AIV, the Complainant (as a designated University official) will provide notice of the Initial Meeting to the Respondent. This notice:

1. must be sent by some method with evidence of dispatch (e.g., email from the Complainant’s official ECU email account to the Respondent’s official ECU email account, or hand-delivered letter accompanied by a brief form that the Respondent signs to indicate the note was delivered, or receipt-request postal mail);

2. must be sent to the Respondent(s) involved within seven calendar days of the time the suspected violation comes to the attention of the Complainant. (If the AIV is discovered during a time when regularly scheduled classes are not being held, the seven calendar days shall be counted starting with the next day regularly scheduled classes are held.);

3. must communicate the following important information:

   a. a specification of the suspected AIV(s)

   b. a brief description of the major evidence supporting the allegation

   c. a list of the possible sanctions/penalties including any program specific AIV penalties, if appropriate. If the alleged violation(s) could result in expulsion, this possibility must be stated that expulsion precludes matriculation at any UNC constituent institution.

   d. instructions for the Respondent to contact the Complainant to set up the Initial Meeting, including appropriate contact information for the Complainant

   e. a statement presenting the option to bypass the Initial Meeting and accept a sanction/penalty proposed by the Complainant, including instructions for how to do so

   f. a copy of the student’s rights and responsibilities form (available on the OSRR webpage https://osrr.ecu.edu/faculty-staff/)
A student may not withdraw from a course while a suspected AIV is being investigated. The AIV investigation is commenced once notice of the Initial Meeting or notice of the AIB hearing is sent, whichever comes first. If hand-delivered, then the commencement date is based upon the signed note of receipt.

If a faculty member finds an AIV at the end of the semester and the student has already attended the last scheduled class session and final exam, the faculty member should follow the steps above and notify the Respondent in writing of a suspected violation and mark a grade of Incomplete (I) until the investigation is complete.

Upon delivery of the written notification from the Complainant, the Respondent has seven calendar days to contact the Complainant and schedule a meeting day and time. If the Respondent fails to respond to Complainant notification within seven calendar days, the Respondent shall forfeit the opportunity to present the Respondent’s understanding of the situation to the Complainant. If, after the seven days have passed, the Respondent responds with extenuating circumstances that explain their failure to respond in a timely manner (e.g. medical issue, family death, etc.), the Director of OSRR (or designee) will decide whether to reopen the case.

In the event that the Respondent fails to respond to the notice, the Complainant may find the Respondent responsible for the AIV and may impose sanctions (as outlined below; see Section VI.C). If so, the Complainant will need to complete an Academic Integrity Violation Form (AIV form) (which is available on the OSRR webpage https://osrr.ecu.edu/faculty-staff/) and submit it to the OSRR within twenty-four calendar days of the date on which the notice of a suspected violation was sent to the Respondent. The OSRR will notify the Respondent, in writing, of the Complainant’s decision and penalty within seven calendar days of receiving the AIV form. The written notice shall include a copy of the student’s rights and responsibilities form and inform the Respondent of their right to appeal and the appeal process (described below). In the event that the Respondent involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding academic integrity violations, the OSRR will also submit a copy of the AIV form to the appropriate program administrator.

Formal review of a suspected AIV is initiated upon sending notice of the Initial Meeting with Faculty (or OSRR if applicable). Any informal discussions between faculty and student about coursework prior to the Initial Meeting is not considered part of the formal AIV review process. The Initial Meeting is designed for the Complainant to gather information, discuss the allegation with the Respondent, and provide evidence of the suspected violation. Before or during the Initial Meeting, the Respondent may waive the right to the Formal Departmental Meeting and accept a penalty/sanction proposed by the Complainant. If so, determination and/or assignment of penalty/sanction may be made at, or following, the Initial Meeting.

If the Respondent does not waive their right to the Formal Departmental Meeting or decides to appeal the penalty/sanction after waiving, then the Formal Departmental Meeting shall be held within twenty-four calendar days of the time that the suspected AIV has come to the Complainant’s attention. The Respondent, Complainant, or the Department Chair (or designee) may request a reasonable postponement of the Formal Departmental Meeting by contacting the other parties in writing no fewer than two business days before the scheduled meeting. Any requests for postponement must explain the reason for the request and provide
an alternate meeting date and time. The Department Chair (or designee) will make the final determination of the meeting date and time.

B. Provisions for Special Cases

1. If a Complainant discovers a suspected violation in which the currently enrolled Respondent has used the work of a student either in a different section of the course or has taken a course at a different time, the Complainant should follow the procedures for the Initial Meeting and what follows (described in the previous section and below) for the Respondent enrolled in their course. If the other student involved is enrolled in another section of the course or if the student took the class during a different time (different semester), then the Complainant should submit the AIV Form directly to OSRR for an AIB hearing.

2. If a Complainant discovers a suspected violation at a time immediately after which the Complainant will no longer be under contract with the University, the Complainant should refer the case, including all evidence related to the suspected violation, directly to OSRR for an AIB hearing via the AIV Form. The AIB will review the evidence submitted (e.g., syllabus, any AI statement signed by the student, documents such as the paper and SafeAssign or other software used to find a suspected violation, etc.) through its normal hearing procedures and impose an appropriate academic penalty if a violation is found.

3. University Community Complainant: If the suspected AIV occurs outside of a specific course, the case will be referred directly to OSRR for an AIB hearing. (The AIV Form is available at https://osrr.ecu.edu/faculty-staff/). In the case of a suspected AIV reported directly to OSRR for which an instructor of record can be identified, OSRR will first consult with the faculty member(s) in charge of the course(s) affected. The faculty member will determine whether to pursue the alleged violation against the student in their course. If the faculty member decides to pursue, the procedures of the Initial Meeting and subsequent procedures (as described below) shall be followed. Following this consultation, if the suspected violation(s) is egregious, pervasive, or involves multiple students, OSRR may decide to pursue the alleged AIV(s) and additional academic penalties outside of that course by taking the case to the UCAI for an AIB hearing.

4. Graduate Advisor or Director Complainant: If the suspected AIV involves a graduate student and occurs outside of a specific course, the case will be referred to the student’s Faculty Advisor who will serve in the role of the faculty member in the steps above and below. In the event that no Faculty Advisor can be identified, the Graduate Program Director will serve in the role of the faculty member in the process described above and below. The Advisor or Director will then follow the procedures of the Initial Meeting and what follows or refer the case to the OSRR, whichever is applicable.

If the suspected academic violation involves a professional school student, the school may have its own ethical panel and process which presents the occasion for additional sanctions, as long as it comports with 700.4.1 of the UNC Policy on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings, Federal, State and Local Law. The Complainant is still required to follow the procedures of this Policy and report the suspected AIV to OSRR. Also, the professional school’s ethical panel does not have the power to suspend or expel from the University; that remains a University decision housed under the guidance of the OSRR.
C. Formal Departmental Meeting

The Formal Departmental Meeting is designed as the primary formal hearing for Academic Integrity Violations. The Formal Departmental Hearing is not necessary, nor required, if the Respondent waives their right to this Formal Departmental Meeting during the Initial Meeting. A determination and/or assignment of penalty/sanction may be made at, or following, the Formal Departmental Meeting.

1. Participating Parties and Nonparticipating Observers

The required participating parties are the Complainant and the Department Chair (or designee). The Respondent is strongly encouraged but not required to participate. Witnesses with information relevant to the alleged AIV may be invited by the Respondent or Complainant. Character witnesses may not participate in the Meeting but may submit written statements. The Respondent and the Complainant may each have a nonparticipating observer at the Formal Departmental Meeting. The Complainant’s nonparticipating observer should be another faculty member from the same department. The Respondent may select a faculty member, parent, or student who is not involved in the suspected AIV. The observer(s) may attend the Meeting and take careful notes for reference in the event of an appeal of the Formal Departmental Meeting result, but they may not actively participate or present information. (See Appeals, Section F below.) The Meeting is closed to the public and no individuals except those described above may attend.

2. Meeting Procedures

The Department Chair (or designee) shall ensure an orderly meeting and that both the Complainant and Respondent have the opportunity to present evidence, including but not limited to witness testimony and relevant documents.

The Respondent may waive the Formal Departmental Meeting and accept a sanction proposed by the Complainant. The waiver and acceptance must be in writing and signed by the Respondent. Waivers are made available by the OSRR at https://osrr.ecu.edu/faculty-staff/

D. Outcome of the Formal Departmental Meeting

The Department Chair (or designee) shall evaluate evidence presented at the Formal Departmental Meeting and determine if a preponderance of evidence supports the conclusion that the Respondent committed an AIV. The Department Chair (or designee) shall also determine the appropriate sanction based upon the Complainant’s recommendation. One of the following outcomes of the Formal Departmental Meeting shall be communicated to the student within ten calendar days of the Meeting. If a determination is made in the absence of the Respondent, the Complainant must complete and submit the Academic Integrity Violation Form (AIV form; available on the OSRR webpage https://osrr.ecu.edu/faculty-staff/) to OSRR within twenty-four calendar days from the date of Respondent notification.

1. No violation found
The Department Chair (or designee) determines that the evidence fails to indicate that an AIV occurred and therefore no penalty will be imposed. The Department Chair will notify the student in writing of this decision, and no AIV form will be submitted to the OSRR.

2. Violation found

The Department Chair (or designee) determines that the evidence indicates that the Respondent has committed an AIV and that an academic penalty is appropriate. If the Respondent does not appear for a scheduled meeting, the Department Chair (or designee) may make a determination in the Respondent’s absence. The Department Chair shall impose the sanction recommended by the Complainant provided that the penalty is minor (i.e., less severe than suspension or expulsion). The Department Chair (or designee) shall submit a completed AIV form to OSRR within ten calendar days of the Meeting. If the Department Chair (or designee) deems the penalty to be disproportionate to the AIV, they will indicate this on the AIV Form submitted to OSRR. Furthermore, if the Complainant or Department Chair (or designee) believe the violation is egregious enough to warrant further university action, the Department Chair (or designee) will include that statement on the AIV Form submitted to OSRR.

Possible minor penalties include, but are not limited to, written warning, additional work or learning opportunity, reducing the grade on the assignment(s), or reducing the overall course grade.

If, in the Complainant’s discretion, the Complainant determines the response to the alleged AIV should be something less than a grade reduction (e.g., a warning, some additional work or learning opportunity) then the Complainant is only required to formally notify the Respondent and to formally report their decision to their respective Department Chair (or designee) and OSRR (for their records). If at any point, however, the Complainant determines that the AIV warrants a grade reduction or other substantial academic penalty, either as a result of the initial infraction or as a result of a student not sufficiently completing the additional work agreed to, the Complainant must follow the reporting process outlined below, including reporting the situation to OSRR for its review, support, and coordination.

If the penalty is a failure for the course, OSRR will inform the registrar to record a final grade of “XF” on the Respondent’s transcript to indicate that failure in the course was the result of an AIV. If the Complainant regards the AIV as severe enough to warrant suspension or expulsion, the Department Chair shall indicate this on the AIV form. The decision to pursue suspension or expulsion will be made by OSRR.

The “X” designation must remain on the student’s transcript for at least one year and will be removed from the official transcript after one year only if the student has completed the academic integrity training module and obtained the approval of the Director of the OSRR. The approval of the Director of the OSRR must be obtained through the submission of a formal written request for removal of the “X” designation. Courses in which a student receives a grade of “XF” are not eligible for grade replacement even if the “X” is removed from the official transcript. All courses for which a student receives an “XF” will be factored into the student’s GPA, even if the “X” is removed from the official transcript and the course is retaken.

OSRR shall provide written notification to the Respondent of the Department Chair’s decision and penalty within seven calendar days of receiving the AIV form. The written notice shall
include a copy of the student’s rights and responsibilities form and inform the Respondent of their right to appeal and the appeal process (described below). In the event that the Respondent involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding AIVs, the OSRR will also submit a copy of the AIV form to the appropriate program administrator.

3. Disagreement between Complainant and Department Chair (or designee).

If there is a disagreement between the Department Chair (or designee) and Complainant regarding the violation or penalty imposed, the Complainant may appeal the decision to the respective college Dean (or administrative designee) for review. In such cases, all information related to the AIV shall be submitted to the Dean (or designee) for review. The review shall be resolved within 14 calendar days. If the Dean (or designee) rules in favor of the Department Chair (or designee), that decision will be final. If the Dean (or designee) rules in favor of the Complainant, the AIV process will resume following the procedure to report the AIV to OSRR as outlined in part VI.D.2.

4. Referral to the UCAI for AIB Review

If a Respondent’s case is referred for AIB review, OSRR will notify the Respondent of the referral within seven calendar days of receiving the AIV form. The role of the AIB hearing is to review the entirety of the case, including determination of responsibility, assignment of grade penalty, and University sanctions (if applicable). There are three situations in which OSRR will refer the case to the UCAI for AIB review:

1. In a case where the recommended penalty is suspension or expulsion.

2. In a case where the student has prior AIV. If OSRR finds that the Respondent has a prior AIV on file, the case will be referred to the UCAI for an AIB hearing to consider more severe academic penalties.

3. In a case where the AIV involves multiple students. OSRR will receive all reports of suspected AIVs involving multiple students (for example, cheating rings). Faculty members, students, and community members should, in all cases, report suspected AIVs involving multiple students to OSRR. In the event that OSRR receives credible reports of multi-student violations, it reserves the right to refer the case to the UCAI for an AIB hearing.

The AIV form, and all records concerning disciplinary actions brought against Respondent(s) for academic infractions, including charges, evidence, transcripts, recordings, summaries, appeals, correspondence, and other related records, shall be kept by the OSRR for eight years in cases involving neither suspension nor expulsion and permanently in cases involving either suspension or expulsion. This is in compliance with the most recent UNC Records Retention and Disposition Schedule (§12.13) and Federal Code 20 USC 1232g; and is subject to change to remain in compliance with the governing law.

E. AIB Hearings (In lieu of Formal Departmental Meeting and for appeals Formal Departmental Meeting)
As stated above, an AIB Hearing will be convened as an appeal of the Formal Departmental Meeting or when the alleged AIV occurs outside a specific course or is egregious enough that it involves possible sanctions of suspension or expulsion. (In addition to Formal Departmental Meeting appeal, examples include, but are not limited to, sanction of suspension or expulsion, cases of repeat AIVs, multi-student AIVs, or suspected violations at the undergraduate level that occur outside of a specific course.) If the case of an alleged AIV by a graduate student, every attempt should be made to ensure that all three faculty members on the board have graduate faculty status; however, in all graduate level cases, at least two of the three faculty members must have graduate faculty status. If the case of an alleged AIV by a graduate student, the student members of the board must be graduate students. The AIB will select a chair from among its faculty membership. All members of the AIB may vote on the selection of a chair.

All AIB hearings are de novo (from the beginning), meaning that whether the case originates from a Formal Departmental Meeting or as an AIB hearing, the case will be reviewed in its entirety to determine responsibility, penalty/sanctions (if applicable).

The Director of the OSRR (or designee) will notify the parties involved of a meeting of the AIB within ten calendar days of notice of a case that requires an AIB hearing. The Complainant (if appropriate), the Respondent, witnesses, Student Advisors, and the five Panel members shall be provided not less than 10 calendar days’ notification of the date, time, and place of the meeting. Appropriate waivers of the Family Educational Rights and Privacy Act (FERPA) must be obtained prior to any hearing. If a grade for the Respondent must be submitted, the Complainant shall record a grade of incomplete, pending a decision by the AIB.

1. Participating Parties and Nonparticipating Observers

The required participating parties are the Complainant, the Respondent, and the five AIB panel members, witnesses for the Complainant and/or Respondent, and any other person called by the AIB Chair. If the Respondent or Complainant would like to request the assistance of a Student Advisor, the Respondent or Complainant may contact OSRR for assistance. The Director of the OSRR (or designee) is a nonparticipating observer.

If the Respondent or Complainant (if appropriate) fail to appear without prior approval of the OSRR administrative officer, the AIB will proceed with an absentia hearing.

Attorneys are not permitted to participate unless the Respondent is facing pending criminal charges stemming from the incident in question or if the University is otherwise required by law to allow an attorney to be present. In such situations, the attorney may only advise their client. The attorney is not permitted to ask questions or present information, except and unless allowing the Respondent’s attorney to participate is otherwise required by law. The Respondent will assume all responsibility for attorney fees.

2. Hearing Procedures

The AIB Chair will give an extensive and detailed summary of the case, present materials relevant to the case, and direct the AIB hearing. Detailed procedures for AIB hearings are available from the OSRR. A determination of whether the Respondent committed the AIV, and a determination of an appropriate sanction/penalty, if applicable, will be made by a simple majority of the AIB. The AIB chair will vote only in the case of a tie. Detailed procedures for
AIB hearings are available from the OSRR.

The Director of the OSRR (or designee) will serve as administrative officer and is responsible for maintaining accurate and complete records of the proceedings. The hearing will be audio recorded; however, recording quality problems and/or malfunctions will not invalidate or nullify the decision of the AIB.

AIB hearings are closed to the public.

AIB members and staff assigned to perform work related to the hearing shall report any potential procedural irregularities or procedural errors that come to their attention, which may have occurred before or during the hearing, to the Director of OSRR for review by the Senior Vice Chancellor for Academic Affairs (or designee). The Senior Vice Chancellor for Academic Affairs (or designee) shall have the authority to determine whether corrective action, including but not limited to, a new hearing, is necessary to correct such procedural errors. This review does not constitute an appeal, and is a separate, independent review of the hearing procedures.

F. Appeals
During an appeal, the appealing party has the burden of showing either (1) a violation of due process; or (2) a material deviation from Substantive and Procedural Standards adopted by the Board of Governors:

- **Violation of Due Process.** Due Process requires notice and an opportunity to be heard. A violation of due process means that the appealing party was not provided the required notice or an opportunity to be heard due to specified procedural errors, or errors in interpretation of University policies or regulations, that were so substantial as to effectively deny the Respondent a fair hearing. Reasonable deviations from the procedures set out in this Regulation will not invalidate a decision or proceeding unless the Respondent can show that, but for the deviation or error, there likely would have been a different outcome in the case.

- **Material Deviation from Substantive and Procedural Standards.** Material Deviation from Substantive and Procedural Standards require that the decision reached be neither arbitrary nor capricious. A material deviation from substantive standards means that there is a lack of information in the record that could support the decision or sanction(s). This does not mean the information presented at the hearing can be re-argued on appeal; rather, it requires showing that no reasonable person could have determined the Respondent was responsible or could have imposed the sanction that was issued, based upon the information in the record. A material deviation from procedural standards means that a lack of information in the record that could support the decision is due to a procedural error that resulted in the proffered evidence or testimony being excluded.

The Respondent must specify in writing (“appeal letter”) which grounds form the basis for the Respondent’s appeal. The Respondent must provide factual information to support that claim and explain what outcome is sought. The Respondent has a right to be assisted in preparing their written challenge by a licensed attorney or non-attorney advocate, at the Respondent’s expense.

The appeal letter must be dated, signed by the Respondent, and received by OSRR within five calendar days from the date that the written decision on sanctions is provided to the
Respondent, either by hand delivery or by delivery or attempted delivery through e-mail or postal mail. Appeals should be directed to osrr@ecu.edu; or 364 Wright Building. Failure to deliver the written notice of appeal within this time limit will render the decision of the Department Chair/AIB final and conclusive. An extension of time may be requested within the five day limit, but it is within the discretion of OSRR to grant or deny such requests.

Appeals will be limited to the record of the hearing, including the supporting documents provided by the Respondent and available records (“written record”) within the OSRR.

In appeals from a Formal Departmental Meeting, the AIRC will review the written record and make a determination as to whether a decision and/or sanction should be altered. If the AIRC determines that an appeal is not granted, the decision of the Department Chair and any assigned sanctions will go into effect and the student will have no further appeal opportunities. The AIRC decision is final.

The final decision of the AIRC will be made within 45 calendar days after the hearing and will be shared with the Respondent in writing within ten calendar days of the date the decision was made. The letter will include a brief summary of the information upon which the decision was based.

In appeals from a hearing before the AIB where suspension is assigned, the Director of OSRR will compile the written record and provide it to the Senior Vice Chancellor for Academic Affairs (or designee) who will make the final administrative determination. The Vice Chancellor (or designee) will determine whether to impose the sanctions recommended by the AIB, to modify the sanctions recommended by the AIB, to refer the case back to OSRR for a new hearing before a different AIB, or to take other necessary administrative action.

In appeals from a hearing before the AIB where expulsion is assigned, the Director of OSRR will compile the written record and provide it to the Senior Vice Chancellor for Academic Affairs (or designee) who will make the final administrative determination. The Vice Chancellor (or designee) determines that the student should be expelled from the University, the student has the right to file an appeal by following the process described in Section G below.

The final decision in cases where suspension or expulsion is the sanction will be made within 45 calendar days after the hearing and will be shared with the Respondent in writing within ten calendar days of the date on which the decision was made. The letter will include a brief summary of the information upon which the decision was based and any appeal rights, including the time limits during which to appeal and the permitted grounds for appeal.

Requests for reconsideration based on new information, sufficient to alter a decision and not reasonably available at the time of the decision, should be directed to the original decision-maker. A Complainant or Respondent has one calendar year after the final imposition of sanctions by the University to present new information.

G. Appeal of Expulsion
Should the Senior Vice Chancellor for Academic Affairs (or designee) uphold a
recommendation of expulsion, the Respondent has the right to appeal the decision to the East Carolina University Board of Trustees. The Respondent should send a written appeal by certified or registered mail, return receipt requested, or by another means that provides proof of delivery to the Assistant Secretary to Board within ten calendar days after the notice of the Vice Chancellor’s decision is sent to the Respondent. A copy should also be provided to the Office of Student Rights and Responsibilities and the Vice Chancellor for Legal Affairs and University Counsel of East Carolina University. If the appeal is received in a timely manner, the Board of Trustees will establish a schedule for its review. If the Respondent fails to comply with the schedule, the Board of Trustees may dismiss the appeal. The decision of the Board of Trustees is final.

VII. Records

A. Family Educational Rights and Privacy Act of 1974: Academic Conduct case information is recorded and maintained by OSRR in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Generally, information contained in OSRR files that personally identifies a student will not be released without the written and dated consent of the student identified in the record. However, disciplinary records may be shared with third parties to the extent allowed under FERPA. For specific information on FERPA, please contact the Registrar’s Office.

B. Maintenance of Records: Academic Conduct records are maintained by the OSRR for at least eight years from the completion of the last sanction imposed. Records of students, who have been expelled, and of those who have a pending case or have not completed sanctions are kept indefinitely.

C. UNC Suspension/Expulsion Database: Information about students who are suspended, expelled, or have serious pending cases is entered into a UNC database, where it is stored permanently. All UNC constituent institutions have access to this information.

D. Transcript Notation: Academic Conduct suspensions and expulsions will be permanently marked on the student’s transcript.

E. Awarding of Degrees: The University does not award degrees solely because a student successfully completed all academic requirements. Violations of this policy and Student Conduct, including academic and non-academic violations, might result in a degree not being awarded. When a student has a disciplinary complaint pending, the awarding of the degree might be delayed until the complaint is resolved, and, if imposed, the sanctions have been completed.

F. Withdrawal: Students with a pending AIV case will not be permitted to withdraw from the University without first resolving the case or receiving permission from the Director of OSRR to do so.

G. Continual Enrollment: Students with a pending AIV case might be prohibited from future enrollment until the AIV matter is resolved by the University.

VIII. Annual Reports

At the end of each academic year, the UCAI shall prepare a report summarizing its work. This annual report shall be submitted early in the fall semester to the Faculty Senate, the Student Government Association (SGA), and the Academic Council.
IX. Review of the AIV Process

The Faculty Senate will convene the AIV Review Committee every three years. This committee will assess the effectiveness of the AIV process and related policies and recommend any changes in policy or procedure to the Faculty Senate.

Originally Approved (entire document): Faculty Senate Resolution #83-26, April 1983
East Carolina University Chancellor

Amended:
FS Resolution #83-30 thru #83-34, April 1983 Chancellor
FS Resolution #84-42, January 1985 Chancellor
FS Resolution #87-16, October 1987 Chancellor
FS Resolution #11-36, June 2011 Chancellor

Resolution #20-19
Approved by the Faculty Senate: February 25, 2020
Approved by the Chancellor: not applicable

Return proposed revisions to the ECU Faculty Manual, Part VI, Section I., subsection VIII.A. Grades and Grading to Admission and Retention Policies Committee for further discussion and review.

Resolution #20-20
Approved by Faculty Senate: February 25, 2020
Approved by the Chancellor: April 6, 2020

Revisions to the University Undergraduate Catalog, Academic Regulations, Grading System, Grade Replacement Policy, as follows:

(Additions are noted in bold text and deletions are in strikethrough.)

Grade Replacement Policy
A student is permitted to use the Grade Replacement Policy a maximum of four times for courses in which he or she has earned a grade C-, D+, D, D- or F. For example, a student may replace a grade in four different courses or may replace a single course grade a maximum of 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 (e.g. a course for which the repeated course is a prerequisite.)
The grade replacement 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 located on the Office of the Registrar website. The grade replacement form must be submitted 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 degrees with distinction. 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 C-, D+, D, D-, no additional credit hours will be awarded. The grade replacement policy does not apply to courses taken prior to fall 1994.

This policy is retroactive for all students completing degree requirements in catalogs which have not yet expired.

Resolution #20-21
Approved by the Faculty Senate: February 25, 2020
Approved by the Chancellor: April 6, 2020

Revisions to the University Undergraduate Catalog, Academic Regulations, Academic Eligibility Standards, Readmission, as follows:

(Additions are noted in bold text and deletions are noted in strikethrough.)

Following Suspension

Students must apply for readmission to the Office of Undergraduate Admissions. Eligibility to apply for readmission after suspension does not guarantee acceptance as the university must adhere to enrollment restrictions.

Students readmitted to East Carolina University after suspension are placed on "Probation after Suspension" and expected to achieve a minimum cumulative GPA of 2.0. If during the semester a student is on probation and he or she does not achieve a cumulative 2.0 GPA, the student will be suspended unless he or she earns at least a 2.5 GPA in that semester, in which case he or she remains on probation.

A student may remove academic deficiencies only by attending ECU. Quality points do not transfer.

Readmission Under Forgiveness Policy

Former East Carolina University students who have not been enrolled at ECU for a minimum of two consecutive academic years (four semesters, summer sessions excluded) may request readmission under the are eligible for Forgiveness Policy. Such requests must be submitted on the application for readmission according to application deadline dates, or after meeting with their academic advisor upon readmission to the university. 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.
Once Forgiveness is applied, subsequent East Carolina University-based GPAs of students readmitted under this policy will be computed without inclusion of previous course work in which a failing grade (F) was received.

Students who returning to the University under the after Forgiveness has been applied Policy will return under one of the following classifications:

1. Students whose cumulative GPAs are 2.0 or above once the failing grades are removed will be placed on good standing during the first semester of attendance.
2. Students whose cumulative GPAs are less than 2.0 once the failing grades are removed will be placed on probation during the first semester of attendance.

Students will be held accountable for the academic standing and academic progress requirements as identified in the Academic Regulations section of this catalog.

A student may be readmitted under the Forgiveness Policy only one time. Forgiveness will only be applied one time. Forgiveness will be initiated upon the first occasion that the student has not been enrolled for two consecutive academic years and the student has course work in which a failing grade (F) was received.

For degrees with distinction, all ECU grades, including those earned prior to readmission under the Forgiveness being applied Policy, will be included in calculations.

Students should be aware that the Readmission under Forgiveness Policy is an ECU policy that is not recognized in the US 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.

Resolution #20-22
Approved by the Faculty Senate: February 25, 2020
Approved by the Chancellor: April 6, 2020

2021-2022 University Academic Calendars, as follows:

University Academic Calendar – Summer Sessions 2021

First Summer Session 2021
(Actual Class Days: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays; 1 day for final examinations)

<p>| March 26, Friday | Early registration for special populations begins at 1:00 pm. |
| March 29, Monday | Registration for Summer Sessions 2021 begins. |
| May 14, Friday | Advising, registration and schedule adjustments |
| May 17, Monday | Classes begin; schedule adjustments. |
| May 18, Tuesday | Last day for registration and schedule adjustments (drop / add), by 5:00 pm |
| May 19, Wednesday | Census Day (Official enrollment count taken at 5:00 pm.) |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 31, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>June 8, Tuesday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades, by 5:00 pm; block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>June 15, Tuesday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available.</td>
</tr>
<tr>
<td>June 21, Monday</td>
<td>Last day for graduate students to submit work for removal of incompletes given during First Summer Session 2020.</td>
</tr>
<tr>
<td>June 21, Monday</td>
<td>Classes end; last day for Survey of Student Opinion of Instruction (SSOI); last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>June 22, Tuesday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>June 25, Friday</td>
<td>Grades due at 8:00 am</td>
</tr>
</tbody>
</table>

**Second Summer Session 2021**
*(Actual Class Days: 4 Mondays, 5 Tuesdays, 5 Wednesdays, 6 Thursdays, 5 Fridays; 1 day for final examinations)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 26, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 29, Monday</td>
<td>Registration for Summer Sessions 2021 begins.</td>
</tr>
<tr>
<td>June 23, Wednesday</td>
<td>Advising, registration and schedule adjustments</td>
</tr>
<tr>
<td>June 24, Thursday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>June 25, Friday</td>
<td>Last day for registration and schedule adjustments (drop / add), by 5:00 pm</td>
</tr>
<tr>
<td>June 28, Monday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm.)</td>
</tr>
<tr>
<td>July 5, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>July 16, Friday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades, by 5:00 pm; block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>July 23, Friday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available.</td>
</tr>
<tr>
<td>July 29, Thursday</td>
<td>Last day for graduate students to submit work for removal of incompletes given during Second Summer Session 2020.</td>
</tr>
<tr>
<td>July 29, Thursday</td>
<td>Classes end; last day for Survey of Student Opinion of Instruction (SSOI); last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>July 30, Friday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>August 2, Monday</td>
<td>Grades due at noon</td>
</tr>
</tbody>
</table>

**Eleven-week Summer Session 2021**
*(Actual Class Days: 9 Mondays, 10 Tuesdays, 10 Wednesdays, 11 Thursdays, 10 Fridays; 1 day for final examinations)*
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 26, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 29, Monday</td>
<td>Registration for Summer Sessions 2021 begins.</td>
</tr>
<tr>
<td>May 14, Friday</td>
<td>Advising, registration and schedule adjustments</td>
</tr>
<tr>
<td>May 17, Monday</td>
<td>Classes begin; schedule adjustments</td>
</tr>
<tr>
<td>May 18, Tuesday</td>
<td>Last day for registration and schedule adjustments (drop / add), by 5:00 pm</td>
</tr>
<tr>
<td>May 19, Wednesday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm.)</td>
</tr>
<tr>
<td>May 31, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>June 22 – 23, Tuesday – Wednesday</td>
<td>Mid-Summer Break</td>
</tr>
<tr>
<td>June 30, Wednesday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades, by 5:00 pm; block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>July 5, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>July 23, Friday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available.</td>
</tr>
<tr>
<td>July 29, Thursday</td>
<td>Last day for graduate students to submit work for removal of incompletes given during the Eleven-week Summer Session 2020</td>
</tr>
<tr>
<td>July 29, Thursday</td>
<td>Classes end; last day for Survey of Student Opinion of Instruction (SSOI); last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>July 30, Friday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>August 2, Monday</td>
<td>Grades due at noon</td>
</tr>
</tbody>
</table>

University Academic Calendar – Fall Semester 2021

(Actual Class Days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 26, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 29, Monday</td>
<td>Registration for Fall Semester 2021 begins.</td>
</tr>
<tr>
<td>August 20, Friday</td>
<td>Faculty Convocation at 9:00am; Faculty Meetings</td>
</tr>
<tr>
<td>August 20, Friday</td>
<td>Advising, registration and schedule adjustments</td>
</tr>
<tr>
<td>August 23, Monday</td>
<td>Classes begin; schedule adjustments</td>
</tr>
<tr>
<td>August 27, Friday</td>
<td>Last day for registration and schedule adjustments (drop / add), by 5:00 pm</td>
</tr>
<tr>
<td>September 3, Friday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm.)</td>
</tr>
<tr>
<td>September 6, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>October 9 – 12, Saturday – Tuesday</td>
<td>Fall Break</td>
</tr>
<tr>
<td>October 13, Wednesday</td>
<td>8:00 am – Classes resume.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>October 25 – 29, Monday – Friday</td>
<td>Advising for Spring Semester 2021</td>
</tr>
<tr>
<td>November 1, Monday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades, by 5:00 pm; block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>November 2, Tuesday</td>
<td>Election Day / Civic Engagement Day</td>
</tr>
<tr>
<td>November 5, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>November 8, Monday</td>
<td>Registration for Spring Semester 2022 begins.</td>
</tr>
<tr>
<td>November 23, Tuesday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available.</td>
</tr>
<tr>
<td>November 23, Tuesday</td>
<td>Last day for undergraduate students to submit work for removal of incompletes given during Spring or Summer Sessions 2021</td>
</tr>
<tr>
<td>November 24 – 28, Wednesday – Sunday</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>November 29, Monday</td>
<td>8:00 am – Classes resume.</td>
</tr>
<tr>
<td>December 6, Monday</td>
<td>Last day for graduate students to submit work for removal of incompletes given during Fall Semester 2020</td>
</tr>
<tr>
<td>December 6, Monday</td>
<td>Classes end; last day for Survey of Student Opinion of Instruction (SSOI); last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>December 7, Tuesday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>December 8, Wednesday</td>
<td>Final Examinations begin.</td>
</tr>
<tr>
<td>December 15, Wednesday</td>
<td>Exams for Fall Semester end.</td>
</tr>
<tr>
<td>December 17, Friday</td>
<td>Commencement</td>
</tr>
<tr>
<td>December 17, Friday</td>
<td>Grades due at 4:30 pm</td>
</tr>
</tbody>
</table>

**Final Examinations Schedule – Fall Semester 2021**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 8 – 15). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 8 – 15). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December 8 – 15).

Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time. Classes beginning on the half hour or meeting longer than one hour will
have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time and Day of Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 – 7:30 Monday, December 13</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 – 7:30 Wednesday, December 8</td>
</tr>
<tr>
<td>MATH 0045, 1064</td>
<td>5:00 – 7:30 Friday, December 10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Times class regularly meets</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 MWF</td>
<td>8:00 – 10:30 Friday, December 10</td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 – 10:30 Monday, December 13</td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>8:00 – 10:30 Thursday, December 9</td>
</tr>
<tr>
<td>9:00 TTh (9:30)</td>
<td>8:00 – 10:30 Tuesday, December 14</td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>8:00 – 10:30 Wednesday, December 8</td>
</tr>
<tr>
<td>10:00 TTh</td>
<td>8:00 – 10:30 Wednesday, December 15</td>
</tr>
<tr>
<td>11:00 MWF</td>
<td>11:00 – 1:30 Friday, December 10</td>
</tr>
<tr>
<td>11:00 TTh</td>
<td>11:00 – 1:30 Monday, December 13</td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>11:00 – 1:30 Thursday, December 9</td>
</tr>
<tr>
<td>12:00 TTh (12:30)</td>
<td>11:00 – 1:30 Tuesday, December 14</td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>11:00 – 1:30 Wednesday, December 8</td>
</tr>
<tr>
<td>1:00 TTh</td>
<td>11:00 – 1:30 Wednesday, December 15</td>
</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 – 4:30 Friday, December 10</td>
</tr>
<tr>
<td>2:00 TTh</td>
<td>2:00 – 4:30 Monday, December 13</td>
</tr>
<tr>
<td>3:00 MWF (3:30)</td>
<td>2:00 – 4:30 Thursday, December 9</td>
</tr>
<tr>
<td>3:00 TTh (3:30)</td>
<td>2:00 – 4:30 Tuesday, December 14</td>
</tr>
<tr>
<td>4:00 MWF</td>
<td>2:00 – 4:30 Wednesday, December 8</td>
</tr>
<tr>
<td>4:00 TTh</td>
<td>2:00 – 4:30 Wednesday, December 15</td>
</tr>
<tr>
<td>5:00 MWF (5:30)</td>
<td>5:00 – 7:30 Thursday, December 9</td>
</tr>
<tr>
<td>5:00 TTh (5:30)</td>
<td>5:00 – 7:30 Tuesday, December 14</td>
</tr>
</tbody>
</table>

University Academic Calendar – Spring Semester 2022

(Actual Class Days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 13 Fridays; Effective Class Days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 5, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>November 8, Monday</td>
<td>Registration for Spring Semester 2022 begins.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>January 7, Friday</td>
<td>Advising, registration and schedule adjustments</td>
</tr>
<tr>
<td>January 10, Monday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>January 14, Friday</td>
<td>Last day for registration and schedule adjustments (drop / add) by 5:00 pm</td>
</tr>
<tr>
<td>January 17, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>January 24, Monday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm.)</td>
</tr>
<tr>
<td>March 6 – 13, Sunday</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 14, Monday</td>
<td>8:00 am – Classes resume.</td>
</tr>
<tr>
<td>March 14 – 18, Monday</td>
<td>Advising for Summer Sessions and Fall Semester 2022</td>
</tr>
<tr>
<td>March 24, Thursday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades, by 5:00 pm; block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>March 25, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 28, Monday</td>
<td>Registration for Summer Sessions and Fall Semester 2022 begins.</td>
</tr>
<tr>
<td>April 13, Wednesday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available.</td>
</tr>
<tr>
<td>April 14, Thursday</td>
<td>Last day for undergraduate students to submit work for removal of incompletes given during Fall 2021</td>
</tr>
<tr>
<td>April 15 – 16, Friday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>April 26, Tuesday</td>
<td>Last day for graduate students to submit work for removal of incompletes given during Spring Semester 2021</td>
</tr>
<tr>
<td>April 26, Tuesday</td>
<td>State holiday makeup day; classes which would have met on Friday, April 15 will meet on this day so there will be effectively the same number of Fridays and Tuesdays as every other weekday during the semester. Tuesday classes will not meet.</td>
</tr>
<tr>
<td>April 26, Tuesday</td>
<td>Classes end; last day for Survey of Student Opinion of Instruction (SSOI); last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>April 27, Wednesday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>April 28, Thursday</td>
<td>Final Examinations begin.</td>
</tr>
<tr>
<td>May 5, Thursday</td>
<td>Exams for Spring Semester end.</td>
</tr>
<tr>
<td>May 6, Friday</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 9, Monday</td>
<td>Grades due at 8:00 am</td>
</tr>
</tbody>
</table>

Final Examinations Schedule – Spring Semester 2022

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting
more than three times a week will follow the examination schedule for MWF classes. Clinical and
non-traditional class schedules, including graduate level courses, may also adopt a modified
examination schedule as required. A final course meeting during the exam period is required in order
to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office
of the President. Department Chairs are responsible for monitoring adherence to scheduled
examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting
one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the
examination period (April 28 – May 5). Examinations in classes meeting two or more nights a week
and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting
during the examination period (April 28 – May 5). Examinations in classes meeting two or more nights
a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their
usual meeting during the examination period (April 28 – May 5).

Distance education classes should give their final examinations in a timely fashion to allow
submitting grades in time. Classes beginning on the half hour or meeting longer than one hour will
have their final examination at the time determined by the hour during which the classes begin (e.g.,
9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-
10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course</th>
<th>Time and date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 – 7:30 Friday, April 29</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 – 7:30 Monday, May 2</td>
</tr>
<tr>
<td>MATH 0045, 1064</td>
<td>5:00 – 7:30 Wednesday, May 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Times class regularly meets</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 MWF</td>
<td>8:00 – 10:30 Tuesday, May 3</td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 – 10:30 Wednesday, May 4</td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>8:00 – 10:30 Friday, April 29</td>
</tr>
<tr>
<td>9:00 TTh (9:30)</td>
<td>8:00 – 10:30 Thursday, April 28</td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>8:00 – 10:30 Monday, May 2</td>
</tr>
<tr>
<td>10:00 TTh</td>
<td>8:00 – 10:30 Thursday, May 5</td>
</tr>
<tr>
<td>11:00 MWF</td>
<td>11:00 – 1:30 Tuesday, May 3</td>
</tr>
<tr>
<td>11:00 TTh</td>
<td>11:00 – 1:30 Wednesday, May 4</td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>11:00 – 1:30 Friday, April 29</td>
</tr>
<tr>
<td>12:00 TTh (12:30)</td>
<td>11:00 – 1:30 Thursday, April 28</td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>11:00 – 1:30 Monday, May 2</td>
</tr>
<tr>
<td>1:00 TTh</td>
<td>11:00 – 1:30 Thursday, May 5</td>
</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 – 4:30 Tuesday, May 3</td>
</tr>
<tr>
<td>2:00 TTh</td>
<td>2:00 – 4:30 Wednesday, May 4</td>
</tr>
<tr>
<td>3:00 MWF (3:30)</td>
<td>2:00 – 4:30 Friday, April 29</td>
</tr>
<tr>
<td>3:00 TTh (3:30)</td>
<td>2:00 – 4:30 Thursday, April 28</td>
</tr>
<tr>
<td>4:00 MWF</td>
<td>2:00 – 4:30 Monday, May 2</td>
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</tbody>
</table>
Resolution #20-23
Approved by the Faculty Senate: February 25, 2020
Approved by the Chancellor: April 6, 2020

2024-2025 Abridged University Academic Calendar, as follows:

University Academic Calendar – Academic Year 2024-25

Summer Sessions 2024

<table>
<thead>
<tr>
<th>First Summer Session</th>
<th>Second Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 13, Monday Classes begin</td>
<td>June 20, Thursday Classes begin</td>
</tr>
<tr>
<td>May 27, Monday State Holiday (no classes)</td>
<td>July 4, Thursday State Holiday (no classes)</td>
</tr>
<tr>
<td>June 17, Monday Classes end</td>
<td>July 25, Thursday Classes end</td>
</tr>
<tr>
<td>June 18, Tuesday Final Examinations</td>
<td>July 26, Friday Final Examinations</td>
</tr>
</tbody>
</table>

Eleven-week Summer Session

<table>
<thead>
<tr>
<th>First Summer Session</th>
<th>Second Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 13, Monday Classes begin</td>
<td></td>
</tr>
<tr>
<td>May 27, Monday State Holiday (no classes)</td>
<td></td>
</tr>
<tr>
<td>June 18 – 19, Tuesday – Wednesday Mid-Summer Break</td>
<td></td>
</tr>
<tr>
<td>July 4, Thursday State Holiday (no classes)</td>
<td></td>
</tr>
<tr>
<td>July 25, Thursday Classes end</td>
<td></td>
</tr>
<tr>
<td>July 26, Friday Final Examinations</td>
<td></td>
</tr>
</tbody>
</table>

Fall Semester 2024

<table>
<thead>
<tr>
<th>First Summer Session</th>
<th>Second Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19, Monday Classes begin</td>
<td></td>
</tr>
<tr>
<td>September 2, Monday State Holiday (no classes)</td>
<td></td>
</tr>
<tr>
<td>October 5 – 8, Saturday – Tuesday Fall Break</td>
<td></td>
</tr>
<tr>
<td>November 27 – December 1, Wednesday – Sunday Thanksgiving Break</td>
<td></td>
</tr>
<tr>
<td>December 3, Tuesday Classes end</td>
<td></td>
</tr>
<tr>
<td>December 13, Friday Commencement</td>
<td></td>
</tr>
</tbody>
</table>
Resolution #20-24
Approved by the Faculty Senate: February 25, 2020
Received by the Chancellor: April 6, 2020

Formal faculty advice on the Making Up Missed Instructional Time Due to Suspension of Instruction Interim Policy, as follows:

Following the Committee’s review, there are no revisions being suggested.

Related Policies:
- REG 02.07.01 Definition of a Semester Credit Hour

Additional References:
- ECU Credit to Contact Hour Guidelines
- UNC Policy Manual 400.1.6 – The University of North Carolina Academic Calendar
- REG 06.45.02 – Adverse Weather and Emergency Event Regulation
- 34 CFR 668.8: Federal Definition of a Credit Hour
- ECU Academic Calendars
- Faculty Senate Resolution #14-59 – Policy for Making Up Missed Class Days
- Contingency Plan and Continuity of Instruction: During a Catastrophic Event
- SACSCOC Emergency Temporary Relocation of Instruction Policy

Contact for Info: Director of Academic Planning & Accreditation: (252) 737-3614

1. Purpose and Applicability

ECU adheres to REG02.07.01, the associated ECU Credit to Contact Hour Guidelines, & UNC policy manual 400.1.6 which mandates the minimum amount of instructional time per credit hour. The purpose of this amendment is to establish guidelines and procedures for making up missed instructional time due to the closure of the University because of inclement weather and emergencies. ECU policy on campus closures due to adverse weather and emergency events are outlined in REG06.45.02 – Adverse Weather and Emergency Event Regulation.

2. Definition of a Semester Credit Hour
ECU REG02.07.01 outlines the institutional definition of a credit hour, which adheres to the federal definition of a credit hour, UNC Policy 400.1.6 outlined below, and the Carnegie unit for contact time. This regulation applies to all courses at all levels that award academic credit regardless of mode of delivery or site of instruction, including but not limited to self-paced, online, blended/hybrid, lecture, seminar, studio, laboratory, independent studies, internship, practicum, service learning, and other experiential learning activities. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this regulation.

For purposes of the application of this regulation at ECU and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

2.1 One hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

2.2 At least an equivalent amount of work as required outlined in item 2.1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (34 CFR 668.8, July 1, 2011)

Credit hours are determined based on the amount of instructional time devoted to coursework and are developed and reviewed in consultation with the ECU Credit to Contact hour Guidelines; a companion document to REG02.07.01.

3. UNC Policy Manual 400.1.6
UNC policy manual 400.1.6 (adopted 07/12/96; amended 07/01/07) requires that all UNC system campuses must ensure that every course offered for academic credit adheres to the standard of a minimum of 750 scheduled minutes of instructional time or the equivalent per credit hour. The time may include required examination periods but may not include study days.

4. Guidelines for Making Up Classes After a Closure or Multiple Closures of the University
The University’s goal is to plan for unanticipated interruptions to the delivery of education and services. The following procedure is intended to guide faculty, departments, and colleges when schedule interruptions occur.

4.1 Definitions
For the purpose of this document:
➢ **One Contact Hour** – equals 50 instructional minutes.
➢ **Academic calendar** – The official list of dates and deadlines found at the beginning of the undergraduate and graduate catalogs and on the Faculty Senate website. The academic calendar specifies the dates for semesters and terms, enrollment periods, examination periods, holidays, periods classes are not in session, and commencement.
4.2 Closures of 14 days or less

When a closure of up to 14 days at any time or multiple closures totaling up to 14 days of due to inclement weather or other emergencies occurs, individual faculty will determine how the subject matter will be covered and how the students will satisfy the requirements of the course, as stated in Faculty Senate Resolution #14-59. Suggestions for alternative assignments and activities that can be used to make up instructional time for class periods are detailed in the University’s Contingency Plan and Continuity of Instruction: During a Catastrophic Event. Faculty will submit documentation of how missed instructional time is recovered to IPAR for archiving. Documentation is necessary for Department of Education financial auditing and SACSCOC regional accreditation purposes. For a partial closure during the week of final exams of any semester, the exam period will be extended by the appropriate number of days.

4.3 Closures of longer than 14 days

A closure of more than 14 days at any time or multiple closures totaling more than 14 days of requires a more structured approach to recovering lost instructional time. To maintain course continuity, make up instructional time for missed class periods, make progress in course content, and meet the state and federal credit hour requirements, executive leadership in consultation with faculty senate leadership may elect to use one or more of the following strategies to amend the academic calendar:

1. Hold classes on fall break, spring break, reading day(s), or other academic breaks
2. Classes may be held on weekends
3. Extension of the semester for the amount of time missed
   a. For fall semester
      i. final exams may extend into or be held after winter break
      ii. spring semester may begin late to accommodate the shift in fall schedule
      iii. commencement dates may be adjusted as needed
   b. For spring semester
      i. the summer school schedule may be altered to extend spring final exams
      ii. the first half of summer session may be cancelled, summer school to resume with the late summer session
      iii. commencement dates may be adjusted as needed
   c. For summer session
      i. Courses taken the first half of summer may be extended into the second half of summer and second summer session may be cancelled
      ii. If the closure occurs during course taken during the second half of summer session, the session may be extended or cancelled
      iii. For 12-week sessions, the session may be extended
4. Closure during Exam Week: for a partial closure during the week of final exams of any semester, the exam period will be extended by the appropriate number of days.
5. Emergency Temporary Relocation: In the event of natural disasters, fires, or other extraordinary circumstances that may impact the University’s ability to provide services on-campus for an extended period of time, ECU will follow the guidelines detailed in the University’s Contingency Plan and Continuity of Instruction: During a Catastrophic Event and SACSCOC Emergency Temporary Relocation of Instruction Policy.
4.4 Distance Education Instruction

Unless an exception is indicated by the Office of Academic Affairs, all technology-delivered courses will follow the University's above procedures on holding classes. Under adverse circumstances, the assumption should be made that students do not have access to necessary materials or technology. In the event that inclement weather prohibits students from participating in technology-delivered instruction, class activities, or testing, students will be permitted to make up missed class requirements.

Resolution #20-25
Approved by the Faculty Senate: March 31, 2020
Approved by the Chancellor: April 21, 2020

Approval as formal faculty advice on curriculum and academic matters acted on and recorded during the Graduate Council's March 16, 2020, Graduate Council meeting minutes, including level I action items from the February 5, 2020, February 19, 2020, and February 26, 2020 Graduate Curriculum Committee meeting minutes which were approved by its delegated authority and are reported here for informational purposes; programmatic action item (GC 20-4) including a request to establish a new academic degree program, PhD in Maritime Archeology from the Department of Maritime Studies within the Thomas Harriot College of Arts and Sciences; programmatic action item (GC 20-5) including level II and level III programmatic action items from the February 5, 2020, February 19, 2020, and February 26, 2020 Graduate Curriculum Committee meeting minutes, which were forwarded to the Educational Policies and Planning Committee (EPPC), including an establishment of a new graduate certificate, Digital Learning for Educational Administrators from the Department of Mathematics, Science, and Instructional Technology within the College of Education; an establishment of a new certificate in Biostatistics from the Department of Biostatistics; a request to discontinue an accelerated program, BS in Exercise Physiology/DPT Physical Therapy from the Department of Physical Therapy; a discontinuation of an existing certificate in Vocational Evaluation from the Department of Addictions and Rehabilitation Sciences within the College of Allied Health Sciences; an establishment of a new accelerated program, Accelerated Bachelor of Science in Industrial Technology/Master of Science in Network Technology from the Department of Technology Systems within the College of Engineering and Technology; an establishment of a new accelerated program, Accelerated Bachelor of Arts in Foreign Languages and Literatures/Master of Arts in Hispanic Studies from the Department of Foreign Languages and Literatures, a revision of two existing degrees, MS in Biology and PhD in Interdisciplinary Doctoral Program in Biology, Biomedicine, and Chemistry from the Department of Biology; and policy action item (GC 20-6) including a Graduate Faculty Criteria policy request from the School of Dental Medicine.

Resolution #20-26
Approved by the Faculty Senate: March 31, 2020
Approved by the Chancellor: April 21, 2020

Curriculum and academic matters acted on during the Undergraduate Curriculum Committee's February 13, 2020 meeting including curricular actions in the Departments of History and Criminal Justice within the Harriot College of Arts and Sciences, the Departments of Accounting and
Resolution #20-27
Approved by the Faculty Senate: March 31, 2020
Approved by the Chancellor: April 21, 2020

Revisions to ECU Faculty Manual Part II. East Carolina University Organization and Shared Governance, Section II. Faculty Constitution and By-Laws, subsection By-Laws of the Faculty of East Carolina University, IV. Faculty Senate, Academic and Administrative Committees, Membership, and Structure.

IV. Faculty Senate, Academic and Administrative Committees, Membership, and Structure

Membership

Membership of Faculty Senate Committees and Academic Committees shall consist of Unless otherwise specified in a Committee’s charge, all faculty members in at least their second consecutive year of full-time employment at East Carolina University are eligible to serve on Faculty Senate Committees and Academic Committees. A majority of the voting members of all Committees must be faculty members, and a majority of the elected members of all Committees must be tenured or probationary (tenure-track) faculty members, and in no case shall more than two elected members of each committee be fixed term faculty members. The Chancellor and the Chair of the Faculty are ex-officio members of all committees. (Faculty Senate Resolution #14-88)

Resolution #20-28
Approved by the Faculty Senate: March 31, 2020
Approved by the Chancellor: April 21, 2020

Curriculum and academic matters acted on during the Educational Policies and Planning Committee’s March 20, 2020 meeting including a new Music Education concentration, the removal of the Piano Pedagogy concentration, and a new Keyboard Performance Specialist and Pedagogy concentration in the MM Music in the School of Music within the College of Fine Arts and Communication; a new Academically Gifted concentration in the BS Elementary Education within the College of Education; a new undergraduate certificate in Applied Data Analytics, and the discontinuation of the Supply Chain Management concentration in the BSBA Marketing within the College of Business; the change of prefix from RCLS to RCSC in the BS Recreation and Park Management in the Department of Recreation Sciences within the College of Health and Human Performance; and the Request to Establish the PhD in Maritime Archeology in the Department of History within the Harriot College of Arts and Sciences.
Resolution #20-29
Approved by the Faculty Senate: March 31, 2020
Approved by the Chancellor: not applicable

Return proposed revisions to the 2020 Administrative Surveys to the Faculty Governance Committee for further discussion and review.

Resolution #20-30
Approved by the Faculty Senate: March 31, 2020
Approved by the Chancellor: April 22, 2020*

Revisions to the College of Education Unit Code. (*Requested edits made to unit code before final approval.)

Resolution #20-31
Approved by the Faculty Senate: March 31, 2020
Approved by the Chancellor: April 21, 2020

Revisions to the ECU Faculty Manual, Part VI. Teaching and Curriculum Regulations, Procedures and Academic Program Development, Section I. Teaching Regulations and Guidelines Related to Faculty, Subsection VIII.A. Grades and Grading

In October 2019, Jeff Popke, Chair of the Faculty, charged the Committee with consideration of the use of external grading systems, in response to the appearance of advertisements in faculty email inboxes from a service called “Gradify.” The Committee was asked to consider whether such services should be allowed and to propose revisions to the ECU Faculty Manual based on their deliberations. The Committee first proposed the addition of the sentence, “Instructors shall not use paid, non-ECU personnel to grade materials assigned in a course.” The Faculty Senate voted to return the report back to the Committee for further discussion and review, and the Committee decided that the below language should be added to the ECU Faculty Manual.

(Additions are noted in bold text.)

VIII. Grades
A. Grades and Grading
Instructors assign grades on the basis of their evaluation of the academic performance of each student enrolled in their courses. Course grades are based on the quality of the student’s performance as evaluated by the performance criteria stated in the course syllabus. Instructors for a course shall not use ad hoc contracted or outsourced companies or personnel to grade materials assigned in a course unless obtaining prior approval from the unit administrator. (FS Resolution #10-08, February 2010)
Resolution #20-32
Approved by the Faculty Senate: March 31, 2020
Approved by the Chancellor: April 21, 2020

Curriculum and academic matters acted on by the General Education and Instructional Effectiveness Committee vote on March 23, 2020, including approval of General Education Humanities credit (GE:HU) for study abroad course Environmental Ethics from the University of Wroclaw in Poland; approval of Domestic Diversity credit (DD) for transfer course SOC 150 Introduction to Sociology from Lehigh Carbon Community College; approval of Global Diversity credit (GD) for transfer course LBST 2102 Global Intercultural Connections from UNC Charlotte; Global Diversity credit (GD) for transfer course REL 231 Religions of the World I from Nova College; General Education Humanities credit (GE:HU) for transfer course ENG 3309 Approaches to Everyday Discourse from McDaniel College; notification of deletion of FREN 2440 Readings in the Culture of France I, FREN 2441 Readings in the Culture of France II, and FREN 2442 Readings in the Francophone Cultures of the Americas; notification of change of title for FREN 3001 Culture and Communication to French Conversation, FREN 3443 Special Topics in the Culture of France to Cultures of France, and FREN 3444 Special Topics in Francophone Cultures of the World to Francophone Cultures of the World; notification of change of title, number, and prerequisite of FREN 3500 Introduction to Literature to FREN 3550 Introduction to Cultural Analysis; notification of prerequisite change for FREN 4560 The Contemporary French and Francophone World; notification of the banking of MATH 2282 Data Analysis and Probability, MATH 2775 Topics in Discrete Mathematics, MATH 3237 Discrete Mathematics, and MATH 3239 Applied Mathematics Via Modeling; notification of the deletion of MATH 1067 Algebraic Concepts and Relationships and MATH 2151 Engineering Calculus I; notification of removal of prerequisites for SOCI 2111 Modern Social Problems; and approval of the following courses for expedited Global Diversity credit (GD):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO 4400</td>
<td>National Security Affairs. Preparation for Active Duty</td>
</tr>
<tr>
<td>ANTH 1001</td>
<td>Aliens, Atlantis and Archeology</td>
</tr>
<tr>
<td>ANTH 2000</td>
<td>Archeology Around the World</td>
</tr>
<tr>
<td>ANTH 2005</td>
<td>Environmental Anthropology</td>
</tr>
<tr>
<td>ANTH 2015</td>
<td>Introduction to Biological Anthropology</td>
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<tr>
<td>ANTH 2016/BIOL 2016</td>
<td>Biological Anthropology Lab</td>
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<tr>
<td>ANTH 2025</td>
<td>Sexual Behavior from an Anthropological Perspective</td>
</tr>
<tr>
<td>ANTH 3009/RELI 3009</td>
<td>Motherhood of God in Asian Traditions</td>
</tr>
<tr>
<td>ANTH 3011</td>
<td>Hunter Gatherer Lifeways</td>
</tr>
<tr>
<td>ANTH 3012</td>
<td>Lifeways of Pastoral Nomads</td>
</tr>
<tr>
<td>ANTH 3113/RELI 3113</td>
<td>Archeology of the Old Testament World</td>
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<tr>
<td>ANTH 3114/RELI 3114</td>
<td>Archeology of the New Testament World</td>
</tr>
<tr>
<td>ANTH 3115</td>
<td>Caribbean Archeology</td>
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<tr>
<td>ANTH 3117</td>
<td>Prehistory of the Middle East</td>
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<tr>
<td>ANTH 3118</td>
<td>Pyramids, Pharaohs, and Mummies: The Archeology of Ancient Egypt</td>
</tr>
<tr>
<td>ANTH 3252</td>
<td>Medical Anthropology</td>
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<td>ANTH 3300</td>
<td>Language and Culture</td>
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<td>ANTH 4050</td>
<td>Psychological Anthropology</td>
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<td>ANTH 4054</td>
<td>Anthropology of Religion</td>
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<td>ANTH 4225</td>
<td>Human Evolution</td>
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<td>ART 3515/HNRS 2012</td>
<td>Directed Field Study in Studio Art</td>
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<td>ARTH 4944</td>
<td>Studies in Contemporary Art: Post 1960s Art</td>
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<td>COMM 3172</td>
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<td>DNCE 4045</td>
<td>History of Dance II</td>
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<td>ECON 3353/ECON 5150</td>
<td>Developmental Economics</td>
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<tr>
<td>ECON 3365</td>
<td>Russian Economic Transition</td>
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<td>ECON 3630</td>
<td>Health Economics</td>
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<td>ECON 4373</td>
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<td>FINA 4454</td>
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<td>FORL 2700</td>
<td>Special Topics in French and Francophone Literature</td>
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<td>FREN 3500</td>
<td>Introduction to Literature</td>
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<tr>
<td>GEOG 1000</td>
<td>People, Places and Environments</td>
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<tr>
<td>GEOG 2003</td>
<td>Geography of the Global Economy</td>
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<td>GEOG 2300</td>
<td>Geography of Environmental Resources</td>
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<td>GEOG 2350</td>
<td>Climate Change: Science and Society</td>
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<td>GEOG 3049</td>
<td>Latin America</td>
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<td>GEOG 4325</td>
<td>Resources, Population and Development</td>
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<td>Geography of Global Climate and Environmental Change</td>
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<td>GERM 3001</td>
<td>German Composition and Conversation I</td>
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<td>GERM 3002</td>
<td>German Composition and Conversation II</td>
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<td>Special Topics</td>
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<td>GERM 4530</td>
<td>The German-Speaking World of the Nineteenth Century</td>
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<td>The Contemporary German Speaking World</td>
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<td>GLST 4500</td>
<td>Seminar in Global Studies</td>
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<td>HIST 2300</td>
<td>Passion and Sex in Ancient History</td>
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<td>A History of Christianity to 1300</td>
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<td>HIST 3413</td>
<td>A History of Christianity 1300-Present</td>
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<td>HIST 3415</td>
<td>The Middle Ages</td>
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<td>HIST 3420</td>
<td>Early Modern Europe to 1648</td>
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<td>HIST 3435</td>
<td>History of Europe since 1914</td>
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<td>HIST 3460</td>
<td>Germany 1790-1914</td>
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<td>HIST 3461</td>
<td>Germany since 1914</td>
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<td>HIST 3480</td>
<td>Britain to 1688</td>
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<td>HIST 3482</td>
<td>Britain 1688-1832</td>
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<td>HIST 3484</td>
<td>Britain from 1832</td>
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<td>HIST 3611</td>
<td>History of East Asia since 1600</td>
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<td>History of Japanese Buddhism</td>
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<td>History of Traditional China</td>
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<td>HIST 3670</td>
<td>History of the Middle East since 1500</td>
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<td>Women and Gender in the Middle East</td>
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<td>Introduction to Latin-American History: Colonial Period</td>
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<td>HIST 3711</td>
<td>Introduction to Latin-American History since 1808</td>
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<td>HIST 3810</td>
<td>History of Africa</td>
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<td>History of South Africa</td>
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<td>HIST 3830</td>
<td>Africa and Islam</td>
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<td>HIST 3980</td>
<td>Shipwreck Archeology</td>
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<td>JUST 5000</td>
<td>Comparative Criminal Justice</td>
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<td>LING 3750</td>
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<td>RELI 2350</td>
<td>Religion and Sexuality</td>
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<td>Interfaith Engagement</td>
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<td>Classical Islam</td>
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<td>Women and Religion</td>
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<td>Religions of Africa</td>
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<td>RUSI 2001</td>
<td>Introduction to Russian Studies: Humanities</td>
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<td>RUSI 4000</td>
<td>Senior Seminar in Russian Studies</td>
</tr>
<tr>
<td>RUSS 3220</td>
<td>Nineteenth Century Russian Literature in Translation</td>
</tr>
<tr>
<td>RUSS 3221</td>
<td>Twentieth Century Russian Literature in Translation</td>
</tr>
<tr>
<td>RUSS 3230</td>
<td>Russia and Soviet Film</td>
</tr>
<tr>
<td>SOCI 3600</td>
<td>Power and Politics in Society</td>
</tr>
<tr>
<td>SOCI 4350</td>
<td>Social Change</td>
</tr>
<tr>
<td>SPAN 3550</td>
<td>introduction to Cultural Analysis</td>
</tr>
<tr>
<td>THEA 2035</td>
<td>Theatre History-Literature I</td>
</tr>
</tbody>
</table>
Resolution #20-33
Approved by the Faculty Senate: April 28, 2020
Received by the Chancellor: May 20, 2020

Approval as formal faculty advice on curriculum and academic matters acted on and recorded in the April 13, 2020 Graduate Council meeting minutes, including level I action items from the March 4, 2020, March 18, 2020, and April 1, 2020 Graduate Curriculum Committee meeting minutes which were approved by its delegated authority and are reported here for informational purposes, programmatic action item (GC 20-7) including a revision of an existing degree program, EdS, Educational Administration and Supervision from the Department of Educational Leadership within the College of Education, policy action item (GC 20-8) including a Graduate Faculty Criteria policy request from the Department of Mathematics within the Thomas Harriot College of Arts and Sciences; and an emergency temporary revision to the graduate catalog admission requirements policy, which will allow the option for applicants to use the DuoLingo platform to take their language proficiency test.

Resolution #20-34
Approved by the Faculty Senate: April 28, 2020
Approved by the Chancellor: not applicable

Return the Resolution on the Status of Faculty Salaries for the Divisions of Academic Affairs and Health Sciences at ECU to the Faculty Welfare Committee for further discussion and review.

Resolution #20-35
Approved by the Faculty Senate: April 28, 2020
Approved by the Chancellor: not applicable

Approval of the following recommendations from the Faculty Welfare Committee report on the current status of fixed-term faculty initiatives:

Recommendation #1. The committee would like to recommend that Faculty Governance look at the data and sample unit code wording on contract length and potentially recommendation for all departments that hold fixed-term faculty positions to include in their unit codes a path for fixed-term faculty to attain multiyear contracts.

Recommendation #2. Request that the University Budget Committee consider recommending a potential standardized salary increase for when a fixed-term faculty member advances in title similar to the university’s standardized salary increases for tenure promotions.

Recommendation #3: Request that the Faculty Welfare Committee explore the possibility of renaming the category of faculty with fixed-term contracts as ‘Professional Faculty’.
Revisions to the University Undergraduate Catalog, Academic Advisement, Progression and Support Services, Additional Requirements for Degrees, Writing Intensive Requirement, as follows:

Additions are in **bold** and deletions are in strikethrough.

Students enrolling at East Carolina University must fulfill the writing across the curriculum requirement prior to graduation. **Writing Intensive courses at ECU help student writers meet the University Writing Outcomes, which involve communicating effectively with diverse audiences about complex and significant issues.** To do so, each student must complete a minimum of 12 semester hours of writing intensive courses. **To fulfill this requirement, each student must complete a minimum of four writing intensive courses,** typically including ENGL 1100 and ENGL 2201; at least 3 semester hours of writing intensive courses in the major; and any other 3 semester hours writing intensive course of the student’s choice. **At least one writing intensive course in the major; and any other writing intensive course of the student’s choice.** WI courses that are 6 or more credit hours count for two WI courses. Students enrolled in multiple majors are required to take a WI course in only one of their majors, while dual degree students are required to complete one writing intensive course in each major. **A course will transfer into ECU as WI if the course is a writing intensive course in a writing across the curriculum program at the university or college where it was taken, or transfers as equivalent to ENGL 1100 or 2201. Students transferring credit for only ENGL 2201 are not required to take ENGL 1100, but must still fulfill the WI course requirement.** Similarly, students who receive placement credit for a course have not satisfied the WI requirement for that course. Courses that do not meet the above criteria must be approved by the director of the University Writing Program. **Students entering the university with transfer credit for ENGL 2201 have satisfied the general education written communication competency requirement. Such students are still required to complete a total of 12 semester hours of credit in writing intensive courses. All dual degree students will be required to complete at least three semester hours of writing intensive course work in each 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 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.**

A list of courses that have been awarded the writing intensive designations (WI or WI*) can be viewed by going to the course section of this catalog.

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Resolution #20-37
Approved by the Faculty Senate: April 28, 2020
Approved by the Chancellor: May 21, 2020*

Revisions to the Department of Political Science Unit Code of Operations. (*requested edits made to unit code before approval)
Resolution #20-38
Approved by the Faculty Senate: April 28, 2020
Approved by the Chancellor: May 20, 2020 (approved with stipulation*)

The resolution is approved with a stipulation related to the section, “a change to an existing code unit for the College of Business to add a new Graduate School of Business.” Approval is contingent upon submission of an updated/revised code document submitted by the College of Business to be considered as its ‘Provisional Code,’ including an updated, signed and dated cover sheet following the approved University format. Further, this Resolution and ‘Provisional Code’ is approved under the following condition: No stipulations of this ‘Provisional Code’ may conflict with the ECU Faculty Manual or any established University policy or regulation. If any conflict exists, the Faculty Manual or other established University policy must take precedence.”

Curriculum and academic matters acted on and recorded during the Educational Policies and Planning Committee’s April 17, 2020 meeting minutes which include the discontinuation of the Vocational Evaluation certificate in the Department of Addiction and Rehabilitation Studies; a reduction in hours of the MS in Biology in the Department of Biology; renaming the Interdisciplinary Doctoral Program in Biological Sciences to the Interdisciplinary Doctoral Program in Biology, Biomedicine, and Chemistry and moving it from the Office of Research and Graduate Studies within the Brody School of Medicine to the Harriot College of Arts and Sciences; a new graduate certificate in Biostatistics in the Department of Biostatistics; a new BA in Foreign Languages and Literatures/MA in Hispanic Studies accelerated degree program in the Department of Foreign Languages and Literatures; the discontinuation of the Integrated Physical Therapy/Exercise Physiology accelerated degree program in the Department of Physical Therapy and the Department of Kinesiology; a new BS in Industrial Technology/MS in Network Technology accelerated degree program in the Department of Technology Systems; a revision to the BS in Information and Computer Technology/MS in Network Technology accelerated degree program in the Department of Technology Systems; a reduction in hours of the Health Information and Management Certificate in the Department of Health Services and Information Management; a reduction in hours of the Gerontology Certificate in the School of Social Work; a request to deliver onsite the BS in Industrial Technology in the Department of Technology Systems; the removal of a concentration in the BFA Dance and removal of concentrations in the BA in Theatre Arts in the School of Theatre and Dance; the Academic Program Review Unit Response from the Department of Geological Sciences; a change to an existing code unit for the College of Business to add a new Graduate School of Business; a revision to the BS in Computer Science degree in the Department of Computer Science; a revision to the catalog entry for the BA in Mathematics /MA in Mathematics accelerated degree program in the Department of Mathematics; a revision to the EdS in Educational Administration and Supervision in the Department of Educational Leadership; and a new graduate certificate in Digital Learning for Educational Leaders in the Department of Mathematics, Science, and Instructional Technology Education.

Resolution #20-39
Approved by the Faculty Senate: April 28, 2020
Approved by the Chancellor: May 20, 2020

Curriculum and academic matters acted on and recorded during the General Education and Instructional Effectiveness Committee’s April 20, 2020 meeting including Domestic Diversity (DD) credit for SOCI 1010 Intro to Sociology from Jefferson Community College; Global Diversity (GD) credit for ATY 213 Introduction to Cultural Anthropology from UNC Greensboro, BHS 204
Anthropology from Dutchess Community College, CLAS 220 Introduction to Classical Mythology from the University of South Carolina, HIST 1320 World Societies from North Carolina Central University, HIST 278 The Trans-Atlantic Slave Trade from UNC Chapel Hill, LBST 2213 Science, Technology and Society from UNC Charlotte; General Humanities credit (GE:HU) for FMS 120 Freshman Seminar in Literature from UNC Greensboro; and General Education Social Sciences credit (GE:SO) for BHS 204 Anthropology from Dutchess Community College.

Resolution #20-40
Approved by the Faculty Senate: April 28, 2020
Approved by the Chancellor: May 20, 2020

Revisions to the *University Undergraduate Catalog*, Admission and Readmission, Admission Requirements, Transfer Students.

The Committee was asked by Jeff Popke, Chair of the Faculty to consider a proposal from administration to recommend a pilot study in which the transfer student GPA would be lowered to 2.2 for the next three semesters, and students accepted under the lowered threshold would be tracked to monitor their ECU GPA and progress toward graduation. The Committee requested data from Institution Planning, Assessment and Research (IPAR) and their findings prompted a recommendation to lower the transfer student GPA threshold to 2.0. The revisions are as follows:

Additions are in **bold** and deletions are in *strikethrough*.

**General Transfer**

General admission requirements for transfer students are listed below:

1. Official transcript(s) from each regionally accredited college, technical institute, or university previously attended showing the following:
   a. A 2.5 **2.0** grade point average (GPA) on all hours attempted. (Admission to programs in some professional schools may require a GPA which is higher than that required by the university.) A minimum of 24 transferable semester hours is required for transfer consideration which must include the equivalent college credit hours for ENGL 1100.
   b. Honorable dismissal and eligibility to return to the college or university at which last matriculated. (Attendance only at summer school does not apply.)
   c. Students who will be 21 years old at the time they propose to enroll may submit their application for transfer admission, with 24 or more transferable hours from a regionally accredited institution are not required to provide a high school transcript or general educational development tests (GED) certificate.
   d. Students who are under the age of 21 and do not have 24 transferable credit hours will be required to submit final high school transcript and official test scores.

2. Nondeductible, nonrefundable application fee of $75.

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 under the age of 21 must also meet the University of North Carolina subject matter admission requirements by completing high school courses as stated above, or by completing 24 or more transferable credit hours.

Applicants Who May Require Special Consideration or Exceptions to Policies

All students interested in enrollment as an undergraduate must complete an application for admission. Each application is considered individually based upon a combination of a student’s previous academic work, test scores, essays, and other personal statements. However, students who feel special circumstances should be considered during this review may request a holistic review. The intent of this policy is to offer students the opportunity to present evidence of demonstrable promise of academic success at ECU. The review will consider all information supplied by the applicant with emphasis placed on, but not limited to high school grade point average trends, college grade point average, rigor of course work, duration or time away from high school or college, and other information the applicant considers critical to the review of their application. For example, a transfer student with an overall GPA including all previous work below the ECU minimum of 2.5 \textbf{2.0}, but who has successfully earned a 3.0 over the course of their last 24 credit hours might be offered admission through the holistic review process. Another example, a high school senior who does not meet the UNC minimum admission requirements but who has a demonstrated artistic talent might be offered admission through the holistic review process. Freshman applicants requesting a holistic review should contact the Office of Undergraduate Admissions at admissions@ecu.edu; transfer applicants requesting a holistic review should contact the Office of Undergraduate Admissions at transfer@ecu.edu.

Resolution #20-41
Approved by the Faculty Senate: April 28, 2020
Approved by the Chancellor: May 20, 2020

Revisions to the University Undergraduate Catalog, Admission and Readmission, Admission Requirements, International Students.

The Committee considered a request to allow submission of scores from an additional language exam, called Duolingo, to serve as proof of English language proficiency. The suggestion to add this exam was in response to reductions in access to the other types of exams as a result of the COVID-19 outbreak and because it is a more affordable exam option. The revisions are as follows:

- Additions are in \textbf{bold} and deletions are in \textit{strikethrough}.

East Carolina University actively seeks to attract international students into its undergraduate and graduate programs. The presence of these students, with their varied geographic and educational backgrounds, helps promote international goodwill and understanding in North Carolina, and provides an opportunity for other university students to further their knowledge and appreciation of the cultures of many lands.

The Office of Global Affairs serves as a clearinghouse for the admission of international students. Academic assessments, financial evaluations, and immigration issues as well as admissions are
handled through this office. Admissions requirements for international freshman and undergraduate transfer students are:

1. Graduation from a secondary school and submission of academic records and an official English translation. Transfer applicants should request a course-by-course evaluation of their university-level coursework from an evaluation agency. An official evaluation should be sent directly from the evaluation agency. Documents on which an evaluation is based should be sent as well. A list of accepted evaluation agencies can be found at http://www.naces.org/members.html.

2. Non-native speakers of English are required to provide an evidence of English proficiency by submitting one of the following:
   a. TOEFL score of minimum 527 (paper-based) or 71 (Internet-based)
   b. IELTS score of 6.0 or higher
   c. 450 SAT I Critical Reading or 19 Combined English/Writing scores section of the ACT
   d. Duolingo English Test results with a minimum score of 95
   e. Applicants who have completed at least 30 credit hours at a U.S. institution of higher education and received a grade of B (3.0) or better for an academic English writing/composition course will be exempt from the English proficiency requirement
   f. Applicants may choose to attend the ECU Language Academy (ECULA) instead of taking the TOEFL, IELTS, SAT, or ACT. To meet English proficiency requirements, applicants must successfully complete the highest level of the ECU Language Academy (ECULA). More information on the ECU Language Academy, including the ECULA application, is available at ecula.ecu.edu

3. Completion of an application for international undergraduate admission, which can be mailed, downloaded from or submitted online at http://internationalapply.ecu.edu

4. Nondeductible, nonrefundable application fee of $75

In order to have an I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student status issued, international students are also required to submit the Confidential Financial Information Form together with documents showing that they have sufficient financial resources to fund their education in the US.

International students interested in applying may do so through inquiries to the Office of Global Affairs, International House, 306 East 9th Street, Mailstop 598, East Carolina University, Greenville, NC 27858-4353, USA. International admissions information is available at http://www.ecu.edu/globalaffairs or by email at international@ecu.edu.

The Office of Global Affairs also assists ECU students from other countries with the many matters that are of particular concern to them during their stay in the United States. Inquiries may be directed to the Office of Global Affairs, International Student Advisor, East Carolina University, Greenville, NC 27858-4353. Email inquiries may be sent to globalaffairs@ecu.edu.
Resolution #20-42
Approved by the Faculty Senate: April 28, 2020
Approved by the Chancellor: May 20, 2020

Curriculum and academic matters acted on during the Undergraduate Curriculum Committee’s March 26, 2020 meeting, including curricular actions in the School of Music within the College of Fine Arts and Communication, the Departments of Sociology and Geography, Planning and Environment, within the Harriot College of Arts and Sciences, and the Department of Computer Science within the College of Engineering and Technology.

Resolution #20-43
Approved by the Faculty Senate: July 7, 2020
Received by the Chancellor: not applicable

Revisions to the 2020-2021 Faculty Senate and Agenda Committee Meeting Dates.

The Committee was asked by Jeff Popke, Chair of the Faculty to consider revisions to the meeting dates for the Agenda Committee and Faculty Senate meetings, due to the change in start and end dates for the Fall 2020 semester. The revisions are as follows:

Additions are in red and deletions are in strikethrough.

2020/2021 University Academic Calendar

<table>
<thead>
<tr>
<th>15-week</th>
<th>Fall 2020</th>
<th>15-week</th>
<th>Spring 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24</td>
<td>Classes Begin</td>
<td>January 11</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 7</td>
<td>State Holiday</td>
<td>January 18</td>
<td>State Holiday</td>
</tr>
<tr>
<td>October 10-13</td>
<td>Fall Break</td>
<td>January 19</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 30</td>
<td>Fall Festival</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 6</td>
<td>Registration</td>
<td>March 7-14</td>
<td>Spring Break</td>
</tr>
<tr>
<td>November 17</td>
<td>Classes End</td>
<td>March 26</td>
<td>Registration</td>
</tr>
<tr>
<td>November 19-25</td>
<td>Exams</td>
<td>April 2-3</td>
<td>State Holiday</td>
</tr>
<tr>
<td>November 25-29</td>
<td>Thanksgiving Break</td>
<td>April 27</td>
<td>Holiday Makeup Day</td>
</tr>
<tr>
<td>December 7</td>
<td>Classes End</td>
<td>April 27</td>
<td>Classes End</td>
</tr>
<tr>
<td>December 8</td>
<td>Reading Day</td>
<td>April 28</td>
<td>Reading Day</td>
</tr>
<tr>
<td>December 9-16</td>
<td>Exams</td>
<td>April 29-May 6</td>
<td>Exams</td>
</tr>
</tbody>
</table>

2020/2021 Agenda Committee and Faculty Senate Meeting Dates

<table>
<thead>
<tr>
<th>Agenda Committee</th>
<th>Faculty Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 4, August 18, 2020</td>
<td>September 15, 2020</td>
</tr>
<tr>
<td>September 22, 2020</td>
<td>October 6, 2020</td>
</tr>
</tbody>
</table>
Resolved Resolution #20-44  
Approved by the Faculty Senate: July 7, 2020  
Approved by the Chancellor: July 9, 2020

Revised final exam schedules for Fall 2020 and Spring 2021.

After the addition of the 8-week block schedules and significant changes to the originally approved Fall 2020 and Spring 2021 academic calendars, Jeff Popke, Chair of the Faculty, asked the Committee to develop revised final exam schedules for the Fall 2020 and Spring 2021 semesters. The revised schedules below will replace the originally approved exam schedules.

**FALL 2020 FINAL EXAM SCHEDULE**

15 WEEKS

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held on the night of their last class meeting. Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (November 19 – November 25). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (November 19 – November 25). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 1001, 2004</td>
<td>5:00 - 7:30 Thursday, November 19</td>
</tr>
<tr>
<td>SPAN 1002, 2003</td>
<td>5:00 - 7:30 Monday, November 23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Times class regularly meets</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
*All three exam periods on Wednesday, November 25 have two class period times. Based on the starting times of the two classes during each exam period, a student should not have a conflict of two exams at the same time. For example, at 8:00 a.m. on Wednesday, November 25, the exams are for the 9:00 TTH class and 10:00 TTH classes. A student should not be in classes at these two times.

**8 WEEK BLOCKS**

Classes that meet two or more days a week will have final exams during the two day final exam period. The final exam period will be during the regular class time. Classes that meet once a week will have final exams on the last class meeting day.

**8W1**

<table>
<thead>
<tr>
<th>MW and MWF</th>
<th>TTH</th>
<th>Monday, September 28</th>
<th>Tuesday, September 29</th>
</tr>
</thead>
</table>

Common examinations, including DE sections, will be held according to the following schedule:

| SPAN 1001, 2004 | 5:00 - 7:30 Monday, September 28 |
| SPAN 1002, 2003 | 5:00 - 7:30 Tuesday, September 29 |

**8W2**

<table>
<thead>
<tr>
<th>MW and MWF</th>
<th>TTH</th>
<th>Wednesday, November 18</th>
<th>Tuesday, November 17</th>
</tr>
</thead>
</table>

Common examinations, including DE sections, will be held according to the following schedule:

| SPAN 1001, 2004 | 5:00 - 7:30 Tuesday, November 17 |
SPRING 2021 FINAL EXAM SCHEDULE

15 WEEKS

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held on the night of its last class meeting. Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 29 – May 6). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second night of their usual meeting during the examination period (April 29 – May 6). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes)

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 1001, 2004</td>
<td>5:00 - 7:30 Thursday, April 29</td>
</tr>
<tr>
<td>SPAN 1002, 2003</td>
<td>5:00 - 7:30 Monday, May 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Times class regularly meets</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 MWF</td>
<td>8:00 - 10:30 Friday, April 30</td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 - 10:30 Thursday, April 29</td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>8:00 - 10:30 Monday, May 3</td>
</tr>
<tr>
<td>9:00 TTh (9:30)</td>
<td>8:00 - 10:30 Wednesday, May 5</td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>8:00 - 10:30 Tuesday, May 4</td>
</tr>
<tr>
<td>10:00 TTh</td>
<td>8:00 - 10:30 Thursday, May 6</td>
</tr>
<tr>
<td>11:00 MWF</td>
<td>11:00 - 1:30 Friday, April 30</td>
</tr>
<tr>
<td>11:00 TTh</td>
<td>11:00 - 1:30 Tuesday, May 4</td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>11:00 - 1:30 Monday, May 3</td>
</tr>
<tr>
<td>12:00 TTh (12:30)</td>
<td>11:00 - 1:30 Wednesday, May 5</td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>11:00 - 1:30 Thursday, April 29</td>
</tr>
<tr>
<td>1:00 TTh</td>
<td>11:00 - 1:30 Thursday, May 6</td>
</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 - 4:30 Monday, May 3</td>
</tr>
<tr>
<td>2:00 TTh</td>
<td>2:00 - 4:30 Thursday, April 29</td>
</tr>
<tr>
<td>3:00 MWF (3:30)</td>
<td>2:00 - 4:30 Friday, April 30</td>
</tr>
<tr>
<td>3:00 TTh (3:30)</td>
<td>2:00 - 4:30 Wednesday, May 5</td>
</tr>
</tbody>
</table>
8 WEEK BLOCKS

Classes that meet two or more days a week will have final exams during the two day final exam period. The final exam period will be during the regular class time. Classes that meet once a week will have final exams on the last class meeting day.

8W3

<table>
<thead>
<tr>
<th>Days</th>
<th>Classes</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW and MWF</td>
<td>Thursday, May 6</td>
<td>2:00 - 4:30</td>
<td></td>
</tr>
<tr>
<td>TTH</td>
<td>Tuesday, May 6</td>
<td>2:00 - 4:30</td>
<td></td>
</tr>
</tbody>
</table>

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 1001, 2004</td>
<td>5:00 - 7:30</td>
<td>Monday, March 8</td>
</tr>
<tr>
<td>SPAN 1002, 2003</td>
<td>5:00 - 7:30</td>
<td>Tuesday, March 9</td>
</tr>
</tbody>
</table>

8W4

<table>
<thead>
<tr>
<th>Days</th>
<th>Classes</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW and MWF</td>
<td>Thursday, April 30</td>
<td>2:00 - 4:30</td>
<td></td>
</tr>
<tr>
<td>TTH</td>
<td>Tuesday, April 29</td>
<td>2:00 - 4:30</td>
<td></td>
</tr>
</tbody>
</table>

Common examinations, including DE sections, will be held according to the following schedule:

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<tr>
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<tr>
<td>SPAN 1001, 2004</td>
<td>5:00 - 7:30</td>
<td>Thursday, April 29</td>
</tr>
<tr>
<td>SPAN 1002, 2003</td>
<td>5:00 - 7:30</td>
<td>Friday, April 30</td>
</tr>
</tbody>
</table>

Resolution #20-45
Approved by the Faculty Senate: July 7, 2020
Approved by the Chancellor: July 9, 2020

Revised Spring 2021 Calendar Recommendations, as follows:

1. For 8W4, change April 28, current Reading Day, to a class day to balance out the number of class day meetings, schedule no Reading Day:
   - No Reading Day for 8W4, classes end on Wednesday, April 28
   - Two day exam period is Thursday, April 29 and Friday, April 30
   - Reading Day, Wednesday, April 28 – only for 15 week
   - 15 week final exams, Thursday, April 29 through Thursday, May 6

2. For 8W3 the last day of class and the first day of exams are the same day, Monday, March 8:
For classes that meet before 5:00 p.m., Monday, March 8 will be the first day of exams. The last day of class for classes that meet before 5:00 p.m. will be Friday, March 5. For classes that meet after 5:00 p.m., Monday, March 8 will be the last day of class.

Resolution #20-46
Approved by the Faculty Senate: July 7, 2020
Approved by the Chancellor: July 9, 2020

Fall 2020 and Spring 2021 Processing Calendars, as follows:

### Fall Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 30, Thursday</td>
<td>Last day to pay without a processing fee by 5:00 p.m.</td>
</tr>
<tr>
<td>July 30, Thursday</td>
<td>First schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>August 1, Saturday</td>
<td>Graduate School application deadline for Fall (please check specific programs for their deadline)</td>
</tr>
<tr>
<td>August 18, Tuesday</td>
<td>Second schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>September 15, Tuesday</td>
<td>Last day to apply for graduation for Fall semester</td>
</tr>
<tr>
<td>November 11, Wednesday</td>
<td>Last day to submit a thesis or dissertation for Fall graduation</td>
</tr>
</tbody>
</table>

### Spring Semester 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, Friday</td>
<td>Graduate School application deadline for Spring (please check specific programs for their deadline)</td>
</tr>
<tr>
<td>January 5, Tuesday</td>
<td>Last day to pay without a processing fee by 5:00 p.m.</td>
</tr>
<tr>
<td>January 5, Tuesday</td>
<td>First schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>January 27, Wednesday</td>
<td>Second schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>February 1, Monday</td>
<td>Last day to apply for graduation for Spring semester</td>
</tr>
<tr>
<td>April 22, Thursday</td>
<td>Last day to submit a thesis or dissertation for Spring graduation</td>
</tr>
</tbody>
</table>

Resolution #20-47
Approved by the Faculty Senate: July 21, 2020
Received by the Chancellor: August 18, 2020 with comment*.

*Interim Chancellor Mitchelson replied as follows:
"I appreciate the importance and acknowledge receipt of Faculty Senate Resolution #20-47. Any decisions regarding institutional financial resources and employee personnel actions, up to and including termination of employment, will be made in accordance with UNC Board of Governors policies, regulations and directives, and after consultation with appropriate administrative officers, affected employees through their representative entities, and other constituents directly impacted by these institutional decisions, to the extent permitted within..."
Resolution on Budgetary Shortfalls and Faculty Terminations of Employment.

The original resolution was approved by the ECU Chapter of AAUP and the Faculty Senate approved the amended version of the resolution, below:

Whereas ECU values the decision-making responsibilities of the faculty, especially in exigent times, and that ECU has affirmed a process of full faculty involvement in PART IX.II.7VII.A.1 of the Faculty Manual which begins with the full collaboration between the Chancellor and the Educational Policies and Planning Committee (EPPC);

Whereas Part IX details a rigorous protocol guiding termination of faculty and programs to protect the academic integrity of the University;

Whereas any dismissal during the period of contract permits any faculty member to seek a full due process hearing in which the burden of proof is borne by the administration;

Whereas the Chancellor, during the pandemic of 2020, has reported steep revenue shortfalls requiring cuts to athletic programs and significant numbers of non-academic furloughs; and

Whereas ECU defines Financial Exigency as: (PART IX.II.7VII.A.1) “…a significant decline in the financial resources of the institution that is brought about by decline in institutional enrollment or by other action or events that compel a reduction in the institution’s current operations budget”; now, therefore be it

Resolved, that in the event the Chancellor considers faculty terminations of employment (tenure, tenure-track or contingent) or program elimination or curtailment, the ECU Faculty Senate urges the Chancellor first to:

1) formally consult the Budget Committee regarding any institutional restructurings through a report that specifically states the budgetary shortfalls to the various colleges and other fiscal projections;

2) make every attempt to reallocate existing resources to academic programs before considering closing them;

3) target any additional funds made available to campus toward maintaining the academic integrity of the institution, unless it is explicitly and statutorily targeted elsewhere by the funding agent;
enact the following strategies to protect academic programs given the likelihood of further significant declines of revenue, including but not limited to:

a) Deferral of nonessential capital expenditures and
b) Cuts to noneducational programs and services, including expenses for administration;
c) Expenditure of one-time money or reserves as bridge funding,
d) Furloughs that minimize financial hardships to the individual employees,
e) Progressive pay cuts that minimize financial hardships to the individual employees,
f) Deferred-compensations plans,
g) Early-retirement packages,

consult with the EPPC, as outlined in Part IX of the Faculty Manual, in order to apprise the faculty of any deepening and worsening of the financial crisis at hand and, if he is considering a reduction in fixed-term or probationary-term faculty, that he follow the spirit of the reconsideration process by engaging the EPPC in discussions about any substantial reduction of faculty based on budgetary shortfalls;

Engage and seek the recommendations of the Faculty Senate, the EPPC, and the Budget Committee, with full transparency and at the earliest opportunities, on any action related to a declaration of financial exigency;

establish, upon receipt of the EPPC’s recommendations, an ad hoc Faculty Advisory Committee, members of which should include full-time non-administrative and contingent faculty, empowered with the information considered in any prior reports, and the ability to interview appropriate persons, who shall make recommendations about any faculty terminations of employment; and,

offer contracts to any fixed-term or probationary-term faculty who are terminated before hiring any new faculty in their place, as in the spirit of the Part IX reconsideration provisions for tenured faculty.

Adopted by vote of the Faculty Senate on July 21, 2020

Resolution #20-48
Approved by the Faculty Senate: September 1, 2020
Approved by the Chancellor: September 9, 2020

Approval of the recommendation from the Admission and Retention Policies Committee to offer a Pass/Fail option for undergraduate students in the Fall 2020 semester.
Resolution #20-49
Approved by the Faculty Senate: September 1, 2020
Approved by the Chancellor: not applicable

Approval of the Resolution on Institutional Autonomy in Chancellor Searches.

Whereas the search process for a new chancellor is critical and must reflect a fundamental commitment to the principles of local decision making and shared governance.

Whereas best practices in the selection of a new Chancellor “should follow upon a cooperative search by the governing board and the faculty, taking into consideration the opinions of others who are appropriately interested” (1966 Statement on Government of Colleges and Universities, formulated jointly by the AAUP, the American Council on Education, and the Association of Governing Boards of Universities and Colleges).

Whereas as seen in past experience at East Carolina University and other University of North Carolina institutions, selecting a chancellor who does not have the support of the local campus community will severely compromise their ability to be effective.

Whereas the UNC Policy Manual 200.8.III.c already calls on the President to “assure that opportunities for chancellor vacancies shall be promoted in a manner that encourages interest from well qualified candidates who are current residents of the State of North Carolina.”

Whereas the UNC Chancellor Selection Manual already gives authority to the President to return “the slate to the board of trustees with instructions for further action” if they are unsatisfied with the outcome of the search.

Whereas the Board of Governors (BOG) Committee on Personnel and Tenure has proposed a change to the selection process that will enable the system President to bypass the decisions of the local Boards of Trustees and local Chancellor Search Committees, to wit: “In any chancellor search, the president shall have the discretion to designate up to two individuals from the president’s succession planning efforts to become candidates upon their submission of complete applications.”

Whereas the President’s candidates then shall proceed with search committee interviews and shall automatically appear on the slate that the board of trustees refers to the system President, effectively disregarding countless hours of effort by the local search committee and annulling the authority of the local board of trustees; now, therefore be it

Resolved, the ECU Faculty Senate hereby declares that the proposed changes to Section 200.8 of the UNC Policy Manual a radical and dangerous expansion in the powers of the system President and would circumvent institutional sovereignty and shared governance in the process where it is most critical; that is, choosing an executive leader who has the trust and support of the University community; and

Be it Further Resolved that the ECU Faculty Senate calls for the removal of language permitting candidates designated by the President to automatically become part of the slate referred by the Board of Trustees for the President’s consideration, even against the carefully considered judgment of the Search Committee and Board of Trustees.
Resolution #20-50
Approved by the Faculty Senate: September 1, 2020
Approved by the Chancellor: not applicable

Approval of the Resolution on the Service of Dr. David Dennard.

Whereas, Dr. David Dennard joined the ECU faculty in 1986 and has faithfully, steadfastly, and proactively served as a mentor and supporter of Black students and faculty; and

Whereas, Dr. Dennard served the state of North Carolina in its inclusion of African American history as a two time gubernatorial appointee to the North Carolina Historical Commission, Director of the Institute for Historical and Cultural Research, appointee to the Historic Bath Commission, and chair of the African American Advisory Committee for Tryon Palace, and as a member of the Tryon Palace Foundation.

Whereas, Dr. Dennard served the state of North Carolina in its inclusion of African American history as a two time gubernatorial appointee to the North Carolina Historical Commission, Director of the Institute for Historical and Cultural Research, appointee to the Historic Bath Commission, and chair of the African American Advisory Committee for Tryon Palace, and as a member of the Tryon Palace Foundation.

Whereas, Dr. Dennard led efforts to create and sustain the African and African American Studies Program from 2007 to 2015.

Whereas, Dr. Dennard has served to ignite the critical consciousness of the ECU community for over 34 years.

Therefore, Be It Resolved That the East Carolina University Faculty Senate, representing all ECU faculty members, commends Dr. Dennard for his contributions to our community; his decades of outstanding teaching, service, scholarship and leadership.

Resolution #20-51
Approved by the Faculty Senate: September 1, 2020
Approved by the Chancellor: not applicable

Approval of commendation for Dr. Jeff Popke, Chair of the Faculty (2018 – 2020)

WHEREAS, Professor Jeff Popke has served as Chair of the Faculty from Fall 2018 through Spring 2020, and

WHEREAS, Professor Jeff Popke has during this time represented the faculty with dedication and poise in his communication with the Faculty Senate and ECU’s many stakeholders during these two challenging years at East Carolina University, and

WHEREAS, Professor Jeff Popke, as Chair of the Faculty, effectively provided outstanding leadership and essential responses on behalf of the faculty to campus and community constituents, and to the media, expressing the Senate’s commitment to the struggle against racial inequalities as well as discrimination on the basis of age, sex, and gender, thus supporting the creation of an environment that supports diversity; and

WHEREAS, Professor Jeff Popke advocated for increasing faculty representation on the Chancellor’s Search Committee, which was crucial during three changes of leadership in the Chancellor position; and
WHEREAS, Professor Jeff Popke, as Chair of the Faculty, demonstrated a heartfelt interest in the rights and welfare of the faculty by continuously advocating for shared governance, spearheading efforts to improve the status of fixed-term faculty members and address the challenges they face by charging the Faculty Welfare, Faculty Governance, University Budget Committee, and the Research and Creative Activity Committees with investigating issues and providing recommendations for improvement; and

WHEREAS, Professor Jeff Popke provided a respectful and valued voice representing the faculty when he, and the other Faculty Officers, issued a formal “Statement and Commitments in Response to Racism: A Call to Action”, which called for broad faculty support to promote changes and initiatives relating to racial justice and equity issues on campus, in the education of students, and to support diverse faculty representation; and

WHEREAS, Professor Jeff Popke created the Calendar Implementation Taskforce to overcome the lack of faculty involvement in the formulation of the 8-week block schedules for the 2020-2021 academic year during the COVID pandemic; and

WHEREAS, Professor Jeff Popke demonstrated his dedication to assist faculty by the creation of the Ad-Hoc Faculty Senate Taskforce on Instruction, which was charged to provide timely recommendations to faculty faced with the prospect of teaching in a hybrid format during the COVID pandemic in an 8-week block schedule; and

WHEREAS, Professor Jeff Popke worked tirelessly to increase the efficiency of faculty personnel procedures by taking measures such as the creation of the Electronic PAD Workgroup; and

WHEREAS, Professor Jeff Popke has been thoroughly engaged with all stakeholders and is to be commended for his admirable representation of the faculty of the university at meetings with the university administration, the Board of Trustees, and the Faculty Assembly.

THEREFORE BE IT RESOLVED, that Professor Jeff Popke 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 Jeff Popke for his outstanding leadership, professionalism, and communication during his tenure as Chair of the Faculty of East Carolina University.

Resolution #20-52
Approved by the Faculty Senate: September 1, 2020
Received by the Chancellor: September 9, 2020 with comment*
Approved by the Board of Trustees: pending

*Interim Chancellor Mitchelson replied with the following comment:
“The Jarvis Medal is under the purview of the Board of Trustees. A nomination letter, along with supporting documentation (letters of support, narrative summary of accomplishments, etc.) should be sent to the Chair of the Board of Trustees via the Office of the Secretary, Ms. Megan Ayers. The Chair of the Board Trustees sends the nomination to the Board of Trustees Athletics and Advancement Committee for it to go thru the process. The Faculty Senate should contact Ms. Megan Ayers at ayersm@ecu.edu to pursue a formal nomination.”
Approval of resolution honoring the life and memory of the late professor of history emeritus, Henry Clifton Ferrell, Jr., Ph.D. (1934-2020)

Whereas Professor Ferrell served as an outstanding faculty in the History Department from 1960, the year he was hired, until his retirement 47 years later in 2007, becoming at that time one of the longest serving faculty ever to have dedicated their professional lives to East Carolina;

Whereas Professor Ferrell was an unusually productive historian, publishing six books and numerous scholarly articles and book reviews;

Whereas Professor Ferrell was an outstanding and rigorous teacher, contributing significantly to the high standing of the History Department as one of the best and most demanding in the Thomas Harriot College of Arts and Sciences and the university as a whole;

Whereas Professor Ferrell sought to promote among undergraduates the study of history at ECU by establishing, after his retirement, and then generously endowing the Henry C. Ferrell, Jr., Scholarship in History;

Whereas Professor Ferrell embodied the East Carolina University motto of service throughout his career, making important contributions to collegial shared governance in the university community by (1) helping to found and guide the early development of the East Carolina University Faculty Senate, including serving as its chair, parliamentarian, and on various committees; (2) serving, at the state level, by helping to found the University of North Carolina Faculty Assembly and then serving two terms as its chair; and (3) serving, at the national level, on the Council of the American Association of University Professors;

Whereas Professor Ferrell made extraordinary contributions to understandings of East Carolina University history as it approached its first centennial by reviving the office of university historian, dormant since the passing of Mary Jo Bratton, and then serving as university historian, producing during his tenure two excellent volumes, No Time For Ivy and Promises Kept;

Whereas Professor Ferrell served his community through his work on the Greenville Utilities Commission, serving as chair during Hurricane Floyd and its aftermath, and his lifelong membership and active involvement in his church, Jarvis Memorial United Methodist Church, most notably as a dedicated and talented member of the Jarvis Chancel Choir; and,

Whereas Professor Ferrell earned, in 2017, extraordinary honor for his discipline, his department, his university, his community, and his state when Governor Roy Cooper conferred upon him membership in the Order of the Long Leaf Pine Society, recognizing his exemplary service and exceptional accomplishments; now, therefore,

Be it resolved that the East Carolina University Faculty Senate honor the memory of Dr. Henry C. Ferrell, Jr., for his embodiment of the ideals of a faculty member in his teaching, research, service, and, above all else, for his selfless devotion to East Carolina University, the greater Greenville community, and the state of North Carolina;

Be it further resolved that we express sympathy and offer our condolences to his loving wife, Martha, and his children, grandchildren, family, friends, and colleagues;
Be it further resolved that the ECU Faculty Senate urge the university’s Board of Trustees to award Dr. Henry C. Ferrell, Jr., posthumously, the Jarvis Medal in recognition of his extraordinary service to the university and the community.

Resolution #20-53
Approved by the Faculty Senate: October 6, 2020
Approved by the Chancellor: November 3, 2020

Approval of the Fall 2020 Graduation Roster, including Honors College graduates.

Resolution #20-54
Approved by the Faculty Senate: October 6, 2020
Approved by the Chancellor: November 3, 2020

Approval of curriculum and academic matters acted on and recorded in the August 24, 2020 Writing Across the Curriculum meeting including the removal of WI designation for MUSC 1406: Music History and Literature I were approved as presented.

Resolution #20-55
Approved by the Faculty Senate: October 6, 2020
Approved by the Chancellor: not applicable

Endorsement of letter of support for the University Writing Center from the Writing Across the Curriculum Committee, as follows:

In Support of the University Writing Center

To ECU Faculty Senators:

I am writing to express my support for the University Writing Center, to make sure you are aware of severe cuts to their funding, and to invite you to join me in supporting this center which offers invaluable services to students & faculty alike.

I’m not going to tell you about the value of writing to your students. You already know that whatever field they enter, academic or otherwise, strong writing skills will help them advance. What you may not know is that students who make use of the UWC are more likely to graduate: a 2015 IPAR study of the UWC shows that 90 percent of students who visit the UWC just once in their undergraduate career are retained, versus about 79 percent retention of students who do not visit the center.

This year, the UWC has navigated an 18 percent cut from their primary funding source, Academic Affairs – and this is just the beginning: complete funding elimination is anticipated for AY 2022. The UWC has responded to this first round of cuts with:

- a 28.2 percent reduction in writing consultation hours, and
- elimination of class-tailored writing workshops.
At its current funding, the UWC is unable to employ the consultants necessary to meet the demand of undergraduate &
graduate students – a demand which is not diminished by classes & consultations being online. Indeed, UWC usage
increased 6.5 percent this past summer when the University was fully online.

The UWC continues to receive faculty requests for focused writing workshops to help their students with such things as
literature reviews and improving source material integration. However, the UWC lacks the financial resources to
transition these faculty-requested workshops to an online format, leaving instructors to find or develop methods for
helping their students with important aspects of the writing process at a time of curricular mayhem when instructors could
most use the additional support.

Next year, the UWC is facing a 42 percent cut from this year’s inadequate budget. The anticipated AY 2022 budget takes
another 63 percent off of that – a number that leaves the UWC operating on 20 percent of a budget that allows them to
effectively offer their services. I fear these further slashes to the UWC will be debilitating to the center and to all of those
it serves.

Undergraduate & graduate students across the university will suffer for these cuts. Faculty will lose a vital resource in
teaching writing.

Thank you for your time. I hope you will join me in stating unequivocally that the UWC is an essential component of
student success on this campus.

Sincerely,

Lisa Ellison
Teaching Instructor, Foreign Languages & Literatures
Harriot College of Arts & Sciences

The WAC Committee unanimously voted to endorse this letter & add their signatures to it on September
14, 2020. The University Writing Center is an essential resource that benefits undergraduates, graduate
students & faculty across the university.
1. Ann Mannie, Clinical Assistant Professor, College of Allied Health Sciences
2. Jen-Scott Mobley, Assistant Professor, College of Fine Arts & Communication
3. Tory Rose Harris, undergraduate in HCAS & CFAC, Student Government Assn.
4. Heather Ries, Associate Professor, College of Arts & Sciences
5. Kristen Gregory, Assistant Professor, College of Education
6. Jeanette Avery, Clinical Assistant Professor, College of Nursing
7. Tracy Morse, Associate Professor, Harriot College of Arts & Sciences
8. Jamin Carson, Associate Professor, College of Education
9. Wendy Sharer, Professor, Harriot College of Arts & Sciences
10. Marina Alexander, Associate Professor, College of Health & Human Performance
11. Will Banks, Professor, College of Arts & Sciences
12. Clark Nall, Associate Professor, Academic Library Services
13. Michelle Eble, Associate Professor, College of Arts & Sciences
14. Elizabeth Ketterman, Director, Health Sciences Library
Resolution #20-56  
Approved by the Faculty Senate: October 6, 2020  
Approved by the Chancellor: November 3, 2020

Approval of revisions to the 2020 Administrative Surveys, as follows:

(Additions are in **bold** and deletions are in *strikethrough*.)

<table>
<thead>
<tr>
<th>ECU Administrator Survey</th>
<th>Deans and Directors Form</th>
</tr>
</thead>
</table>

**Leadership**

<table>
<thead>
<tr>
<th>Question</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neither Agree nor Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>Don’t Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>21. Articulates a shared vision for the future</td>
<td>o</td>
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<td>22. Communicates priorities, standards, and administrative procedures effectively</td>
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<td>23. Represents the college or library effectively to the community, region, and state</td>
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**Teaching, Research/Creative Activity, and Service**

<table>
<thead>
<tr>
<th>Question</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neither Agree nor Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>Don’t Know</th>
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<tr>
<td>24. Fosters a climate that promotes excellence in research/creative activities</td>
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<td>25. Fosters a climate that promotes excellence in teaching</td>
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<td>26. Fosters a climate that promotes excellence in patient care</td>
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<td>27. Promotes service activities related to the fulfillment of the University’s mission</td>
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<td>28. Actively promotes student success</td>
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<tr>
<td>Administration and Management</td>
<td>Strongly Disagree</td>
<td>Disagree</td>
<td>Neither Agree nor Disagree</td>
<td>Agree</td>
<td>Strongly Agree</td>
<td>Don't Know</td>
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<td>29. Provides guidance, support and resources for faculty development, particularly related to recruitment, tenure and promotion</td>
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<td>30. Effectively evaluates or assesses the units under his/her administration, acknowledges areas of excellence, and recommends areas where improvement is needed</td>
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<td>o</td>
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<td>31. Works effectively to identify and pursue philanthropic support for the college or library</td>
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<td>32. Allocates the resources of the college or library effectively in accordance with institutional priorities</td>
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<tr>
<td>Diversity and Collaboration</td>
<td>Strongly Disagree</td>
<td>Disagree</td>
<td>Neither Agree nor Disagree</td>
<td>Agree</td>
<td>Strongly Agree</td>
<td>Don't Know</td>
</tr>
<tr>
<td>33. Encourages diversity and implements mechanisms for attracting and retaining underrepresented (students, staff and faculty) groups</td>
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<td>34. Supports sound practices of collaboration, openness and shared governance</td>
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<tr>
<td>Open-ended Comments</td>
<td>35. Which matters need priority attention by this administrator during the next year or two?</td>
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</tbody>
</table>
36. What is the most important observation you can make about this administrator's effectiveness?

Demographics

37. What is your faculty status?
   - Tenured
   - Probationary term (tenure track)
   - Fixed term
   - EHRA non-faculty

38. How many years have you been employed at ECU?
   - 0-3 years
   - 4-10 years
   - More than 10 years

39. What is your gender?
   - Male
   - Female

19. I identify as:
   - A woman
   - A man
   - Gender fluid, non-binary, and/or Two-spirit
   - Prefer not to Answer

40. What is your race/ethnicity?
   - Asian
   - Black or African American
   - Hispanic
   - White
   - Other

---------------------------------------------------------------------------------------------------------------------

ECU Administrator Survey
Vice Chancellor Form

Leadership

1. Articulates a shared vision for the future
   - Strongly Disagree
   - Disagree
   - Neither Agree nor Disagree
   - Agree
   - Strongly Agree
   - Don't Know
2. Communicates priorities, standards, and administrative procedures effectively

3. Represents the university effectively to the community, region, and state

<table>
<thead>
<tr>
<th>Teaching, Research/Creative Activity, and Service</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neither Agree nor Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>Don't Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Fosters a climate that promotes excellence in research/creative activities</td>
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<tr>
<td>5. Fosters a climate that promotes excellence in teaching</td>
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<td>7. Promotes service activities related to the fulfillment of the University’s mission</td>
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<td>8. Actively promotes student success</td>
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<th>Administration and Management</th>
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<tr>
<td>9. Provides guidance, support and resources for faculty development, particularly related to recruitment, tenure and promotion</td>
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<td>10. Effectively evaluates or assesses the units under his/her administration, acknowledges areas of excellence, and recommends areas where improvement is needed</td>
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11. Works effectively to identify and pursue philanthropic support for the university

12. Allocates the resources of the division effectively in accordance with institutional priorities

**Diversity and Collaboration**

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<th>Strongly Disagree</th>
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13. Encourages diversity and implements mechanisms for attracting and retaining underrepresented (students, staff and faculty) groups

14. Supports sound practices of collaboration, openness and shared governance

**Open-ended Comments**

15. Which matters need priority attention by this administrator during the next year or two?

16. What is the most important observation you can make about this administrator’s effectiveness?

**Demographics**

17. What is your faculty status?
   o Tenured
   o Probationary term (tenure track)
   o Fixed term
   o EHRA non-faculty

18. How many years have you been employed at ECU?
   o 0-3 years
   o 4-10 years
   o More than 10 years
19. What is your gender?
   o Male
   o Female

19. I identify as:
   o A woman
   o A man
   o Gender fluid, non-binary, and/or Two-spirit
   o Prefer not to Answer

20. What is your race/ethnicity?
   a. Asian
   b. Black or African American
   c. Hispanic
   d. White
   e. Other

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ECU Administrator Survey
Chancellor Form

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<tr>
<th>Leadership</th>
<th>Strongly Disagree</th>
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<th>Neither Agree nor Disagree</th>
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<th>Teaching, Research/Creative Activity, and Service</th>
<th>Strongly Disagree</th>
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8. Actively promotes student success

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19. I identify as:
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   - A man
   - Gender fluid, non-binary, and/or Two-spirit
   - Prefer not to Answer

20. What is your race/ethnicity?
   - Asian
   - Black or African American
   - Hispanic
   - White
   - Other

Resolution #20-57
Approved by the Faculty Senate: October 6, 2020
Approved by the Chancellor: November 3, 2020 with comment*

*Interim Chancellor Mitchelson replied as follows:
Revisions to Part VIII of the Faculty Manual require BOT approval under the Board of Governors delegation of authority (see UNC Policy Manual 100.1 The Code, Appendix 1). The particular subsection being revised is not related to tenure or promotion, therefore the Board of Trustees can be notified for information only. Provost Grant Hayes will notify the Board of Trustees of this revision.
Approval of revisions to the *ECU Faculty Manual*, Part VIII, Section I., Subsection I. Selection and Appointment of New Faculty, A. Determination and Number and Nature Selection and Appointment of New Faculty, A. Determination and Number and Nature of Positions, as follows:

Additions are in **bold**.

III. Selection and Appointment of New Faculty
   A. Determination of Number and Nature of Positions

   Since faculty members of each academic unit are responsible for the curriculum, they shall make recommendations on the personnel needs of the unit. **All faculty appointments shall be initiated by a recommendation of the Unit Personnel Committee unless otherwise specified in the Unit Code.**

   Acting in accord with the policies and procedures set forth in the Unit Code, the unit administrator shall recommend, with input from the faculty, to the next higher administrator (for conveyance to the Academic Council) the number and nature of faculty positions needed to carry out the unit’s mission and achieve the university, division, college and unit planning goals. Such recommendations shall contain justifications addressing the unit staffing plan and appropriate planning goals of the university, division, college, and unit.

   Allocation of faculty positions is the prerogative of the Academic Council. The deans and directors shall determine the distribution of positions within their college and schools in accordance with strategic priorities.

   In general, tenured and probationary term (tenure-track) positions are preferred unless sound reasons exist. Such reasons include, but are not limited to; (a) the position is not permanently assigned to the unit, (b) the position is addressing temporary needs, (c) the position cannot be filled by a faculty member with a terminal degree, (d) the duties of the position are primarily clinical, (e) the position is by its nature term-limited (term-limited endowed professorships, for example), (f) this reflects the preference of the faculty member taking the position, or (g) budgetary or strategic considerations.

Resolution #20-58
Approved by the Faculty Senate: October 6, 2020
Approved by the Chancellor: November 3, 2020

Approval of revisions to the *ECU Faculty Manual*, Part VI, Teaching and Curriculum Regulations, Procedures, and Academic Program Development, Section VII. Curriculum Procedures and Academic Program Development, as follows:

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

PART VI

TEACHING AND CURRICULUM REGULATIONS, PROCEDURES AND ACADEMIC PROGRAM DEVELOPMENT

SECTIONS
I. Teaching Regulations and Guidelines Relating to Faculty Revised 4-20
II. Academic Integrity
III. Distance Education Policies Revised 1-20
IV. Student Privacy, Conduct, and Complaints Revised 5-16
V. Graduation Policies Revised 1-16
VI. Emergency Notification and Evacuation Procedures
VII. Curriculum Procedures, and Academic Program Development, and the Academic Calendar Revised 11-19

SECTION VII

Curriculum Procedures, and Academic Program Development, and the Academic Calendar
(Revised 11-19)

In accordance with ECU’s commitment to strong academic programs and the SACSCOC Principles of Accreditation, ECU “places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty.” Program and curriculum changes are initiated, prepared, and presented for review through ECU’s curriculum management system. All proposals follow an approval process inclusive of all relevant ECU campus bodies and voting faculty as defined in this document. Three levels of approval are defined according to the specific delegated authority of final approval bodies. Proposals governed by the policies and procedures of the UNC System Office (UNC-SO) and/or Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) will follow additional approval steps and will therefore take longer to proceed through the entire approval process.

Academic Planning and Accreditation (APA), a unit of Institutional Planning, Assessment and Research, facilitates the curriculum and program development process through administration of ECU’s curriculum management system and direct consultation with faculty planners. The Office of Continuing Studies and Distance Education and APA process requests to deliver new and existing academic programs through distance education. Consultation with the unit curriculum liaison, personnel in the Office of the Registrar, and personnel in APA is recommended at the onset of curriculum and program development.

The Academic Program Development Collaborative Team (APDCT), an advisory body to the Academic Council, is comprised of the Undergraduate/Graduate Curriculum Committee chairs; Educational Policies and Planning Committee (EPPC) chair; dean of the Graduate School; representatives from the Office of Continuing Studies and Distance Education, Institutional Research, Academic Planning and Accreditation, and Division of Health Sciences; and the Chair of the Faculty. APDCT collaborates with faculty planners to strengthen program proposals and makes recommendations to the Academic Council, EPPC, and the dean of the Graduate School (as applicable) on developing programs.

Academic committees of the Faculty Senate and the Graduate School review course and program proposals, as well as proposed changes to the academic calendar in accordance with their stated charges. Faculty Senate committees also approve requests for special course designations, such as service learning, writing intensive, and diversity.

...
C. Academic Program Review
Every academic program that is not accredited by a specialized accrediting agency is required to be reviewed as part of a seven-year unit program evaluation. The unit Academic Program Review will be conducted according to the Academic Program Review Guidelines. Changes to these guidelines need to be approved by the Educational Policies and Planning Committee and the Faculty Senate. The unit Academic Program Review shall be used in the development of the unit’s operational and strategic plans.

D. Academic Calendar
Because the Academic Calendar is fundamental to the “content, quality, and effectiveness of the curriculum,” (see para. 1 above; or SACS) no changes to the Academic Calendar shall be made without consultation of the Calendar Committee and Faculty Senate.

Faculty Senate Resolution #12-50, March 2012
Faculty Senate Resolution #14-62, May 2014
Faculty Senate Resolution #15-63, May 2015
Faculty Senate Resolution #17-13, March 2017
Faculty Senate Resolution #18-22, April 2018
Faculty Senate Resolution #18-68, January 2019
Faculty Senate Resolution #19-08, February 2019
Faculty Senate Resolution #19-71, November 2019
Faculty Senate Resolution #19-79, December 2019
Faculty Senate Resolution #20-31, April 2020
Faculty Senate Resolution #20-##, October 2020

Resolution #20-59
Approved by the Faculty Senate: October 6, 2020
Approved by the Chancellor: November 3, 2020

Approval of revisions to the University Budget Committee charge, as follows:

(Additions are noted in bold and deletions in strikethrough.)

1. Name: University Budget Committee

2. Membership:
7 elected faculty members (no more than one of whom may be fixed term).

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research, Economic Development and Engagement or an appointed representative, the Vice Chancellor for Administration and Finance or an appointed representative, the Vice Chancellor for Student Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.
The chair of the committee may invite resource persons as necessary to realize the
community charge. The chair of the committee may appoint such subcommittees as he
or she deems necessary.

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

4. Committee Responsibilities:
   A. The committee serves as a communication link between the Faculty Senate and the
      Chancellor for budgetary matters. The committee informs the Faculty Senate about
      changes and proposed changes in the university budget.
   B. The committee receives information and advises the Chancellor regarding budgetary
      and reallocation decisions.
   C. The committee advises the Chancellor through the Faculty Senate on annual budget
      priorities and policy, biennial budget requests and priorities, tuition changes, and the
      relationship of budget decisions to the university’s mission.
   D. One committee representative serves as an ex-officio member on the
      administrative Tuition and Fees Committee.

5. To Whom The Committee Reports:
The committee advises the Chancellor through their reports to the Faculty
Senate concerning its recommendations to the Chancellor.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to advise the Chancellor as described in section 4.A. above.

8. Standard Meeting Time:
The committee meets one Thursday each month, with specific days and times to be
scheduled so as to avoid conflict with meetings of the ECU Board of Trustees or the
UNC Board of Governors. Meeting time is scheduled for the third Thursday of each month.

Resolution #20-60
Approved by the Faculty Senate: October 6, 2020
Approved by the Chancellor: November 3, 2020

Approval of revisions to the General Education and Instructional Effectiveness Committee charge, as
follows:

(Additions are noted in bold and deletions in strikethrough.)

1. Name: General Education and Instructional Effectiveness

2. Membership: 8 elected faculty members. Ex-officio members (with vote): The Chancellor or an appointed
   representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an
   appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and
one student member from the Student Government Association. The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
A. The committee recommends policies to improve and advance faculty teaching and student learning.
B. The committee promotes teaching excellence and recommends means to identify faculty teaching success, including development of peer review instruments for teaching face-to-face and distance education courses. The committee assists units requesting aid in developing teaching evaluation instruments for personnel decisions. The committee recommends policies and programs to improve the physical environment in which teaching occurs. The committee provides a forum for faculty opinion concerning the design of new academic buildings and renovation of existing academic buildings.
C. The committee makes recommendations regarding proposed changes, including individual courses, in the general education and diversity curriculum. The committee makes recommendations to the Faculty Senate regarding proposed changes in the general education and diversity requirements.*
D. The committee periodically reviews existing General Education and Diversity course offerings and recommends, as appropriate, changes to course General Education and Diversity status in order to ensure that the Student Learning Outcomes for the General Education and Diversity curriculum are being met.
ED. The committee reviews the annual report of the Director of the Writing Across the Curriculum Program and the Dean of The Honors College.
FE. The committee reviews honors seminar proposals for general education credit, diversity credit, or both.
GE. The chair or appointed representative serves as an ex-officio member of the University Athletics Committee and Honors College Faculty Advisory Committee.
HG. The Committee reviews at least annually those sections within the University Undergraduate Catalog and University Graduate Catalog that correspond to the Committee’s charge and recommends changes as necessary.

5. To Whom The Committee Reports:
The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited above. The committee recommends curricular changes in the general education and diversity curriculum to the Faculty Senate.

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:
None

8. Standard Meeting Time:
The committee meeting time is scheduled for the third Monday of each month.
Resolution #20-61
Approved by the Faculty Senate: October 6, 2020
Approved by the Chancellor: March 3, 2021

*Approved with additional edits. The requested edits can be viewed [here](link), with the final version re-approved by the Committee and by the administrative reviewers found [here](link).

Approval of revisions to the *ECU Faculty Manual* Part XI., Section I. Employment Policies and Section II. Benefits and Leave, as follows:

Additions are in red and deletions are in strikethrough.

PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

SECTION I

Employment Policies

(*Text moved from former Part VI*)

CONTENTS

I. Faculty Absence and Leave
II. New Faculty Orientation
III. Phased Retirement
IV. Retirement
V. Salary Policies
VI. Emeritus Faculty Privileges
VII. Travel and Expense Allowances

It is a policy of the university throughout the campus and all its branches, divisions, departments, facilities, and activities that firm and positive steps be taken by all supervisory and management personnel to prevent any discriminatory employment practices; and that affirmative action will be taken to ensure that applicants for employment will be considered and employed based on actual job requirements; and that all personnel matters pertaining to employment, placement, training, upgrading, promotion, demotion, transfer, layoff, termination, and salary administration will be conducted in a nondiscriminatory way without regard to race/ethnicity, color, genetic information, national origin, religion, sex (including pregnancy and pregnancy related conditions), veteran’s status, gender identity, age, sexual orientation, political affiliation, or disability. (Faculty Senate Resolution #03-37, September 2003, Faculty Senate Resolution #16-44, April 2016, Notice of Nondiscrimination and Affirmative Action Policy)

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

I. Faculty Absence and Leave
Faculty members unable to perform their duties are expected to make arrangements in advance with their unit administrators. The unit administrator then determines the acceptability of the absence from duty, and if necessary, will coordinate substitute arrangements with the appropriate administrator (dean or vice chancellor). If the absence from duty is associated with travel, faculty must be in compliance with the East Carolina University travel policy (http://www.ecu.edu/cs-admin/financialServ/accountspayable/travelmanual.cfm). Travel Policy which mandates states that all employees are responsible for obtaining approvals for all university travel business trips is subject to availability of budgeted funds and must be approved before travel may begin. In the event of an absence from duty caused by an emergency or illness, a faculty member is advised to inform their unit administrator supervisor at his or her the employee’s earliest convenience; normally the notification should be within one business day. Faculty members incurring an illness or emergency for more than three consecutive business days are to will be notified by the unit administrator of their potential entitlements under the Family and Medical Leave Act (FMLA).

Refer to the Faculty Serious Illness and Parental Leave Policy http://www.ecu.edu/csadmin/HumanResources/Benefits.cfm for additional information on leave and benefits coverage under FMLA for cases of serious health conditions and/or parental leave.

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

Faculty members may retain voting privileges while they are on leave of absence but in attendance at specified committee meetings, such as personnel, promotion, and tenure committees. Please refer to section IV. of the ECU Tenure and Promotion Policies and Procedures, Part IV, Section I, located in the ECU Faculty Manual. Leaves of absence for probationary-term faculty members may, under cases of severe personal exigency or other compelling personal circumstances, include extension of the length of the probationary term. The conditions for, and approval process of, extensions of the probationary term can be found in Part IX, Section I, subsection II.C.4 of the ECU Appointment, Tenure, Promotion, and Advancement Policies and Procedures and Performance Review of Tenured Faculty, located in the ECU Faculty Manual. Continuation of benefits for faculty members on leave is covered by university and state regulations.

Prior to taking leave, faculty members are encouraged to speak with a university benefits counselor to determine benefit continuation options. Additional information is available at the following website: http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm (FS Resolution #11-46, March 2011)

Faculty members requesting a professional leave of absence should include the reason(s) for the request and the dates the faculty member is requesting leave. The unit administrator will forward the request to the Personnel Committee, which will make a recommendation to the unit administrator. The unit administrator will make a recommendation and will forward both recommendations to the immediate supervisor. This procedure shall be repeated at each administrative level until the recommendation reaches the appropriate vice chancellor. After reviewing the recommendations, the vice chancellor will make a decision and will notify in writing the faculty member, the unit administrator, and the administrator’s immediate supervisor.

Leaves of absence include, but are not limited to, the following:
1. Professional Leave.
Leave is granted to give permanently tenured faculty members opportunities for research, advanced study and/or professional growth. For both permanently tenured and probationary-term faculty members, this type of leave allows faculty members to accept competitive awards in programs such as the Fulbright or Fogarty Fellowships, allowing research or advanced study opportunities. Faculty members requesting a professional leave of absence should include the reason(s) for the request and the dates the faculty member is requesting leave. The unit administrator will forward the request to the Personnel Committee, which will make a recommendation to the unit administrator. The unit administrator will make a recommendation and will forward both recommendations to the immediate supervisor. This procedure shall be repeated at each administrative level until the recommendation reaches the appropriate vice chancellor. After reviewing the recommendations, the vice chancellor will make a decision and will notify in writing the faculty member, the unit administrator, and the administrator’s immediate supervisor.

2. Faculty Scholarly Reassignment.
Leave is granted for a faculty member to pursue full-time a project involving research or creative (scholarly) activity. Details of the ECU Faculty Scholarly Reassignment policy, including eligibility and terms and conditions, are linked here on the Policies, Rules and Regulations University website.

3. Personal leave.
In accordance with ECU’s Faculty Serious Illness and Parental Leave Policy, a faculty member may request personal leave for purposes such as serious illnesses, maternity leave, or parental leave as defined by the Family and Medical Leave Act (FMLA). See http://www.ecu.edu/cs-admin/HumanResources/Benefits.cfm http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm for more information.

4. Public service leave.
A faculty member may run for political office, serve in appointed or elected public office, or serve in an appointed professional office and request a leave of absence. See “Political Activities of Employees” of the UNC policy manual policy (http://www.northcarolina.edu/policy/index.php?pg=vb&node_id=331 Chapter 300.5.1, https://www.northcarolina.edu/apps/policy/index.php?section=300.5.1) for more information on this type of leave.


Leave is granted to fulfill a military obligation, such as a call to active duty for a reservist. See the Faculty Military Leave Policy link (Chapter 300.2.8,
Faculty members may retain voting privileges while they are on leave of absence but in attendance at specified committee meetings, such as personnel, promotion, and tenure committees. Please refer to section IV. of the ECU Tenure and Promotion Policies and Procedures, Part IV, Section I, located in the *ECU Faculty Manual*. Leaves of absence for probationary-term faculty members may, under cases of severe personal exigency or other compelling personal circumstances, include extension of the length of the probationary term. The conditions for, and approval process of, extensions of the probationary term can be found in Section II.C.4 of the *ECU Tenure and Promotion Policies and Procedures*, located in the *ECU Faculty Manual*. Continuation of benefits for faculty members on leave is covered by university and state regulations.

Prior to taking leave, faculty members are encouraged to speak with a university benefits counselor to determine benefit continuation options. Additional information is available at the following website: [http://www.ecu.edu/cs_admin/HumanResources/Benefits.cfm](http://www.ecu.edu/cs_admin/HumanResources/Benefits.cfm). (FS Resolution #11-46, March 2011)

II. New Faculty Orientation
New faculty are expected to attend the East Carolina University New Faculty Orientation Program. The program offers a variety of resources, including information on benefits, parking, technology, research, and tenure: [http://www.ecu.edu/cs-acad/facultyorientation](http://www.ecu.edu/cs-acad/facultyorientation), [https://blog.ecu.edu/sites/piratesaboard/](https://blog.ecu.edu/sites/piratesaboard/). Additional faculty orientation activities may be required by academic units. As part of the orientation process, new faculty members are informed about the University system of shared governance and invited to serve in shared governance of the university. Orientation of new faculty will be continued throughout the year by key administrators and faculty leaders to assist the faculty in becoming acquainted with the practices and procedures of the university. Ongoing programs, including information on mentoring, are available through the Office for Faculty Excellence: [http://www.ecu.edu/ofe/](http://www.ecu.edu/ofe/) [https://ofe.ecu.edu/](https://ofe.ecu.edu/). New faculty hire letters note a begin date one week prior to the annual convocation with the expectation that all new faculty will attend the New Faculty Orientation Program.

New faculty are encouraged to attend the annual Faculty Convocation, which is scheduled at the opening of each academic year, for the purpose of becoming acquainted with the chancellor, chair of the faculty, key administrative personnel and their responsibilities, and with the relationship between faculty and administration. (FS Resolution #11-80, October 2011)

III. Phased Retirement
Participation in East Carolina University’s Phased Retirement Program is available to tenured faculty who meet University of North Carolina Program eligibility criteria as detailed in the policy available online at: [https://www.northcarolina.edu/apps/policy/index.php?tab=policy_manual](https://www.northcarolina.edu/apps/policy/index.php?tab=policy_manual)

Application Forms can be found in the faculty member’s respective Division human resources office or at the following website: [https://academicaffairs.ecu.edu/personnel/forms-information/](https://academicaffairs.ecu.edu/personnel/forms-information/) (FS Resolution #11-60, April 2011)

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

Overview of retirement plan options:
https://humanresources.ecu.edu/benefits/retirement/

Statutory provisions for the State Retirement system:
http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bychapter/chapter_135.pdf

NC State Treasurer’s Retirement home page:
http://www.nctreasurer.com/dsthome/RetirementSystems
https://www.myncretirement.com/

Privileges for Retired Faculty

The following University websites provide information on privileges awarded to retired faculty:

1. ECU Retired Faculty Association

   The East Carolina University Retired Faculty Association (ECURFA) provides retired faculty with a continuing link to the university and to colleagues and friends through social activities, receptions, and group travel. It also provides an opportunity to give back to the university through an endowment fund. Go to the following below to obtain further information: http://www.ecu.edu/ecurfa.

2. Parking permits

   The parking privileges for retired faculty are outlined in The Parking and Transportation Policy (200-0070) under “Special Parking Situations”, sections “Phased Retirement” and “Retired Faculty”. Refer to the link below to obtain current information on parking privileges for retirees: http://www.ecu.edu/cs-admin/parkingandtransportation/retired.cfm

   Retired Faculty Permits (RF):
   Retired Faculty are eligible to apply for a free, retired faculty permit to park in specifically marked ‘Retired Faculty’ spaces on campus upon submitting an Application Form to the Parking and Transportation office. Upon receipt of the Application, the Parking Office staff will contact Human Resources to confirm the faculty member’s retired status. Phased Retirement Faculty participants for whom status has been confirmed by Human Resources have the option to upgrade the free retired faculty permit to an A permit for half the price of the A permit IF the permit they held at the time they retired was an A permit. Individual faculty may request an Application Form by directly contacting the Parking and Transportation Office. (This paragraph was editorially revised to reflect updated information by authorization of the Chair of the Faculty on 08/26/2020.)

3. ECU 1 Card

   The ECU 1 Card is the official university photo ID card. Some privileges for retired faculty require presenting an ECU 1 Card (Retiree version). Procedures for obtaining an ECU 1 Card for retirees can be found at the website listed below: https://1card.ecu.edu/

4. E-mail

   Retired faculty may continue to use their ECU e-mail account in accordance with University guidelines. Details can be found at the ITCS website: https://itcs.ecu.edu/.

5. Student Recreation Center membership

   Retired faculty may purchase annual, semester, or summer memberships to the Student
Recreation Center. They must present their ECU 1 Card when purchasing a membership. Refer to the website below to obtain further information:
https://crw.ecu.edu/memberships-services/membership-home/

6. Joyner Library access
Retired faculty may apply for borrowing privileges at the Joyner Library Circulation desk. They must present their ECU 1 Card to obtain services. Further information may be obtained at the website below: http://www.ecu.edu/cs-lib/accesssrv/circulation/ciropolicy.cfm
https://library.ecu.edu/services/general-circulation-procedure/

7. Laupus Library access
Retired faculty may apply for borrowing privileges at the Laupus Library Circulation desk. They must present their ECU 1 Card to obtain services. Further information may be obtained at the website below: http://www.ecu.edu/cs-dhs/laupuslibrary/circulation.cfm https://hsl.ecu.edu/using-the-library/our-circulation-policies/.
(FS Resolution #11-60, April 2011)

8. Web Service
Retired faculty with existing web space may continue to have access to university hosted web pages to allow retired faculty to continue their scholarly activities. Details can be found at the website: https://itcs.ecu.edu/.
(FS Resolution #13-33, March 2013)

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

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

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

For a more detailed description on Salary Policies (e.g. overloads, summer overloads, research/creative activity, less than full time employees, etc.) please refer to: ECU Policy Manual, Human Resources, and Financial Services (payroll).

For a full-time member of the faculty or EPAEHRA professional staff, the salary approved by the Board of Governors is the full compensation to be expected during the period of employment. No additional payments may be made for university duties that are generally related to the position to which the individual is appointed. The period of appointment includes all formal holidays and interludes during which no classes are scheduled.
Regardless of the salary source, total compensation paid during the period of appointment cannot exceed the salary amount authorized in the current appointment letter, except for extraordinary situations that must be approved in advance by the supervisor, department chair or school director, dean or director and vice chancellor.

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

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

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

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

Work for ECU Outside the Home Unit: Prior approval to teach or perform other duties outside the faculty member’s home unit is required from all involved administrative levels.

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

External Activities for Pay
The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by the ECU Faculty Manual can be found here: https://www.ecu.edu/prr/01/15/03. Individuals are expected to comply with these policies this policy that include seeking prior administrative permission to the commencement of the activity and the filing of annual conflict of interest statements at the end of the academic year.

( FS Resolution #12-70, April 2012)
VI. Emeritus Faculty Privileges
Upon the recommendation of the unit personnel committee, unit head, appropriate dean, and appropriate vice chancellor, in accordance with criteria defined in the unit code, the chancellor may grant the faculty retiree emeritus status (as defined in Personnel Policies and Procedures for the Faculty, *ECU Faculty Manual*, Part VIII, Section I.) which includes listing in Undergraduate and Graduate Catalogs, the continuance of eligibility to march, wearing appropriate regalia, in University commencement exercises and other University formal processions, as active faculty. (FS Resolution #13-97, December 2013)

VII. Travel and Expense Allowances
A. Paid Travel
All business related travel must have written authorization prior to travel, and be approved in advance as requested by either the academic department or college. Full documentation and explanation are required for all travel. Approval within the online travel system satisfies this requirement. Business related travel may be covered by the university using department funds or through grant funds or other sources. All reimbursement requests shall be filed for approval and payment made within thirty days after the end of the travel period for which reimbursement is being requested.

The mode of transportation for travel could be completed by the following methods: private car, state car, rental car, airplane, bus, taxi, railroad, etc. For more information on travel approval and reimbursements, refer to the following Financial Services websites:

https://financialservices.ecu.edu/

http://ecu.edu/cs-admin/financial_serv/indextraveloffice.cfm

http://ecu.edu/cs-admin/financial_serv/accountspayable/TravelApprovalandReimbursement.cfm

B. Unpaid Travel
If a faculty member is traveling for business reasons, but is not going to be reimbursed for travel expenses, the pre-approved travel authorization forms still need to be completed. This process helps with the authorization of workers’ compensation should an accident occur during the travel period. (FS Resolution #11-19, February 2011)

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PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

SECTION II

Benefits and Leave

(Text moved from former Part VI)

CONTENTS

I. Benefits
II. Workers’ Compensation
III. Disability Insurance
I. Benefits
A variety of benefits are available to permanent employees of ECU, based on specific eligibility criteria. All benefits are subject to state regulations, university policies and procedures, and individual plan documents. Employee benefits are subject to change and reasonable notice is provided to employees by Human Resources when changes occur. Information about benefits may be obtained from the University Benefits Office in Human Resources located online at: http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm. See the University Policy Manual for more information. (FS Resolution #11-61, April 2011)

II. Workers’ Compensation
All university employees, including paid student workers, are covered by workers’ compensation that provides for certain benefits in the event there is an on-the-job injury or illness. If and when an on-the-job injury or illness should occur, it should be reported immediately to the supervisor who will notify the appropriate university offices. For additional information about workers’ compensation and related forms see the University Policy Manual and Office of Environmental Health and Safety website http://www.ecu.edu/cs-admin/oehs/ih/workerscomp.cfm. (FS Resolution #11-61, April 2011)

III. Disability Insurance
ECU has disability insurance coverage for both short-term (2 to 12 months with the possibility of a 12 month extension) and long-term (greater than 12 months) situations. The specific details of the disability insurance options can be found at the HR Benefits website: http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm. Questions regarding disability coverage should be directed to a University Benefits Counselor listed online at http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm (FS Resolution #11-61, April 2011)

IV. Vacation and Sick Leave
Faculty with twelve-month employment contracts may be granted leave as authorized by the vice chancellors and chancellor. Teaching faculty with twelve-month employment contracts may only be granted vacation leave and are not eligible for sick leave. See the 12 Month Leave Policy for more information. Teaching faculty who have a with nine-month employment contracts do not earn vacation or sick leave. (FS Resolution #11-61, April 2011)

V. Faculty Serious Illness and Parental Leave Policy
This policy provides leave with pay for eligible faculty for cases of serious health conditions, maternity leave, or parental leave as defined by the Family and Medical Leave Act. Refer to the Faculty Serious Illness and Leave Policy for more information. (FS Resolution #11-61, April 2011)

Resolution #20-62
Approved by the Faculty Senate: October 6, 2020
Approved by the Chancellor: November 3, 2020
Curriculum and academic matters acted on and recorded in the September 10, 2020 Undergraduate Curriculum Committee meeting including curricular actions in the Department of Air Force ROTC within the College of Health and Human Performance, in the Department of Technology Systems within the College of Engineering and Technology, and within the Department of Political Science within the Thomas Harriot College of Arts and Sciences.

Resolution #20-63
Approved by the Faculty Senate: October 6, 2020
Approved by the Chancellor: November 3, 2020

Curriculum and academic matters acted on and recorded during the September 21, 2020 General Education and Instructional Effectiveness Committee meeting including Domestic Diversity (DD) credit for SOC 101 Introduction to Sociology from West Virginia University at Parkersburg, MUS 260 History of Jazz from North Carolina State University; Global Diversity (GD) credit for HIST 1320 World Sciences at North Carolina Central University; and General Humanities (GE:HU) credit for LBST 2012 Global Connections from UNC Charlotte.

Resolution #20-64
Approved by the Faculty Senate: October 6, 2020
Approved by the Chancellor: rejected November 3, 2020, with comment*

*Interim Chancellor Mitchelson replied with this comment:
Contract terms can no longer be changed since the beverage contract has already been awarded. In the RFP request, each bidder was asked to provide the University with their sustainability plans and efforts. It is not necessary to include the University Sustainability Manager in contract negotiations. The Sustainability Manager can provide input before the next contract is negotiated. Additional questions can be directed to Dr. Sara Thorndike, Vice Chancellor for Administration and Finance.

Approval of Resolution on Beverage Contract, as follows:

WHEREAS, the University Environment Committee is charged with promoting sustainability efforts on campus, which include energy and resource conservation, recycling, and the reduction of waste; and

WHEREAS, the current Safety and Environmental policy states, “ECU will strive to protect and enhance the environment by pursuing environmental sustainability initiatives”; and

WHEREAS, the ECU Sustainability Plan establishes a goal to “Eliminate single-use plastic bags, straws, and bottled water over the next five years…” and this plan was unanimously approved by former Chancellor Staton and his Executive Council; and

WHEREAS, the bottling industry has developed new and innovative alternatives to single-use plastics, including plastic bottles that contain a percentage of plant-based materials and aluminum bottles that can be recycled more easily and for financial gain, and
WHEREAS, the University is scheduled to sign a new, 10-year beverage contract with a supplier; and

WHEREAS, the University Environment Committee supports an effective, convenient, environmentally sound and fairly financed recycling program; and

WHEREAS, the University Environment Committee supports strategies to divert and reduce waste to the greatest extent possible in all aspects of ECU operations, and

WHEREAS,

- Less than 10 percent of plastic has ever been recycled
- Plastic degrades each time it is reused, meaning it cannot be reused more than once or twice
- Making new plastic out of oil is cheaper and easier than making it out of plastic trash, but this practice is not sustainable
- The oceans now have at least 150 million tons of plastic in them, which will soon increase to an amount that surpasses the weight of all the fish in the sea
- Certain soda companies are sourcing water for bottled water from drought-prone, low-income areas

WHEREAS, environmental activists have particularly named ECU’s current beverage supplier, Coca-Cola, for the proliferation of plastic waste globally and for its depletion of water from drought-prone regions,

THEREFORE, Be It Resolved, that the Faculty Senate supports the efforts and strategies of the Committee to request that 1) the soda company that is selected is committed to reducing these environmentally destructive practices and 2) a clause be added to this contract that will reduce the amount of single-use plastic bottles sold on campus by 2.5% each year and 3) ECU Materials Management will establish measures to include the University Sustainability Manager in future contract negotiations related to achieving goals laid out in the ECU Sustainability Plan.

Resolution #20-65
Approved by the Faculty Senate: November 3, 2020
Received by the Chancellor: December 7, 2020

Formal faculty advice on curriculum and academic matters acted on and recorded in the October 19, 2020 Graduate Council meeting minutes, including level I action items from the September 2, 2020, and September 16, 2020 Graduate Curriculum Committee meeting minutes which were approved by its delegated authority and are reported here for informational purposes, programmatic action item (GC 20-10), including level II action items from the September 2, 2020 Graduate Curriculum Committee meeting minutes, which were forwarded to the Educational Policies and Planning Committee (EPPC), and included a revision to existing certificate - Psychiatric-Mental Health Nurse Practitioner, and revision to existing degree program – Masters of Science in Nursing (MSN) in the Department of Advanced Nursing Practice and Education within the College of Nursing; and in the August 31, 2020, Graduate Council meeting minutes, which were presented as information only during the October 6, 2020 Faculty Senate meeting, and are now being presented to you for formal
faculty advice, including policy action item (GC 20-9) Graduate Catalog editorial revision to the “General Requirements for Degrees and Certificates” policy, to include clarification to the two research ethics requirements where it clarifies that students can take the HUMS 7004 – Ethics and Research or a discipline specific equivalent of at least two credits of research ethics, human subjects protections, and the responsible conduct of research; and proposed changes to the “Request for Inclusion”, to help streamline and shorten up the process for a new program approval.

Resolution #20-66
Approved by the Faculty Senate: November 3, 2020
Approved by the Chancellor: December 7, 2020

Curriculum and academic matters acted on and recorded in the October 12, 2020. Writing Across the Curriculum meeting including writing intensive course designation (WI) removal for NURS 4904: Professionalism in Baccalaureate Nursing Practice, writing intensive course designation (WI) approval for NURS 4906: Community Health Nursing.

Resolution #20-67
Approved by the Faculty Senate: November 3, 2020
Approved by the Chancellor: December 7, 2020

Revisions to the WI Syllabus Statement, as follows:

The statement below replaces the current WI Syllabus Statement:

Writing Intensive (WI)

[insert course prefix, number, and section] is a writing intensive course in the Writing Across the Curriculum program at East Carolina University. This course will focus on the development of writing skills. Upon completion of the course students will:

1. Use writing to investigate complex, relevant topics and address significant questions through engagement with and effective use of credible sources.
2. Produce writing that reflects an awareness of context, purpose, and audience, particularly within the written genres (including genres that integrate writing with visuals, audio, or other multimodal components) of their major disciplines and/or career fields.
3. Demonstrate that they understand writing as a process that can be made more effective though drafting revision.
4. Proofread and edit their own writing, avoiding grammatical and mechanical errors.
5. Assess and explain the major choices that they make in their writing.

This course contributes to the four-course WI requirement for students at ECU. Additional information is available at the following site: https://writing.ecu.edu/.

University Writing Portfolio

Students in all writing intensive courses are required to submit at least one completed written project to their University Writing Portfolio. In this course, students will submit assignments using the Portfolium tool. The
university uses these writing samples to assess the writing program and to make improvements where necessary. To report problems with Portfolium, contact ITCS: [https://go.ecu.edu/Portfolium](https://go.ecu.edu/Portfolium).

By default, assignments that you submit to your University Writing Portfolio become part of your personal Portfolium website ([https://ecu.portfolium.com](https://ecu.portfolium.com)), which you may use or not as you please. Be aware that you are in control of the privacy settings of your Portfolium site and should review the settings to ensure your privacy settings are set to your preference. Making items on your personal Portfolium site public or private does not impact your grade in your writing intensive courses. Your Portfolium account remains yours after you leave ECU.

Resolution #20-68
Approved by the Faculty Senate: November 3, 2020
Approved by the Chancellor: December 7, 2020

Revisions to the WI Course Proposal Form, as follows:

The proposal form below replaces the current version:

**University Writing Across the Curriculum Committee**
**Writing Intensive Course Proposal**

(Faculty Senate Resolution #13-91, November 2013; Revised October 2020)

Submission Checklist
☐ Memo from Unit Admin
☐ WI Course Proposal Form
☐ Syllabus w/ WI Statement

All new and existing WI courses must comply with the current approved Writing Intensive Course Proposal format and be included in regular audits of all WI courses as part of ongoing assessment of the ECU Writing Across the Curriculum program.

**Course Information**

1. Course prefix & number: ___________________________ Department: ___________________________

2. Course name: ______________________________________________________________________

3. Faculty contact: ___________________________ Email: ________________

4. This course is for: Majors: ☐ Non-majors: ☐

5. This proposal is for: An Existing Course: ☐ A New Course: ☐

   A Major Revision to a Current WI Course: ☐

6. How often is this course offered? ______________________________________________________________________

460
7. The WAC Committee suggests that WI courses be limited in enrollment to 25 students. How will your department/program achieve this suggested cap?

8. What types of documents (genres) will students write in this course (i.e., reports, memos, research papers, annotated bibliographies, etc.)? Include the expected or required word count/length for each assignment. You may also include sample assignments as attachments.

9. In proposing this course, we acknowledge that, if approved as WI, all future syllabuses for this course will include the required Writing Intensive syllabus statement and that students will be required to submit writing samples to their University Writing Portfolios. 

Agreed: ☐

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University Writing Across the Curriculum Committee
Writing Intensive Course Proposal

The following outcomes represent the ECU Writing Outcomes approved by the WAC Committee and Faculty Senate. Explain how the projects and activities in this WI course will help students meet the following outcomes.

You can find ideas for high-impact writing strategies that will help students meet these outcomes at the following site: [https://go.ecu.edu/writingoutcomes](https://go.ecu.edu/writingoutcomes).

<table>
<thead>
<tr>
<th>SLO</th>
<th>How will students use writing to investigate complex, relevant topics and address significant questions through engagement with and effective use of credible sources?</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO 1</td>
<td>How will students produce writing that reflects an awareness of context, purpose, and audience? If this is a WI course specific to majors, please explain how students will produce writing that reflects an awareness of context, purpose, and audience in written genres of their major disciplines and/or career fields.</td>
</tr>
<tr>
<td>SLO 3</td>
<td>How will students demonstrate that they understand writing as a process that can be made more effective through drafting and revision?</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SLO 4</td>
<td>How will you help students proofread and edit their own writing, avoiding grammatical and mechanical errors?</td>
</tr>
<tr>
<td>SLO 5</td>
<td>How will students assess and explain the major choices that they make in their writing?</td>
</tr>
</tbody>
</table>

Additional information about writing intensive course designation (WI) is available online at: [https://facultysenate.ecu.edu/writing-curriculum-committee/](https://facultysenate.ecu.edu/writing-curriculum-committee/)

Resolution #20-69  
Approved by the Faculty Senate: November 3, 2020  
Approved by the Chancellor: December 7, 2020 *(with minor edits)*

Revised [Department of Chemistry Unit Code of Operations](#).

Resolution #20-70  
Approved by the Faculty Senate: November 3, 2020  
Approved by the Chancellor: December 7, 2020

Curriculum and academic matters acted on and recorded in the Undergraduate Curriculum Committee meeting minutes of [September 24, 2020](#) including curricular actions in the Department of Coastal Studies within Integrated Coastal Programs; and [October 8, 2020](#) including curricular actions in the Department of Recreation Sciences within the College of Health and Human Performance.
Resolution #20-71
Approved by the Faculty Senate: November 3, 2020
Approved by the Chancellor: November 9, 2020

Revisions to the University Undergraduate Catalog, Academic Advisement, Progression and Support Services, Graduation Requirements, Degrees with Distinction, as follows:

(Additions are in **bold** and deletions are in *strikethrough*)

**Degrees with Distinction**

Latin honors distinction for any (i.e. first or subsequent) undergraduate degree is based on the cumulative grade point average calculated solely from *all* credit hours attempted at East Carolina University. For students returning to ECU under forgiveness policy, only hours included in the GPA following the application of forgiveness will be considered for a degree with distinction. Based on all work completed at all regionally accredited United States colleges and universities throughout a students’ academic career, three levels of distinction are granted to graduating undergraduates as follows:

1. **Summa Cum Laude** for a cumulative average of 3.90 and above
2. **Magna Cum Laude** for a cumulative average of equal to or greater than 3.60 and less than 3.90
3. **Cum Laude** for a cumulative average of equal to or greater than 3.50 and less than 3.60

Note: International credit earned from institutions located outside of the United States is not included in the calculation of cumulative average for awarding degrees with distinction.

**First Undergraduate Degree**

Degrees with distinction are granted to transfer students under the following conditions:

1. The student must complete through enrollment in East Carolina University at least one-half the minimum number of hours required for the degree.
2. The student must have the required average on all work taken through enrollment in East Carolina University.
3. The student must have a cumulative average that meets the requirements for the appropriate degree with distinction on all work attempted (all ECU and transfer work, including courses where the grade replacement policy has been applied). If transfer work includes grades of D or F, those grades will be included in the calculation for degrees of distinction.

**Second Undergraduate Degree**

Second undergraduate degrees with distinction are awarded under the following conditions:

1. The student must complete a minimum of 30 semester hours through enrollment in East Carolina University.
2. The student must have a minimum GPA of 3.5 on course work for the second degree and a cumulative average that meets the requirement for the degree with distinction on all course work attempted for the first degree as well as for the second degree.
3. If transfer work includes grades of D or F, those grades will be included in the calculation for degrees of distinction.

Resolution #20-72
Approved by the Faculty Senate: November 3, 2020
Approved by the Chancellor: December 7, 2020 with note*

*Approved with pending edit: The link provided in the document under A. Definitions, 1. Degree Programs, was not functional, and was corrected to read: https://www.northcarolina.edu/wp-content/uploads/2016/01/academicprogramdevelopment_guidance_january25.2016v1.pdf.

Revisions to the ECU Faculty Manual Part VI., Section VII. Curriculum Procedures and Program Development, as follows:

(Additions are in bold and deletions are in strikethrough)

PART VI - TEACHING AND CURRICULUM REGULATIONS, PROCEDURES AND ACADEMIC PROGRAM DEVELOPMENT

SECTION VII

Curriculum Procedures and Academic Program Development

(Revised 11-19)

In accordance with ECU’s commitment to strong academic programs and the SACSCOC Principles of Accreditation, ECU “places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty.” Program and curriculum changes are initiated, prepared, and presented for review through ECU’s curriculum management system. All proposals follow an approval process inclusive of all relevant ECU campus bodies and voting faculty as defined in this document. Three levels of approval are defined according to the specific delegated authority of final approval bodies. Proposals governed by the policies and procedures of the UNC System Office (UNC-SO) and/or Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) will follow additional approval steps and will therefore take longer to proceed through the entire approval process.

Academic Planning and Accreditation (APA), a unit of Institutional Planning, Assessment and Research, facilitates the curriculum and program development process through administration of ECU’s curriculum management system and direct consultation with faculty planners. The Office of Continuing Studies and Distance Education and APA process requests to deliver new and existing academic programs through distance education. Consultation with the unit curriculum liaison, personnel in the Office of the Registrar, and personnel in APA is recommended at the onset of curriculum and program development.

The Academic Program Development Collaborative Team (APDCT), an advisory body to the Academic Council, is comprised of the Undergraduate/Graduate Curriculum Committee chairs; Educational Policies and Planning Committee (EPPC) chair; dean of the Graduate School; representatives from the Office of Continuing Studies and Distance Education, Institutional Research, Academic Planning and Accreditation, and Division of Health Sciences; and the Chair of the Faculty.
APDCT collaborates with faculty planners to strengthen program proposals and makes recommendations to the Academic Council, EPPC, and the dean of the Graduate School (as applicable) on developing programs.

Academic committees of the Faculty Senate and the Graduate School review course and program proposals in accordance with their stated charges. Faculty Senate committees also approve requests for special course designations, such as service learning, writing intensive, and diversity.

In cases of financial exigency or the initiation of a discontinuation, curtailment, or elimination of a teaching, research, or public service program, the provisions of the ECU Faculty Manual will apply.

The Chancellor or designee in consultation with the Chair of the Faculty may establish deadlines of not less than two weeks by which each person and/or committee listed must report its concurrence (approval) or non-concurrence with the proposed action. Failure to report by the established deadline shall be considered an abstention and the proposed action shall progress to the next level for consideration.

D. Definitions

4. Degree Programs
A degree program is a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a specified level of instruction. All degree programs are categorized individually in the University’s academic program inventory (API) at the six-digit CIP code level, with a unique UNC-SO identifying code, and teacher licensure area, if applicable. As a rule, a degree program requires coursework in the discipline specialty of at least 27 semester hours at the undergraduate level and 21 semester hours at the doctoral level. A master’s level program requires that at least one-half of the total hours be in the program area. Anything less than this within an existing degree program should be designated a concentration. Degree programs require final approval by UNC-SO and the UNC Board of Governors (BOG). Minors and concentrations receive final approval at the campus level. (Paraphrased from Academic Program Guidance, UNC System Office, 1/25/16. Accessed at http://www.northcarolina.edu/sites/default/files/documents/academicprogramdevelopment_guidance_january25.2016v1.pdf, 2/23/18.)

5. Certificates
A certificate program provides an organized program of study that leads to the awarding of a certificate rather than a degree. ECU offers certificate programs at a minimum of 12 credit hours at the pre-baccalaureate level, and a minimum of 9 credit hours at the post-baccalaureate, post-master’s, and post-doctoral levels. Once a certificate is approved, it must be submitted to the U.S. Department of Education to determine if the program is eligible for participation in Title IV (financial aid) programs.

6. Teacher Licensure Areas (TLAs)
These are specific course clusters that meet licensure requirements of the State Board of Education but do not lead to the conferral of a particular degree or certificate. These may be at either entry level or advanced level of teacher licensure. When an institution receives authorization from the State Board of Education to offer a TLA, UNC-SO must be notified. A current inventory of teacher licensure programs approved by the State Board of Education is available on the North Carolina Department of Public Instruction Website.

B. Program Coordination
Each degree program and certificate will have a designated Program Director or Coordinator who must be approved by the unit chair (or, in the case of interdisciplinary programs, appointed by the college dean) and qualified to lead development and review of the program’s curriculum. (FS Resolution #19-08)

C. Levels of Delegated Authority for Course and Program Approval Process

Level I Course and Program Changes: Level I course and program changes require campus approval by the department, college/school, and university Undergraduate Curriculum or Graduate Curriculum Committees. The Faculty Senate delegates authority to the Undergraduate Curriculum Committee and the Graduate Council delegates authority for these actions to the Graduate Curriculum Committee.

Level I Course Changes:
7. Revising a course: title, description, objectives, prerequisite(s), prefix, repeatability, credit hours, and content
8. Renumbering an existing course at the same or different level
9. Revising the prefix for an entire course list or program*
10. Banking or deleting courses
11. Removing a 5000-level course from the undergraduate catalog
12. Proposing new courses

* Memo-only action; committee may waive faculty attendance

Level I Program Changes:
4. Revising degrees: revising course selections (excludes total credit hours); revising core requirements, electives, admission standards, and/or descriptive text; adding or removing thesis/non-thesis options
5. Revising certificates: revising course selections (excludes total credit hours); revising core requirements, electives, admission standards, and/or descriptive text
6. Revising concentrations and minors: revising course selections (including total credit hours); revising titles; revising core requirements, electives, admission standards, and/or descriptive text; discontinuing

Program changes excluded from Level I are degree and certificate title and/or CIP code changes; revising total credit hours of degree programs; change in delivery mode; and moving degree and certificate programs to a new academic home, as these actions require EPPC review and some are reported to UNC-SC and/or SACSCOC as indicated below.

Level II Course and Program Changes: Delegated authority to EPPC and Academic Council. Level II changes course and program changes require approval at the department, college or school, and university levels including Undergraduate Curriculum/Graduate Curriculum Committee, Graduate Council, EPPC, Faculty Senate and the Chancellor (Academic Council).

6. Increasing/decreasing a graduate degree or certificate total credit hours by less than 25%
7. Moving a prefix, degree, certificate, concentration, or minor program to a new academic home
8. Proposing an accelerated degree program
9. Proposing a new certificate
4.5. Proposing a new concentration in an existing degree program
5.6. Proposing a new minor
7. Revising an existing certificate title
8. Revising an existing certificate total credit hours 
9. Revising a CIP code for an existing certificate 
10. Discontinuing an existing certificate (no UCC/GCC review required) 

**Level III Program Changes: Require Chancellor Approval**

Level III changes are program changes or proposals that require approval at the department, college/school, and university levels/committees; Chancellor; and UNC-SO and/or SACSCOC approvals or notifications.

9. Discontinuing an existing degree or certificate program (no UCC/GCC review required) 
10. Proposing a new certificate program
3.2. Proposing a new degree program 
4.3. Revising an existing degree or certificate title 
4. Increasing/decreasing an existing undergraduate degree outside the UNC mandatory 120 total credit hours 
5. Consolidating two or more existing degrees 
6. Proposing a new delivery mode for an existing degree (no UCC/GCC review required) 
7. Increasing/decreasing graduate degree or certificate total credit hours by 25% or more 
8. Changing a degree designation (e.g., MA to MS) 

UNCSO and/or SACSCOC approvals or notifications only (no UCC/GCC, or EPPC review required)

3. Revising a CIP code for an existing degree or certificate program 
4. Discontinuing an existing teacher licensure area 

**E. New Degree Program Development Approval Process**

Proposed programs must be approved for inclusion on the ECU Academic Program Plan through the Request for Inclusion process and, by special circumstance, through the Academic Council in consultation with the Educational Policies and Planning Committee. All program proposals accepted on the plan undergo a rigorous campus-wide vetting process and are submitted in accordance with UNC-SO policies and procedures. New degree programs may not be advertised until ECU receives UNC BOG approval.

Programs included on the ECU Academic Program Plan require approval at the department, college/school and university levels/committees through approval of the Academic Program Development Collaborative Team. In the first (planning) phase of development, all ECU faculty are invited to participate in a campus-wide process and are invited to provide formal feedback to aid in decision-making by the Academic Council. Upon approval of the Academic Council, the planning document is submitted to the UNC-SO. The establishment phase of development follows normal campus review processes, including curriculum and program proposals.

The proposing academic unit, Academic Planning and Accreditation, and the Office of the Registrar will collaborate to ensure that all approved actions are communicated to the campus community, as well as to UNC-SO and SACSCOC as required.

**F. Academic Program Review**

Every academic program that is not accredited by a specialized accrediting agency is required to be reviewed as part of a seven-year unit program evaluation. The unit Academic Program Review will be conducted according to the Academic Program Review Guidelines. Changes to these guidelines need to be approved by the Educational Policies and Planning Committee and the Faculty Senate.
The unit Academic Program Review shall be used in the development of the unit’s operational and strategic plans.

Faculty Senate Resolution #12-50, March 2012
Faculty Senate Resolution #14-62, May 2014
Faculty Senate Resolution #15-63, May 2015
Faculty Senate Resolution #17-13, March 2017
Faculty Senate Resolution #18-22, April 2018
Faculty Senate Resolution #18-68, January 2019
Faculty Senate Resolution #19-08, February 2019
Faculty Senate Resolution #19-71, November 2019
Faculty Senate Resolution #19-79, December 2019
Faculty Senate Resolution #20-31, April 2020

Resolution #20-73
Approved by the Faculty Senate: November 3, 2020
Approved by the Chancellor: not applicable

Proposed revisions to the Academic Program Review (APR) guidelines were sent back to the Educational Policies and Planning Committee for further discussion.

Resolution #20-74
Approved by the Faculty Senate: November 3, 2020
Approved by the Chancellor: December 7, 2020

Curriculum and academic matters acted on and recorded in the General Education and Instructional Effectiveness Committee meeting of October 19, 2020 including Domestic Diversity designation (DD) for SOC 101 Introductory Sociology (Principles) from Quinsigamond Community College, and Global Diversity designation (GD) for Management 357: Diversity in a Global Environment from Bryant University.

Resolution #20-75
Approved by the Faculty Senate: November 3, 2020
Received by the Chancellor: December 7, 2020, with note

Endorsement of ECU AAUP Resolution on Covid-19 Prevalence Testing, as follows:

ECU AAUP Resolution On Covid-19 Prevalence Testing
Now and for Reopening in January 2021

Whereas East Carolina University has witnessed over 1200 cases of Covid-19 since March, more than 1000 of those cases since reopening in August 2020;

Whereas Pitt County, North Carolina has witnessed 5,174 total cases, more than 600 active cases and 33 deaths (as of 10/6/2020), most having occurred since the August reopening of East Carolina University;

Whereas the CDC has published guidance, “Testing, Screening, and Outbreak Response for Institutions of Higher Education (IHEs)” recommending the testing of asymptomatic individuals without known exposure at colleges and universities;

Whereas two recent studies (Paltiel, et. al. and Bradley, et. al.) in the Journal of the American Medical Association (JAMA) have concluded that prevalence testing (that is, testing for the proportion of the population infected with Covid-19 at a specific time), when used in conjunction with other behavioral modifications, such as social distancing, frequent hand washing, mask wearing, isolation and quarantine, and contact tracing can keep students and employees safe;

Whereas these two studies employed models demonstrating prevalence testing of all students and employees and - when analyzed together - strongly indicate that 1) such testing every two days is ideal though likely not cost effective, 2) such testing every two weeks maintains the infection rate in certain local conditions, and 3) random testing with the aim of testing every student each month is a cost-efficient and reasonably effective method of limiting spread of infection;

Whereas the Interim Chancellor has announced that ECU will reopen in January 2021; now, and heretofore be it

Resolved, The ECU chapter of the AAUP strongly urges that immediately, and also in advance of opening campus in January 2021, the ECU Administration adopt a “Covid-19 Prevention, Detection and Response Plan” to implement the following aggressive prevalence testing policy:

1. Employ a medical testing laboratory that uses Viral PCR tests (nasal or saliva), the gold standard in Covid-19 testing;

2. Immediately adopt a policy of random testing of asymptomatic employees and students that determines the prevalence of Covid-19 within the ECU community, with the aim of testing every member of the community once a month at minimum (approximately 800-1000 tests per day);

3. Require students and employees to get tested by a doctor or a clinic within seven days before returning to Campus and provide ECU documentation;

4. Require students and employees to self-quarantine at home, beginning January 4th, 2021, before returning to ECU -- that includes monitoring their health and following appropriate disease prevention behaviors;
5. Coordinate with the Pitt County Health Department to offer random testing of asymptomatic members of the community to determine Greenville community prevalence;

6. Continue the testing of asymptomatic students and employees for ECU campus community prevalence beginning in January 2021 and through the spring semester of 2021;

7. Reinstate the text and email cluster alerts that previously informed the community of infection clusters, the messaging system ECU abruptly ended on Thursday, September 10, 2020;

8. Provide daily dashboard updates of student and employee testing results, including testing prevalence in the community and ECU campus. ECU must offer the data on this dashboard for purposes of determining when to move classes online, where to quarantine and isolate those students who test positive, where and how to treat those students who are sick and when to reopen campus.

9. Seek recommendation from the Faculty Senate, Staff Senate and SGA on disciplinary measures for students and employees who don’t follow behavioral and testing protocols.

Adopted by vote of the membership on October 5, 2020.

Dr. Karin L. Zipf
President, ECU Chapter of the AAUP and
Professor of History
East Carolina University

References:


Resolution #20-76
Approved by the Faculty Senate: December 1, 2020
Received by the Chancellor: January 6, 2021

Formal faculty advice to the Chancellor regarding curriculum and academic matters acted on and recorded in the November 23, 2020 Graduate Council meeting minutes, including level I action items from the October 7, 2020, October 21, 2020, and November 4, 2020 Graduate Curriculum Committee meeting minutes which were approved by its delegated authority and are reported here for informational purposes, and programmatic action item (GC 20-11) including revision of an existing degree program, the MA in Communication from the School of Communication within the College of Fine Arts and Communications; the approval of additional courses in the new degree program, the Doctorate in Occupational Therapy from the department of Occupational Therapy, a revision of
existing program, MS in Physician Assistant from the department of Physician Assistant Studies within the College of Allied Health Sciences; discontinuation of an existing certificate, Residential Construction Management certificate program from the department of Construction Management within the College of Engineering and Technology; establishment of a new certificate, Racial Equity Studies certificate program from the Department of Special Education, Foundations and Research within the College of Education; revision of an existing certificate, Biofeedback Certificate program, and the establishment of a new accelerated degree, Accelerated Bachelor of Science in Recreation and Park Management/Master of Science in Recreation Sciences Accelerated Bachelor of Science in Recreational Therapy/Master of Science in Recreation Sciences from the department of Recreation Sciences within the College of Health and Human Performance.

Resolution #20-77
Approved by the Faculty Senate: December 1, 2020
Approved by the Chancellor: January 6, 2021

Curriculum and academic matters acted on and recorded in the Undergraduate Curriculum Committee meeting minutes of October 22, 2020 including curricular actions in the Department of Health Services and Information Management within the College of Allied Health Sciences, and in the Department of Kinesiology within the College of Health and Human Performance.

Resolution #20-78
Approved by the Faculty Senate: December 1, 2020
Approved by the Chancellor: January 28, 2021

Revised Department of Mathematics Unit Code of Operations.

Resolution #20-79
Approved by the Faculty Senate: December 1, 2020
Approved by the Chancellor: January 6, 2021

Curriculum and academic matters acted on and recorded in the General Education and Instructional Effectiveness meeting of November 16, 2020 including Global Diversity (GD) designation for GSLL 51 Stalin and Hitler or “Red vs “Brown”: Historical Issues in Cultural and other Perspectives, UNC Chapel Hill; Domestic Diversity (DD) designation for POLI 203 Race, Innocence, and the End of the Death Penalty, UNC Chapel Hill; Global Diversity (GD) designation for EGG 102 World Cultural Geography, Bloomsburg University; General Education Social Sciences (GE:SO) and Global Diversity (GD) designation for GEOG 2300; General Education Health Promotion (GE:HL) and Health-Related Physical Activity (GE:EX) designation for RCTX 2200 Stress Management; General Education Humanities (GE:HU) and Global Diversity (GD) designation for GLST 1050 Dis/Order @ the Border, General education Humanities (GE:HU) and Global Diversity (GD) designation for GLST 2000, Fashion Representations in Culture, General Education Humanities (GE:HU) and Global Diversity (GD) designation for GLST 2520 Global Cinema, General Education Humanities (GE:HU) and Global Diversity (GD) designation for GLST 2680 Fairy Tales; removal of General Education Humanities (GE:HU) designation for the following courses:

FORL 2620 French Literature in Translation
FORL 2622 Francophone Literature of the Americas in Translation
FORL 2624 Francophone Literature of Africa in Translation
FORL 2660 Spanish Literature in Translation
FORL 2661 Latin American Literature in Translation
FORL 2700 Special Topics in French and Francophone Literature
FORL 2760 Special Topics in Hispanic Studies
FORL 2520 French Cinema Classics
FORL 2662 Special Topics in Hispanic Cinemas
FORL 2690 Introduction to German Cinema
FORL 2666 Latino Texts
FORL 3660 Hispanic Women Writers

And notification of change in prefix only for the following courses:
FORL 1551 to GLST 1551 Introduction to Russia: Land of the Firebird
FORL 1060 to GLST 1060 Global Understanding through Literature
FORL 1662 to GLST 1662 Introduction to Hispanic Studies
FORL 2220 to GLST 2220 Sci-Fi: East and West
FORL 2600 to GLST 2600 The Holocaust
FORL 2665 to GLST 2665 Don Quixote

Resolution #20-80
Approved by the Faculty Senate: December 1, 2020
Approved by the Chancellor: January 6, 2021

Revisions to the Distance Education and Learning Technology Committee charge, as follows:

(Additions are in bold and deletions are in strikethrough.)

1. Name: Distance Education and Learning Technology Committee

2. Membership:
9 elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty, one Faculty Senator selected by the Chair of the Faculty, one member of the Graduate Council selected by the Dean of the Graduate School, the Chief Information Officer or the Director of Digital Learning or an appointed representative, and one student member from the Student Government Association.

Ex-officio members (without vote): The Chief Information Officer or an appointed representative.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems needed.

3. Quorum: 5 elected members exclusive of ex-officio.
4. Committee Responsibilities:
   A. The committee reviews and recommends policies and procedures to enhance faculty teaching and student learning in distance education. The committee provides faculty advice on instructional methods and best practices to enhance teaching and student learning in distance education and the use of learning technologies.
   B. The committee reviews policies from the Office of Continuing Studies relevant to the effectiveness of the University’s distance education policies and procedures and recommends changes as necessary.
   C. The committee ensures timely, informed faculty opinion on any technology action in any area that may affect significantly the University’s academic mission. The committee recommends policy related to the academic use of technology. All information technology actions that affect more than one academic unit or that are initiated above the academic College or School department levels are recognized as actions that may affect significantly the University’s academic mission.
   D. The committee initiates, reviews, and makes recommendations on proposals to plan, implement, revise or eliminate technology initiatives, goals, standards, policies, procedures or actions that significantly impact the University’s academic mission.
   E. The committee prepares and makes available a format for proposals requesting permission to plan, implement, revise or eliminate an information technology initiative, goal, standards, policy, procedure or action.
   F. The Committee reviews at least annually those sections within the University Undergraduate Catalog and University Graduate Catalog that corresponds to the Committee’s charge and recommends changes as necessary.
   G. The Committee reviews at least annually those policies within Part VI, Section III of the ECU Faculty Manual that corresponds to the Committee’s charge and recommends changes as necessary.
   H. The Committee reviews at least annually the Distance Education Modules and the Instructional Continuity and Contingency website.
   I. Two appointed representatives serve as ex-officio members on the administrative Information Resources Coordinating Council (IRCC), one appointed representative serves on the administrative Copyright Committee, one appointed representative serves on the Digital Learning Advisory Committee and one appointed representative serves on the administrative IT Accessibility Committee. The Committee should have representation on any advisory or governance committee that evaluates or makes decisions regarding information technology that impacts the academic mission of more than one unit.
   J. The chair serves as a liaison between the Faculty Senate and Chief Information Officer and/or other university leadership (e.g., college leadership, Provost) involved with planning or implementing technology that could impact the academic mission of more than one departmental unit.

5. To Whom The Committee Reports:
The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited in 4. above.

6. How Often The Committee Reports:
The committee reports to the Faculty Senate at least once a year and at other times
7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to advise the appropriate personnel as described in 4. above.

8. Standard Meeting Time:
The committee meeting time is scheduled for the fourth Wednesday of each month.

Resolution #20-81
Approved by the Faculty Senate: December 1, 2020
Approved by the Chancellor: December 3, 2020

Recommendation of one learning management system (LMS), as follows:

The DELT Committee recommends that there be only one primary learning management system designated at ECU (with the exception of SODM and BSOM). Per the DELT Committee charge, any adoption of an additional learning management system must be reviewed and approved by the DELT Committee and Faculty Senate. This recommendation acknowledges that publisher and software companies offer free learning management systems that can easily be adopted and often circumvent the review and purchasing process and that administrative offices have not had the ability to deny instructional software if faculty request software for specific curricular use. However, increased diversity in basic software such as an LMS increases the potential for student data to be exposed. It also increases students' confusion if they are required to use multiple systems for similar function. For these reasons, the above recommendation is made.

Resolution #20-82
Approved by the Faculty Senate: December 1, 2020
Approved by the Chancellor: December 3, 2020

Revisions to ECU Faculty Manual Part VI, Section I, Subsection V. Course Expectations and Requirements, as follows:

Additions are in red and deletions are in strikethrough.

V. Course Expectations and Requirements
High expectations for student achievement are important for a high quality education and allow students to optimally benefit from their educational experience at East Carolina University. Further, having students clearly understand course expectations is crucial for their successfully completing a course, which in turn affects student retention. The course syllabus informs students of the expectations and requirements of the course and reduces the likelihood of problems later in the semester. The syllabus is a tool that helps both faculty and students accomplish the university’s primary mission of teaching and learning. Faculty members are required to make a course syllabus available for students on or by the first day of each course.

For standard courses, whether delivery is regular face-to-face, online, or mixed, a course syllabus is required to clearly state the instructor’s office location, office phone, email, and office hours, a statement on continuity of instruction, and a contingency plan. Examples of syllabus language can be found here: https://instructionalcontinuity.ecu.edu/. The syllabus is also
required to list the instructor’s policy on the following: textbook(s) and other required course materials, student learning outcomes, assignments and tests, evaluation system and grading scale, late work, academic integrity, and accommodations for students with a disability. Further, it is recommended that faculty members include in the syllabus a course description, and a statement on attendance expectations, and a statement on continuity of instruction.

For non-standard courses, including Independent Study Courses, regardless of delivery method, a learning contract must be submitted for the approval of the unit administrator. The learning contract must clearly specify the course requirements, including but not limited to the expected student learning outcomes, number of hours of expected work, grading information, and scheduled meeting times with the faculty member. To generate a learning contract for a non-standard course, faculty should complete a form similar to this example. When the form is submitted, a learning contract is automatically generated and sent by e-mail to the unit administrator for approval.

For campus resources for students with disabilities, contact the Department for Disability Support Services (http://www.ecu.edu/accessibility/). For definitions of academic integrity and procedures for dealing with infractions, see Part VI, Section II of the Faculty Manual (http://www.ecu.edu/cs-acad/fs/policies/currentfacultymanual/part6section2.pdf) and the Office of Student Rights and Responsibilities (http://www.ecu.edu/osrr/). Faculty members can also contact the Office of Equity and Diversity (http://www.ecu.edu/cs-acad/oed/policies.cfm) for policies on equal opportunity and nondiscrimination. The University Writing Program can be contacted for consultation and support of writing activities and guidelines for writing-intensive courses (http://www.ecu.edu/writing/). The Office for Faculty Excellence (http://www.ecu.edu/ofe/) can provide assistance with the syllabus.

It is the responsibility of each unit administrator to have copies of syllabi and learning contracts for all courses taught in the school or department (FS Resolution #10-08, February 2010; FS Resolution #15-40, March 2015; FS Resolution #17-48, May 2017).

Resolution #20-83
Approved by the Faculty Senate: December 1, 2020
Approved by the Chancellor: December 3, 2020

Revisions to update the Standard Operating Procedures for Access to Blackboard (FS Resolution #16-24) for Canvas.

The version of the Canvas Standard Operating Procedures below will replace the Blackboard Standard Operating Procedures (FS Resolution #16-24). The language was cleaned up to be clearer throughout the document. The roles now reflect language used in Canvas and not Blackboard. Each role details the access and recommended use for each role. Roles are also grouped in a manner that should make it clearer to the reader which role to choose. The most significant change is faculty are not able to add students to curricular courses. This will ensure students are registered for the course and reflect the institutional record within Banner. The Banner to Canvas data feed runs every four hours which is significantly more frequent than Blackboard and should minimize some issues.
ECU limits access to a curricular course in Canvas to faculty and students registered to teach or take a course. Only the Instructor of Record may grant course access to ECU faculty, staff or external guests. The Banner system controls the student enrollments for curricular courses.

There will be occasions when faculty need to enroll additional course members to their course for the purposes of activities such as peer review, accreditation, sharing course content, or to host a guest speaker. The faculty member or an ITCS Canvas Administrator must add any additional course members, in order to ensure appropriate approvals and documentation are received. When faculty or ITCS Canvas Administrators add additional participants to a course, they must select the appropriate course role and ensure compliance with the provisions of FERPA.

If faculty need to invite a course member (e.g., Guest Lecturer, Peer Reviewer, Accrerditor, etc...) external to ECU, they must submit a Canvas Support ticket through the Help Desk and request an external account. Faculty can learn more about this process in the ITCS Service Catalog. Access to and use of Canvas is subject to the Academic Computer Use Policy and the Student Conduct Process. Per these policies, accessing individual faculty member’s computers to enforce university policies requires specific approval of the chancellor.

Only certain course roles contain privileges to view gradebook, student work or interactions protected by FERPA. According to FERPA, any information that is not considered Directory Information may not be disclosed to anyone except the student without prior written consent. For details about Directory Information, visit the Office of the Registrar's FERPA page. There are exceptions to this rule. Institutions may release information from student records (that is not considered Directory Information) without prior consent to school officials with legitimate educational interest (e.g. one faculty member to another) and to Federal, State, and local authorities involving an audit or evaluation of compliance with educational programs (e.g. NCAA).

Below is a list of the most typical scenarios and recommendations for course roles, along with a brief description of the privileges assigned to each role. This list does not include technical support roles. Modifications of these role permissions and additional roles can be made on a case-by-case basis with the approval of the Registrar.

**Course Roles**

**Primary Access to a Course:**

- **Course Role: Instructor of Record** (*In Canvas = Teacher)*
  - **Purpose:** The person teaching or facilitating the class.
  - **Process:** Instructor of Record is assigned in Canvas through the Banner Enrollment feeds.
  - **Role Permissions:** Instructor has access to all areas in the course. Instructor can add and remove guests from the course. Banner controls Canvas student enrollments. Additional instructors should only be added through the Banner Feed since Instructors can change grades in the gradebook. Adding only through the Banner Feed ensures the institution has an accurate understanding of who is teaching the course.

- **Course Role: Teaching Assistant** (*In Canvas = TA*)
  - **Purpose:** To assist Instructor with developing, teaching or facilitating the class.
  - **Time frame:** This role may be assigned indefinitely or on a time-limited basis. Decisions on Time frame are left to the discretion of the instructor of record.
o Role Permissions: Teaching Assistant has the similar privileges as Instructor including gradebook access. This role CANNOT add or remove users from the course or elevate another user’s role.

Course Role: Learning Assistant (In Canvas = Learning Assistant)
Purpose: Learning Assistants help with interactive learning in the classroom.
  o Time frame: This role may be assigned indefinitely or on a time-limited basis. Decisions on Time frame are left to the discretion of the instructor of record.
  o Role Permissions: The Learning Assistant has similar access to a Teaching Assistant access including access to course content (add/edit/delete) groups, and discussions. Learning Assistants do not have access to the gradebook.

• Course Role: Student (In Canvas = Student)
  o Purpose: This course role is assigned to students enrolled in a class.
  o Process: Students are enrolled in a Canvas class through the Banner Enrollment feeds.
  o Role Permissions: Student only has access to grade book, course content, and assessments. Please Note: An enrolled student in a course should never be elevated to a TA because of the additional privileges that role provides within the course. If anyone is approved to audit a course this must be coordinated with the Office of the Registrar. The Office of the Registrar is the only one who should add a student to a course for the purpose of auditing the course.

Instructional Support:
• Course Role: Course Designer (In Canvas = Designer)
  o Purpose: A research assistant, instructional designer or an assistant with limited responsibilities.
  o Time frame: This role may be assigned indefinitely or on a time-limited basis. Decisions on Time frame are left to the discretion of the instructor of record.
  o Role Permissions: The Course Builder has access to most areas of the course. The Course Builder role does not have access to the gradebook. Note: The role has the ability to reset course content. There is a warning before that occurs.

• Course Role: Guest Lecturer (In Canvas = Guest Lecturer):
  o Purpose: Class participants who are external to ECU.
  o Time frame: This role may be assigned indefinitely or on a time-limited basis. Decisions on Time frame are left to the discretion of the instructor of record.
  o Role Permissions: Users with the role of Guest can view content and view/post to Discussions. Users do not have access to the gradebook or any content area that has a gradable item. Note: Once this role is applied to a user in a course, the role under the People menu will say “Observing: nobody” under the role column and not “Guest Lecturer”.

Administrative Access:
• Course Role: Chair (In Canvas = Chair)
  o Purpose: This course role can be made available to a Department Chair for business purposes. Business purpose includes but is not limited to absence of instructor, grading, accreditation, and teaching review. Business purpose does not include access for an investigation into misconduct or to enforce policy which requires Chancellor approval.
  o Process: Instructor of Record for the course must be informed prior to Chair access. The instructor can enroll their Department Chair or the Department Chair can submit a Canvas
Help Request Canvas Administrators to provide access. Documentation the faculty was informed should be retained by the Chair or administrator who accessed the course.

- **Time frame:** This role is assigned indefinitely.
- **Role Permissions:** The Chair role has access to course content, test, assignments, discussion forums, groups, gradebook and users. The Chair role cannot edit or delete content. *Note: The role has the ability to reset course content. There is a warning before that occurs.*

**Accreditation, Course Review, and Peer Review Access:**

- **Course Role:** *Course Reviewer (In Canvas = Course Reviewer)*
  - **Purpose:** Course visitors who need access to course content, interactive tools, assessments, and users.
  - **Time frame:** This role may be assigned indefinitely or on a time-limited basis. When no longer needed, the faculty should promptly remove the role from the course.
  - **Role Permissions:** Course Reviewer has access to course content, tests, assignments, discussion forums, groups, and users. Course Reviewer cannot edit or delete content and does not have access to the Grade Center. The Course Reviewer role cannot edit or delete content.

- **Course Role:** *Content Reviewer (In Canvas = Observer)*
  - **Purpose:** Course visitors that need access to course content.
  - **Time frame:** This role may be assigned indefinitely or on a time-limited basis. When no longer needed, the faculty should promptly remove the role from the course.
  - **Role Permissions:** Content Reviewer has access to course content. A Content Reviewer cannot edit or delete content, view users, or access the Grade Center. *Note: Once this role is applied to a user in a course, the role under the People menu will say “Observing: nobody” under the role column and not “Observer”.*

**Special Considerations for Course Content Access**

Course content developed by a faculty member can in most cases be made available to others for use in teaching a course. For example, Faculty A develops a course while working at ECU and in the future Faculty B is assigned to teach the course. In this example, the course content can be made available to Faculty B.

In this scenario, the faculty member who created the course should be asked to share the content or make the content of the course available. ITCS Canvas Administrators can be contacted by the faculty member to assist with making the content available should assistance be required.

In the event the currently employed faculty member is not available or does not make the content available in the required time frame, the chair of the department is considered the custodian of this data and should put in a [Canvas Help Request](https://example.com) via the ITCS Help Desk to make the request for access to the course content.

If the faculty member is no longer an employee, the chair of the department is considered the custodian of this data and should put in a [Canvas Help Request](https://example.com) via the ITCS Help Desk to make the request for access to the course content.

As a condition of employment, EHRA Employees shall be deemed to have granted the University a perpetual, non-exclusive, non-transferrable, royalty-free license to use Traditional or Non-Directed Works and Sponsored or Externally Contracted Works owned by them for the University’s own
education or research use, unless such license will impede scholarly publication or similar activities, or violate provision of a contract between the EHRA employee and a third-party. Any questions regarding usage should be directed to ECU's Copyright Officer and to the Copyright Regulation.

Resolution #20-84
Approved by the Faculty Senate: December 1, 2020
Approved by the Chancellor: not applicable

Endorsement of the Student Government Association Resolution on UNC Tobacco Policy De-Regulation, as follows:

ASSEMBLY RESOLUTION 5-04

A RESOLUTION
To Request the Amending of North Carolina General Statute
Chapter 143 Article 64 Parts 596 and 597

Primary Sponsor: Director Ethan Norris
Cosponsor(s): Representative Logan Harrison
First Reading: _______________________
Referred to: ________________________
Second Reading: ____________________

Be it resolved by the Student Assembly of the Student Government Association of East Carolina University,

SECTION 1. SHORT TITLE

This Resolution may be cited as the “UNC Tobacco Policy De-Regulation”

SECTION 2. North Carolina General Statute Chapter 143 Creates Restrictive Parameters on UNC System Schools’ Tobacco Policies

WHEREAS, North Carolina General Statute Chapter 143, Article 64 Parts 596 and 597 reads:

“§ 143-596 DEFINITIONS.
   (1a) Grounds. – The area located and controlled by State government that is within 100 linear feet of any of the following:
      a. A State-owned building allocated to and occupied by State government.
      b. A State-owned building leased to a third party.
      c. A building owned by a third party and leased to State government.

§ 143-597. Nonsmoking areas in State-controlled buildings
   (6) “Except as provided in G.S. 143-599(11), any facilities of The University of North Carolina and the grounds of those facilities. Each constituent institution, except for the North Carolina School of Science and Mathematics, shall make a reasonable effort to provide residential smoking rooms in residence halls in proportion to student demand for those rooms. For purposes of this subdivision, the term "facilities"
includes all of the following:
   a. State-owned buildings allocated to the University of North Carolina.
   b. State-owned buildings allocated to the University of North Carolina and
      leased to a third party.
   c. The area of any building owned by a third party and occupied by the
      University of North Carolina as lessee”, and;

WHEREAS, as it is currently worded North Carolina General Statute Chapter 143, Article 64 Parts 596
and 597 prevent UNC system schools from having full discretion over the tobacco policies of
their campuses, and;

WHEREAS, each UNC system campus and student body has differing needs and campus facilities which
necessitates that policies vary from campus to campus to meet those needs , and;

Now, therefore, be it,

RESOLVED, the East Carolina University Student Assembly supports the amending of North Carolina General
Statute Chapter 143, Article 64, Parts 596 and 597 to allow UNC System Schools full discretion
over their own campus tobacco policies, and;

Be it, further,

RESOLVED, this resolution shall be sent to the Association of Student Governments for consideration as a
Concurrent Resolution.

SECTION 3. DATE EFFECTIVE.

This Resolution shall be effective upon its passage by a majority affirmative vote of the Student
Assembly and its signing by the Student Body President.

Final Vote:

I hereby certify that this Resolution was read and adopted in the Student Assembly of the East Carolina
University Student Government Association,

Matthew Miller, Speaker of the Student Assembly

Danielle Maurice, Student Body Secretary
Action Taken by the President: (ENACTED) (VETOED)

I hereby signify my approval of this Resolution as adopted by the Student Assembly of the East Carolina University Student Government Association, this.

Tucker Robbins, Student Body President

Resolution #20-85
Approved by the Faculty Senate: December 1, 2020
Approved by the Chancellor: not applicable

2021-2022 Faculty Senate and Agenda Committee Meeting Dates, as follows:

2021/2022 University Academic Calendar

<table>
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<tr>
<th>Fall 2021</th>
<th>Spring 2022</th>
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<tr>
<td>August 23</td>
<td>Classes Begin</td>
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<td>September 6</td>
<td>State Holiday</td>
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<td>October 9-12</td>
<td>Fall Break</td>
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<td>November 5</td>
<td>Registration</td>
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<td>November 24-28</td>
<td>Thanksgiving Break</td>
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<td>Classes End</td>
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<td>December 7</td>
<td>Reading Day</td>
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<td>December 8-15</td>
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<td>Holiday Makeup Day</td>
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<td>Exams</td>
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2021/2022 Agenda Committee and Faculty Senate Meeting Dates

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<tr>
<th>Agenda Committee</th>
<th>Faculty Senate</th>
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<tr>
<td>August 31, 2021</td>
<td>September 14, 2021</td>
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<td>September 21, 2021</td>
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<td>May 3, 2022</td>
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<td>(2021/2022 organizational mtg.)</td>
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Resolution #20-86
Approved by the Faculty Senate: December 1, 2020
Resolution in opposition to changing the name of the Black Lives Matter Mural in downtown Greenville, as follows:

Whereas, the Faculty Senate Officers Statement and Commitments in Response to Racism, written in response to the senseless killings of hundreds of black and brown victims of racism and police violence in the US and signed by 337 faculty, staff, and students states that: “As educators, we are committed to exposing the white supremacy and systemic racial inequality that, for centuries, has bestowed wealth and privilege upon white Americans at the expense of Black and Brown people;”

Whereas, ECU has publicly acknowledged that to achieve the mission to be “a national model for student success, public service, and regional transformation” requires a commitment to equity and inclusion;

Whereas, the city of Greenville has no public art by Black artists and therefore, no public space for these artists to showcase their voices and talents;

Whereas, the “Black Lives Do Matter Street Mural” provides such as space on 1st Street, between Cotanche and Washington, to bring together 18 local Black artists to publicly express their voices and their artistic talent and to create a dialogue about the past, present, and future of racial equity in our community;

Whereas, the Civic Arts Committee and the Pitt County Arts Council voted unanimously to approve the mural and to recommend the project to the City Council on October 6, 2020;

Whereas, the artists involved compromised at the behest of the City Council to change the letters from “Black Lives Matter” to “Black Lives Do Matter” to clarify that the mural is not a statement in support of the Black Lives Matter organization; and

Whereas, City Councilman William Litchfield used a procedural move that allowed the council to vote to change the name of the mural from “Black Lives Do Matter” to “United Against Racism,” which was voted and approved by a vote of 4-3 on November 9, 2020;

Be it resolved that the Faculty Senate hereby affirms the importance of public art as a means to bring historically marginalized voices to light and therefore, the importance of the first name change to the mural “Black Lives Do Matter,” which more closely reflects the artistic vision and antiracist intention of the artists involved as well as the communication with the City Council;

Be it further resolved that the Faculty Senate stands opposed to the 4-3 decision by the City Council to vote to change the name of the mural and urges the City Council to reconsider their vote and to allow the “Black Lives Do Matter” mural to move forward with this name.

Resolution #20-87
Approved by the Faculty Senate: December 1, 2020
Received by the Chancellor: January 6, 2021 with comment*
Interim Chancellor Mitchelson: “The resolution is received. The university is committed to shared governance and transparency.”

Resolution on Budget Committees at the college level, as follows:

Whereas, the practice of shared governance is the best route to harmonious and thoughtful budget decisions to deal with funding crisis; and

Whereas, the AAUP Statement on the Role of Faculty in Budgetary and Salary Matters states that “budgetary decisions directly affecting areas for which the faculty has primary responsibility should be made in concert with the faculty”; and

Whereas, the UNC Faculty Assembly “Statement on Budget Planning” states that faculty should be well represented on any campus committee to set priorities or manage a budget reduction process.

Therefore, be it resolved that in planning scenarios for budget cuts for next academic year, Colleges should form Budget Committees; and

Therefore be it further resolved that the College Budget Committees should follow the “Recommendation on Budget Committees at College Level” sent to Interim Provost and Senior Vice Chancellor for Academic Affairs and Vice Chancellor for Health Sciences and Dean of Brody School of Medicine by ECU Chair of Faculty on November 11 2020.

Enclosure “Recommendation on Budget Committees at College Level

Recommendations for Budget Committees at the College Level

FRAMEWORK

1. The process should be transparent.
2. Think institutionally.
3. Focus on duplication of administrative services for first budget cuts.

COMMITTEE

1. Significant representation from faculty without administrative roles. Use of faculty senators is recommended, since they already have been elected by faculty and represent diverse disciplines, ranks, etc.
2. If no senator is fixed term, 2 fixed term faculty should be appointed.
3. If committee has already been formed it should comprised the membership as outlined above.

GUIDING PRINCIPLES

1. Committee should consult the Faculty Senate Guiding Principles (Attachment A) and the UNC Faculty Assembly Guiding Principles (Attachment B).
2. After that they should develop college level guiding principles.
3. The Committee should communicate the College Guiding Principles to all constituencies.

DATA
1. The committee needs to have access to all pertinent data to be able to make thoughtful and informed recommendations.
2. The data should be from at least the last three years in order to help contextualize it.

CHARGE

1. Prepare a timeline for issuing recommendations. The timelines should include ample opportunity for faculty to consult in departmental meetings and offer responses.
2. Plan for 5% and 10% cut scenarios.
3. Review administration and research support within the college.
4. Assess whether administration and research support are redundant or duplicate services.
5. Propose redistribution of resources with cuts.
6. Impacts to research and teaching should be specifically outlined in the final report (i.e. increase in teaching loads, impact on research productivity, etc.).

COMMUNICATION

The Dean/Committee should offer to the college the following:

1. Exact nature of financial challenge.
2. Data for the last 3 years that will allow constituencies to contextualize the challenges.
3. A mechanism to share relevant information with faculty and gather feedback. Web pages to host information and Town Halls to share updates are recommended.
5. Recommendations need to be presented to faculty before they are final, to offer the possibility of response.

Resolution #20-88
Approved by the Faculty Senate: December 1, 2020
Received by the Chancellor: January 6, 2021, with comment*

*Interim Chancellor Mitchelson: “The resolution is received. The university acknowledges the significant contributions of fixed-term faculty in advancing ECU’s mission.”

Resolution on multi-year contracts for AY 2021-2022, as follows:

**Whereas** at ECU non-tenure-track faculty produced 43.1%* of FTE in 2019; and

**Whereas** this constitutes an increase of nearly ten percent (33.9) from a decade earlier, demonstrating the importance of fixed-term faculty to our core academic mission; and

**Whereas** the policy of Academic Affairs only requires that 33% of fixed-term faculty need to be on 1 year contracts, stating that the rest may be on 2 or 3 year contracts; and

**Whereas** Academic Affairs has expressed support for multi-year contracts as long as colleges and schools respect the 33% minimum; and
Whereas Faculty Manual Part IX.II.B.1 stipulates that “Whenever possible, multi-year contracts, of up to five years, will be offered to fixed-term faculty members who have demonstrated their effectiveness and contributions and/or who have outstanding credentials”;

Therefore be it resolved that colleges and schools be encouraged to offer multi-year contracts to all fixed-term faculty members who meet the requirements specified in FM Part IX.II.B.1.

*Source: ECU Longitudinal Profile of Faculty on Tenure Status, presented to FS on January 2020.

Resolution #21-01
Approved by the Faculty Senate: January 26, 2021
Approved by the Chancellor: February 16, 2021

Formal faculty advice on curriculum and academic matters acted on and recorded in the January 11, 2021, Graduate Council virtual meeting minutes, including level I action items from the November 18, 2020 Graduate Curriculum Committee meeting minutes which were approved by its delegated authority and are reported here for informational purposes, and academic and curriculum matters acted on and recorded in the November 23, 2020, Graduate Council meeting minutes were presented for formal faculty advice during the December 1, 2020 Faculty Senate meeting, but overlooked presenting the revision of an existing degree program, MS in Occupational Therapy from the Department of Occupational Therapy within the College of Allied Health Sciences which was included in programmatic action item GC 20-11.

Resolution #21-02
Approved by the Faculty Senate: January 26, 2021
Approved by the Chancellor: February 16, 2021  *with editorial revisions

Revisions to the Academic Program Review (APR) guidelines, as follows:

East Carolina University
Academic Program Review Guidelines

ECU Faculty Manual, Part VI, Section VII. Curriculum Procedures and Academic Program Development

I. Purpose of Academic Program Review

The purpose of the seven-year Academic Program Review (APR) of all undergraduate and graduate programs in a department/school is to engage program faculty in a reflective process of thoughtful study and evaluation of program quality and alignment to the pedagogical standards within their discipline as well as East Carolina University’s values, mission, and commitments in support of our students and the region. Program review is an integral part of the university’s ongoing assessment and strategic planning processes, designed to enhance the quality of all educational programs. Programs that are formally periodically reviewed by an external accrediting body are not included as part of the formal APR process described in these guidelines here. Rather, reports from these external accreditations satisfy program review reporting requirements
and are archived by the SACSCOC liaison in Institutional Planning, Assessment, and Research (IPAR). Programs housed in the same department (or in some cases the same school or college) may combine their APRs into a single process and address all programs in a single written report.

The review of programs, concentrations, and certificates without external specialized accreditation is intended to help faculty and administrators gain a better understanding of the following:

- Purpose and outcomes for each degree program, concentration, and certificates associated with a program being reviewed;
- Each program’s effectiveness in achieving its purpose and outcomes, along with overall program quality;
- The faculty’s vision for their each program and potential improvements that can be made based on the actions taken as a result of institutional and assessment data; and
- Future programmatic improvements to the recruitment and advancement of students, curriculum, pedagogy, and/or operational functions of the program department.

APR at ECU consists of two interrelated activities: an on-site program review which occurs approximately every seven years for each program, and a student learning outcomes assessment which is conducted on an ongoing basis. These two forms of reviews are interrelated in three ways: (1) analysis of what has been learned about program quality through assessment of student learning outcomes is an integral part of the seven-year review; (2) analysis of programmatic and operational outcomes beyond student learning provides the program an opportunity to examine and align its actions with priorities and strategic initiatives of the university and college; and (3) in both reviews, faculty report progress in implementing the action plan from the previous review and develop a new action plan. As externally accredited programs are exempted from this process, an APR is not to be considered a departmental, school, or college review. The focus of an APR is on the specific program(s) being reviewed. Subsequently, data from faculty members who are not substantial contributors to a program should not be included in a program’s APR.

II. Academic Program Review Process

The APR process focuses on program improvement, which is based on three primary phases: 1) an internal self-study of the program by its faculty, 2) an on-site review conducted by an External Review Committee, and 3) a final action plan produced by faculty and supported by the relevant Dean and the Academic Council. The Director of Institutional Assessment serves as the Coordinator of ECU’s Program Review Processes.

The major steps in planning and conducting a formal review are outlined below:

1. Orientation to Academic Program Review
   a. One year prior to the review, the program faculty and program administrator (i.e., the department chair, school director, or other immediate administrator of the program) unit will be notified of the upcoming review.
   b. One semester prior to the scheduled academic program review, the program unit faculty and program administrator attend an orientation led by the Director of Institutional Assessment Coordinator to go through the review processes and resources.
   c. The program unit faculty consult with the program administrator chair and select possible dates for the on-site review and propose names of external and internal reviewers.
   d. One external reviewer must be faculty from ECU’s official peer institutions who are familiar
with the discipline; another external reviewer could either be from an official peer institution or a regional peer institution; internal reviewers are ECU faculty from a related campus-based discipline who are external to the program department under review and in a related campus-based discipline internal to the college where the department under review is housed.

Note: In departments where only certificate programs are being reviewed an internal review will be conducted with three ECU faculty.

e. The Director of Institutional Assessment Coordinator, in consultation with the Internal Review Committee, sets two external and one internal reviewer and invites them to serve on the upcoming External Review Committee. The Director of Institutional Assessment Coordinator works with the program administrator unit chair and/or the unit undergraduate program coordinator and the unit graduate program coordinator to develop the 2-3 day itinerary for the on-site review meetings, which include meetings of the External Review Committee with the program unit administrators, program faculty, undergraduate and graduate students, relevant university college/school administrators, relevant university and community constituents, dean of the Graduate School, and members of the Academic Council.

2. Program Unit Self-Study
The program unit faculty prepares a Self-Study according to the APR Guidelines provided on pages 7-10. Unless otherwise codified by either the program’s faculty coordinating committee or the unit code of the program’s home unit, the unit undergraduate program director/coordinator, the unit graduate program coordinator, and/or program administrator unit chair coordinate the preparation of the Self-Study, but it is important to have broad-based input from the program faculty. An electronic copy should be sent to the Director of Institutional Assessment Coordinator for distribution to the Internal Review Committee eight weeks before the on-site review.

3. Internal Review Committee
The Internal Review Committee reviews the self-study for accuracy, clarity, consistency, and completeness. The Director of Institutional Assessment Coordinator chairs the Internal Review Committee; members include the dean of the home college or school of the program(s) under review, a representative of the Educational Policies and Programs Committee (EPPC) of the Faculty Senate, and the Dean of the Graduate School if graduate programs are under review. A liaison to APR from Institutional Research also reviews the self-study for data accuracy.

4. Revision of Self-Study
Program Unit faculty revise the Self-Study based on input from the Internal Review Committee. The Director of Institutional Assessment Coordinator distributes the revised Self-Study and supporting documents to the External Review Committee (one month prior to on-site review).

5. External Review Committee
The External Review Committee conducts its review of the undergraduate and graduate programs. A summary of major findings is presented to the program faculty, program administrator Unit, Dean, and the Academic Council on the second day of the review. Within 30 days of the completion of the on-site review, the External Review Committee sends an electronic copy and a signed hard copy of the final Review Committee Report to the Director of Institutional Assessment Coordinator, who will distribute to the program faculty, program
6. **Program Unit Response Report**

In a Program Unit Response Report, the program faculty respond to each of the recommendations in the Review Committee Report, describing actions they will/will not take to implement the recommendations, who is responsible for the actions, and when they will occur. Program faculty also prioritize the resource needs that emerge from the recommendations.

7. **Review of Program Unit Response Report**

Program faculty Unit and college/school administrators meet to review the Program Unit Response Report and discuss the program’s unit’s top priorities, needs that can be addressed by at the college or school level, and issues for discussion with the Academic Council. After this meeting, the program unit faculty revise the Program Unit Response Report to reflect actions to be taken by the program, program administrator department, college/school, and those needing institutional support.

8. **Program Unit Response Report to EPPC**

Each Program Unit Response Report will be sent to EPPC for their review and approval. The self-study, external review committee report, and program unit response will be sent to the Chair of EPPC and the review will be placed on an EPPC agenda. The program unit administrator attends the EPPC meeting to answer any questions and hear the committee’s decision on whether the program unit response is approved or not. If the program unit response is not approved, the EPPC Chair will write a memo with concrete recommendations for improvement within ten days. The program unit response is to be edited and resubmitted to the Chair of EPPC for the next committee meeting. Programs Units should consult the EPPC “Criteria for Reviewing Unit Academic Program Reviews” document as the unit response is written. Note: For certificate only reviews this will serve as the last step in the APR process.

9. **Final Action Plan with the Academic Council**

Academic Council leads a Final Action Plan meeting with program faculty, the program unit administrators and Internal Review Committee. In this meeting, the program unit administrator summarizes the program faculty’s responses and action plan; the college/school dean summarizes actions to be taken by the college/school; and the Academic Council provides further recommendations on the actions planned. The Director of Institutional Assessment Coordinator records major decisions made at the meeting, to include revisions made or new actions added to the Program Unit Response Report. The Director of Institutional Assessment Coordinator distributes the major decisions in the form of a memorandum to program unit faculty, program administrator, Dean, the Internal Review Committee and the Academic Council. All program review related documentations are maintained by the Office of Institutional Planning, Assessment, and Research.

10. **Ongoing Program Review and Enhancement**

The program unit administrator and/or program faculty report on progress one year after implementation of the action plan and again three years after the Final Action Plan meeting and summarize the status of the action plan. This progress report will be sent to the Director of Institutional Assessment, College Dean, and the Dean of the Graduate School if graduate programs are involved. As designated in the 7-year APR cycle, programs will again complete a comprehensive periodic review. IA Staff will review and
monitor recommendations related to assessment, curriculum, and student learning. Faculty are encouraged to report on progress through their annual assessment reports later.

III. Roles and Responsibilities

A. Program Unit Faculty (including program director/coordinator)

1. Propose dates for the on-site visit and names of internal and external reviewers and participate in onsite review
2. Collaborate in writing the Self-Study, analyzing data, and reflecting on the strengths and weakness of the program
3. Revise the Self-Study after internal review
4. Address each recommendation in the External Review Report and develop Program Unit Response Report with an action plan
5. Work with the Dean and the Academic Council to refine and finalize the action plan, implement the plan, and report progress 1 year out and 3 years after the Final Action Plan meeting

B. Program Administrator (i.e., the chair of the home department or the relevant direct administrator of the program)

1. Coordinate the activities of the program faculty
2. Coordinate faculty and IPAR activities
3. Assist with data collection

C. Dean of the College or Director of the School Having Housing the Program Under Reviewed

1. Serve on the Internal Review Committee
2. During on-site review
   a. Participate in dinner meeting with the External Review Committee
   b. Participate in faculty/staff debriefing with External Review Committee
   c. Participate in Exit Meeting with External Review Committee and Academic Council
3. Lead meeting of college/school and program department administrator and faculty leaders to revise Program Unit Response Report to identify actions to be taken at the college level
4. Participate in Final Action Plan meeting with Academic Council

D. Internal Review Committee

1. Includes the following people:
   a. Director of Institutional Assessment (chair)
   b. Dean of the college or director of the school that houses the program under review
   c. Dean of the graduate school if a graduate program is being assessed
   d. Educational Policies and Planning Committee (EPPC) Representative
2. Select the External Review Committee members
3. Review the Self-Study and appendices for accuracy, clarity, consistency, and completeness
4. Meet with unit program faculty and Academic Council to finalize action plans and resource priorities

E. External Review Committee
1. Review the Self-Study prior to arrival on campus
2. Meet with program department faculty, staff, students, and other constituencies
3. Prepare a written report within 30 days of the on-site visit which is then shared with the college/school, unit program faculty, graduate school, and division administrators

F. The Academic Council

1. Meet with External Review Committee on the first day of the on-site review to give the formal charge and on the second day to review major findings
2. Lead the Final Action Plan meeting that includes the Internal Review Committee

G. The Educational Policies and Planning Committee (EPPC) Representative

1. Serve on the Internal Review Committee
2. Provide EPPC with a timely update regarding the quality of self-study and major recommendations found in the External Review Committee Report
3. Report the final EPPC recommendation decision to the Director of Institutional Assessment Coordinator

Note: If the Unit Program Response is not accepted by EPPC, the Chair of EPPC will provide concrete recommendations for improvement to the unit program administrator within 10 days.

H. Institutional Research

1. Maintain the Academic Program Profile desktop located in the ECU Analytics Portal
2. Meet with program department and faculty to review data and resources during the orientation meeting
3. Serve on the Internal Review Committee (as needed) in order to review the self-study data for accuracy

I. Director, Institutional Assessment and/or Designee

1. Coordinate the review process, establish the review schedule and facilitate all logistical arrangements
2. Chair the Internal Review Committee
3. Receive and distribute all documents
4. Record the Final Action Plan and monitor the one-year and three-year progress reports
5. Provide a repository for self-studies, external review reports, unit program response plans, final action plan memoranda, and progress reports

IV. Components of the Self Study (Limit to 50 pages, excluding appendixes)

Executive Summary (3-5 pages): Based on the information presented in the self-study, prepare an executive summary describing:

a. the overall quality of each program degree/certificate that is included in the review has been reviewed and the indicators you used to assess the quality;

b. strengths and weaknesses of the program department (e.g., How effectively do faculty contribute to teaching and student mentoring, scholarship and creative activity, research and service mission, and clinical activities of the program department and its programs?)
What is the diversity of faculty, students, and staff? Does curricular content represent a variety of cultural and other diverse perspectives as evidenced by curricular content and/or the authors of texts and other curricular resources? How effective are the support staff?; 
c. major findings that resulted from the self-study; and
d. significant actions or changes that have been planned as a result of the self-study.

1. Program Purpose
For each degree/certificate program included in the review without specialized accreditation in the department/school:
   1.1 Provide a clear and concise statement of the program’s purpose;
   1.2 Describe how the program’s purpose aligns to its unit’s mission and the University’s mission and strategic initiatives;
   1.3 Articulate any specific or and unique features of the program that distinguish it from others;
   1.4 Describe the external factors that impact the program’s enrollment and market demand of its graduates based on statewide, national and/or professional studies (e.g., enrollment growth or decline of major competitors as reported by IPEDS, market demand as determined by Bureau of Labor Statistics or NC Department of Commerce occupation projections, market forecast by professional organizations, etc. See APR Resources for potential data sources).

2. Enrollment, Degrees and Student Success
IPAR has provided an Academic Program Profile desktop within the ECU Analytics Portal with information for each degree/certificate program without specialized accreditation. Review the data, collect additional data/information, and respond to the following questions for each program.
NOTE: Programs Departments may will need to collect additional data on job placement and licensure exam pass rates.

   Enrollment and Degrees Analysis
   2.1 Describe the program’s enrollment trend over the last seven years to include:
      • headcount enrollment (FT/PT ratio),
      • student diversity,
      • characteristics of incoming graduate students (in terms of undergraduate GPAs, admission test scores, number of complete applications, selectivity, and yield rates),
      • characteristics of undergraduate majors (in terms of high school GPAs, SAT/ACT scores, and undergraduate GPAs).
   2.2 Describe the trend regarding the number of degrees conferred each year.
   2.3 For graduate programs, describe the trend regarding completion rates (1—3 years for certificate programs; 3 and 5 years for master’s; 7 and 10 years for doctoral programs) and time-to-degree of the students. What actions have been taken to improve degree completion and time-to-degree?
   2.4 Regarding the program size, is there a justification for expansion or contraction? What actions have been taken that implement the University’s/College’s strategic initiatives regarding enrollment management such as program expansion or contraction?

NOTE: For certificate programs degrees awarded, rather than enrollment, may be more accurate and can be used for this section.

Student Success
2.5 What is the 3-year trend regarding D/F/W rates in 1000–and 2000-level courses? Where appropriate, how do the D/F/W rates in face-to-face courses compare to
those in online courses? What has the program done to address the courses with high D/F/W rates?

2.6 What are the job placements and graduate/professional school enrollments rate of recent program graduates? Does it meet faculty expectations? NOTE: For some certificate programs many students are currently employed so discuss their employment status.

2.7 If applicable, what is the licensure pass rate of the graduates? Does it meet faculty expectations?

2.8 What actions has the program taken over the past seven years to improve student success?

Action Plans

2.9 What actions does the program plan to take in the next seven years to increase enrollment and student success? What resources are needed to implement these plans?

3. Curriculum, Learning Outcomes and Student Satisfaction:
Provide an interpretation of assessment findings and other relevant data about the curriculum and quality of student learning in each program being reviewed. Focus on interpretation of data, use of results, and program improvements.

Curriculum Analysis
To support this section, a link to the degree requirements as published in the Catalog should be provided. Also include in an Appendix an updated curriculum map from Nuventive Improve TracDat that illustrates alignment of student learning outcomes to courses in the curriculum.

3.1 Based on degree requirements and the updated curriculum map, describe how course sequences, including prerequisites, are used to introduce and reinforce student learning prior to students being assessed.

3.2 Describe the process the program uses to ensure the curriculum is up-to-date. Describe any innovative approaches in the curriculum, including innovations in diversity, equity, and inclusion.

Student Learning Outcomes Assessment
To support this section, review program assessment reports from Nuventive Improve TracDat as well as other relevant data obtained since the last program review.

3.3 Based on learning outcomes assessment reports/data, what are the identified strengths and weaknesses in student learning outcomes? Does curricular content align to assist graduates to engage a diverse and global society?

3.4 Where applicable, are there any significant differences in student outcomes in face-to-face and online programs?

3.5 What decisions have been made and what changes have been instituted on the basis of on-going assessments (e.g., curricular or pedagogical changes, faculty, instructional facilities, student support, funding priorities, the assessment procedure – including objectives and outcomes and methods of gathering and analyzing data, etc.)?

3.6 How effective were the changes?
Student Satisfaction
To support this section, review the student survey data such as the Graduating Senior Survey, Graduate Student Exit Survey, and program-level employer/alumni surveys. 

NOTE: The Graduate Student Exit Survey is not administered to certificate students so the program department can use their own data or consider this section as optional for certificate reviews.

3.7 How satisfied are graduating students with the program? Are there practically significant variations in student satisfaction by race/ethnicity/national origin, gender/gender identity, geographic region, first generation college student status or other relevant demographics?

3.8 How do graduating students and program alumni evaluate the knowledge and skills they have acquired in the program?

3.9 How do employers evaluate the graduates' knowledge and skills?

3.10 What actions has the program taken to improve student support, services, and satisfaction?

Action Plans

3.11 Are there new curricular and pedagogical changes that the program plans to implement in the next seven years to improve student learning?

3.12 What will the program do to improve students' educational experience and overall satisfaction?

3.13 What additional resources are needed to implement these plans? Describe any additional changes.

4. Strength of Faculty: Teaching, Research and Scholarship
To support this section, include faculty bio sketches in an Appendix (1-2 pages per faculty).

Faculty Resources

Review program department faculty data provided by IPAR and respond to the following:

4.1 Faculty Profile: Describe the current faculty affiliated with the program department (e.g., percent full- versus part-time, diversity, percent with terminal degree, tenure status, etc.).

4.2 Faculty Resources: Does the program department have the number and type of faculty to achieve its goals?

4.3 What actions has the program administrator department taken to recruit, and retain, and advance highly qualified, diverse faculty?

Analysis of Teaching Productivity

4.4 Based on the Student Credit Hours and Generated FTE report, describe the trend in student credit hour production in the program department over the past seven years, for both Distance Education and campus courses, highlighting the program's department's contribution to the Foundations General Education Curriculum and other degree programs. Consider the trend of average credit hour production per instructional faculty FTE.

4.5 Based on the Delaware Study data, what is the general teaching load of the department faculty? Is the teaching load equitably distributed among faculty by race/ethnicity, gender, and other faculty characteristics? What has the program department done to adjust faculty teaching load for faculty members of this program?

4.6 Describe the direct contributions (course sections taught) and indirect contributions
(grading, tutoring, etc.) of graduate teaching assistants to the program’s department’s teaching mission?

4.7 What are the major achievements of program department faculty regarding teaching? What has the program administrator department done to support faculty teaching?

Analysis of Research, Scholarship and Creative Activities

NOTE: The Graduate School will provide links to graduate program theses and dissertations to reviewers.

4.8 What are the major achievements of the program faculty and students regarding research, scholarship (including scholarship of engagement) and creative activities as documented in Sedona/Faculty 180 and/or RAMSeS?

4.9 Describe what are the relative strengths and weaknesses regarding research, scholarship, and creative activities, as compared to departments at peer institutions or major competitors? When available, use Academic Analytics to demonstrate strengths and weakness. The department will need to collect additional data from comparable programs at ECU official peers or major competitors.

4.10 What has the program administrator department done to support the research, scholarship and creative activities of program faculty and students?

Analysis of Service and Outreach activities

4.11 What major service and outreach initiatives have the program faculty and students engaged in? What has the program administrator department done to support program faculty and student service/outreach activities?

Action Plans:

4.12 What does the program administrator department plan to do to support the teaching, research, and service activities of program faculty and students? What resources will it need to implement these plans?

5. Regional Transformation – Economic Development/Public Service

5.1 As applicable, provide a summary of major activities the program department faculty and students have participated in to support regional transformation over the last seven years.

5.2 As applicable, what does the program department plan to do to support regional transformation? What resources will it need to implement these plans?

6. Resources

6.1 Based on analysis of the operating budget and revenue sources supporting the department as well as annual expenditures, discuss the adequacy of the resources provided and required for maintaining program quality.

6.2 Describe the quality, scope, and projected needs for space to support the program.

7. Other Operational or Programmatic Outcomes

7.1 Describe other assessed outcomes that enable the program department to achieve its objectives, e.g., academic advising, number and diversity of faculty, graduate student support, operational efficiency, structural re-organization, etc. Summarize strengths and weaknesses identified in the assessment and actions taken to improve these outcomes.
7.2 Action Plans: What does the program department plan to do to improve these outcomes? What resources will it need to implement these plans?

Signature Page

External Review Committee Report on the Department of [Program Name(s)] of the [Department Name]
East Carolina University

Prepared for the Office of Institutional Planning, Assessment and Research
Division of Academic Affairs, East Carolina University

By

[External Reviewer Name]  [External Reviewer Name]
[External Reviewer Institution]  [External Reviewer Institution]

[Internal Reviewer Name], East Carolina University

(Graphic will be removed)
V. Institutional Research Support for Academic Program Review

ECU’s Office of Institutional Research has developed a suite of reports in the ECU Analytics Portal titled the “Academic Program Profiles”. With university log-in credentials, users will find several interactive reports providing program-level student and faculty data, and resource guides for accessing relevant publically-available information. This document outlines how specific reports within the Academic Program Profiles desktop align with data-driven items in the self-study. Questions or issues with using the desktop and/or obtaining necessary data for completing the self-study can be directed to research associate, Kari Koss (kossk15@ecu.edu), or IR Director, Dr. Beverly King (kingb14@ecu.edu).

Self-Study Item 1.4. (Program Purpose – External Factors)

Departments are asked to discuss external factors that impact the program’s enrollment and market demand of its graduates. Data to consider for addressing this topic include:

- Surveys of potential or current students. Departments may wish to include data available from surveys conducted within the department, across ECU, and/or the community. Please contact Kyle Chapman (Chapmank@ecu.edu) in Institutional Assessment for more information about survey data.
- Trends in enrollment and/or degrees awarded in similar programs. For programs within the UNC System, fall enrollment and degrees awarded can be obtained through the UNC Data Dashboard (http://www.northcarolina.edu/?q=content/unc-data-dashboard). Numbers of degrees awarded only (enrollment counts not available) can be found for any university through the IPEDS database (http://nces.ed.gov/ipseds/datacenter/). See the Academic Program Profile Resource Guides for step-by-step instructions on navigating these websites.
- Labor market data. The Bureau of Labor Statistics (BLS; www.bls.gov/data) provides nationwide occupational and industry projections in the areas for which graduates of the proposed program are expected to find employment. BLS projections at the state-or-county-level can be obtained through NC Commerce (http://nc.commerce.com/). See the Academic Program Profiles Resource Guides for additional information regarding these sites.

Self-Study Items 2.1 – 2.7. (Enrollment, Degrees, and Student Success)

Institutional Research provides data relevant to this section through the Academic Program Profiles desktop. With university log-in credentials, users will find several interactive reports under the folder listed as “Students”. The following list shows which report provides each element listed in the self-study template:

- Item 2.1. Enrollment trends. The “Enrollment Trends” report provides headcount enrollment for the last 7 years. Counts are broken down by full-time/part-time, on-campus/DE, and new/transfer/continuing status.
- Item 2.1. Student diversity. The “Student Diversity” report provides enrollment numbers broken down by gender, race/ethnicity, age, and geographic location.
- Item 2.1. Characteristics of incoming graduate students. In the “Admissions Profile” folder, locate the “Graduate Admissions Profile” report. This report provides admission totals, selectivity and yield rates, undergraduate GPA, and admissions test scores.
- Item 2.1. Characteristics of undergraduate majors. In the “Admissions Profile” folder, locate the “Undergraduate Admissions Scores” report. This report provides undergraduate admissions scores and high school GPA in the select undergraduate program.
- Item 2.3. Trends in completion rates. In the “Student Success” folder there are subfolders labeled as “Undergraduate”, “Graduate”, and “Doctoral”. Within each of these subfolders there are reports for “Retention, Graduates, and Persistence Rates” and “Time to Degree” for the respective level program(s).
Item 2.4. Department insight regarding enrollment management. No additional data provided.

Item 2.5. Trends for D/F/W rates. In the “Student Success” folder and “Undergraduate” subfolder, locate the “Course Grade Distributions” and “Potential Bottleneck Courses” reports. These reports provide course level information on completion rates, attrition, and grade distributions for undergraduate courses by term and department with pass rates, DFW rates, and withdrawal rates.

Item 2.6. Job placement rates. While IPAR does not currently have this type of data available, we are currently piloting data collection of The Pirate Employment Survey. This survey assesses employment outcomes for recent graduates of ECU undergraduate programs. It is still to be determined when University-level and college-level reports will become available for review. Another option for locating job placement rate data, however, is through NC Tower (www.nctower.com). NC Tower provides employment follow-up data for recent graduates of North Carolina schools that are still employed within the state of NC. There is a guide in the Academic Program Profiles Portal for accessing NC Tower at “Student Success” -> “Employment Rates Wages and Ongoing Higher Education of Graduates”. In addition, it is not uncommon for individual departments to have internal survey data for their own student outcomes. Departments are encouraged to include this type of data if it is available.

Item 2.7. Licensure pass rates of graduates. IPAR does not systematically track this type of information. It is not uncommon, however, for individual departments to have access to this program specific data. Departments are encouraged to include this data if it is available.

Self-Study Items 4 & 5 (Strength of Faculty – Teaching, Research, Scholarship & Public Service)

Institutional Research provides data relevant to this section through the Academic Program Profiles desktop. With university log-in credentials, users will find several interactive reports under the folder listed as “Faculty”. The following list shows which report provides each element listed in the self-study template.

Item 4.1. Faculty profile. Listed under the “Faculty” folder, the “Faculty Roster” report will provide a list of all university personnel categorized as faculty affiliated with the selected department and year with tenure status, academic rank, highest degree earned, and demographics.

Item 4.2. Department interpretation of faculty resources. No additional data provided.

Item 4.3. Department interpretation of faculty recruitment. No additional data provided.

Item 4.4. SCH Production. Under the “Teaching” folder, select the “Student Credit Hours and Generated FTE” report. This report provides SCHs and generated FTEs by department and fiscal year.

Item 4.5. Delaware Study (ecu.edu/cs-acad/ipar/research/DelawareStudy.cfm). A guide for accessing/understanding the Delaware Study of Instructional Costs and Productivity can be found under “Teaching” -> “Faculty Teaching Loads and Instructional Costs”.

Item 4.6. Contribution of graduate assistants: No additional data available from IPAR.

Item 4.7. Teaching achievements of faculty: No additional data available from IPAR.

Item 4.8 – Item 5.2. Faculty research and scholarship measures: Under the “Research” folder, users will find the “RamSees Grants and Contracts Awarded” report. Under “Scholarship”, the following four reports are available “Sedona Books Chapters and Other Publications”, “Sedona Journal Articles and Conference Proceedings”, “Sedona Creative Activities”, “Sedona Presentations and Posters”. Direct access to these databases is also available.

Sedona (http://www.ecu.edu/cs-acad/ofe/evaluation_sedona.cfm)
RamSees (http://www.ecu.edu/cs-acad/oep/RAMSeS.cfm)
Item 4.9. Comparison to peers: ECU subscribes to the services of Academic Analytics (http://academicanalytics.com/), with online access provided to department representatives. The Academics Analytics Database includes information on over 270,000 faculty members associated with over 385 universities in the United States and abroad, with data to include the primary areas of scholarly research accomplishment: (1) the publication of scholarly work as books and journal articles, (2) citations to published journal articles, (3) research funding by federal agencies, and (4) honorific awards bestowed upon faculty members. These data are structured so that they can be used to enable comparisons at a discipline-by-discipline level as well as overall university performance.

*Other Resources Available (in addition to those referenced above)
- ECU Office of Institutional Planning, Assessment, and Research (http://www.ecu.edu/ipar/)
- Listing of ECU Official Peers (ecu.edu/cs-acad/ipar/customcf/DL/Peers/ECUPeers.pdf)
- ECU Student Achievement Metrics (ecu.edu/sacs/StudentAchievementMetrics.pdf)
- ECU TracDat (https://ecu.tracdat.com/tracdat/)
- Space Utilization Report (produced by IPAR upon request)

VI. Selecting the External Review Team
An important task is for the unit program to develop a list of five potential external reviewers from ECU peer institutions, three from regional peer institutions (optional) and three internal reviewers. These external reviewers are to be nominated from institutions identified as official peers of East Carolina University and should be professionally prominent individuals, usually nationally recognized in their discipline or field. The potential internal reviewers are ECU faculty from a related campus-based discipline or field. Diversity and inclusion should be considered as the program seeks potential reviewers. The Director of Institutional Assessment can assist in identifying internal reviewers. The program unit should forward the list of potential reviewers to the Director of Institutional Assessment Coordinator, and then the Project Manager will contact each reviewer to ascertain availability and interest in serving as an academic program reviewer.

The list of potential reviewers is submitted to the Director of Institutional Assessment Coordinator containing the following information:
- Name of reviewer
- Name of university
- Complete job title/rank and name of a reviewer’s program unit
- Primary area of scholarly activity (related to program unit being reviewed)
- Rationale for selection
- Contact information (full mailing address, e-mail, and telephone number)

Nominees from the list provided by the program unit will be discussed by the Internal Review Committee and the official team members will be selected according to the following criteria:
- Two reviewers external to East Carolina University with preference being at least one serving at an ECU official peer institution;
- One internal reviewer from a related campus-based discipline outside of the program department and internal to the college;
- External reviewers must be part of a program that is recognized for excellence in the discipline and able to benchmark the unit’s programs based on discipline-specific rankings and other publically available comparisons;
- External Review Committee is a diverse group with experience in both undergraduate and graduate programs as well as with the appropriate teaching, research and service components of the discipline; and
- Reviewers must affirm that there exists no conflict of interest related to the program unit.
The purpose of Academic Program Review (APR) at East Carolina University is to engage faculty in a reflective process of thoughtful study and evaluation of program quality and alignment to East Carolina University’s value, mission, and commitments in support of our students and the region. APR is an integral part of the university’s on-going assessment and strategic planning processes designed to enhance the quality of all educational programs and we sincerely thank you for assisting us. This letter provides you with the charge to the external review team.

External Review Committee Charge
Please make an objective evaluation of the unit’s efficiency and effectiveness in achieving its programs’ purpose, and make recommendations that will help in planning improvements. Your resources are the APR Guidelines, a Self-Study report prepared by the program unit, copies of the Final Action Plan and Progress Reports from the previous review (if applicable), information you gain through interactions while onsite at ECU, and any additional information requested by you. Within the broad charge of recommending ways that the program unit can continue to improve, here are some overarching questions that we would like you to address:
- Based on the information/data provided in the Self-Study or gathered by the external review committee, what are the unit’s overall strengths and weaknesses?
- How does the program foster diversity, equity, and inclusion among students, faculty, and staff? Is the curriculum broadly inclusive?
- What major improvements (including student learning and faculty development) has the program unit made since the previous program review or within the last seven years?
- What is the professional benchmark and how does this program compare?
- What specific recommendations could improve the unit’s performance?
- In addition, you may be asked to focus on program-specific questions during your on-site review of the program.

We look forward to meeting you during your time on campus. If you have any questions or require additional information prior to your visit, contact the Director of Institutional Assessment and Coordinator of Program Reviews or the Executive Assistance to IPAR.

VII. ECU Peer Institutions
Approved by the UNC-BoG October, 2020 (https://ipar.ecu.edu/research/rsrch-peer-institutions):
- Ball State University
- Central Michigan University
- Florida Atlantic University
- Illinois State University
- Kent State University at Kent
- Northern Arizona University
- Ohio University.
- University of Nevada –Las Vegas
- Utah State University
- Washington State University
- Western Michigan University
Resolution #21-03
Approved by the Faculty Senate: February 23, 2021
Approved by the Chancellor: March 15, 2021

Approval of the Spring 2021 Graduation Roster, including Honors College graduates.

Resolution #21-04
Approved by the Faculty Senate: February 23, 2021
Received by the Chancellor: March 15, 2021

Formal faculty advice on curriculum and academic matters acted on and recorded in the February 8, 2021, Graduate Council meeting minutes, including level I action items from the January 20, 2021 Graduate Curriculum Committee meeting minutes which were approved by its delegated authority and are reported here for informational purposes; programmatic action item (GC 21-01) including level II and level III programmatic action items from the January 20, 2021 Graduate Curriculum Committee meeting, which were forwarded to the Educational Policies and Planning Committee (EPPC), including a request to establish a new certificate (Level II), Environmental Health Foundations Certificate from the Department of Health Education and Promotion within the College of Health and Human Performance; a revision of an existing degree (Level II), Curriculum and Instruction, MAEd from the Department of Literacy Studies, English Education, and History Education, a request to establish a new certificate (Level II), Instructional Design in Adult Education Certificate from the Department of Interdisciplinary Professions within the College of Education; and a revision of an existing degree (Level III), Specialist in School Psychology, SSP from the Department of Psychology, within the Thomas Harriot College of Arts and Sciences; and Graduate policy action item (GC 21-02) approved by the Graduate Council included the new External Member Appointment Process for Thesis and Dissertations, and the Graduate Admission Eligibility for Standard Admission policy.

Resolution #21-05
Approved by the Faculty Senate: February 23, 2021
Approved by the Chancellor: March 15, 2021

Revised Academic Library Services unit code.

Resolution #21-06
Approved by the Faculty Senate: February 23, 2021
Approved by the Chancellor: March 15, 2021

Curriculum and academic matters acted on and recorded in the Undergraduate Curriculum Committee meeting of November 12, 2020 including curricular matters in the Department of Health Education and Promotion within the College of Health and Human Performance; and the meeting of January 28, 2021 including curricular matters in the Department of Geography, Planning and
Environment within the Thomas Harriot College of Arts and Sciences, in the Department of Interdisciplinary Professions within the College of Education, in the School of Communication within the College of Fine Arts and Communication, and in the Department of Kinesiology within the College of Health and Human Performance.

Resolution #21-07
Approved by the Faculty Senate: February 23, 2021
Approved by the Chancellor: March 15, 2021

2022-2023 University Academic Calendars, as follows:

**University Academic Calendar - Summer Sessions 2022**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 25, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 28, Monday</td>
<td>Registration for Summer Sessions 2022 begins.</td>
</tr>
</tbody>
</table>

**First Summer Session 2022**
(5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays; 1 day for final examinations)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 13, Friday</td>
<td>Advising, registration and schedule adjustments</td>
</tr>
<tr>
<td>May 16, Monday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>May 17, Tuesday</td>
<td>Last day for registration and schedule adjustments (drop / add), by 5:00 pm</td>
</tr>
<tr>
<td>May 18, Wednesday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm.)</td>
</tr>
<tr>
<td>May 30, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>June 7, Tuesday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades, by 5:00 pm; block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>June 14, Tuesday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available.</td>
</tr>
<tr>
<td>June 20, Monday</td>
<td>Last day for graduate students to submit work for removal of incompletes given during First Summer Session 2021</td>
</tr>
<tr>
<td>June 20, Monday</td>
<td>Classes end; last day for Survey of Student Opinion of Instruction (SSOI); last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>June 21, Tuesday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>June 24, Friday</td>
<td>Grades due at 8:00 am</td>
</tr>
</tbody>
</table>

**Second Summer Session 2022**
(4 Mondays, 5 Tuesdays, 5 Wednesdays, 6 Thursdays, 5 Fridays; 1 day for final examinations)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 22, Wednesday</td>
<td>Advising, registration and schedule adjustments</td>
</tr>
<tr>
<td>June 23, Thursday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>June 24, Friday</td>
<td>Last day for registration and schedule adjustments (drop / add), by 5:00 pm</td>
</tr>
<tr>
<td>June 27, Monday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm.)</td>
</tr>
<tr>
<td>July 4, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>July 15, Friday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades, by 5:00 pm; block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>July 22, Friday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available.</td>
</tr>
<tr>
<td>July 28, Thursday</td>
<td>Last day for graduate students to submit work for removal of incompletes given during Second Summer Session 2021</td>
</tr>
<tr>
<td>July 28, Thursday</td>
<td>Classes end; last day for Survey of Student Opinion of Instruction (SSOI); last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>July 29, Friday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>August 1, Monday</td>
<td>Grades due at noon</td>
</tr>
</tbody>
</table>

**Eleven-Week Summer Session 2022**

(9 Mondays, 10 Tuesdays, 10 Wednesdays, 11 Thursdays, 10 Fridays; 1 day for final examinations)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 13, Friday</td>
<td>Advising, registration and schedule adjustments</td>
</tr>
<tr>
<td>May 16, Monday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>May 17, Tuesday</td>
<td>Last day for registration and schedule adjustments (drop / add), by 5:00 pm</td>
</tr>
<tr>
<td>May 18, Wednesday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm.)</td>
</tr>
<tr>
<td>May 30, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>June 21 - 22,</td>
<td>Mid-Summer Break</td>
</tr>
<tr>
<td>Tuesday - Wednesday</td>
<td></td>
</tr>
<tr>
<td>June 29, Wednesday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades, by 5:00 pm; block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>July 4, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>July 22, Friday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available.</td>
</tr>
<tr>
<td>July 28, Thursday</td>
<td>Last day for graduate students to submit work for removal of incompletes given during the Eleven-week Summer Session 2021</td>
</tr>
<tr>
<td>July 28, Thursday</td>
<td>Classes end; last day for Survey of Student Opinion of Instruction (SSOI); last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>July 29, Friday</td>
<td>Final Examinations</td>
</tr>
</tbody>
</table>
### University Academic Calendar - Fall Semester 2022

(Actual Class Days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 25, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 28, Monday</td>
<td>Registration for Fall Semester 2022 begins.</td>
</tr>
<tr>
<td>August 19, Friday</td>
<td>Faculty Convocation at 9:00 am; Faculty Meetings</td>
</tr>
<tr>
<td>August 19, Friday</td>
<td>Advising, registration and schedule adjustments</td>
</tr>
<tr>
<td>August 22, Monday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>August 26, Friday</td>
<td>Last day for registration and schedule adjustments (drop / add), by 5:00 pm.</td>
</tr>
<tr>
<td>September 2, Friday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm.)</td>
</tr>
<tr>
<td>September 5, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>October 8 - 11,</td>
<td>Fall Break -- Classes resume at 8:00 am Wednesday, October 12.</td>
</tr>
<tr>
<td>Saturday - Tuesday</td>
<td></td>
</tr>
<tr>
<td>October 24 - 28,</td>
<td>Advising for Spring Semester 2023</td>
</tr>
<tr>
<td>Monday - Friday</td>
<td></td>
</tr>
<tr>
<td>October 31, Monday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades, by 5:00 pm; block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>November 4, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>November 7, Monday</td>
<td>Registration for Spring Semester 2023 begins.</td>
</tr>
<tr>
<td>November 8, Tuesday</td>
<td>Election Day / Civic Engagement Day</td>
</tr>
<tr>
<td>November 22, Tuesday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available.</td>
</tr>
<tr>
<td>November 22, Tuesday</td>
<td>Last day for undergraduate students to submit work for removal of incompletes given during Spring or Summer Sessions 2022</td>
</tr>
<tr>
<td>November 23 - 27,</td>
<td>Thanksgiving Break -- Classes resume at 8:00 am Monday, November 28.</td>
</tr>
<tr>
<td>Wednesday - Sunday</td>
<td></td>
</tr>
<tr>
<td>December 5, Monday</td>
<td>Last day for graduate students to submit work for removal of incompletes given during Fall Semester 2021</td>
</tr>
<tr>
<td>December 5, Monday</td>
<td>Classes end; last day for Survey of Student Opinion of Instruction (SSOI); last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>December 6, Tuesday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>December 7, Wednesday</td>
<td>Final Examinations begin.</td>
</tr>
<tr>
<td>December 14, Wednesday</td>
<td>Exams for Fall Semester end.</td>
</tr>
</tbody>
</table>
Final Examinations Schedule - Fall Semester 2022

There will be no departure from the posted schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 7 - 14). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 7 - 14). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December 7 - 14).

Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time. Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course Codes</th>
<th>Time and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 - 7:30 Thursday, December 8</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30 Friday, December 9</td>
</tr>
<tr>
<td>MATH 0045, 1064</td>
<td>5:00 - 7:30 Tuesday, December 13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time and days class regularly meets</th>
<th>Time and day of final examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 MWF</td>
<td>8:00 - 10:30 Monday, December 12</td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 - 10:30 Tuesday, December 13</td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>8:00 - 10:30 Thursday, December 8</td>
</tr>
<tr>
<td>9:00 TTh (9:30)</td>
<td>8:00 - 10:30 Wednesday, December 7</td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>8:00 - 10:30 Friday, December 9</td>
</tr>
<tr>
<td>10:00 TTh</td>
<td>8:00 - 10:30 Wednesday, December 14</td>
</tr>
<tr>
<td>11:00 MWF</td>
<td>11:00 - 1:30 Monday, December 12</td>
</tr>
<tr>
<td>11:00 TTh</td>
<td>11:00 - 1:30 Tuesday, December 13</td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>11:00 - 1:30 Thursday, December 8</td>
</tr>
<tr>
<td>Time</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>12:00 TTh (12:30)</td>
<td>11:00 - 1:30 Wednesday, December 7</td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>11:00 - 1:30 Friday, December 9</td>
</tr>
<tr>
<td>1:00 TTh</td>
<td>11:00 - 1:30 Wednesday, December 14</td>
</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 - 4:30 Monday, December 12</td>
</tr>
<tr>
<td>2:00 TTh</td>
<td>2:00 - 4:30 Tuesday, December 13</td>
</tr>
<tr>
<td>3:00 MWF (3:30)</td>
<td>2:00 - 4:30 Thursday, December 8</td>
</tr>
<tr>
<td>3:00 TTh (3:30)</td>
<td>2:00 - 4:30 Wednesday, December 8</td>
</tr>
<tr>
<td>4:00 MWF</td>
<td>2:00 - 4:30 Friday, December 9</td>
</tr>
<tr>
<td>4:00 TTh</td>
<td>2:00 - 4:30 Wednesday, December 14</td>
</tr>
<tr>
<td>5:00 MWF (5:30)</td>
<td>5:00 - 7:30 Monday, December 12</td>
</tr>
<tr>
<td>5:00 TTh (5:30)</td>
<td>5:00 - 7:30 Wednesday, December 7</td>
</tr>
</tbody>
</table>

**University Academic Calendar - Spring Semester 2023**

(Actual Class Days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 13 Fridays; Effective Class Days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 4, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>November 7, Monday</td>
<td>Registration for Spring Semester 2023 begins.</td>
</tr>
<tr>
<td>January 6, Friday</td>
<td>Advising, registration and schedule adjustments</td>
</tr>
<tr>
<td>January 9, Monday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>January 13, Friday</td>
<td>Last day for registration and schedule adjustments (drop / add) by 5:00 pm</td>
</tr>
<tr>
<td>January 16, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>January 23, Monday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm.)</td>
</tr>
<tr>
<td>March 5 - 12, Sunday - Sunday</td>
<td>Spring Break -- Classes resume at 8:00 am Monday, March 13.</td>
</tr>
<tr>
<td>March 13 - 17, Monday - Friday</td>
<td>Advising for Summer Sessions and Fall Semester 2023</td>
</tr>
<tr>
<td>March 23, Thursday</td>
<td>Last day for undergraduate and graduate students to withdraw from term-length courses or withdraw from school without grades, by 5:00 pm; block courses may be dropped only during the first 60% of their regularly scheduled class meetings.</td>
</tr>
<tr>
<td>March 24, Friday</td>
<td>Early registration for special populations begins at 1:00 pm.</td>
</tr>
<tr>
<td>March 27, Monday</td>
<td>Registration for Summer Sessions and Fall Semester 2023 begins.</td>
</tr>
<tr>
<td>April 7 - 8, Friday - Saturday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>April 12, Wednesday</td>
<td>Survey of Student Opinion of Instruction (SSOI) becomes available.</td>
</tr>
<tr>
<td>April 13, Thursday</td>
<td>Last day for undergraduate students to submit work for removal of incompletes given during Fall 2022</td>
</tr>
<tr>
<td>April 25, Tuesday</td>
<td>Last day for graduate students to submit work for removal of incompletes given during Spring Semester 2022</td>
</tr>
<tr>
<td>April 25, Tuesday</td>
<td>State holiday makeup day; classes which would have met on Friday, April 7 will meet on this day so there will be effectively the same number of Fridays and Tuesdays as every other weekday during the semester. Tuesday classes will not meet.</td>
</tr>
<tr>
<td>April 25, Tuesday</td>
<td>Classes end; last day for Survey of Student Opinion of Instruction (SSOI); last day for submission of grade replacement requests.</td>
</tr>
<tr>
<td>April 26, Wednesday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>April 27, Thursday</td>
<td>Final Examinations begin.</td>
</tr>
<tr>
<td>May 4, Thursday</td>
<td>Exams for Spring Semester end.</td>
</tr>
<tr>
<td>May 5, Friday</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 8, Monday</td>
<td>Grades due at 8:00 am</td>
</tr>
</tbody>
</table>

**Final Examinations Schedule - Spring Semester 2023**

There will be no departure from the posted schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 27 - May 4). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 27 - May 4). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (April 27 - May 4).

Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time. Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 - 7:30 Tuesday, May 2</td>
<td></td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30 Thursday, April 27</td>
<td></td>
</tr>
<tr>
<td>MATH 0045, 1064</td>
<td>5:00 - 7:30 Monday, May 1</td>
<td></td>
</tr>
<tr>
<td>Time and days class regularly meets</td>
<td>Time and day of final examination</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>8:00 MWF</td>
<td>8:00 - 10:30 Monday, May 1</td>
<td></td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 - 10:30 Tuesday, May 2</td>
<td></td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>8:00 - 10:30 Friday, April 28</td>
<td></td>
</tr>
<tr>
<td>9:00 TTh (9:30)</td>
<td>8:00 - 10:30 Wednesday, May 3</td>
<td></td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>8:00 - 10:30 Thursday, April 27</td>
<td></td>
</tr>
<tr>
<td>10:00 TTh</td>
<td>8:00 - 10:30 Thursday, May 4</td>
<td></td>
</tr>
<tr>
<td>11:00 MWF</td>
<td>11:00 - 1:30 Monday, May 1</td>
<td></td>
</tr>
<tr>
<td>11:00 TTh</td>
<td>11:00 - 1:30 Tuesday, May 2</td>
<td></td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>11:00 - 1:30 Friday, April 28</td>
<td></td>
</tr>
<tr>
<td>12:00 TTh (12:30)</td>
<td>11:00 - 1:30 Wednesday, May 3</td>
<td></td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>11:00 - 1:30 Thursday, April 27</td>
<td></td>
</tr>
<tr>
<td>1:00 TTh</td>
<td>11:00 - 1:30 Thursday, May 4</td>
<td></td>
</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 - 4:30 Monday, May 1</td>
<td></td>
</tr>
<tr>
<td>2:00 TTh</td>
<td>2:00 - 4:30 Tuesday, May 2</td>
<td></td>
</tr>
<tr>
<td>3:00 MWF (3:30)</td>
<td>2:00 - 4:30 Friday, April 28</td>
<td></td>
</tr>
<tr>
<td>3:00 TTh (3:30)</td>
<td>2:00 - 4:30 Wednesday, May 3</td>
<td></td>
</tr>
<tr>
<td>4:00 MWF</td>
<td>2:00 - 4:30 Thursday, April 27</td>
<td></td>
</tr>
<tr>
<td>4:00 TTh</td>
<td>2:00 - 4:30 Thursday, May 4</td>
<td></td>
</tr>
<tr>
<td>5:00 MWF (5:30)</td>
<td>5:00 - 7:30 Friday, April 28</td>
<td></td>
</tr>
<tr>
<td>5:00 TTh (5:30)</td>
<td>5:00 - 7:30 Wednesday, May 3</td>
<td></td>
</tr>
</tbody>
</table>

Resolution #21-08
Approved by the Faculty Senate: February 23, 2021
Approved by the Chancellor: March 15, 2021

2025-2026 Abridged University Academic Calendars, as follows:

**University Academic Calendar - Academic Year 2024-25**

**Summer Sessions 2025**

<table>
<thead>
<tr>
<th>First Summer Session</th>
<th>Second Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 19, Monday</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>May 26, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>June 26, Thursday</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>July 4, Friday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>June 23, Monday</td>
<td>Classes end.</td>
</tr>
<tr>
<td>June 24, Tuesday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>July 31, Thursday</td>
<td>Classes end.</td>
</tr>
<tr>
<td>August 1, Friday</td>
<td>Final Examinations</td>
</tr>
</tbody>
</table>

**Eleven-week Summer Session**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 19, Monday</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>May 26, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>June 24 - 25, Tuesday</td>
<td>Mid-Summer Break</td>
</tr>
<tr>
<td>July 4, Friday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>July 31, Thursday</td>
<td>Classes end.</td>
</tr>
<tr>
<td>August 1, Friday</td>
<td>Final Examinations</td>
</tr>
</tbody>
</table>

**Fall Semester 2025**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 25, Monday</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>September 1, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>October 4 - 7, Saturday</td>
<td>Fall Break</td>
</tr>
<tr>
<td>November 26 – November</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>30, Wednesday - Sunday</td>
<td></td>
</tr>
<tr>
<td>December 9, Tuesday</td>
<td>Classes end.</td>
</tr>
<tr>
<td>December 19, Friday</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

**Spring Semester 2026**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 12, Monday</td>
<td>Classes begin.</td>
</tr>
<tr>
<td>January 19, Monday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>March 8 - 15, Sunday</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 3 - 4, Friday</td>
<td>State Holiday (no classes)</td>
</tr>
<tr>
<td>April 28, Tuesday</td>
<td>Classes end.</td>
</tr>
<tr>
<td>May 8, Friday</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

Resolution #21-09
Approved by the Faculty Senate: February 23, 2021
Approved by the Chancellor: March 15, 2021

8-week Block Calendars for Fall 2021 and Spring 2022, as follows:

**ALTERNATE BLOCK SCHEDULING**
## Fall Semester 2021

### 8 WEEK BLOCK 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20, Friday</td>
<td>Advising, registration, and schedule adjustments.</td>
</tr>
<tr>
<td>August 23, Monday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>August 25, Wednesday</td>
<td>Last day for registration and schedule adjustments (drop/add), by 5:00 p.m.</td>
</tr>
<tr>
<td>September 6, Monday</td>
<td>State Holiday.</td>
</tr>
<tr>
<td>October 7, Thursday</td>
<td>Classes end.</td>
</tr>
</tbody>
</table>

### 8 WEEK BLOCK 2

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 13, Wednesday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>October 15, Friday</td>
<td>Last day for registration and schedule adjustments (drop/add), by 5:00 p.m.</td>
</tr>
<tr>
<td>November 24-28</td>
<td>Thanksgiving break – Classes resume at 8:00 am Monday, November 29.</td>
</tr>
<tr>
<td>Wednesday-Sunday</td>
<td></td>
</tr>
<tr>
<td>December 1, Wednesday</td>
<td>Classes end.</td>
</tr>
</tbody>
</table>

1. Classes meet four days a week, Monday through Thursday (27 class meetings)
2. Class length is one hour and twenty-five minutes (1:25)
3. No final exam period. Final exam is on the last day of class

## ALTERNATE BLOCK SCHEDULING

### Spring Semester 2022

### 8 WEEK BLOCK 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7, Friday</td>
<td>Advising, registration, and schedule adjustments.</td>
</tr>
<tr>
<td>January 10, Monday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>January 12, Wednesday</td>
<td>Last day for registration and schedule adjustments (drop/add), by 5:00 p.m.</td>
</tr>
<tr>
<td>January 17, Monday</td>
<td>State Holiday.</td>
</tr>
<tr>
<td>February 24, Thursday</td>
<td>Classes end.</td>
</tr>
</tbody>
</table>

### 8 WEEK BLOCK 2

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 28, Monday</td>
<td>Classes begin; schedule adjustments.</td>
</tr>
<tr>
<td>March 2, Wednesday</td>
<td>Last day for registration and schedule adjustments (drop/add), by 5:00 p.m.</td>
</tr>
</tbody>
</table>
1. Classes meet four days a week, Monday through Thursday (27 class meetings)
2. Class length is one hour and twenty-five minutes (1:25)
3. No final exam period. Final exam is on the last day of class

Resolution #21-10
Approved by the Faculty Senate: February 23, 2021
Rejected by the Chancellor: March 15, 2021 with comment*

*Interim Chancellor Mitchelson writes:
“The resolution is rejected as originally presented by the Faculty Senate. ECU’s students have made profound adjustments to their academic life as a result of the pandemic. Upon consultation with Provost Hayes and Vice Chancellor Stacy, the Faculty Senate Officers, and the Chair of the Faculty Senate Admissions and Retention Policies Committee, Interim Chancellor Mitchelson offered the initiatives in the attached document entitled, “Undergraduate Special Grading Accommodations Due to COVID-19,” to help lessen the impacts of the COVID-19 pandemic.”

Move of the drop/withdrawal date during the Spring 2021 semester to the last day of classes.

With the ongoing issues related to Covid-19, the Admissions and Retention Policies Committee discussed several options related to offering a P/F option for classes for the Spring 21 semester. Based on feedback from advisors and faculty members, several issues surrounding P/F policies were identified, and the committee voted against offering this option to students for this semester. Instead, the committee voted to extend the withdrawal date for students from the original Thursday, March 25th date to the last day of classes on Tuesday, April 27th. This is designed to extend relief to struggling students who would prefer not to take an unsatisfactory grade, but it also limits an unqualified student from advancing through the curriculum. Additionally, it is in line with guidance from the UNC System Office that suggested offering some relief to students. The W taken during this period will not count against the student’s four allotted through their academic progression.

Eli Hvastkovs as Chair of the Admission and Retention Policies Committee presented the proposal to the University Calendar Committee which voted to move the withdrawal date for the Spring 2021 semester to the last of classes as mentioned.

Resolution #21-11
Approved by the Faculty Senate: February 23, 2021
Approved by the Chancellor: March 15, 2021

Curriculum and academic matters acted on and recorded in the Writing Across the Curriculum
Committee minutes of January 25, 2021, including a notification of changes to co-requisites in MGMT 4842, prerequisites in KINE 4500, 4501, 4502, and majors only access in KINE 4806, and prerequisites in EDUC 3200; writing intensive course designation (WI) for SPAN 3550 Introduction to Cultural Analysis; writing intensive course designation (WI) for CSCI 4230 Software Engineering II, and removal of writing intensive course designation (WI) from CSCI 3030 and CSCI 4710.

Resolution #21-12
Approved by the Faculty Senate: February 23, 2021
Approved by the Chancellor: March 22, 2021*

Curriculum and academic matters acted on and recorded in the January 22, 2021 Educational Policies and Planning Committee meeting including a new concentration for the MA in Communication in the School of Communication within the College of Fine Arts and Communication; discontinuation of the Residential Construction Management Certificate in the Department of Construction Management within the College of Engineering and Technology; new Accelerated BS in Recreational Therapy *Recreation and Park Management/MS in Recreation Sciences and program revision for the Biofeedback graduate certificate in the Department of Recreation Sciences within the College of Health and Human Performance; approval of new delivery mode for the MA in History in the Department of History within the Thomas Harriot College of Arts and Sciences; program revision in the MSN Nursing and the Psychiatric-Mental Health Nurse Practitioner Certificate within the College of Nursing; program revision in the MSOT Occupational Therapy in the Department of Occupational Therapy and MS Physician Assistant in the Department of Physician Assistant Studies within the College of Allied Health Sciences; and a new graduate certificate in Racial Equity Studies in the Department of Special Education, Foundations and Research in the College of Education.

*report corrected

Resolution #21-13
Approved by the Faculty Senate: February 23, 2021
Approved by the Chancellor: March 15, 2021

Curriculum and academic matters acted on and recorded in the January 25, 2021 General Education and Instructional Effectiveness Committee meeting minutes including removal of Domestic Diversity (DD) designation from MUSC 3237 Beginning instruction in Vocal – General Music Education; approval of Domestic Diversity (DD) credit to MIS 3603 Introduction to Information Management Systems; approval of Domestic Diversity (DD) credit to MGMT 4242 Organizational Behavior; approvals of the following Honors College spring seminars for Domestic Diversity Designation (DD) or Global Diversity (GD) credit:

DD – HNRS 2011 Section 004 COVID & History of Pandemics
DD – HNRS 2011 Section 001 Southern Literature in Film
GD – HNRS 2011 Section 002 Martial Arts in Cinema
DD – HNRS 2013 Section 002 Disability in Work Organizations

And approval of Global Diversity (GD) Designation for the following transfer courses: REL 120 Judaism, Christianity and Islam from Kirkwood Community College; ANT 225 Cultural Anthropology from California Baptist University; SSC 305 Global Understanding from Gardner Webb University.
Resolution #21-14
Approved by the Faculty Senate: February 23, 2021
Rejected by the Chancellor: March 15, 2021, with comment*

*Interim Chancellor Mitchelson writes:
“The resolution is rejected as originally presented by the Faculty Senate. ECU’s faculty have made profound adjustments to their work as a result of the pandemic. After consultation with Provost Hayes, Vice Chancellor Stacy, Vice Chancellor Van Scott, and the Faculty Senate Officers, Interim Chancellor Mitchelson offered the options in the attached document entitled, “Faculty Evaluation and COVID-19,” to ensure that faculty efforts are appropriately recognized and evaluated.”

Recommendation from the General Education and Instructional Effectiveness Committee regarding the use of the Survey of Student Opinion of Instruction (SSOI) scores for the 2020-2021 Academic Year.

The Committee voted to recommend that the Survey of Student Opinion of Instruction (SSOI) results be distributed and used in annual evaluations as required by the ECU Faculty Manual. The Committee requests that the Interim Provost send a memo to faculty encouraging them to encourage their students to complete the spring SSOI. The Committee requests that the Interim Provost remind unit administrators to use the SSOI results in accord with the requirements of the ECU Faculty Manual policy on evaluating teaching (see Part VIII.I.III Annual Evaluation, subsection 1. Teaching).

Resolution #21-15
Approved by the Faculty Senate: February 23, 2021
Received by the Chancellor: March 15, 2021, with comment*

Interim Chancellor Mitchelson writes:
“The university is committed to prioritizing equity adjustments as identified by the salary studies. Currently, the divisions do not have funds available to consider adjustments to these salaries based on study results. If the university is able to secure funds for this purpose in the future, the identified salaries and all compensation factors will be reviewed in accordance with established parameters of the study and analyzed by the Chair, the Dean and the Vice Chancellors, to determine if the salaries will be adjusted in accordance with UNC System compensation policies and procedures. Please note there is inaccurate information in the resolution as cited in Dr. Zhou’s feedback document (attached).”

Resolution on the Status of Faculty Salaries for the Divisions of Academic Affairs and Health Sciences at ECU, as follows**:

Whereas, salary compression and inversion is a major factor in low morale among the ECU faculty, which additionally affects productivity and risks the loss of qualified faculty to other institutions.

Whereas, ECU retained Sparlin Law Office, PLLC to conduct a faculty salary equity study 2014 for Academic Affairs (hereafter AA) and Health Sciences (hereafter HS), who adopted a “low-end outliers” definition, i.e., individuals whose actual salaries were at least 0.1 standard deviation below their predicted salaries. The final reports were published in
Whereas, Faculty Senate resolution #18-26 recommends that an advisory group or task force be developed, which includes a member of the Faculty Senate Welfare Committee in the interest of shared governance, to “develop salary predictors used in generating data in future faculty salary studies” and recommended the “use of established benchmark expectations for faculty salaries involving years of experience and rank.”

Whereas, IPAR undertook an exhaustive review of tenure-track and tenured AA faculty, as well as tenure-track, tenured, and fixed-term HS faculty salaries during the 2018-19 academic year, in consultation with two Advisory Groups (one representing AA and the other representing HS) that oversaw the data analysis and methods for salary predictors, and adopted the following definition for “low-end outliers”: individuals whose actual salaries were at least 0.75 standard deviation below their predicted salaries.

Whereas, IPAR undertook an exhaustive review of AA fixed-term faculty salaries during the 2019-2020 academic year, in consultation with an Advisory Group who approved the final regression models, provided feedback, and unanimously approved the final report. This report adopted the same definition for “low-end outliers” as in the 2018-19 Faculty Salary Compression Study.

Whereas, IPAR presented a summary of findings, methodologies, and numbers of faculty members who were identified by the studies to the Faculty Senate at the April 2019 and October 2020 meetings.

Whereas, IPAR provided statistical models to predict faculty salaries.

Therefore Be It Resolved, that the Faculty Senate recommends to the Chancellor:

1. Review the salaries of the faculty members (including all full-time fixed-term, tenure-track, and tenured) identified by the IPAR reports and bring their salaries closer to their predicted salary by an increase of 50% of the difference between the predicted and actual salaries.
2. Establish salary studies on a five-year cycle to identify faculty whose salaries fall below predicted values and compare salaries against national benchmarks.
3. Define “low-end outliers” as faculty whose actual salaries fall at least 0.5 standard deviation below predicted salaries.
4. Address the salary inequities that the cyclical studies identify.

**inaccurate information cited by Dr. Zhou was corrected.

Resolution #21-16
Approved by the Faculty Senate: February 23, 2021
Received by the Chancellor: March 15, 2021

Resolution in Support of Removal of Namesakes from University Buildings, as follows:

Whereas, Interim Chancellor Ron Mitchelson in October 2020 appointed an Ad Hoc Naming Committee to review the namesakes of all buildings on ECU’s campus; and
Whereas, the Committee determined that James Fleming, Thomas Jarvis, James Joyner and Sallie Cotten actively advanced and promoted the political and social supremacy of white North Carolinians; and

Whereas, the Committee recommended in its January 28, 2021 report the removal of namesakes James Fleming, Thomas Jarvis, James Joyner and Sallie Cotten from university buildings; and

Whereas, symbols, such as names of buildings, have the power to communicate support for or against racist ideologies; and

Whereas, the first commitment within ECU’s Strategic Plan is to embrace an inclusive university community and to recruit and retain faculty and staff with diverse backgrounds; and

Whereas, the ECU community through its “Pledge to ACT Against Racism and Injustice” initiative has committed to working for social, cultural and structural change; and

Whereas, the 2019/20 Faculty Senate Officers sent out a call to action against racism and injustice on June 9, 2020 outlining a series of initiatives for creating a more equitable campus; and

Whereas, the Faculty Senate and its committees are working toward adopting the recommendations of the 2020 Faculty Senate Exploratory Committee on Diversity and Inclusion to ensure that ECU lives up to its promise to be a diverse, equitable, and inclusive institution; and

Whereas, the Faculty Senate strongly opposes and unequivocally rejects white supremacy in all its forms; therefore, be it

Resolved that the Faculty Senate supports the removal of the names of James Fleming, Thomas Jarvis, James Joyner and Sallie Cotten from all ECU buildings.

Resolution #21-17
Approved by the Faculty Senate: March 30, 2021
Received by the Chancellor: April 7, 2021

Formal faculty advice on curriculum and academic matters acted on and recorded in the March 15, 2021, Graduate Council meeting minutes, including level I action items from the February 3, 2021 and February 17, 2021 Graduate Curriculum Committee meeting minutes which were approved by its delegated authority and are reported here for informational purposes; Graduate Policy action items (GC 21-03 and GC 21-05) approved by the Graduate Council and recorded in the February 8, 2021 Graduate Council meeting minutes and February 25, 2021, Graduate Council email discussion meeting minutes including a new External Member Appointment Process for Thesis and Dissertations; the Graduate Admission Eligibility for Standard Admission policy; a revision to the Graduate Academic Calendar to extend the withdrawal date for graduate students for the spring 2021 semester to Tuesday, April 27; revision to the General Requirements for Degrees and Certificates policy; a special Grading Accommodation for Graduate Students due to COVID-19; and Assistantship
Resolution #21-18
Approved by the Faculty Senate: March 30, 2021
Approved by the Chancellor: April 21, 2021

Curriculum and academic matters acted on during the March 8, 2021 Writing Across the Curriculum Committee meeting including notification of renumbering of GBRK 2600, notification of change in prerequisites for SPAN 3210, and notification of change in prerequisites for BIOL 4300 and 4301 were approved as presented.

Resolution #21-19
Approved by the Faculty Senate: March 30, 2021
Approved by the Chancellor: April 21, 2021

Curriculum and academic matters acted on during the February 11, 2021 Undergraduate Curriculum Committee meeting including curricular actions in the Departments of Kinesiology and Social Work within the College of Health and Human Performance, the Department of Management within the College of Business, and the Departments of Sociology and Foreign Languages and Literatures within the Harriot College of Arts and Sciences; the February 25, 2021 meeting including curricular actions in Interdisciplinary Programs and the Department of Foreign Languages and Literatures within the Harriot College of Arts and Sciences, the Department of Mathematics, Science, and Instructional Technology Education within the College of Education, and the Departments of Health Education and Promotion, Human Development and Family Science, and Kinesiology within the College of Health and Human Performance; and the March 4, 2021 meeting including curricular actions in Interdisciplinary Programs, the Departments of Philosophy and Religious Studies, Chemistry, Political Science, English, and History within the Harriot College of Arts and Sciences, and the Departments of Accounting and Marketing and Supply Chain Management within the College of Business.
Resolution #21-20  
Approved by the Faculty Senate: March 30, 2021  
Approved by the Chancellor: April 21, 2021  

Curriculum and academic matters acted on during the March 9, 2021 Service-Learning Committee meeting including Service-Learning (SL*) designation for BIOL 3010 Scientific Communication.

Resolution #21-21  
Approved by the Faculty Senate: March 30, 2021  
Approved by the Chancellor: April 21, 2021  

Revisions to ECU Faculty Manual Part IV.I.II. Organizing as a Code Unit, as follows:  

Additions are in bold and deletions are in strikethrough.

II. Organizing as a Code Unit  
Requirements: To be eligible to organize as a Code Unit, a new or existing department, school or college, (or departments, schools or colleges created by splitting or combining existing code units), shall satisfy the following requirements:

3. Code Units shall contain sufficient faculty members to create and sustain one or more degree programs and their associated curricula (excepting the libraries). What suffices in any given case will be decided by the appropriate Provost or Vice Chancellor for Health Sciences in consultation with the tenured and probationary (tenure-track) faculty who will be members of the Code Unit if established, the chairperson(s) or director(s) and the appropriate dean.

4. Code units shall be organized so as to distribute faculty and administrative responsibilities as follows (this list is not exhaustive of the duties of faculty members and administrators).

   c. Faculty: Faculty members are responsible for providing course instruction in one or more degree programs and in Foundations courses as appropriate, for advising majors, for supervising graduate theses and dissertations and for initiating recommendations on curriculum, degree program requirements, personnel actions, evaluation criteria, the unit’s strategic plan, the unit’s assessment activities, student, faculty and staff awards and the unit’s code of operations.

      When the code unit is a college and the college contains departments or schools, some or all of the responsibilities of the code unit’s faculty members may separately be performed by the faculty members of each department or school.

      If the code unit is a school and the school contains departments, some or all of the responsibilities of the code unit may separately be performed by the faculty members of each department or school.
If the code unit is a department and the department contains separate disciplines, some or all of the responsibilities of the code unit may be performed separately by the faculty members of each discipline.

d. Administration: The lead unit administrator is responsible for faculty evaluation, for assigning duties to the unit’s faculty members, for recommendations regarding initial faculty salaries and salary increments, for the use of the unit’s budget, for fundraising, for maintaining the unit’s contracts, records and reports, for managing the unit’s support staff, for the unit’s compliance with all university policies, rules and regulations and for the unit’s compliance with all actions required by higher administration.

In light of these responsibilities, the unit administrator bears responsibility for cultivating an environment supportive of diversity, equity and inclusion, and for ensuring the allocation of duties and resources on an equal opportunity basis in consideration of unit needs. See UNC Policy Manual 300.8.5 Policy on Diversity and Inclusion within the University of North Carolina.

Resolution #21-22
Approved by the Faculty Senate: March 30, 2021
Approved by the Chancellor: April 21, 2021

Revisions to ECU Faculty Manual Part IV.II.IV. Minimal Unit Code Requirements, as follows:

Additions are in bold.

IV. Minimal Unit Code Requirements
To provide consistency, unit codes should be developed following an approved outline that includes at least:

2. a preamble
3. definitions of the unit's faculty, its criteria for serving as a voting faculty member of the unit, and, where appropriate, its approved criteria for appointment to the graduate faculty
4. criteria for emeritus status in the unit
5. the administrative organization of the unit
6. the membership, terms, and duties of standing committees
7. responsibility for program coordination and curriculum oversight
7. current, updated, and approved guidelines, criteria, and weights governing the evaluation of tenured, and tenure-track faculty members annually and otherwise for all personnel actions, including recommendations for raises, merit awards, reappointment, promotion and the award of permanent tenure (ECU Faculty Manual, Parts VIII and IX).
8. guidelines, criteria, and weights governing the evaluation of fixed-term faculty members annually and otherwise for all personnel actions, including new or subsequent appointments, performance evaluations and advancement in title
9. standards for post-tenure review
10. procedures for meetings within the unit
11. procedures for the unit’s voting faculty members to indicate in a timely fashion and by vote their approval or disapproval of the unit’s major planning documents, assessment documents,
Guidelines for Unit Academic Program Review, and other major reports prior to their submission in final form to person(s) outside the unit

12. procedures for discussing with its unit administrator the unit's annual budget request and annual report
13. amendment procedures. (FS Resolution #19-07, February 2019)

In furtherance of UNC Policy Manual 300.8.5 (Policy on Diversity and Inclusion within the University of North Carolina), unit codes should address diversity, equity and inclusion throughout the unit code. Areas to be addressed include, but are not limited to: administrator responsibilities, faculty evaluation (teaching, research, service), voting, graduate faculty status, the composition and processes of search and personnel committees, curriculum oversight and program coordination, student enrollment and faculty respect for diverse students.

Resolution #21-23
Approved by the Faculty Senate: March 30, 2021
Approved by the Chancellor: April 21, 2021

Revisions to the Unit Code of Operation Format, as follows:

Additions are in bold.

UNIT CODE FOR XXXXX

Note: In furtherance of UNC Policy Manual 300.8.5 (Policy on Diversity and Inclusion within the University of North Carolina), unit codes should address diversity, equity and inclusion throughout the unit code. Areas to be addressed include, but are not limited to: administrator responsibilities, faculty evaluation (teaching, research, service), voting, graduate faculty status, the composition and processes of search and personnel committees, curriculum oversight and program coordination, student enrollment and faculty respect for diverse students.

Section I  PREAMBLE
This Code allows for faculty participation in and establishes procedures for the XXXXX’s internal affairs and is consistent with the East Carolina University (ECU) Policy Manual, the ECU Faculty Manual, and all established university policies.

Section II  FACULTY
A. Definitions of the unit’s faculty
B. Criteria for serving as a voting faculty member of the unit (For voting on unit code, refer to ECU Faculty Manual, Part IV; for serving on unit personnel-related committees refer to ECU Faculty Manual, Part IX)
C. Where appropriate, approved criteria for appointment to the graduate faculty (Refer to ECU Faculty Manual, Part II)
D. Unit Criteria for emeritus status (Refer to ECU Faculty Manual, Part VIII)

Section III  ADMINISTRATIVE ORGANIZATION OF THE UNIT
Describe the organizational and administrative structure within the unit; include titles of administrators (e.g., Department Chair, Graduate Director, other) and their leadership roles and responsibilities.

Section IV  CURRICULUM OVERSIGHT AND PROGRAM COORDINATION
A. Appointment of program coordinator/director to oversee and coordinate curricular content for each degree and certificate offered by the Unit (Refer to SASCOC Principle, 6.2.c)
B. Responsibilities of program coordinator/director
C. Academic and/or professional qualifications of program coordinator/director

Section V  COMMITTEES OF THE UNIT
A. Standing Committees
   Include membership, how members are elected or appointed, length of membership terms, and duties or responsibilities of committee members
B. Personnel Committee, Tenure Committee, Promotion Committees
   (Refer to ECU Faculty Manual, Part IX.)

Section VI  EVALUATION OF FACULTY
NOTE: If the unit has guidelines, they must follow ECU Faculty Manual, Part IV and must be submitted for review when code is reviewed and posted with the code after approval.

A. Tenured and Probationary-term Faculty
   Current, updated, and approved guidelines, criteria, and weights governing the evaluation of tenured and probationary-term faculty members annually and otherwise for all personnel actions, including recommendations for raises, merit awards, reappointment, promotion and the conferral of permanent tenure (Refer to ECU Faculty Manual, Part VIII, Part IX, Part X).

   [NOTE--include the following required university statement with general criteria for evaluations of tenured and probationary-term faculty:

   ECU is committed to recruiting, retaining, and developing faculty that are highly accomplished in teaching and scholarship, including research and creative activities. Accordingly, research and creative activities that align with the institution’s mission, engage students in effective ways, and advance our academic disciplines are an expectation of all tenured and probationary (tenure-track) faculty. Measures of success in these arenas include, but are not limited to, peer-reviewed publications, books, presentations, performances, patents, and national awards, including both honorary awards and competitively awarded external funding as appropriate to the discipline. These measures, and particularly national awards that recognize prominence in the discipline, will be positively reflected in annual evaluations and other personnel action.

B. Fixed Term Faculty
   Guidelines, criteria, and weights governing the evaluation of fixed-term faculty members annually and otherwise for all personnel actions, including new or subsequent appointments, performance evaluations and advancement in title (Refer to ECU Faculty Manual Part VIII and Part IX).

C. Performance Review of Permanently Tenured Faculty (Post-Tenure Review)
   Current approved standards for performance review of tenured faculty (Refer to ECU Faculty Manual, Part IX).

Section VII  PROCEDURES FOR MEETINGS WITHIN THE UNIT
Include requirements and procedures for calling meetings, and by whom, agenda requirements and reference to conduct by Robert’s Rules of Order, Newly Revised.

Section VIII  VOTING BY FACULTY MEMBERS
Procedures for the unit’s voting faculty members to indicate in a timely fashion and by vote their approval or disapproval of the unit’s major planning documents, assessment documents, Unit Academic Program Review (Refer to ECU Faculty Manual, Part IV), and other major reports prior to their submission in final form to person(s) outside the unit.

Section IX  BUDGET AND ANNUAL REPORT
Procedures for unit administrator to discuss with faculty members the unit’s
A. Annual budget request and subsequent budget allocation to the unit
B. Annual report

Section X  AMENDMENT PROCEDURES
Include procedures for amending code, definition of quorum, and how much prior notice is required. For faculty voting eligibility and minimum requirements for approval, refer to ECU Faculty Manual, Part IV. (NOTE: Eligibility to vote and minimum requirements for approval were revised effective April 2019 (FS Resolution #19-37); approval requires at least a two-thirds affirmative vote by those eligible faculty who vote.) Refer also to Robert’s Rules of Order, Newly Revised “Bylaws,” #55, Article IX.

Resolution #21-24
Approved by the Faculty Senate: March 30, 2021
Approved by the Chancellor: April 21, 2021

Addition of new Section III. Statement of Diversity, Equity and Inclusion to ECU Faculty Manual Part V., renamed from “Academic Freedom and Statement on Professional Ethics” to “Academic Freedom, Professional Ethics, Diversity, Equity, and Inclusion”, as follows:

Additions are in bold and deletions are in strikethrough.

EAST CAROLINA UNIVERSITY
FACULTY MANUAL

PART V

Academic Freedom, and Statement on Professional Ethics, Diversity, Equity and Inclusion
PART V

ACADEMIC FREEDOM, PROFESSIONAL ETHICS, DIVERSITY, EQUITY AND INCLUSION

SECTIONS

I. Academic Freedom

II. Statement on Professional Ethics

III. Statement on Diversity, Equity and Inclusion

... ...

PART V – ACADEMIC FREEDOM, PROFESSIONAL ETHICS, DIVERSITY, EQUITY AND INCLUSION

SECTION III

Statement on Diversity, Equity and Inclusion

The Faculty of East Carolina University affirm the Board of Governor's Policy on Diversity and Inclusion within the University of North Carolina and its aim to “advance diversity and to foster an inclusive environment that engages, respects, and values all members of the University community.” In recognition that “the University needs the talents and skills of all qualified and available individuals,” the East Carolina University faculty and administration commit “to building a culture and community that actively supports and promotes diversity and inclusion for its students, faculty, and staff, and for members of the general public who access our programs, services, and facilities.” Our commitment to diversity, equity, and inclusion is an extension of our commitments to academic freedom and professional ethics and should not be interpreted contrary to Sections I and II above.

Resolution #21-25
Approved by the Faculty Senate: March 30, 2021
Approved by the Chancellor: April 21, 2021

Revisions to ECU Faculty Manual Part X.I. Personnel Action Dossier (PAD), as follows:

Additions are in bold and deletions are in strikethrough.

I. Personnel Action Dossier (PAD)

Link to Guidelines for Preparing a Cumulative Evaluation.

The Personnel Action Dossier (PAD) is a collection of documents and lists of accomplishments in summary form that provides a record of the accomplishments of a faculty member seeking
reappointment, promotion, or tenure. A PAD is compiled in a manner described in Part IX of the *East Carolina University Faculty Manual* each time a personnel action for reappointment, promotion, or tenure takes place. Each PAD becomes part of the faculty member's permanent personnel file and is not returned to the faculty member.

In the review process, attention is paid both to productivity since the date of hire, tenure or last promotion (whichever is more recent) and accomplishments over one's entire career. Within the PAD the candidate should supply dates for all listed activities and accomplishments, making it possible for reviewers to identify clearly the chronology of accomplishments related to the time of hire, tenure or last promotion (whichever is more recent).

The Personnel Action Dossier shall include the following items:

A. A properly executed *ECU Cumulative Report for Reappointment, Promotion and Tenure* (see Attachment 1) is required for these personnel actions. It is the responsibility of the faculty member to have prima facie evidence of all activity listed in this report available for inspection, if requested, by reviewers at any level of the personnel action process.

Actions involving tenure and promotion also require a properly executed *ECU Personnel Action Summary Form* (see Attachment 2).

B. Recommendations
(Note: The documents listed here will be added by the appropriate official as the Personnel Action progresses.)

1. For reappointment:
   a. Unit Tenure Committee’s recommendation, signature of the chair of the unit Personnel Committee, and date
   b. Unit administrator’s recommendation, signature, and date
   c. Dean’s recommendation, signature, and date
   d. Provost/Vice Chancellor’s recommendation, signature, date

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. (Faculty Senate Resolution #08-27, May 2008)
   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. (Faculty Senate Resolution #08-27, May 2008)
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 Promotion Committee’s recommendation, signature of the chair of the unit Promotion 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

C. Records of Evaluation

1. For evaluation for reappointment decisions:
   a. Copies of the criteria for reappointment set forth by the code unit of the faculty member.
   b. Copies of all written communications with the candidate on progress toward tenure, including all annual evaluations over the period of time appropriate to the decision.
   c. Records of the discussions on annual evaluation meetings with the unit administrator. See Part VIII, Section I (III.).
   d. Records of the assigned teaching duties and responsibilities including indication of released time over the period of time appropriate to the decision. See Part VI, Section I (I.).
   e. Records of the annual discussions on the criteria for evaluating faculty performance.

2. For evaluation for tenure decisions:
   a. Copies of the criteria for tenure set forth by the code unit of the faculty member.
   b. Copies of all written communications with the candidate on progress toward tenure, including all annual evaluations over the period of time appropriate to the decision.
   c. Records of the discussions on annual evaluation meetings with the unit administrator. See Part VIII, Section I (III.).
   d. Records of the assigned teaching duties and responsibilities including indication of released time over the period of time appropriate to the decision. See Part VI, Section I (I.).
   e. Records of the annual discussions on the criteria for evaluating faculty performance. Part IX, Section I (II.A.3.).
   f. Copies of all communication with external reviewers, copies of the external reviews, and a listing of the documents reviewed.

3. For evaluation for promotion decisions:
   a. Copies of the criteria for promotion set forth by the code unit of the faculty member.
   b. Copies of all annual evaluations over the period of time appropriate to the decision.
   c. A record of the assigned teaching duties and responsibilities including indication of reassigned time over the period of time appropriate to the decision. See Part VI, Section I (I.).
   d. Copies of all communication with external reviewers, copies of the external reviews, and a listing of the documents reviewed.

In cases of application for tenure with simultaneous promotion, items B and C should be combined as appropriate.

D. Supporting materials

The faculty member, in consultation with the unit administrator and the chair of the unit personnel committee, may add materials in support of the activities and accomplishments listed in the ECU Cumulative Report for Reappointment, Promotion and Tenure (subject to size limitations in subsection G. below).
E. Other material
Materials not included in the categories listed in the cumulative report 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. For example, a faculty member in an adjacent or related field might comment on the candidate’s equity-related challenges. In the event the unit administrator and Unit Personnel Committee cannot agree on a response, both may include a response.

F. 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 party may include a statement about the document in the dossier.

The candidate is allowed to review and include a response to the cumulative evaluations (see section B. above).

G. Size of Dossier
The total dossier must be assembled electronically and uploaded to folders according to the process described in the Workflow for Assembling and Reviewing the PAD contained in a single three ring binder (10 in. x 12 in.) with a thickness of no more than four inches (approximately 10 cm). (Previous sentence was editorially revised by action of the joint memorandum released by the Provost and the Chair of the Faculty on August 17, 2020.)

Attachment 1.

CUMULATIVE REPORT FOR REAPPOINTMENT, PROMOTION, AND TENURE

Link to Guidelines for Preparing a Cumulative Evaluation.

A. General Information
1. Name
2. College or Professional School and Department
3. Date of first appointment to ECU
4. Present rank and date at which present rank was established
5. Educational background: degrees, dates conferred, and institutions. Indicate the status of any degree program in process.
   Include the following where applicable:
   a. Postgraduate Training Fellowships
   b. Residencies
   c. Traineeships
6. Administrative appointments or special assignments (list positions and dates in reverse chronological order with percentage of time assigned)
7. Professional credentials (certifications and licensures)
8. Professional employment history (list positions, ranks and dates of appointments in reverse chronological order)
9. Formal continuing education for professional development (courses,
seminars, institutes, etc. and dates in reverse chronological order) School of Medicine (clinical staff): List all postgraduate Continuing Medical Education completed in the last 3 years (in reverse chronological order).

B. Teaching (Didactic and Clinical) and Advising [narrative or bulleted list and relevant date(s)]

1. Teaching experience
   a. Chronological list of all courses taught including year, semester, section, and enrollments.
   b. Chronological list of all peer reviews including year, semester, and reviewer name.
2. Noteworthy accomplishments and practices in teaching
3. Noteworthy accomplishments and practices in advising and retention
4. **Noteworthy accomplishments in the promotion of diversity, equity and/or inclusion**
4.5. Extraordinary duties assigned or elected in advising
5.6. Direction of student research and performances:
   a. List undergraduate students and projects.
   b. List graduate students and projects.
   c. List memberships in graduate student’s thesis/dissertation committees
6.7. Grants (listed by year in reverse chronological order) in support of teaching and advising.
   Provide a list of all grants applied for, listing for each the source, amount requested, title, and co-investigators. Designate status: awarded (including amount awarded if different from request), pending, rejected.
   a. Grants/proposals through Office of Sponsored Programs
   b. Grants/proposals through the Division of Institutional Advancement
   c. University Grants
   d. Reports to granting agencies: list agency(ies)
7.8. Medical Education:
   a. Undergraduate medical student teaching, including didactic lectures, clinical teaching, conferences, laboratories, student advising, and student preceptorships.
   b. Postgraduate medical teaching including clinical teaching and continuing medical education.
   c. Curriculum development in medical education.

Note: Evidence of Teaching Effectiveness shall be included in Section D, Supporting Materials, to include:

a. (Required) Reports from university approved student evaluations. Data should not be condensed or summarized, but included as it appears in the original survey reports. Student comments may be included at the discretion of the candidate but are not required. If student comments for a class are included, all comments from the original survey report for that class must be included.

b. (Required) Reports from all peer reviews of instruction.

c. (Optional) Instructional materials or other evidence of pedagogical innovation or impact (see Faculty Manual, Part VIII, Section I, Subsection III.).

C. Research/Creative Activity:

1. A brief statement of research activities and interests.
2. A complete list of publications in print, in reverse chronological order, beginning with the most recent publications (Note: School of Medicine should use the AMA format for publications):
   a. Books and monographs
   b. Journal articles
   c. Chapters in books
   d. Book reviews in professional journals
e. Abstracts (including those published in proceedings)
f. Microforms
g. Sound/video recordings musical scores
h. Art exhibitions, pictures in books, applied art
i. Articles in proceedings
j. Patents
k. Editorships of professional journals or books
l. Musical performances & productions
m. Theatrical performances & productions
n. Software development
o. Electronic publications
p. Clinical trials
q. Other (e.g., entries in encyclopedias)

3. Papers, creative works, etc. accepted for publication but not yet in print
   (attach a copy of letter of acceptance)

4. Other research publications: list title(s) and publication dates and publisher

5. Research presentations and posters: list organization, date, and title of
   presentation(s)

6. Participation in expert panels (include topics, meeting, date(s)).

7. Visiting professorships or lectureships (include titles, place, date(s)).

8. Pedagogical materials: list title(s) and publication dates and publisher

9. Scholarly activities that advance ECU’s commitment to equity, diversity and inclusion

10. Grants (listed by year in reverse chronological order) in support of
    research/creative activity. Provide a list of all grants applied for, listing
    for each the source, amount requested, title, Principal investigator and co-
    investigators. Designate status: awarded (including amount awarded if
    different from request), pending, rejected.
    a. Grants/proposals through Office of Sponsored Programs
    b. Grants/proposals through the Division of Institutional Advancement
    c. University Grants
    d. Reports to granting agencies: list agency(ies)

D. Clinical Practice: For those faculty who provide patient care as a part of their duties, a patient care
   portfolio should be included to document their clinical practice activities. The patient care portfolio
   should include the following information:
   1. Summary of relevant activities in clinical practice and evaluations of patient
      care quality.
   2. Noteworthy accomplishments and practices, including those that promote diversity, equity
      and/or inclusion
   3. Extraordinary duties assigned or elected in clinical practice
   4. Development and/or evaluation of clinical services and programs
   5. Community service and outreach

E. Professional and University Service (list by year, in reverse chronological order)
   1. University: Committee and special assignments
      a. Unit: name of committee(s), role on committee(s) (member, chair, etc.),
         inclusive dates of service
      b. Division: name of committee(s), role on committee(s) (member, chair, etc.), inclusive dates
         of service
      c. University-wide: name of committee(s), role on committee(s), inclusive dates of service
d. UNC system: name of committee(s), role on committee(s), inclusive dates of service
e. Special assignments: title or role, brief description of assignment, inclusive dates of service

2. Non-university committees and service:
a. Local
b. Regional
c. State
d. Other
e. Clinical Agency Committees and/or Hospital committees (Health Sciences Division)

3. Professional Organizations (list by year in reverse chronological order)
a. Memberships in professional organizations: list memberships
b. Offices held or other official functions
   President/Chair: list organization(s)
   Other office(s): list office and organization(s)
c. Organization of meetings, workshops, and symposia: list organization(s)
d. Presentations (other than research) at meetings, workshops, and symposia: list organization, date, and title of presentation(s)
e. Service as editor or editorial board member: list board(s), list role(s)
f. Items reviewed, refereed, or juried for scholarly publications: list publication(s)
g. Items reviewed, refereed, or juried for granting agencies: list agency(ies)
h. Evaluation of faculty for other universities (peer review): list institution(s)
i. Consultantships: list client, specify whether paid or unpaid, briefly define activity

4. Service in support of equity, diversity and inclusion

4.5. Other professional service

5.6. Grants (listed by year in reverse chronological order) in support of professional service. Provide a list of all grants applied for, listing for each the source, amount requested, title, and co-investigators. Designate status: awarded (including amount awarded if different from request), pending, rejected.
   a. Grants/proposals through Office of Sponsored Programs
   b. Grants/proposals through the Division of Institutional Advancement
   c. University Grants
   d. Reports to granting agencies: list agency(ies)

F. Honors and other noteworthy activity not covered above

G. Administrative Activities
   1. Noteworthy accomplishments and practices in administration
   2. Extraordinary duties assigned or elected
   3. Summary of administrative evaluations

H. Community service: Include organization, dates, offices held.

I. Other: Include additional information deemed pertinent to this cumulative report.
J. Date this cumulative report was completed.

Resolution #21-26
Approved by the Faculty Senate: March 30, 2021
Approved by the Chancellor: April 21, 2021, with additional edits

Revisions to *ECU Faculty Manual* Part XI.IV. renamed from “Equal Employment Opportunity/Affirmative Action Policy and University Commitment to Diversity” to “Equal Employment Opportunity/Affirmative Action Policy and University Commitment to Diversity, Equity, and Inclusion”, as follows:

Additions are in **bold** and deletions are in *strikethrough*.

PART XI

GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

SECTIONS

I. Employment Policies
II. Benefits and Leave

III. Institutional Services Available to Faculty

IV. Equal Employment Opportunity/Affirmative Action Policy and University Commitment to Diversity, Equity and Inclusion

V. Substance Abuse and Weapons Policy

PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

SECTION IV

Equal Employment Opportunity/ Affirmative Action Policy and University Commitment to Diversity, Equity and Inclusion

*(Text moved from former Part VI)*

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

East Carolina University celebrates diversity among its faculty, staff, and students, and is committed to fostering respect for human difference and equal opportunities for all, regardless of membership in
a University protected class. To that end, the Office of Equity and Diversity develops and implements equal employment opportunity policies and diversity programs. Information about the Office of Equity and Diversity’s programs and policies, the University’s protected classes and related non-discrimination policies and procedures may be found by visiting the Office’s Web site at www.ecu.edu/ede. (FS Resolution #10-86, November 2010)

II. Professional Development
To foster an environment supportive of diversity, and to promote equity and inclusion, all ECU faculty members will engage in at least one approved professional development activity each academic year that addresses diversity, equity, and/or inclusion. The professional development activity may focus on diversity, equity and inclusion issues in the context of ECU, higher education writ large, or the faculty member’s academic field.

Unit administrators are responsible for approving appropriate diversity, equity and inclusion professional development activities. Professional development is documented in the annual report of each faculty member. The unit administrator will attest that each faculty member has met the diversity, equity and inclusion professional development requirements on the Annual Faculty Evaluation Form.

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

Resolution #21-27
Approved by the Faculty Senate: March 30, 2021
Approved by the Chancellor: April 21, 2021

Revisions to ECU Faculty Manual Part VI.I.VIII.F. Grade Appeal Policy, as follows:

The proposed revisions are substantial, so a clean copy appears below and the marked copy detailing the revisions appears here.

F. Grade Appeal Policy

I. Purpose
This grade appeal policy establishes a 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. All parties involved in a disagreement over the assignment of grades are expected to engage the process in good faith.

It is critical that students, faculty members, and administrators diligently monitor the grade entry deadline each academic period and be prepared to resolve issues related thereto swiftly since graduation, participation in internships, eligibility for scholarships, and the like, may be at stake. Through careful attention and organization on the part of all parties, ECU’s mechanism for processing grade appeals can facilitate timely resolution while respecting rights and interests of faculty and students. Timeliness not only better prevents negative impacts of alleged grading errors but also allows faculty members to satisfy their responsibility and retain, if they wish, purview throughout the appeal process.
Accurate and appropriate record keeping is also critical to fair and swift resolution of disputes involving grades. According to the Records Retention and Disposition Schedule for the Institutions of the University of North Carolina System, Standard 12.21, academic materials and record documenting examinations, tests, term papers, and other course work completed by but not returned to the student are to be retained for at least one year, or until challenges are resolved. Standard 12.16 applies to “Records documenting grades assigned by instructors to students enrolled in courses.” Such records are to be destroyed in office “3 years after recorded on student’s permanent transcript record.”

II. Statement of Grade Appeal; Jurisdiction for Grade Appeals
The evaluation of student performance is based upon the professional judgment of instructors. 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.

To prevail in a grade appeal under this policy, the student has the burden of showing at least one of the following:
1. An error was made in grade computation;
2. Standards different from those established in written department, school, college, or university policies, if specific policies exist, were used in assigning the grade;
3. The instructor departed substantially from instructor’s previously articulated, written standards, without notifying students, in determining the grade; or
4. Grade assigned was arbitrary or capricious based on the information in the record.

If a student’s concern does not relate to the assignment of grades under any of the above claims, other policies collected here may provide an opportunity for addressing student concerns.

III. Grade Appeal Process (Steps 1-4):
A grade appeal must be initiated within 48 hours following the “Grades Due” deadline in the academic calendar. A grade appeal is initiated when the student requests that the faculty member review the assigned grade by sending a request in writing by email from their university email account to the university email account of the faculty member and the unit administrator (i.e., department chair, school director) of the unit offering the course. Failure to do so will be considered a forfeiture of the student’s right to pursue a grade appeal.

The grade appeal policy is structured so that the instructor will make a determination as to whether they will meet the timeline for responses and actively participate in the grade appeal resolution processes specified below. If the instructor determines they will not participate, because of travel plans, the conclusion of their contract, or other reasons, their unit administrator will act on their behalf. Instructors that determine that they will not be available to address the grade appeal per this policy must inform their unit administrator within 24 hours of receiving the student’s appeal so the unit administrator can perform the role of instructor. To be considered, relevant material should be provided to the unit administrator as close to that 24 hour window as possible.

If the instructor is nonresponsive, the unit administrator will act in lieu of the instructor of record for the purpose of grade appeals.
In any case that the unit administrator is acting in lieu of the instructor, access to the grade book will
be granted for the appeal in accordance with Senate Resolution #20-83 and the unit administrator will
appraise all parties of the final resolution to the appeal.

Step 1. Meeting between Student and Instructor
The first step to resolve differences between an instructor and student concerning a grade involves a
virtual or face-to-face meeting between the parties not later than 96 hours after the “Grades Due”
deadline. During the meeting, the student shall be provided the opportunity to state their position and
provide evidence to support the grade appeal. Many cases can be resolved at this stage by mutual
listening.

When the unit administrator is acting in lieu of the instructor, it may take some time to become
acquainted with the record, thus, the initial meeting with the student may occur at any time within the
first seven days following the “Grades Due” deadline. In these cases, the unit administrator will
designate a member of the unit with an administrative role to serve as unit administrator for the
purpose of the grade appeal. In these cases, the unit administrator will designate a member of the
unit with an administrative role to serve as unit administrator for the purpose of the grade appeal.

If the unit administrator is the originally assigned instructor for the course, the dean’s designee (i.e., a
member of the dean’s staff assigned to grade appeals) will appoint an individual with administrative
role (program director, assistant/associate dean, etc.) to act in lieu of the unit administrator for
purposes of these procedures.

Step 2. Consultation with Unit Administrator
A. Written Statement of Appeal.
If the instructor and student cannot resolve the appeal, and the student wishes to pursue the matter
further, a written appeal must be presented to the unit administrator (or the person serving in lieu of
the unit administrator) in which the course is offered by the end of ten days (240 hours) from the time
of the “Grades Due” deadline. The written grade appeal must include the following:

   a. A statement addressing how the appeal meets one or more of the four standards necessary
      for a grade appeal.
   b. A description of the outcome of the initial discussion with the instructor, and a statement of
      what the student considers a fair resolution.
   c. Any relevant materials the student would like to be reviewed as part of the appeal process.
   d. A copy of the course syllabus and assignment descriptions.

B. Review of Appeal Materials. Following submission of the grade appeal by the student, the unit
administrator (or the person serving in lieu of the unit administrator) may request additional materials
from the student or instructor. The unit administrator (or the person serving in lieu of the unit
administrator) shall share all materials with the instructor immediately upon receipt to provide the
instructor the opportunity to evaluate and respond. Additional grading information may be requested
from the instructor as part of the record of the grade appeal.

C. Instructor’s Decision. After receiving a copy of the appeal materials from the unit administrator (or
the person serving in lieu of the unit administrator), the instructor must convey their decision in writing
to the unit administrator (or the person serving in lieu of the unit administrator) within seven calendar
days. The unit administrator (or the person serving in lieu of the unit administrator) will discuss this
response with the instructor and will provide the student with written notification of the outcome of this
step within 48 hours of receiving the instructor’s response.
In the event that the instructor does not submit a response to the unit administrator (or the person serving in lieu of the unit administrator), does not provide grades or other material relevant to the appeal, or otherwise declines to participate at any point in the process, the appeal will be presented to the Grade Appeal Committee for resolution.

Step. 3. Appeal to Grade Appeal Committee

A. Statement of Appeal. If after the review of the written notification of the outcome from the unit administrator (or the person serving in lieu of the unit administrator) the student wishes to pursue the matter further, the student must submit the appeal record to the dean’s designee within seven calendar days so it can be conveyed to the committee.

B. The dean’s designee will form a three-member hearing committee that shall include three faculty members from the college: one selected by the student, one selected by the instructor of record (or the unit administrator acting in lieu of the instructor of record), and one appointed by the college dean. In order to adhere to the required timeline, colleges will need to establish or maintain a list of faculty members willing to make themselves available for the process. A hearing will be held within one week. Prior to the hearing, the members of the committee will meet and elect a hearing committee chair who will preside over the hearing and facilitate the drafting and submission of the recommendation. The dean’s designee will be available to the hearing committee as a resource.

C. Grade Appeal Committee Hearing. The committee members shall be furnished with all relevant materials in the case under consideration as soon as the committee is formed. The hearing, which may be virtual or face-to-face, will be attended by the student, the instructor, the committee, and the dean’s designee. The student and the faculty member will each state their view of the situation, provide documentation, and respond to questions from the committee, the dean’s designee, and each other, as appropriate.

D. Deliberation of the Committee. The function of the Grade Appeal Committee shall be to evaluate the appeal in terms of the stated grounds for the appeal. A majority shall prevail in the committee. The dean’s designee does not have a vote.

E. Committee Recommendation. The committee shall present a written recommendation to the dean (or substitute, different from the dean’s designee). The committee’s recommendation may be to make no change to the assigned grade or to raise the assigned grade, but in no case shall the committee recommend a reduction in the student’s grade. The committee shall provide a written justification of its recommendation to the college dean, including minority opinions (when they exist), no later than seven calendar days after the committee’s hearing.

F. Final Decision by Dean. The college dean shall make the final decision on the grade appeal following receipt of the recommendation from the Grade Appeal Committee. The dean shall inform both the student and the instructor of the decision, in writing, within seven calendar days. The dean shall also inform the student and instructor of the committee’s recommendation and provide both parties with copies of the committee report.

G. Updating the Academic Record (if applicable). In the case of a change of grade, the dean shall implement the change of grade on the student’s official transcript through the change of grade procedure within 3 days of receiving the Grade Appeal Committee’s Recommendation.
H. Notification to Other Parties. 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.

<table>
<thead>
<tr>
<th>Hours/days of Grades Due Deadline</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>48 hours (2 days) of Grades Due deadline</td>
<td>Deadline for student to appeal to instructor in writing, copying unit administrator</td>
</tr>
<tr>
<td>24 hours (1 day) of instructor’s receipt of appeal</td>
<td>Optional: Deadline for the instructor to notify unit administrator (or the person serving in lieu of the unit administrator) if the instructor will be unavailable to address the grade appeal and turn over relevant material</td>
</tr>
<tr>
<td>96 hours (4 days) of Grades Due deadline</td>
<td>Deadline for meeting between student and instructor/person acting in lieu of instructor</td>
</tr>
<tr>
<td>168 hours (7 days) of Grades Due deadline</td>
<td>Optional: Deadline for student and unit administrator to meet if the unit administrator acts in lieu of the instructor</td>
</tr>
<tr>
<td>240 hours (10 days) of Grades due deadline</td>
<td>Deadline for student to decide if they will continue the appeal</td>
</tr>
<tr>
<td>408 hours (17 days) of Grades due deadline</td>
<td>Deadline for instructor to render decision to unit administrator (or the person serving in lieu of the unit administrator)</td>
</tr>
<tr>
<td>456 hours (19 days) of Grades Due deadline</td>
<td>Deadline for unit administrator (or the person serving in lieu of the unit administrator) to discuss response with instructor and to convey the instructor’s response to the student.</td>
</tr>
<tr>
<td>168 hours (7 days) from receipt of instructor’s decision</td>
<td>Deadline for student to submit an appeal of the instructor’s decision to the unit administrator (or the person serving in lieu of the unit administrator)</td>
</tr>
<tr>
<td>168 hours (7 days) from receipt of student’s appeal</td>
<td>Deadline for hearing</td>
</tr>
<tr>
<td>168 hours (7 days) from hearing</td>
<td>Deadline for submission of committee’s recommendation</td>
</tr>
<tr>
<td>168 hours (7 days) from receipt of recommendation</td>
<td>Deadline for dean to notify the student and instructor of final decision</td>
</tr>
</tbody>
</table>

Resolution #21-28
Approved by the Faculty Senate: March 30, 2021
Approved by the Chancellor: April 21, 2021

Charge for the new Standing University Academic Committee entitled Committee on Diversity, Equity, and Inclusion, as follows:

In response to feedback during the first reading of the charge, the Committee on Committees voted to change the quorum from 4 to 7 members.
1. Name: Committee on Diversity, Equity, and Inclusion

2. Membership:
   12 elected faculty members. Ex-officio member (with vote): the Chancellor or appointed representative, the Associate Provost for Equity and Diversity or appointed representative, the Vice Chancellor for Student Life or appointed representative, the Executive Director of the Office for Faculty Excellence 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.

3. Quorum: 7 elected members exclusive of ex-officio.

4. Committee Responsibilities:
   A. The committee reviews and recommends policies and procedures to promote diversity, equity and inclusion within the University.
   B. The committee promotes and works to enhance the effectiveness of existing diversity, equity and inclusion policies and programs.
   C. The committee works with the Office for Faculty Excellence to identify and develop appropriate professional development opportunities related to diversity, equity and inclusion.
   D. The committee works with other Faculty Senate Committees to incorporate diversity, equity and inclusion principles and practices in all areas of Shared Governance.

5. To Whom the Committee Reports:
The committee makes its recommendations to the Faculty Senate.

6. How Often the Committee Reports:
The committee reports to the Faculty Senate each year at the organizational meeting and at other times as necessary.

7. Power Of the Committee To Act Without Faculty Senate Approval:
   None

8. Standard Meeting Time:
The committee will meet one Tuesday each month.

Resolution #21-29
Approved by the Faculty Senate: March 30, 2021
Approved by the Chancellor: April 21, 2021

Curriculum and academic matters acted on and recorded in the March 12, 2021 Educational Policies and Planning Committee meeting including a new concentration in the BA Foreign Languages and Literatures, removal of concentrations in Classics and Classical Civilization from the BA
Multidisciplinary Studies, moving the Classical Studies minor from the Harriot College of Arts and Sciences to the Department of Foreign Languages and Literatures, and program revisions and changing title of the School Psychology, CAS to the Specialist in School Psychology, SSP in the Department of Psychology within the Harriot College of Arts and Sciences; new graduate certificate Foundations in Environment Health in the Department of Health Education and Promotion and new undergraduate minor Promoting Equity in Health and Human Services in the School of Social Work within the College of Health and Human Performance; new graduate certificate Instructional Design in Adult Education in the Department of Interdisciplinary Professions, new undergraduate certificate Instructional Systems Design in Adult Education in the Department of Interdisciplinary Professions, and revision to the MAEd in Curriculum and Instruction in the Department of Literacy Studies, English Education and History Education within the College of Education; and Academic Program Review Responses for the Mathematics, Science, and Instructional Technology Education programs in the Department of Mathematics, Science, and Instructional Technology Education within the College of Education and the University Studies BS in Interdisciplinary Programs within the Harriot College of Arts and Sciences; and in the January 22, 2021 meeting, a program that was erroneously omitted from the report: a new Accelerated BS in Recreational Therapy/MS in Recreation Sciences in the Department of Recreation Sciences within the College of Health and Human Performance.

Resolution #21-30
Approved by the Faculty Senate: March 30, 2021
Approved by the Chancellor: April 21, 2021

Curriculum and academic matters acted on in the February 15, 2021 General Education and Instructional Effectiveness Committee meeting including Domestic Diversity (DD) credit for COMM 3700 Race, Ethnicity, and the Media; Global Diversity (GD) credit for GRBK 3601 Great Books of the 19th and 20th Centuries; Global Diversity (GD) credit for KINE 4150 Sport for Development; removal of Humanities (GE:HU) credit from GRBK 2600; and Global Diversity (GD) credit for transfer course MUS 2018 Introduction to World Music from Appalachian State University.

Resolution #21-31
Approved by the Faculty Senate: April 27, 2021
Received by the Chancellor: June 7, 2021

Approval as formal faculty advice on curriculum and academic matters acted on and recorded in the April 12, 2021, Graduate Council meeting minutes, including level I action items from the March 3, 2021, March 17, 2021 and March 24, 2021 Graduate Curriculum Committee meeting minutes which were approved by its delegated authority and are reported here for informational purposes, programmatic action item (CG 21-06) including level II and level III programmatic action items from the March 3, 2021, March 17, 2021 and March 24, 2021 Graduate Curriculum Committee meeting minutes, which were forwarded to the Educational Policies and Planning Committee (EPPC), including an Establishment of New Accelerated Degree Programs (Level II) Accelerated Bachelor of Arts in Sociology/Master of Arts in Sociology, Accelerated Bachelor of Science in Applied Sociology/Master of Arts in Sociology from the Department of Sociology within the Thomas Harriot College of Arts and Sciences; a revision of an Existing Certificate (Level II) Health Systems Leadership Certificate from the Department of Advanced Nursing Practice and Education within the College of Nursing; an establishment of a New Certificate, Certificate in Educational Research, Evaluation, Measurement, and Statistics (Level II), and a revision of an Existing Degree (Level II)
Resolution #21-32
Approved by the Faculty Senate: April 27, 2021
Approved by the Chancellor: June 7, 2021

Revision to the University Undergraduate Catalog, Academic Regulations, Grading System, Removal of Incompletes, as follows:

Additions are in **bold** and deletions are in *strikethrough*.

**Assignment and Removal of Incompletes**

If a student encounters a situation that negatively impacts their ability to complete work assigned in a class (i.e., prolonged and serious illness, injury, family tragedy), but their work up to that point was satisfactory as deemed by the instructor, a grade of “I” may be assigned. The “I” acts as a placeholder so that the student and instructor can agree on the work to be completed and the timeline for its completion.

A grade of “I” must be **removed replaced by an actual letter grade by the instructor** during the next semester (not counting summer session) in which the student is enrolled in the university or it automatically becomes an F. The instructor will set a **time date** for the removal of the incomplete, in no case later than three weeks prior to **deadline as posted on the academic calendar the end of the semester**. Instructors must complete a grade change from “I” to the appropriate grade through Banner Self Service at least two weeks prior to the end of the semester. If the student does not return to school, the “I” must be removed within one year, or it automatically becomes an F. An incomplete may not be removed by repeating the course. If a student enrolls in a course in which he or she has an incomplete, the “I” will automatically become an F. No student will be allowed to graduate with an incomplete on his or her record.

Both instructor and student must document the agreement prior to the posting of an “I.” It should not be assigned without approval by both parties. Documentation shall include deadlines of remaining assignments for “I” removal. In situations where an “I” can be assigned, but the student is not contacted regarding this grade possibility or declines its option, the instructor will assign the grade earned by the student considering the work completed up to the point of interruption.

Resolution #21-33
Revision to *ECU Faculty Manual* Part VI.I.VIII.E. Grade of Incomplete, as follows:

Additions are in **bold** and deletions are in *strikethrough*.

E. Grade of Incomplete

*If a student encounters a situation that negatively impacts their ability to complete work assigned in a class (i.e., prolonged and serious illness, injury, family tragedy), but their work up to that point was satisfactory as deemed by the instructor, a grade of Incomplete (“I”) may be assigned.* A grade of Incomplete (“I”) indicates that the completion of some part of the work for the course has been deferred. The grade of I is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. The grade of I should not be recorded for a student who has not completed the major portion of the work of the course. An I should not be given if the faculty member is uncertain that the student attended the course; in that case the grade of F should be assigned.

Both instructor and student must document the agreement prior to the posting of an “I.” It should not be assigned without approval by both parties. Documentation shall include deadlines of remaining assignments for “I” removal. In situations where an “I” can be assigned, but the student is not contacted regarding this grade possibility or declines its option, the instructor will assign the grade earned by the student considering the work completed up to the point of interruption.

A grade of “I” must be replaced by an actual letter grade by the instructor during the next semester (not counting summer session) in which the student is enrolled in the university removed within the time period specified in the appropriate catalog or it automatically becomes an grade of F. The instructor will set a **time date** for the removal of the I *incomplete*, in no case later than three weeks prior to **deadline as posted on the academic calendar** the end of the semester. Instructors must submit the proper change of grade form to the registrar's office via Banner Self Service at least two weeks prior to the end of the semester. If the student does not return to school, the “I” must be removed within one year or it automatically becomes an F. An “I” may not be removed by repeating the course. If a student enrolls in a course in which **he or she has they have** an “I”, the “I” will automatically become an F. **No student will be allowed to graduate with an incomplete on their record.**

It is the student's responsibility to request arrangements for completion of the work and to request that the instructor remove the I grade. It is the responsibility of the faculty member to complete and return the change of grade form in a timely fashion.

In the event that the **student completes assigned work to remove the “I”, but the instructor is becomes unavailable or cannot be contacted**, the unit administrator or designee will use available records including the syllabus on record to determine the appropriate grade change and submit it to the University Registrar.

Certain sequence courses, such as thesis research, may require the completion of the entire sequence before any grade other than “I” may be given for the earlier component. **No student will be allowed to graduate with an Incomplete on his or her record.** (FS Resolution #10-08, February 2010)
Revisions to University award selection procedures, as follows:

Outstanding Teaching Awards and the Robert L. Jones Teaching Award

The below text replaces the original text, linked here.

Objective
Two University Alumni Association Outstanding Teaching Awards and one Robert L. Jones Teaching Award recognize outstanding teaching at East Carolina University.

Awards Per Year
The three award recipients will be recognized at a variety of functions and will each receive a monetary award of $1,000.

Eligibility
Nominees must:
1. be a full-time faculty member;
2. have taught at East Carolina University for three or more years;
3. be teaching in the academic year in which they are selected; and
4. not have won the award within the last four years.

Nomination Procedures and Guidelines
Faculty members are nominated for this award by their academic code unit. Any eligible faculty member may request consideration by the unit.

Each academic unit is to determine its own method for selecting nominees based on the following Seven Characteristics of Effective Teaching (FS Resolution #91-29):

- 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.
- 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.
- 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.
- 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.
- 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.

- 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.

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

While faculty members may be nominated for more than one university teaching award (Board of Governors Award for Excellence in Teaching, Board of Governors Distinguished Professor for Teaching Awards, Max Ray Joyner Award for Outstanding Teaching in Distance Education, and East Carolina Alumni Association Outstanding Teaching Award and Robert L. Jones Teaching Award), faculty members may only accept nomination and submit a portfolio for one university teaching award in a given year.

Nominations are made in the following two steps: (1) Nominee names and basic information must be submitted to a survey link posted on the Faculty Senate website by September 15 at 5:00 pm (or the next business day if the 15th falls on a weekend). Nominees will be contacted by the OFE following the survey nomination deadline and provided with information about the application packet that must be submitted if they wish to pursue the award. (2) A nomination letter addressing the criteria outlined above and specifying why the nominee deserves the award must be submitted electronically to the Office for Faculty Excellence no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend.

The maximum number of nominations will be distributed among the academic code units according to their relative number of faculty within an academic code unit—no more than one nominee for each ten faculty members in the unit.

Nominees who wish to pursue the award must submit their application packets electronically in accordance with directions provided by the OFE no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend. In addition, nominees will receive a coversheet template that they must complete and submit along with an electronic photograph. Additional information may be requested as necessary to comply with UNC-GA requirements.

The application packet must adhere to the following specifications. It must:
1. include representative examples of your instruction methods;
2. utilize margins, fonts, type sizes, and colors to ensure readability;
3. be a total of 50 pages or fewer, excluding the itemized list, CV, and video information sheet; and
4. begin with an itemized list of all materials in the application packet.

The application packet should be clearly divided into the following three sections:

**Section 1: Personal Information**
The intent of this section is to establish a context for the nominee’s teaching for the selection committee members, many of whom may not be familiar with the nominee’s area of discipline. It should include the following two items:
- CV: a current curriculum vitae; and
- Teaching Statement: a brief written statement (not to exceed 2 pages, double-spaced) that provides context for the materials selected for the nominee’s portfolio. The statement should
include the nominee’s teaching philosophy, describe methods used by the nominee to achieve educational goals, and provide other information to prepare the selection committee for an effective review of the portfolio.

**Section 2: Input from Students, Colleagues, and Peers**
This section provides the selection committee with multiple forms of feedback from the nominee’s students and colleagues. These materials include feedback gathered through ongoing standard university processes as well as feedback that is aligned specifically with this award nomination and must include:

- Nomination letter:
- 2 letters of support from ECU colleagues (exclusive of the nominator); Student letters: letters of support from 2 or 3 former students of the nominee;
- Student Opinion of Instruction Surveys: compilation of the past 3 years and the corresponding grade distributions for each course. Quantitative results of the standard campus-approved or unit-specific student opinion of instruction survey data should be included. Qualitative comments are encouraged, as space permits; and
- Peer evaluations: at least 1, and no more than 3, peer evaluations of teaching; both classroom and DE evaluations are acceptable. These peer evaluation summaries should utilize the standard campus-approved documents from the nominee’s college or department.

**Section 3: Supporting Materials**
This section of the application packet is designed to give the candidate some flexibility to select materials that convey the pursuit of excellence in teaching. Materials should be organized or annotated in such a way that demonstrates alignment with the nominee’s teaching statement or rationale for inclusion. Example materials include representative:  
- course syllabi (strongly recommended);  
- Sample tests or assignments;  
- teaching materials;  
- Audio files (not to exceed 10 minutes total);  
- student work;  
- course artifacts; and  
- unsolicited feedback from students.

**Section 4: Digital Product – Finalists Only**
Selected finalists will be asked to submit a fourth section by February 15 to include a digital product:

The digital product is intended to enable the selection committee to understand better the teaching environments created by the nominee. Materials should be organized or annotated in such a way that demonstrates alignment with the nominee’s teaching statement or rationale for inclusion.

Digital Product Requirements: The digital product should not exceed 15 minutes and should portray representative elements of the nominee’s teaching. It may be in the form of a continuously recorded video and/or a compilation of media elements in some other digital format. Narration is allowed but not required. Content may include video excerpts from courses, examples of interactivity, demonstrations, and any other aspects of teaching that would be helpful to the selection committee. An example of some form of instructor - student interaction is strongly encouraged. If student images or identifying information is included in the media, the nominee must also submit a signed copy of the Media Consent and Release for ECU Students Form available [here](#):
Evaluation Procedures
In the fall semester, the selection committee will be established by the Chair of the Academic Awards Committee and will consist of: 2 members of the Academic Awards Committee; 1 faculty member each appointed by the Provost and Senior Vice Chancellor for Academic Affairs and the Vice Chancellor for Health Sciences; 1 faculty member appointed by the Chair of the Faculty; and 1 student member appointed by the President of the Student Government Association. Following the appointment or election of a selection committee chair, the selection committee will develop a checklist and rubric for evaluating and scoring the application packets in accordance with the approved award procedures.

In November, packets will be made available to members of the selection committee, and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines.

By early January, the selection committee will designate a pool of up to twelve finalists who will be contacted by the selection committee chair and given 4 weeks to provide a digital product as detailed above.

By mid-February, the selection committee will evaluate the finalists’ materials, and, by scoring determine the 2 recipients of the Alumni Association award and the recipient of the Robert L. Jones Award.

The award recipients will be recognized during the annual celebratory event. Following the public announcement of this award, the Provost or Vice Chancellor for Health Sciences will send letters of recognition to the recipients and letters of appreciation to nominees. The award-winning portfolios will be kept on file for public review in the Office for Faculty Excellence, Joyner Library.

(Faculty Senate Resolutions #06-07; #16-41; #17-41)

Revised Selection Procedures for the Board of Governors Award for Excellence in Teaching Award

The below text replaces the original text, linked here.

Objective
The Board of Governors Award for Excellence in Teaching recognizes the sustained career record of distinguished teaching by a tenured East Carolina University faculty member.

Awards Per Year
One recipient of this award will be recognized at a variety of functions and will receive a stipend of $12,500.

Eligibility
Nominees must:
1. be tenured at East Carolina University;
2. have taught at East Carolina University at least seven years;
3. have demonstrated excellent or exceptional teaching ability over a sustained period of time;
4. be teaching in the academic year in which they are selected; and
5. not have received this award previously while teaching at any UNC institution.

Nomination Procedures and Guidelines
Faculty members are nominated for this award by their academic code unit. Any eligible faculty member may request consideration by the unit. Faculty, students, administrators, and alumni may also request consideration by the unit on behalf of eligible faculty.

While faculty members may self-nominate or be nominated for more than one university teaching award (Board of Governors Award for Excellence in Teaching, Board of Governors Distinguished Professor for Teaching Awards, Max Ray Joyner Award for Outstanding Teaching in Distance Education, and East Carolina Alumni Association Outstanding Teaching Award and Robert L. Jones Teaching Award), faculty members may only accept nomination and submit a portfolio for one university teaching award in a given year.

Nominations are made in the following two steps: (1) Nominee names and basic information must be submitted to a survey link posted on the Faculty Senate website by September 15 at 5:00 pm (or the next business day if the 15th falls on a weekend). Nominees will be contacted by the OFE following the survey nomination deadline and provided with information about the application packet that must be submitted if they wish to pursue the award. (2) A nomination letter addressing the criteria outlined above and specifying why the nominee deserves the award must be submitted electronically to the Office for Faculty Excellence no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend.

Nominees who wish to pursue the award must submit their application packets electronically in accordance with directions provided by the OFE no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend. In addition, nominees will receive a coversheet template that they must complete and submit along with an electronic photograph. Additional information may be requested as necessary to comply with UNC-GA requirements.

The application packet must adhere to the following specifications. It must:
5. include representative examples of your instruction methods;
6. utilize margins, fonts, type sizes, and colors to ensure readability;
7. be a total of 50 pages or fewer, excluding the itemized list, CV, and video information sheet; and
8. begin with an itemized list of all materials in the application packet.

The application packet should be clearly divided into the following four sections:

Section 1: Personal Information
The intent of this section is to establish a context for the nominee’s teaching for the selection committee members, many of whom may not be familiar with the nominee’s area of discipline. It should include the following two items:
- CV: a current curriculum vitae; and
- Teaching Statement: a brief written statement (not to exceed 2 pages, double-spaced) that provides context for the materials selected for the nominee’s portfolio. The statement should
include the nominee’s teaching philosophy, describe methods used by the nominee to achieve educational goals, and provide other information to prepare the selection committee for an effective review of the portfolio.

Section 2: Input from Students, Colleagues, and Peers
This section provides the selection committee with multiple forms of feedback from the nominee’s students and colleagues. These materials include feedback gathered through ongoing standard university processes as well as feedback that is aligned specifically with this award nomination and must include:

- Nomination letter
- 2 letters of support from ECU colleagues (exclusive of the nominator); Student letters: letters of support from 2 or 3 former students of the nominee;
- Student Opinion of Instruction Surveys: compilation of the past 3 years and the corresponding grade distributions for each course. Quantitative results of the standard campus-approved or unit-specific student opinion of instruction survey data should be included. Qualitative comments are encouraged, as space permits; and
- Peer evaluations: at least 1, and no more than 3, peer evaluations of teaching; both classroom and DE evaluations are acceptable. These peer evaluation summaries should utilize the standard campus-approved documents from the nominee’s college or department.

Section 3: Supporting Materials
This section of the application packet is designed to give the candidate some flexibility to select materials that convey the pursuit of excellence in teaching. Materials should be organized or annotated in such a way that demonstrates alignment with the nominee’s teaching statement or rationale for inclusion. Example materials include representative:

- course syllabi (strongly recommended);
- sample tests or assignments;
- teaching materials;
- audio files (not to exceed 10 minutes total);
- student work;
- course artifacts; and
- unsolicited feedback from students.

Section 4: Digital Product
The digital product is intended to enable the selection committee to understand better the teaching environments created by the nominee. Materials should be organized or annotated in such a way that demonstrates alignment with the nominee’s teaching statement or rationale for inclusion.

Digital Product Requirements: The digital product should not exceed 15 minutes and should portray representative elements of the nominee’s teaching. It may be in the form of a continuously recorded video and/or a compilation of media elements in some other digital format. Narration is allowed but not required. Content may include video excerpts from courses, examples of interactivity, demonstrations, and any other aspects of teaching that would be helpful to the selection committee. An example of some form of instructor - student interaction is strongly encouraged. If student images or identifying information is included in the media, the nominee must also submit a signed copy of the Media Consent and Release for ECU Students Form available here: https://www2.ecu.edu/COE/Web/OEP/OCE/Intern/Media_Consent_and-Release_Guidelines_1_23_2018.pdf
Evaluation Procedures
In the fall semester, the selection committee will be established by the Chair of the Academic Awards Committee and will consist of: 2 members of the Academic Awards Committee; 1 faculty member each appointed by the Provost and Senior Vice Chancellor for Academic Affairs and the Vice Chancellor for Health Sciences; 1 faculty member appointed by the Chair of the Faculty; and 1 student member appointed by the President of the Student Government Association. Following the appointment or election of a selection committee chair, the selection committee will develop a checklist and rubric for evaluating and scoring the application packets in accordance with the approved award procedures.

In November, packets will be made available to members of the selection committee, and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines. After review of submissions, selection committee will identify their top candidates in rank order for committee discussion.

Before the end of the fall semester, the selection committee will forward to the Chancellor the names of all nominees, indicating the names of the two finalists, and the supporting documentation of the finalists. The Chancellor reviews the selected finalists’ materials in accordance with the approved award procedures and forwards to the Board of Governors the name of the one finalist from East Carolina University. A portfolio for the finalist at ECU will be submitted to the UNC System Board of Governors along with this recommendation.

The award recipient will be recognized during a Board of Governors Ceremony and the annual ECU celebratory event. Following the public announcement of this award, the Chancellor will send a letter of recognition to the recipient and letters of appreciation to nominees.

The award-winning portfolio will be kept on file for public review in the Office for Faculty Excellence Reading Room, Joyner Library.

(Faculty Senate Resolutions #16-41; #17-41)

Revised Selection Procedures for the Board of Governors Distinguished Professor for Teaching Award

The below text replaces the original text, linked here.

Objective
The Board of Governors Distinguished Professor for Teaching Awards recognizes and supports excellent teaching at East Carolina University.

Awards Per Year
Six recipients of this award will be recognized at a variety of functions and each will receive a stipend of $1,000.

Eligibility
Nominees must:
1. be a full-time faculty member at East Carolina University;
2. have taught at East Carolina University for three or more years;
3. be teaching in the academic year in which they are selected;
4. not have won the award within the last four years; and
5. have demonstrated excellent or exceptional teaching ability.

Nomination Procedures and Guidelines
Faculty members are nominated for this award by their college or school. Any eligible faculty member may request consideration by the college or school.

While faculty members may be nominated for more than one university teaching award (Board of Governors Award for Excellence in Teaching, Board of Governors Distinguished Professor for Teaching Awards, Max Ray Joyner Award for Outstanding Teaching in Distance Education, and East Carolina Alumni Association Outstanding Teaching Award and Robert L. Jones Teaching Award), faculty members may only accept nomination and submit a portfolio for one university teaching award in a given year.

Nominations are made in the following two steps: (1) Nominee names and basic information must be submitted to a survey link posted on the Faculty Senate website by September 15 at 5:00 pm (or the next business day if the 15th falls on a weekend). Nominees will be contacted by the OFE following the survey nomination deadline and provided with information about the application packet that must be submitted if they wish to pursue the award. (2) A nomination letter addressing the criteria outlined above and specifying why the nominee deserves the award must be submitted electronically to the Office for Faculty Excellence no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend.

The maximum number of nominations is distributed among the colleges and schools according to their relative number of faculty:
- Arts and Sciences, 5 maximum nominations
- Medicine, 5 maximum nominations
- Fine Arts and Communication, 3 maximum nominations
- Business, 2 maximum nominations
- Education, 2 maximum nominations
- Health and Human Performance, 2 maximum nominations
- Nursing, 2 maximum nominations
- Allied Health Sciences, 1 nomination
- Dental Medicine, 1 nomination
- Engineering and Technology 1 nomination

Nominees who wish to pursue the award must submit their application packets electronically in accordance with directions provided by the OFE no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend. In addition, nominees will receive a coversheet template that they must complete and submit along with an electronic photograph. Additional information may be requested as necessary to comply with UNC-GA requirements.

The application packet must adhere to the following specifications. It must:
1. include representative examples of your instruction methods;
2. utilize margins, fonts, type sizes, and colors to ensure readability;
3. be a total of 50 pages or fewer, excluding the itemized list, CV, and video information sheet; and
4. begin with an itemized list of all materials in the application packet.

The application packet should be clearly divided into the following three sections:

**Section 1: Personal Information**
The intent of this section is to establish a context for the nominee’s teaching for the selection committee members, many of whom may not be familiar with the nominee’s area of discipline. It should include the following two items:
- CV: a current curriculum vitae; and
- Teaching Statement: a brief written statement (not to exceed 2 pages, double-spaced) that provides context for the materials selected for the nominee’s portfolio. The statement should include the nominee’s teaching philosophy, describe methods used by the nominee to achieve educational goals, and provide other information to prepare the selection committee for an effective review of the portfolio.

**Section 2: Input from Students, Colleagues, and Peers**
This section provides the selection committee with multiple forms of feedback from the nominee’s students and colleagues. These materials include feedback gathered through ongoing standard university processes as well as feedback that is aligned specifically with this award nomination and must include:
- Nomination letter:
- 2 letters of support from ECU colleagues (exclusive of the nominator); Student letters: letters of support from 2 or 3 former students of the nominee;
- Student Opinion of Instruction Surveys: compilation of the past 3 years and the corresponding grade distributions for each course. Quantitative results of the standard campus-approved or unit-specific student opinion of instruction survey data should be included. Qualitative comments are encouraged, as space permits; and
- Peer evaluations: at least 1, and no more than 3, peer evaluations of teaching; both classroom and DE evaluations are acceptable. These peer evaluation summaries should utilize the standard campus-approved documents from the nominee’s college or department.

**Section 3: Supporting Materials**
This section of the application packet is designed to give the candidate some flexibility to select materials that convey the pursuit of excellence in teaching. Materials should be organized or annotated in such a way that demonstrates alignment with the nominee’s teaching statement or rationale for inclusion. Example materials include representative:
- course syllabi (strongly recommended);
- Sample tests or assignments;
- teaching materials;
- Audio files (not to exceed 10 minutes total);
- student work;
- course artifacts; and
- unsolicited feedback from students.

**Evaluation Procedures**
In the fall semester, the selection committee will be established by the Chair of the Academic Awards Committee and will consist of: 2 members of the Academic Awards Committee; 1 faculty member each appointed by the Provost and Senior Vice Chancellor for Academic Affairs and the Vice Chancellor for Health Sciences; 1 faculty member appointed by the Chair of the Faculty; and 1 student member appointed by the President of the Student Government Association. Following the appointment or election of a selection committee chair, the selection committee will develop a checklist and rubric for evaluating and scoring the application packets in accordance with the approved award procedures.

In November, packets will be made available to members of the selection committee, and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines.

By early January, the Academic Awards Committee will forward to the Chancellor the names of all nominees, indicating those they have selected to receive the awards, and the supporting documentation of the selected recipients. The Chancellor reviews the selected recipients’ materials in accordance with the approved award procedures and either concurs or meets with the committee to seek resolution.

The award recipients will be recognized during the annual celebratory event. Following the public announcement of these awards, the Chancellor will send letters of recognition to recipients and letters of appreciation to nominees.

The award-winning portfolios will be kept on file for public review in the Office for Faculty Excellence Reading Room, Joyner Library.

(Faculty Senate Resolutions #16-41; #17-41)

Revised Selection Procedures for the Max Ray Joyner Award for Outstanding Teaching in Distance Education Award

The below text replaces the original text, linked here.

Objective
The Max Ray Joyner award for outstanding teaching in distance education honors an outstanding faculty member who has shown commitment and enthusiasm in teaching and mentoring off-campus students and who has demonstrated excellence in the delivery of courses offered through distance education. Hereafter, both online distance education classes and face-to-face classes taught off-campus, will be referred to as distance education classes.

Awards Per Year
One recipient of this award will be recognized at a variety of functions and will receive a monetary award of $1,000, a plaque and $500 in professional development. A sculpture, located in the Joyner Library, depicting a flame which symbolizes the spirit of education as interpreted by its designers, School of Art and Design students Julie Spivey, Anne Partna and Tripp Jarvis, is represented on the plaque awarded each year.

Eligibility
Nominees must:
1. be a full-time faculty member who has taught a distance education class;
2. have taught at East Carolina University for three or more years;
3. be teaching in the academic year in which they are selected;
4. not have won the award within the last four years;
5. have demonstrated commitment and enthusiasm in teaching and mentoring off-campus students; and
6. have demonstrated excellence in the delivery of courses offered through distance education.

Nomination Procedures and Guidelines
Faculty members are nominated for this award by their academic code unit. Any eligible faculty member may request consideration by the unit.

Each academic unit is to determine its own method for selecting nominees based on the following Seven Characteristics of Effective Teaching (FS Resolution #91-29):
• 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.
• 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.
• 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.
• 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.
• 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.
• 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.
• Appropriate Student Learning Outcomes - Reflected in student performance on various assessment measures and positive changes in student attitudes and values.

While faculty members may be nominated for more than one university teaching award (Board of Governors Award for Excellence in Teaching, Board of Governors Distinguished Professor for Teaching Awards, Max Ray Joyner Award for Outstanding Teaching in Distance Education, and East Carolina Alumni Association Outstanding Teaching Award and Robert L. Jones Teaching Award), faculty members may only accept nomination and submit a portfolio for one university teaching award in a given year.

Nominations are made in the following two steps: (1) Nominee names and basic information must be submitted to a survey link posted on the Faculty Senate website by September 15 at 5:00 pm (or the next business day if the 15th falls on a weekend). Nominees will be contacted by the OFE
following the survey nomination deadline and provided with information about the application packet that must be submitted if they wish to pursue the award. (2) A nomination letter addressing the criteria outlined above and specifying why the nominee deserves the award must be submitted electronically to the Office for Faculty Excellence no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend.

The maximum number of nominations will be distributed among the academic code units according to their relative number of faculty within an academic code unit—no more than one nominee for each ten faculty members in the unit.

Nominees who wish to pursue the award must submit their application packets electronically in accordance with directions provided by the OFE no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend. In addition, nominees will receive a coversheet template that they must complete and submit along with an electronic photograph. Additional information may be requested as necessary to comply with UNC-GA requirements.

The application packet must adhere to the following specifications. It must:
9. include representative examples of your instruction methods;
10. utilize margins, fonts, type sizes, and colors to ensure readability;
11. be a total of 50 pages or fewer, excluding the itemized list, CV, and video information sheet; and
12. begin with an itemized list of all materials in the application packet.

The application packet should be clearly divided into the following three sections:

Section 1: Personal Information
The intent of this section is to establish a context for the nominee’s teaching for the selection committee members, many of whom may not be familiar with the nominee’s area of discipline. It should include the following two items:
• CV: a current curriculum vitae; and
• Teaching Statement: a brief written statement (not to exceed 2 pages, double-spaced) that provides context for the materials selected for the nominee’s portfolio. The statement should include the nominee’s teaching philosophy, describe methods used by the nominee to achieve educational goals, and provide other information to prepare the selection committee for an effective review of the portfolio.

Section 2: Input from Students, Colleagues, and Peers
This section provides the selection committee with multiple forms of feedback from the nominee’s students and colleagues. These materials include feedback gathered through ongoing standard university processes as well as feedback that is aligned specifically with this award nomination and must include:
• Nomination letter:
• 2 letters of support from ECU colleagues (exclusive of the nominator);
• Student letters: letters of support from 2 or 3 former students of the nominee;
• Student Opinion of Instruction Surveys: compilation of the past 3 years and the corresponding grade distributions for each course. Quantitative results of the standard campus-approved or unit-specific student opinion of instruction survey data should be included. Qualitative comments are encouraged, as space permits; and
• Peer evaluations: at least 1, and no more than 3, peer evaluations of teaching; both
classroom and DE evaluations are acceptable. These peer evaluation summaries should utilize the standard campus-approved documents from the nominee’s college or department.

Section 3: Supporting Materials
This section of the application packet is designed to give the candidate some flexibility to select materials that convey the pursuit of excellence in teaching. Materials should be organized or annotated in such a way that demonstrates alignment with the nominee’s teaching statement or rationale for inclusion. Example materials include representative:

- course syllabi (strongly recommended);
- Sample tests or assignments;
- teaching materials;
- Audio files (not to exceed 10 minutes total);
- student work;
- course artifacts; and
- unsolicited feedback from students.

Section 4: Digital Product – Finalists Only
A written or recorded presentation that demonstrates and summarizes the finalist’s DE classes, technology used, community building strategies, examples of interactivity, and any other aspects of their DE classes that would be helpful to the selection committee. Finalists will be given 4 weeks to prepare their presentation.

The digital product is intended to enable the selection committee to understand better the teaching environments created by the nominee. Materials should be organized or annotated in such a way that demonstrates alignment with the nominee’s teaching statement or rationale for inclusion.

Digital Product Requirements: The digital product should not exceed 15 minutes and should portray representative elements of the nominee’s teaching. It may be in the form of a continuously recorded video and/or a compilation of media elements in some other digital format. Narration is allowed but not required. Content may include video excerpts from courses, examples of interactivity, demonstrations, and any other aspects of teaching that would be helpful to the selection committee. An example of some form of instructor - student interaction is strongly encouraged. If student images or identifying information is included in the media, the nominee must also submit a signed copy of the Media Consent and Release Form available here. [https://www2.ecu.edu/COE/Web/OEP/OCE/Intern/Media_O_00/Release_Guidelines_1_23_2018.pdf](https://www2.ecu.edu/COE/Web/OEP/OCE/Intern/Media_O_00/Release_Guidelines_1_23_2018.pdf)

Evaluation Procedures
In the fall semester, the selection committee will be established by the Chair of the Academic Awards Committee and will consist of: 2 members of the Academic Awards Committee; 1 faculty member each appointed by the Provost and Senior Vice Chancellor for Academic Affairs and the Vice Chancellor for Health Sciences; 1 faculty member appointed by the Chair of the Faculty; and 1 student member appointed by the President of the Student Government Association. Following the appointment or election of a selection committee chair, the selection committee will develop a checklist and rubric for evaluating and scoring the application packets in accordance with the approved award procedures.

In November, packets will be made available to members of the selection committee, and the
selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines. After review of submissions, selection committee will identify their top candidates in rank order for committee discussion.

By early January, the selection committee will designate a pool of up to twelve finalists who will be contacted by the selection committee chair and given 4 weeks to provide the video or additional supportive DE material as detailed above.

By mid-February, the selection committee again evaluate the finalists’ presentations and determine the winning candidate.

The award recipient will be recognized during the annual celebratory event. Following the public announcement of this award, the Provost or Vice Chancellor for Health Sciences will send letters of recognition to the recipient and letters of appreciation to nominees. The award-winning portfolio will be kept on file for public review in the Office for Faculty Excellence Reading Room, Joyner Library.

(Faculty Senate Resolutions #02-22; #16-41; #17-41)

Revised Selection Procedures for the Lifetime and Five-Year Achievement University Research/Creative Activity Award

The below text replaces the original text, linked here.

Objective
The annual lifetime and five-year achievement university research/creative activity awards reward originality and excellence in research and creative activities as evidenced by sustained high quality work performed while contributing to the academic functions of East Carolina University at any rank or status.

Awards Per Year
A maximum of two annual lifetime and two annual five-year achievement university research/creative activity award recipients. These awards carry a monetary prize and are presented in a special awards ceremony each spring.

Eligibility
Nominees must:
• have demonstrated sustained high quality research and creative activity while contributing to the academic functions of ECU at any rank or status;
• have taught at ECU at least five continuous years; and
• have been involved in research at ECU in the academic year in which they are selected.

Nomination Procedures and Guidelines
Nominations may be made in the following ways:
1. by the department-level academic units (including areas of concentration) or
2. by other representatives in the faculty member’s field of work.

Nominations from academic units must be based on the unit’s stated criteria for evaluating faculty research and creative activities. Independent nominations must include a similar statement of perspective, specifying criteria against which the applicant may wish to be judged.

Nominations should:
1. provide evidence of the nominee's productivity;
2. provide peer review evidence of the value and influence of the nominee’s work;
3. provide any additional information that could assist the selection committee with reaching a decision;
4. focus on the nominee's research and creative achievements during five years of continuous service at ECU if nominated for the five-year award;
5. focus on the nominee's research and creative achievements sustained over their entire career, with an emphasis on work accomplished at ECU, if nominated for the lifetime award.

Nominations are made by submitting a letter addressing the criteria outlined above. The letter must specify the award for which the nominee is to be considered (five-year or lifetime), and should be submitted electronically to the Office for Faculty Excellence (OFE) in Joyner Library Rm. 1001 no later than 5:00 p.m. on September 15th, or the next business day if the 15th falls on a weekend. Nominees will be contacted by the OFE following the nomination deadline and provided with information about the application packet they must submit if they wish to pursue the award.

Nominees who wish to pursue the award must submit their application packets electronically in accordance with directions provided by the OFE no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend. In addition, nominees will receive a coversheet template that they must complete and submit along with an electronic photograph. Additional information may be requested as necessary to comply with UNC-GA requirements.

The application packet must adhere to the following specifications. It must:
1. include representative examples of your research and creative activity.
2. utilize margins, fonts, type sizes, and colors to ensure readability; and
3. be a total of 50 pages or fewer, excluding the itemized list and CV.

The application packet must include:

- Contents: itemized list of all materials in the application packet
- Cover letter
- Nomination letter
- CV: a complete curriculum vitae
- Research materials: at least 1, and no more than 3, samples of your published research and/or creative activity output that can be submitted electronically. Examples include, but are not limited to, entire journal articles, excerpts from journal articles or books, still photos, and links to digital media.
- 3 external letters of recommendation on institutional stationary providing evaluations of the nominee’s research and creative activity accomplishments and contributions. External recommendations should be unbiased and provide an objective assessment of a nominee’s research and creative activities. These letters should describe and
emphasize the impact of the nominee’s body of work on their field of scholarship. The person providing the recommendation must describe the nature of any relationships (both past and present) between the writer and the nominee.

**Evaluation Procedures**
In September, the Academic Awards Committee appoints three to five members to serve as the selection committee. Following the appointment or election of a selection committee chair, the selection committee will develop a checklist and rubric for evaluating and scoring the application packets in accordance with the approved award procedures.

In November, packets will be made available to members of the committee, and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines. After review of submissions, selection committee will identify their top candidates in rank order for committee discussion.

In December, the Academic Awards Committee will forward to the Vice Chancellor for Research, Economic Development and Engagement the names of all nominees, indicating those they have selected to receive the awards, and the supporting documentation of the selected recipients. The Vice Chancellor reviews the selected recipients’ research materials in accordance with the approved award procedures and either concurs or meets with the committee to seek resolution.

In the Spring, the award recipients will be recognized during the annual Research and Scholarship Awards Ceremony. Following the public announcement of this award, the Vice Chancellor will send letters of recognition to the recipients and letters of appreciation to nominees.

The award-winning portfolios will be kept on file for public review in the Office for Faculty Excellence Reading Room, Joyner Library.

(Faculty Senate Resolutions #09-34; #12-72; #17-41)

**Revised Selection Procedures for the University Scholarship of Engagement Award**

The below text replaces the original text, linked [here](#).

**Objective**
Community engagement describes collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

The annual Scholarship of Engagement Award recognizes achievement in scholarship of engagement (SOE) and sustained commitment to partnered scholarly endeavors with communities. SOE is scholarly activity by faculty members working with community partners. A distinction of SOE is that the community is viewed as an equal partner and works collaboratively with the faculty member through all aspects of the program, including topic identification, data collection, implementation, analysis, and dissemination.

**Awards Per Year**
One award is given annually. This award will carry a monetary prize and will be presented in a special awards ceremony each spring.
Eligibility
Nominees must:
• have demonstrated achievement in SOE and commitment to the community as an equal partner;
• have worked collaboratively with the community through all aspects of the program, including topic identification, data collection, implementation, analysis, and dissemination; and
• have been involved in scholarship activities at ECU in the academic year in which they are selected.

Nomination Procedures and Guidelines
Nominations may be made in the following ways:
1. by the department-level academic units (including areas of concentration)
2. by other representatives in the faculty member’s field of work, including community partners
3. any eligible faculty member may request consideration by the unit

Nomination letters should:
1. provide evidence that the scholarship positively impacted the community(ies);
2. provide evidence of leadership and sustained, equal relationships with the community(ies) for the purpose of scholarship;
3. provide evidence of a relationship between the scholarship, departmental/academic unit goals, and ECU’s Strategic Plan;
4. cite examples of SOE-generated products such as: 1) professional juried presentations and publications, and 2) research studies of partnerships; and
5. cite examples of: 1) leadership in SOE, 2) community response to the engagement and outreach, and 3) assessment of the engagement disseminated in reports and policies.

Nominations are made in the following two steps: (1) Nominee names and basic information must be submitted to a survey link posted on the Faculty Senate website by September 15 at 5:00 pm (or the next business day if the 15th falls on a weekend). Nominees will be contacted by the OFE following the survey nomination deadline and provided with information about the application packet that must be submitted if they wish to pursue the award. (2) A nomination letter addressing the criteria outlined above and specifying why the nominee deserves the award must be submitted electronically to the Office for Faculty Excellence no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend.

Nominees who wish to pursue the award must submit their application packets electronically in accordance with directions provided by the OFE no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend. In addition, nominees will receive a coversheet template that they must complete and submit along with an electronic photograph. Additional information may be requested as necessary to comply with UNC-GA requirements.

The application packet must adhere to the following specifications. It must:
1. include representative examples of your instruction methods;
2. utilize margins, fonts, type sizes, and colors to ensure readability; and
3. be a total of 50 pages or fewer, excluding the itemized list, CV.
The application packet must contain the following in this order:

- an itemized list of all materials in the application packet
- CV: a complete curriculum vitae, highlighting the nominee’s SOE
- 500-word essay describing the SOE from the nominee’s perspective, including the impact of the scholarship on the community(ies), the related academic discipline, and East Carolina University
- Nomination letter
- Supportive letter from community partner
- Evidence that the nominee exemplifies the award criteria. Examples include, but are not limited to:
  1) letters attesting to the impact of the SOE on the unit, discipline, students, and community; 2) policies implemented as a result of the SOE; 3) grant abstracts; 4) media reports; 5) awards; 6) photos with captions
- At least 1, and no more than 3, examples of your SOE-related research and creative activity that can be submitted electronically. Examples include, but are not limited to: 1) video excerpts of professional juried presentations (not to exceed 20 minutes); 2) entire or excerpted peer-reviewed publications

Evaluation Procedures
In the fall semester, the Academic Awards Committee appoints up to five members to serve as the selection committee. Following the appointment or election of a selection committee chair, the selection committee will develop a checklist and rubric for evaluating and scoring the application packets in accordance with the approved award procedures.

In November, packets will be made available to members of the selection committee, and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. After review of submissions, selection committee will identify their top candidates in rank order for committee discussion.

In January, the selection committee will forward to the Vice Chancellor for Research, Economic Development and Engagement the names of all nominees, indicating the one selected to receive the award, and the supporting documentation of the selected recipient. The Vice Chancellor reviews the selected recipients’ research materials in accordance with the approved award procedures and either concurs, or meets with the committee to seek resolution.

The award recipient will be recognized during the annual Research and Scholarship Awards Ceremony. Following the public announcement of this award, the Vice Chancellor will send letters of recognition to the recipient and letters of appreciation to nominees.

(Faculty Senate Resolutions #10-69; #17-41)
Revised Selection Procedures for the ECU Scholar Teacher Award

The below text replaces the original text, linked here.

The purpose of the annual Provost and Vice Chancellor for Academic Affair’s Scholar-Teacher Awards is to recognize faculty members who effectively integrate research/creative activity in classroom teaching. The award winners will excel in these two central facets of faculty responsibility. The recognition will provide additional opportunities for these outstanding faculty members to mentor others.

The Scholar-Teacher award recipients are initially selected at the college level. Each college in Academic Affairs and in Health Sciences will review its established recipient selection procedures in keeping with the purpose for the award and the criteria below. The Thomas Harriot College of Arts and Sciences and the Brody School of Medicine may select three recipients, and all other colleges in Academic Affairs and schools in Health Sciences may recognize annually one scholar-teacher. (An award need not be given by each unit every year.)

Criteria
The faculty member recognized with this award will demonstrate the synergy between teaching and research/creative activity as evidenced by:

- Student Feedback (e.g. student opinion of instruction surveys, letters of support, unsolicited feedback)
- Colleague feedback (e.g. peer observation surveys, letters of support)
- Record of scholarly accomplishments (e.g. publications in recognized disciplinary venues, presentations before scholarly organizations)
- Teaching and/or mentoring developing scholars and teachers (students and/or faculty)
- Artifacts/outcomes evidencing integration of teaching and research (e.g. manuscripts, creative projects)
- Other evidence as appropriate for discipline.

These last two characteristics must be clearly present for award recipients, as the distinguishing elements of the Scholar-Teacher award. Each recipient will provide requested materials to showcase during the annual celebratory event.

The recipient is awarded $1,000 to be used for professional travel, support of integration of research/creative activity and teaching (supplies, books, etc.), or for other professional purposes. Funds are accessed through the office of the Senior Vice Chancellor for Academic Affairs or the office of the Vice Chancellor for Health Sciences, depending on the division of each Scholar-Teacher. The name of each Scholar-Teacher must be submitted by the Dean (or representative) of each college via email to the Office for Faculty Excellence by 5:00pm on December 1. Scholar-teachers will be contacted by the OFE with directions for submitting any needed materials by mid-February.
Revised Selection Procedures for the Service-Learning Teaching Excellence Award

The below text replaces the original text, linked here.

Objective
The Service-Learning Teaching Excellence Award recognizes a faculty member's unique time, effort, and planning for successful academic service-learning instruction. Service-learning is rooted in an academic discipline and provides learning experiences for students with meaningful assistance to the community. Through organized community-based learning activities, students address community needs and provide meaningful connections with community experiences, employing regular reflective practices for the purpose of personalizing the learning experience.

Award Per Year
One award will be awarded annually. The award will carry a $1,000 monetary prize and will be included in the annual celebratory event.

Eligibility
All full-time faculty who have been involved in ECU service-learning course work in the academic year in which they are selected and in at least one previous year.

Nominees must:
• have had experience teaching a designated service-learning course within an academic year,
• have demonstrated results/impact in student's learning from community-based experiences in the course(s),
• have demonstrated excellence in teaching with respect to service-learning, as evidenced by innovative projects and partnerships, course evaluations and incorporation of service-learning best practices in the course,
• have demonstrated meaningful positive difference/change/impact in the community related to the service-learning course(s),
• have demonstrated collaborative work/planning with the community organization or constituents to build student learning while "doing good" in the community
• have demonstrated how the service-learning work described has enhanced ECU's strategic priorities, and
• have demonstrated how service-learning has enhanced the faculty member's professional development in teaching, scholarship, and/ or service.

Nomination Procedures and Guidelines
Nominations may be made in the following ways:
1. by the department-level academic units (including areas of concentration)
2. by other representatives in the faculty member’s field of work, including community partners
3. by deans and department heads
4. by representatives from the Center for Leadership and Civic Engagement

Nominations are made by submitting a letter addressing the criteria outlined above. The letter must specify why the nominee deserves the award and should be submitted either electronically or in hardcopy form to the Office for Faculty Excellence (OFE) in Joyner Library Rm. 1001 no later than 5
p.m. on September 15th, or the next business day if the 15th falls on a weekend. Nominees will be contacted by the OFE following the nomination deadline and provided with information about the application packet they must submit if they wish to pursue the award.

Nominees who wish to pursue the award must submit their application packets to the OFE no later than 5 p.m. on November 1st, or the next business day if the 1st falls on a weekend. In addition, nominees will be asked to complete an information sheet with their name as it should be listed, academic rank, department, and college or school, as well as a photograph at least 2.5” x 3” with a minimum resolution of 300.

The application packet:
1. should include representative examples of the faculty member’s instruction methods, including the incorporation of student reflection.
2. must contain the following in this order:
   • Contents: itemized list of all materials in the application packet
   • Nomination letter
   • 500-word essay describing the nominee’s excellence in teaching with respect to service-learning, including the impact on student's reflective learning from community-based experiences in the course(s) and how the service-learning course has enhanced ECU's strategic priorities and the related academic discipline
   • CV: a complete curriculum vitae, highlighting the nominee’s innovative projects and partnerships, course evaluations
   • Supportive letter from a community partner that addresses the reciprocity of the partnership and clear positive difference/change/impact in the community related to the service-learning course
   • Additional supporting materials (evidence that the nominee exemplifies the award criteria): At least 1, and no more than 3, examples of service-learning activity that can be submitted electronically. Examples include, but are not limited to: 1) course syllabi; 2) scholarly publications; 3) description of projects; 4) peer teaching reviews; 5) departmental awards; 6) letters of support from current and former students.
3. must adhere to the specifications presented here; those that do not may be disqualified.
4. should utilize appropriate margins, fonts, type sizes, and colors to ensure readability.
5. must not exceed 50 pages, excluding the itemized list and vitae.

Evaluation Procedures
In September, the selection committee will be convened by the Director of the Office for Faculty Excellence and will consist of 2 members of the Academic Awards Committee, elected by the committee; 1 faculty member elected by the Service-Learning Committee; 1 faculty member appointed by the Chair of the Faculty; and 1 member appointed by the Center for Leadership and Civic Engagement. The selection committee will have at least one faculty member experienced in successful academic service-learning instruction; preferably a previous service-learning teaching excellence award winner.

In November, packets will be made available to members of the selection committee, and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines.
In early January, the selection committee will identify their top candidates in rank order for committee
discussion and, by scoring determine the recipient(s) of the Service-Learning Teaching Excellence
Award. The committee will forward the name(s) of the winning candidate(s) and their academic
service-learning award packet to the Provost. The Provost will review the selected candidate(s)
materials and, upon concurrence, make the public announcement of the award. If the Provost does
not concur, the Provost will meet with the selection committee to seek resolution.

In the Spring, the award recipient(s) will be recognized during the annual celebratory event. Following
the public announcement of this award, the Provost will send letters of recognition to the recipient
and letters of appreciation to nominees.

The award-winning portfolio(s) will be kept on file for public review in the Office for Faculty Excellence
Reading Room, Joyner Library.

(Faculty Senate Resolutions #18-07; 19-82)

Resolution #21-35
Approved by the Faculty Senate: April 27, 2021
Approved by the Chancellor: June 7, 2021
Curriculum and academic matters acted on and recorded during the April 12, 2021 Writing Across the
Curriculum meeting, including approval of Writing Intensive course designation (WI) for BIOL 3010
Scientific Communication, and removal of WI course designation from MRCH 4883, CLAS 2220, and
CLAS 2230.

Resolution #21-36
Approved by the Faculty Senate: April 27, 2021
Approved by the Chancellor: June 7, 2021
Curriculum and academic matters acted on and recorded during the March 11, 2021 Undergraduate
Curriculum Committee meeting, including curricular actions in the School of Hospitality Leadership
within the College of Business, the School of Communication within the College of Fine Arts and
Communication, the Department of Nutrition within the College of Allied Health Sciences, and the
Department of Foreign Languages and Literatures within the Harriot College of Arts and Sciences;
and recording during the March 25, 2021 meeting, including curricular actions in the Departments of
Economics, Philosophy and Religious Studies, and Anthropology within the Harriot College of Arts
and Sciences, in the Department of Baccalaureate Education within the College of Nursing, in the
Department of Computer Science within the College of Engineering and Technology, in the School of
Music within the College of Fine Arts and Communication, in the Department of Kinesiology within the
College of Health and Human Performance, and in the Departments of Elementary Education and
Middle Grades Education and Mathematics, Science, and Instructional Technology Education within
the College of Education.
Resolution #21-37
Approved by the Faculty Senate: April 27, 2021
Approved by the Chancellor: June 7, 2021

Revised Department of Physics Unit Code

Resolution #21-38
Approved by the Faculty Senate: April 27, 2021
Approved by the Chancellor: June 7, 2021

Summer 2021 – Spring 2022 Student Application/Processing Dates calendar, as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Summer 2021</strong></td>
<td></td>
</tr>
<tr>
<td>May 17, Monday</td>
<td>Last day to apply for graduation for Summer</td>
</tr>
<tr>
<td>May 5, Wednesday</td>
<td>Graduate School application deadline for Summer 1 (please check specific programs for their deadline)</td>
</tr>
<tr>
<td>May 12, Wednesday</td>
<td>Last day to pay without a processing fee by 5:00 p.m.</td>
</tr>
<tr>
<td>May 12, Wednesday</td>
<td>First schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>May 18, Tuesday</td>
<td>Second schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>July 16, Friday</td>
<td>Last day to submit a thesis or dissertation for Summer graduation</td>
</tr>
<tr>
<td><strong>Second Summer 2021</strong></td>
<td></td>
</tr>
<tr>
<td>May 17, Monday</td>
<td>Last day to apply for graduation for Summer</td>
</tr>
<tr>
<td>June 15, Tuesday</td>
<td>Graduate School application deadline for Summer 2 (please check specific programs for their deadline)</td>
</tr>
<tr>
<td>June 21, Monday</td>
<td>Last day to pay without a processing fee by 5:00 p.m.</td>
</tr>
<tr>
<td>June 21, Monday</td>
<td>First schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>June 25, Friday</td>
<td>Second schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>July 16, Friday</td>
<td>Last day to submit a thesis or dissertation for Summer graduation</td>
</tr>
<tr>
<td><strong>11 Week Summer 2021</strong></td>
<td></td>
</tr>
<tr>
<td>May 17, Monday</td>
<td>Last day to apply for graduation for Summer</td>
</tr>
<tr>
<td>June 15, Tuesday</td>
<td>Graduate School application deadline for Summer 11 week (please check specific programs for their deadline)</td>
</tr>
<tr>
<td>May 12, Wednesday</td>
<td>Last day to pay without a processing fee by 5:00 p.m.</td>
</tr>
<tr>
<td>May 12, Wednesday</td>
<td>First schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>May 18, Tuesday</td>
<td>Second schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>July 16, Friday</td>
<td>Last day to submit a thesis or dissertation for Summer graduation</td>
</tr>
<tr>
<td><strong>Fall Semester 2021</strong></td>
<td></td>
</tr>
<tr>
<td>August 15, Sunday</td>
<td>Graduate School application deadline for Fall (please check specific programs for their deadline)</td>
</tr>
<tr>
<td>August 12, Thursday</td>
<td>Last day to pay without a processing fee by 5:00 p.m.</td>
</tr>
<tr>
<td>August 12, Thursday</td>
<td>First schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>September 1, Wednesday</td>
<td>Second schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>September 15, Wednesday</td>
<td>Last day to apply for graduation for Fall</td>
</tr>
<tr>
<td>December 1, Wednesday</td>
<td>Last day to submit a thesis or dissertation for Fall graduation</td>
</tr>
</tbody>
</table>

**Spring Semester 2022**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 20, Monday</td>
<td>Graduate School application deadline for Spring (please check specific programs for their deadline)</td>
</tr>
<tr>
<td>December 21, Tuesday</td>
<td>Last day to pay without a processing fee by 5:00 p.m.</td>
</tr>
<tr>
<td>December 21, Tuesday</td>
<td>First schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>January 18, Tuesday</td>
<td>Second schedule cancellation for anyone not paid by 5:00 p.m.</td>
</tr>
<tr>
<td>February 1, Tuesday</td>
<td>Last day to apply for graduation for Spring</td>
</tr>
<tr>
<td>April 22, Friday</td>
<td>Last day to submit a thesis or dissertation for Spring graduation</td>
</tr>
</tbody>
</table>

Resolution #21-39  
Approved by the Faculty Senate: April 27, 2021  
Approved by the Chancellor: June 7, 2021

Curriculum and academic matters acted on and recorded during the April 9, 2021 Educational Policies and Planning Committee meeting which includes a graduate certificate name change from Substance Abuse Counseling certificate to Addictions Prevention and Treatment Studies certificate, a program revision including a name change from MS in Rehabilitation and Career Counseling to MS in Rehabilitation Counseling, a graduate certificate name change from Rehabilitation Counseling certificate to Rehabilitation Studies certificate, a graduate certificate revision and name change from the Military and Trauma Counseling certificate to Military and Civilian Trauma Studies certificate, program revision and name change from the PhD in Rehabilitation Counseling and Administration to PhD in Counselor Preparation and Research, a new minor Pharmaceutical Methods and Technology, a program revision of the MAEd in Physical Education, a new graduate certificate Science Education Specialist, a program revision of the MAEd in Science Education, a program revision of the MAEd in Instructional Technology, a discontinuation of the graduate certificate in Assistive Technology, a program revision of the MAEd in Special Education, a new graduate certificate in Educational Research, Evaluation, Measurement, and Statistics, a graduate certificate revision and name change from Nursing Leadership certificate to Health Systems Leadership certificate, a new accelerated BA in Sociology/MA in Sociology, a new accelerated BS in Applied Sociology, MA in Sociology, a request to deliver online the BSBA Accounting*, and a revision to the Computer Game Development certificate.

*report corrected

Resolution #21-40  
Approved by the Faculty Senate: April 27, 2021  
Approved by the Chancellor: June 7, 2021
Curriculum and academic matters acted on and recorded during the March 15, 2021 General Education and Instructional Effectiveness Committee meeting including notification of change in prerequisites for SPAN 3440, 3441, and 3550, notification of banking of BIOL 1030, notification of addition of change in credits for NURS 4906, Global Diversity (GD) credit for ANTH 3352, A Medical Anthropology Approach to Global Health Today: Developing New Solutions, Global Diversity (GD) credit for PHIL 2112 Philosophy of Free Speech, Domestic Diversity (DD) credit for KINE 4030 Physical Activity and Aging, General Education Natural Sciences (GE:SC) credit for GEOG 2250 Earth Surface Systems, Global Diversity (GD) credit for GRBK/ASIA 2010 Great Books of Modern China, Global Diversity (GD) credit for AMU-ARTH 200 Art Appreciation from American Military University; and recorded during the April 19, 2021 meeting including General Education Social Sciences (GE:SO) credit for COMM 1003 Introduction to Mass Media, Domestic Diversity (DD) credit for COMM 2340 Development of American Journalism, Domestic Diversity (DD) credit for ITEC 3300 Technology Project Management, General Education Humanities (GE:HU) credit for PHIL 1700 Death and Dying, Global Diversity (GD) credit for LBST 2102 Global and Intercultural Connections from UNC Charlotte, Domestic Diversity (DD) credit for SOCI 1101 Introduction to Sociology from Augusta University, Domestic Diversity (DD) credit for HIS 105 United States to 1865 from UNC Wilmington, Global Diversity (GD) credit for HIS 208-02 The Great War, UNC Greensboro, and Global Diversity (GD) credit for MUSC 1010 Music Appreciation from College of Central Florida.

Resolution #21-41
Approved by the Faculty Senate: April 27, 2021
Approved by the Chancellor: pending review by the Faculty Governance Committee of additional edits
Approved by the Board of Trustees: pending approval

Revisions to ECU Faculty Manual Part VIII.I Personnel Policies and Procedures for the Faculty of East Carolina University, as follows:

Additions in bold and deletions in strikethrough.

IV. Selection and Appointment of New Faculty
   A. Determination of Number and Nature of Positions
      Since faculty members of each academic unit are responsible for the curriculum, they shall make recommendations on the personnel needs of the unit. All faculty appointments shall be initiated by a recommendation of the Unit Personnel Committee unless otherwise specified in the Unit Code (FS Resolution #20-57, November 2020).

      Acting in accord with the policies and procedures set forth in the Unit Code, the unit administrator shall recommend, with input from the faculty, to the next higher administrator (for conveyance to the Academic Council) the number and nature of faculty positions needed to carry out the unit’s mission and achieve the university, division, college and unit planning goals. Such recommendations shall contain justifications addressing the unit staffing plan and appropriate planning goals of the university, division, college, and unit.

      Allocation of faculty positions is the prerogative of the Academic Council. The deans and directors shall determine the distribution of positions within their college and schools in accordance with strategic priorities.
The system of academic tenure serves the interests of East Carolina University by safeguarding academic freedom and ensuring the open inquiry and expression that are essential for student learning and the advancement of knowledge. As such, in general, tenured and probationary term (tenure-track) positions are preferred unless sound reasons exist for fixed-term appointments. Such reasons include, but are not limited to; (a) the position is not permanently assigned to the unit, (b) the position is addressing temporary needs, (c) the position cannot be filled by a faculty member with a terminal degree, (d) the duties of the position are primarily clinical, (e) the position is by its nature term-limited (term-limited endowed professorships, for example), (f) this reflects the preference of the faculty member taking the position, or (g) budgetary or strategic considerations.

B. Selection Procedure
The selection of candidates must be conducted in accordance with the University’s “Recruitment, Guidelines and Resources” policies, Part IX, Section I. Tenure and Promotion Policies and Procedures, and applicable unit code provisions.

C. General Criteria
ECU is committed to recruiting, retaining, and developing faculty members that are highly accomplished in teaching and scholarship, including research and creative activities, clinical and patient care responsibilities, and in librarianship when appropriate. Accordingly, research and creative activities that align with the institution’s mission, engage students in effective ways, and advance our academic disciplines are an expectation of all tenured and probationary (tenure-track) faculty members.

3. Tenured or Probationary-Term Positions
A candidate who is under consideration for a tenured or probationary-term position is evaluated on past achievements and potential for future contributions in teaching, scholarship, service, and, if applicable, contributions to patient care and related clinical responsibilities as described below:

ECU defines faculty responsibilities as follows:

e. Teaching
East Carolina University recognizes the primary importance of 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 instructional activities and responsibilities beyond the classroom setting, e.g., advisement; mentoring; laboratory supervision; clinical rounds by a physician/professor accompanied by students; program direction; the direction of research projects and papers, dissertations, and theses; and other contacts and responsibilities outside the classroom.

f. Scholarship (Research, Creative Activity/Innovation, Engagement, and/or Outreach)
Scholarship refers to the scholarship of research, the scholarship of creative activity/innovation, and the scholarship of engagement and/or outreach. All tenured and probationary (tenure-track) faculty members are expected to engage in
research and creative activities that align with the institution’s mission, engage students in effective ways, and advance the academic disciplines.

g. Service to the university, the profession, and the community
   East Carolina University considers service to the university, the academic profession, and the community as an important aspect of a faculty member’s contribution. Expectations for service shall be described in the unit code. (See Section III.4). Faculty members’ on-campus presence is expected to the extent necessary in the performance of these responsibilities.

h. Patient care and related clinical responsibilities, as appropriate

i. Librarianship in support of the academic mission of the University, as appropriate.

1. Tenured or Probationary-Term Positions
   A candidate who is under consideration for a tenured or probationary-term position is evaluated on past achievements and potential for future contributions in teaching, scholarship, service, and, if applicable, contributions to patient care and related clinical responsibilities.

4. Fixed-Term Positions
   A candidate who is under consideration for a fixed-term position is evaluated on past achievements and potential for future contributions in the areas of responsibility stated in the advertisement for the position and established in the unit code.

   In cases where the position fulfills an ongoing unit need and the candidate has demonstrated professional achievement, a multi-year contract should be considered.

D. Requirements for ranks and titles
   Appointments are made at the academic ranks of assistant professor, associate professor, and professor. These are the only ranks that may involve a permanent tenure commitment. Appointments to all other titles are for a definite term and do not involve a permanent tenure commitment.

   The following are the minimum required qualifications that may be considered when making appointments.

2. Ranks of Probationary Term Appointments
   Assistant Professor
   • has demonstrated potential for effective teaching and other instructional responsibilities
   • has demonstrated potential to develop a program of scholarship that will lead to professional recognition in the discipline
   • has demonstrated effective clinical practice in disciplines, where appropriate
   • holds the appropriate terminal degree (ABD may be considered for initial appointment) or alternate professional qualifications as determined by the units and the profession and affirmed by the appropriate vice chancellor
   • exhibits evidence of potential for professional growth in teaching effectiveness and scholarship
has demonstrated ability and willingness to participate in departmental, college, and university affairs
has demonstrated active engagement with professional organizations within the discipline

Associate Professor
- has qualifications of the previous rank
- has demonstrated effectiveness in teaching and/or other instructional responsibilities
- has a record of scholarship resulting in publication and/or scholarly productivity appropriate to the discipline and established by the unit code
- has a demonstrated record of effective service to the university
- has a demonstrated record of effective service to the profession

Professor
- has qualifications of the previous rank
- has an established record of excellence in teaching and other instructional responsibilities
- has a significant record of scholarship resulting in publication and/or other scholarly productivity appropriate to the discipline and established in the unit code.
- has demonstrated excellent ability and willingness to participate in departmental, college, and university affairs
- has a demonstrated record of significant service/clinical practice to the university and the discipline, where appropriate

3. Titles of Fixed-Term Appointments

Initial appointment as a fixed-term faculty member may be at any title and is dependent upon the individual’s qualifications. A faculty member may elect but is not required to seek advancement in title during their career at East Carolina University.

c. Faculty members with duties primarily in instruction, have titles of Teaching Instructor, Senior Teaching Instructor, Teaching Assistant Professor, Teaching Associate Professor or Teaching Professor. Teaching Faculty support the academic mission of the University through instruction, advising, curriculum development, and other instructional activities. Teaching Faculty may engage in research and service activities if desired. Research and service activities should be stipulated in their contract and unit workload assignment.

Fixed Term Librarians are called Library Assistant Professor, Library Associate Professor, or Library Professor. Unit codes define expectations for each title. The following general criteria apply to both titles:

Teaching Instructor
- holds, at a minimum, a master’s degree appropriate to the area of instruction, or has equivalent professional qualifications
- has demonstrated potential for effective teaching and/or other instructional responsibilities

Appointment to the title of Teaching Instructor may be made for a fixed term of one to three years.

Senior Teaching Instructor
This title is normally appropriate for a Teaching Instructor who has a minimum of three consecutive years of full-time service in that title or has equivalent professional qualifications and has met the following criteria:

- has qualifications of the previous title
- has consistently demonstrated excellence in effective teaching and/or other instructional responsibilities
- engages in professional development activity or professional service activities

In recognition of the ongoing record of achievement represented by this title, an appointment of three to five years should be considered.

Master Teaching Instructor
This title is normally appropriate for a Senior Teaching Instructor who has a minimum of six consecutive years of full-time service in that title or has equivalent professional qualifications and has met the following criteria:

- Has demonstrated excellence in teaching
- Has established an excellent professional reputation among colleagues
- Is qualified and competent in mentoring others (such as students, instructors, etc.)

In recognition of the ongoing record of excellence represented by this title, it is expected that an appointment will be of five years or more.

Teaching Assistant Professor

- has qualifications of the previous title
- holds the appropriate terminal degree, or alternate equivalent professional qualifications, as evaluated determined by the academic unit, and affirmed by the appropriate vice chancellor and the profession concerned
- has demonstrated effectiveness in teaching

Appointment to the title of Teaching Assistant Professor may be made for a fixed-term of one to three years.

Teaching Associate Professor
This title is normally appropriate for a Teaching Assistant Professor who has a minimum of three consecutive years of full-time service in that title or has equivalent professional qualifications and has met the following criteria:

- has qualifications of the previous title
- has consistently demonstrated superior effective teaching ability and/or other instructional responsibilities
- engages in professional development or professional service activities

In recognition of the ongoing record of achievement represented by this title, appointment will typically be of three to five years.

Teaching Professor
This title is normally appropriate for a Teaching Associate Professor who has a minimum of six consecutive years of full-time service in that title or has equivalent professional qualifications and has met the following criteria:

- has qualifications of the previous title
- has demonstrated excellence in teaching
- has established an excellent professional reputation among colleagues
• is qualified and competent in mentoring others (such as graduate students, teaching instructors, etc.)

In recognition of the ongoing record of excellence represented by this title, it is expected that an appointment will be of five years or more.

d. Faculty members with duties primarily in research

Research Faculty contribute to the mission of the University primarily by engaging in scholarly or creative activity and/or supporting grants and contracts. Associated instructional responsibilities will be at the discretion of the unit and dependent upon the availability of funds. Research Faculty members are typically funded externally. Research faculty members are encouraged to give seminars and teach occasional courses in their specialty. Teaching is at the discretion of the unit and the availability of funds.

Research Instructor
• holds a minimum of a master’s degree appropriate for the specific position or has alternate equivalent professional qualifications.
• has demonstrated potential for effective scholarly or creative endeavors.
• should be capable of carrying out individual research or should be trained in research procedures.
• should have the experience and specialized training necessary to develop and interpret data required for success in such research projects as may be undertaken.

Research Assistant Professor
• has qualifications of the previous title.
• holds the appropriate terminal degree, or alternate equivalent professional qualifications, as evaluated by the academic unit, and affirmed by the appointing officer, appropriate vice chancellor, and the profession concerned.
• has demonstrated effectiveness in research in scholarly or creative endeavors.
• is qualified and competent to direct the work of others (such as technicians, graduate students, etc.)

Research Associate Professor
• has qualifications of the previous title or equivalent professional qualifications.
• has extensive successful experience in scholarly or creative endeavors.
• engages in professional development or professional service activities.
• has the ability to propose, develop, and manage major research projects.

Research Professor.
• has qualifications of the previous title or equivalent professional qualifications.
• has established an excellent reputation among colleagues.
• has demonstrated excellence in scholarly production in research, publications, professional achievements, or other distinguished and creative activity.
• has established an excellent reputation among colleagues.
• has attained national or international recognition as an authority and leader in an area of specialization.
• has a sustained and substantive record of scholarship/creative activity.

c. Faculty members with duties primarily in clinical teaching
Clinical Faculty engage in professional practice or service activities that support the teaching and/or supervision of students in academic, clinical or field settings.

Clinical Instructor
- holds, at a minimum, a graduate degree appropriate for the specific position or has equivalent professional qualifications, experience
- has demonstrated potential in clinical practice and teaching in the field

Appointment to the title of Clinical Instructor may be made for a fixed term of one to three years.

Clinical Assistant Professor
- has qualifications of the previous title
- holds the appropriate professional degree, or equivalent professional qualifications as evaluated determined by the academic unit, and affirmed by the appropriate vice chancellor and the profession concerned
- has training and experience in an area of specialization
- has demonstrated expertise in clinical practice and teaching and other instructional responsibilities in the discipline

Appointment to the title of Clinical Assistant Professor may be made for a fixed term of one to three years.

Clinical Associate Professor
This title is normally appropriate for a Clinical Assistant Professor who has a minimum of three consecutive years of full-time service in that title or has equivalent professional qualifications and has met the following criteria:
- has qualifications of the previous title
- has demonstrated extensive successful experience in clinical or professional practice in an area of specialization, or in a subdivision of the specialty area, and in working with and/or directing others (such as professionals, faculty members, graduate students, etc.) in clinical activities in the field

In recognition of the ongoing record of achievement represented by this title, appointment will typically be of three to five years.

Clinical Professor
This title is normally appropriate for a Clinical Associate Professor who has a minimum of six consecutive years of full-time service in that title or has equivalent professional qualifications and has met the following criteria:
- has qualifications of the previous title
- has established an outstanding reputation of excellence in clinical practice and teaching and/or other instructional responsibilities
- has established an excellent professional reputation among colleagues

In recognition of the ongoing record of excellence represented by this title, it is expected that an appointment will be of five years or more.

f. Faculty members with duties primarily in the libraries
Library Faculty support the academic mission of the University through effective librarianship and where appropriate by engaging in instruction, research/creative activity, and service in support of the ECU Libraries and the profession.

Library Assistant Professor
- holds the appropriate terminal degree, or alternate equivalent professional qualifications, as evaluated determined by the academic unit and affirmed by the appropriate vice chancellor and the profession concerned
- has demonstrated evidence of, or potential for, the following: effective teaching and/or other professional responsibilities; collegiality and professional integrity; continued professional growth; service to the Library; service to the University, and/or to the profession; a record of contributions to scholarship/creative activity, if applicable

Appointment to the title of Library Assistant Professor may be made for a period of up to five years.

Library Associate Professor
This title is normally appropriate for a Library Assistant Professor who has a minimum of three consecutive years of full-time service in that title or has equivalent professional qualifications and has met the following criteria:
- has qualifications of the previous title
- has demonstrated: substantive accomplishments in the professional performance of professional duties; collegiality and professional integrity; substantial and continued professional growth, and sustained institutional and professional service
- has a record of regular contributions to scholarship/creative activity

In recognition of the ongoing record of achievement represented by this title, appointment will typically be of three to five years.

Library Professor
This title is normally appropriate for a Library Associate Professor who has a minimum of six consecutive years of full-time service in that title or has equivalent professional qualifications and has met the following criteria:
- has qualifications of the previous title
- has demonstrated: sustained and substantive accomplishments in professional performance; collegiality and professional integrity.
- has demonstrated: superior knowledge and mastery of assigned area of specialization; and exemplary institutional and professional service;
- has attained national or international recognition as an authority and leader in the assigned area of specialization;
- has a sustained and substantive record of scholarship/creative activity

In recognition of the ongoing record of excellence represented by this title, it is expected that an appointment will be of five years or more.

g. Additional faculty titles
Adjunct Instructor; Adjunct Assistant Professor; Adjunct Associate Professor; Adjunct Professor: These titles are used to appoint outstanding persons who have a primary employment responsibility outside the university or in a different department in the university and who bring some specific professional expertise to the academic program.
Adjunct appointments are for a limited term and These positions are typically unfunded.

Affiliate Instructor; Affiliate Assistant Professor; Affiliate Associate Professor; Affiliate Professor: These titles are used in the School of Medicine to appoint outstanding persons who have a primary employment responsibility outside the university and who bring some specific professional expertise to the academic program. Affiliate appointments are for a limited term and These positions are typically unfunded.

Artist-in-Residence; Writer-in-Residence: These titles are used to designate temporary appointments, at any salary and experience level, of persons who are serving for a limited time or part-time and who are not intended to be considered for professorial appointment.

Visiting Instructor; Visiting Assistant Professor; Visiting Associate Professor; Visiting Professor. The prefix “visiting” before an academic title is used to designate a short-term full-time or part-time appointment without tenure. Therefore, the visiting title shall not be used for periods of time beyond the initial contract period. It shall be used only for those fixed-term faculty members who are visitors, temporary replacements, or for whose disciplines the institution in good faith expects to have only a short-term need. Use of the visiting title for an individual for more than 3 years is a misuse of this title.

4. Emeritus status

All unit codes must specify criteria for conferring of “emeritus” or “emerita” status. Based on those criteria specified in the unit code and the recommendations of the unit personnel committee and appropriate administrators, the Chancellor may confer the title emeritus or emerita upon a retired (including Phased Retirement participant), permanently disabled, or deceased faculty member, faculty member who has made a significant contribution to the university through a long and distinguished record of scholarship, teaching, and/or service (FS Resolution #13-97, December 2013), and who is a) retired (including Phased Retirement participant), b) permanently disabled, c) deceased, or d) chooses separation in lieu of retirement.

E. Initial Appointment

[For additional provisions related to initial faculty appointments, see ECU Faculty Manual, Part IX, Section I (II).]

Appointment to the faculty is made by the Chancellor or the Chancellor’s designee. Upon receiving recommendations by appropriate unit committees and administrators, the Chancellor or his/her designee shall issue an appointment letter to the faculty candidate. No offer is binding and no appointment is effective until signed by the Chancellor or the Chancellor’s designee and subsequently signed by the faculty appointee.

The appointment letter shall specify, at minimum: rank or title; salary rate; length of appointment, tenure status [either fixed-term, probationary-term, or appointment with permanent tenure, as defined in the Faculty Manual, Part IX]; initial assignments and/or responsibilities; reference to the criteria for evaluation of faculty performance, as provided in Part IX, unit codes, and other appropriate documents; and any specific terms and conditions of employment.
Any action conferring permanent tenure with the initial faculty appointment requires approval of the Board of Trustees.

V. Assignments of Faculty Workload

Faculty workload is governed by the Faculty Workload Administrative Regulation.

By the end of the spring semester for 9-month faculty, and by the end of the summer session for 12-month faculty, and prior to making final faculty workload assignments and after soliciting faculty preferences, the unit administrator shall apprise each unit faculty member, in writing, of the duties and responsibilities for the coming academic year.

B. Teaching Responsibilities

The unit administrator assigns teaching responsibilities and determines the method of delivery. If changes in a faculty member's assignment subsequently become necessary, the faculty member shall be notified at the earliest possible opportunity.

The definition of a semester credit hour is governed by PRR #02.07.01.

Full-time faculty members whose primary responsibilities are teaching and other instructional responsibilities should not be required to teach more than the equivalent of 12 credit hours per semester or 6 credit hours per summer session, as consistent with the discipline norms, with the exception of faculty members who voluntarily teach directed readings and similar courses. If exceptional circumstances require that a faculty member be assigned more than the equivalent of 12 credit hours in a semester, he or she should be appropriately compensated for the excess teaching load during that term or be given the equivalent reduced teaching load at a time to be negotiated between the unit administrator and the faculty member.

Consistent with Part VI, Section I.II., faculty members teaching one or more courses must maintain five hours of office hours during the workweek. Faculty members are also expected to be on campus an appropriate number of hours consistent with assigned instructional duties and disciplinary norms.

B. Scholarly Responsibilities

A faculty member's scholarship shall reflect the high professional standards incumbent upon those who enjoy full academic freedom; such activities must be measured by standards of quality, not merely by quantity, as appropriate to the discipline. Faculty members shall fulfill their scholarly responsibilities as outlined in the unit code and consistent with overall assigned duties.

C. Service Responsibilities

Each faculty member will be assigned and/or will assume responsibilities to serve diverse service roles in the department/program, the college, the university, the profession and/or the community in consultation with their unit administrator. These roles may include formal service in committees at various levels or informal activities, such as mentoring students or junior faculty members. Consequently, as appropriate in each unit, faculty members are expected to actively participate in the life of their unit, be physically present on campus to the extent necessary to discharge their particular service duties, and to carry their fair load of assigned and assumed duties necessary for the effective and equitable operation of the unit.

D. Patient Care and Related Clinical Responsibilities, as appropriate

Standards are described in the unit code.
Faculty reassigned time is governed by Faculty Scholarly Reassignment Administrative Regulation. Faculty members who are to be granted reassigned time shall be informed in writing of the purpose of the reassignment. (FS Resolution #14-04, March 2014)

III. Annual Evaluation
Each faculty member with either a fixed term, probationary term, or permanently tenured appointment shall perform his/her duties according to ECU’s Statement on Professional Ethics and shall receive annually an evaluation of his/her performance from the unit administrator which shall be based upon current academic year data and the faculty member’s assigned duties and responsibilities. The annual performance evaluation of faculty members shall employ the criteria contained in the unit code approved by the chancellor.

The process for determining the relative weight given to teaching, scholarship, service, and where appropriate, clinical duties, for purposes of annual evaluations shall be contained in the unit code. In no case, however, shall service be weighed more heavily than either teaching or scholarship.

This annual evaluation shall:

• be in writing;
• be discussed with the faculty member prior to being sent to any other administrator or placed in the faculty member’s personnel file; in the case of faculty members with probationary term appointments, a record of this discussion shall be placed in the faculty member’s personnel file;
• be signed and dated by the unit administrator and the faculty member, who may attach to the evaluation a concise comment regarding the evaluation. The faculty member has seven working days after receiving the evaluation to attach the statement. The signature of the faculty member signifies that he or she has read the evaluation, but it does not necessarily indicate concurrence.

The unit administrator shall forward to each faculty member a copy of that member’s annual evaluation within ten calendar days of completing the evaluations of unit members.

A. Probationary-term and permanently tenured faculty
The evaluation of probationary-term and permanently tenured faculty members shall be based upon that year’s duties and responsibilities (except data from the previous year’s spring semester survey of student opinion). Such evaluations shall consider, as appropriate:

The annual evaluation shall consider, as appropriate:

1. Teaching
Teaching is the primary function of the university. Teaching includes instruction in the classroom, laboratory, clinic, studio, or other setting, online instruction, other forms of distance education, study abroad, service learning, student advising, mentoring student research, and other pedagogical activities.

Teaching shall be evaluated using information from multiple sources documenting accomplishments during the period under review, including those that follow below, where applicable in a given discipline or academic unit. Additional discipline-specific provisions may be found in the unit code (FS Resolution #12-76, July 2012).

Instruction
A. Instructional Materials
7. Syllabus, including the course description, student learning outcomes, and course requirements.
8. Student assignments, examinations, and other materials relevant to teaching.
9. New or revised course materials.
10. Examples of student work, such as tests, exams, quizzes, assignments, projects, papers, juries, or other examples of student achievement.
11. Grade distributions.
12. Evidence of pedagogical innovations in response to feedback and/or to promote student success.

B. Student, Peer and Unit Administrator Review
5. The results of formal peer review, as detailed in Faculty Senate resolution #17-61, where required.
6. Direct observation of teaching (face-to-face or online) by the unit administrator.
7. University-approved student evaluations of the course and instructor from the prior academic year’s spring and summer semester and the current academic year’s fall semester.
8. Results of assessment of student achievement submitted by the faculty member or as otherwise enabled by the unit code.

Workload
8. Courses taught and number of students taught.
9. Numbers of undergraduate, master’s, doctoral, post-doctoral students, and students supervised in the clinic.
10. Number of master’s theses and doctoral dissertations directed.
11. Number of memberships on doctoral dissertation and master’s and honors research committees.
12. Number of honors research projects and theses supervised.
13. Number of honors courses taught.
14. Number of undergraduate research projects, directed readings, and independent studies supervised.

Impact of scholarly activity on improving the quality of instruction at ECU or elsewhere
13. Awards and honors recognizing excellence in teaching.
14. Grants to support instructional activities and programs; if the activities are collaborative, the faculty member’s distinctive contribution must be defined.
15. Recognition by professional organizations for leadership in educational endeavors.
16. Teaching workshops conducted.
17. Publication of scholarly articles addressing pedagogy (if not classified as Scholarship in the candidate’s unit or discipline).

18. Contributions toward enhancing equity, diversity and/or inclusion at ECU or elsewhere.
6.7. State, regional or national leadership roles related to education.
7.8. Invitations from other institutions to serve as an education consultant.
8.9. Continuing education courses taught.
9.10. Evidence of leadership and scholarly engagement in the development of pedagogy.
10.11. Scholarly reputations of journals and publishers of teaching publications.
11.12. Evidence that contributions to teaching are being adopted or are affecting teaching.
12.13. Evidence of impact on the professional careers of others (e.g., former students, junior faculty, colleagues).
Student complaints may not be used to evaluate a faculty member unless they have been addressed under the provisions of Faculty Manual, Part VI, Section IV, subsection III, which defines faculty members' due process rights. (FS Resolution #19-09, February 2019)

2. Scholarship
Measures of success in the area of scholarship include, but are not limited to, peer-reviewed publications, books, presentations, performances, patents, and national awards, including both honorary awards and competitively awarded external funding as appropriate to the discipline. These measures, and particularly national awards that recognize prominence in the discipline, will be positively reflected in annual evaluations and other personnel actions. Scholarship that advances ECU’s commitment to diversity, equity and inclusion shall be valued appropriately. Unit codes should define these criteria, and relative importance, in detail.

3. Patient Care and Related Clinical Responsibilities
Unit codes will describe expectations for clinical services and criteria for evaluation.

4. Service
Service 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. Service that advances ECU’s commitment to diversity, equity and inclusion shall be valued appropriately. Unit codes should define these criteria, and relative importance, in detail.

5. Other assigned responsibilities.

B. Fixed-term faculty members
The evaluation of fixed-term faculty members shall be based on their performance of duties as stated in their appointment letters, utilizing the criteria stated in the unit code.

IV. Reappointment of Probationary-Term Faculty Members
Refer to Part IX of the ECU Faculty Manual.

VI. Subsequent appointments of Fixed-Term Faculty Members
Refer to Part IX of the Faculty Manual.

VI. Professional Advancement
Promotion for tenured and probationary-term faculty members and advancement in title for fixed-term faculty members are means through which professional achievement is encouraged, recognized, and rewarded by the university. The evaluation of faculty members for purposes of promotion or advancement in title shall accord with the regulations established in the unit code and shall employ the criteria contained in the unit code approved by the Chancellor (ECU Faculty Manual, Part IV).

Specific regulations and criteria governing evaluation of faculty for purposes of promotion or advancement in title may vary from unit to unit. For evaluations pertaining to fixed-term subsequent new appointment at a higher title, the criteria shall be stated in the unit code.

As a minimum, each unit shall:
• apply published criteria in teaching, scholarship, service, and clinical service, where relevant to
the discipline, for evaluating faculty for promotion or advancement in title;
• make available procedures which will permit each faculty member to report achievements
annually or on a more frequent basis; and
• inform each faculty member of the right to discuss his or her candidacy with the unit
administrator and/or the appropriate unit committee at any time prior to the deadline for
submission of materials.

Upon request by a faculty member, the unit administrator and the appropriate unit
committee shall evaluate the faculty member for promotion to the next rank or for
advancement in title. Procedures to be followed for promotion or advancement in title are
found in *ECU Faculty Manual*, Part IX and Part X.

Promotion in rank and advancement in title should be accompanied by a salary increment,
which shall be separate from any and all other increments to which the individual may be
entitled, unless the State of North Carolina or University of North Carolina regulations state
otherwise.

C. Promotion for tenured and probationary-term faculty members

Upon request by a tenured faculty member, the unit administrator and the unit promotion
committee shall evaluate the faculty member for promotion. Following such evaluations, the
unit administrator and appropriate unit committee shall inform the faculty member of their
respective recommendations. Promotion shall be based upon the faculty member's
demonstrated professional competence and achievements. Procedures to be followed for
promotion are found in *ECU Faculty Manual*, Part IX and Part X.

Promotion in academic rank should be accompanied by a salary increment, which shall be
separate from any and all other increments to which the individual may be entitled, unless
State of North Carolina or University of North Carolina regulations state otherwise.

D. Advancement in title for fixed-term faculty members

The unit code shall specify the criteria and the means of evaluation of fixed-term faculty
members to be used for a subsequent new appointment at a higher title. Advancement in title
shall be based upon the faculty member's demonstrated professional competence and
achievements, and should be accompanied by a salary increment, which shall be separate
from any and all other increments to which the individual may be entitled, unless State of North
Carolina or University of North Carolina regulations state otherwise. Competence for
advancement in title may be attested to by demonstrated excellence in the performance of
duties specified in the appointment letter of the fixed-term faculty member and supported by
the faculty member's annual performance evaluation.

The unit administrator shall notify eligible faculty members within four working days of receipt
of the next higher administrator's call for advancement in title recommendations. Upon request
by a fixed-term faculty member, the unit administrator and the personnel committee shall
evaluate the faculty member for advancement in title. Following such evaluations, the unit
administrator and appropriate unit committee shall inform the faculty member of their
respective recommendations. Procedures to be followed for advancement in title should be
specified in the unit code in accordance with *ECU Faculty Manual*, Part IX, Section I (II.B.3)
and Part VIII, Section I.
VII. Salary

A. Initial Salary
Initial salary shall be based on degree attainment, academic rank, pertinent professional experience and qualifications, scholarly publication or its equivalent, and level of responsibility. Consideration should be given to the salaries of personnel presently in the unit and must be consistent with University-established faculty salary ranges.

B. Determination of Annual Salary Increments
The unit administrator shall recommend annual salary increments to the appropriate administrative officials in accordance with requirements imposed by the North Carolina General Assembly, The University of North Carolina Board of Governors, the ECU Board of Trustees, and the university administration. Recommended salary adjustments shall rely upon criteria that have been established in the Faculty Manual, in unit codes, or in guidelines referenced in unit codes. Criteria for assessing merit are contained in unit codes. The unit administrator shall also inform the unit, in dollar amounts and percentages, the total adjustment, mean salary increment, and range in salary increments for the unit. Each faculty member shall be informed by the unit administrator of any salary increment recommendations made on behalf of the faculty member.

C. Salary Review
The salary and benefits for faculty members should be reviewed for equity every three years.

CD. Benefits and Salary Increases for Fixed-Term Faculty
Equitability of salary and benefits for fixed-term faculty members should be reviewed annually. When salary increments are provided by the Board of Governors, all full-time fixed-term faculty members who have completed one year of employment and have received a subsequent new appointment should shall be considered for a salary increase based upon their annual evaluation and criteria established by the Board of Governors, ECU Board of Trustees, and the unit code.

Full-time, fixed-term permanently appointed faculty members are entitled to those benefits that are provided to other full-time permanent faculty employees of ECU, unless State of North Carolina or University of North Carolina regulations state otherwise.

VIII. Faculty Personnel Files

H. Article 7 of Chapter 126 of the General Statute of North Carolina shall govern matters relating to an employee’s personnel file, its contents, and permissible access. Current General Statutes may be requested through the Office of University Counsel (formerly, the University Attorney) or through references in Joyner Library.

For questions regarding personnel file, contact the Faculty Senate Office, the appropriate Division Vice Chancellor, or the University Counsel Office.

I. Definition
“Personnel File” means any employment-related or personal information gathered by an employer or by the Office of State Human Resources. Employment-related information contained in a personnel file includes information related to an individual’s application, selection, promotion, demotion, transfer, leave, salary, contract for employment, benefits,
suspension, performance evaluation, disciplinary actions, and termination. Personal information contained in a personnel file includes an individual’s home address, social security number, medical history, personal financial data, marital status, dependents, and beneficiaries. “Record,” as used in this Part VIII of the Faculty Manual, means the personnel information that each employer is required to maintain in accordance with G.S. 126-123.

The Personnel Action Dossier (PAD) and Portfolios for Advancement in title, defined in the ECU Faculty Manual Part X, Section I, are evaluative documents, employment-related personnel information, and a part of the faculty member’s personnel file. The personnel file is University property and is retained by the University.

Contents of the personnel file are kept in accordance with the Records Retention and Disposition Schedule approved by the Chancellor. Timing of storage and transfer vary depending on the specific type of document. Please refer to the following websites for additional information: Records Retention and Disposition Schedule for the Institutions of the University of North Carolina System and ECU Records Management.

J. Location
Personnel records exist in various locations across campus. Academic Affairs and the Health Sciences divisions will maintain comprehensive lists of locations where files may be found on a website accessible to faculty members. The Faculty Senate office can direct faculty members to the appropriate website.

All records used in the formal evaluation of faculty members should be located in the primary collection of documents that are kept in the department or unit that are part of the personnel file, hereafter referred to as the department/unit personnel file. The unit administrator can inform the faculty member of the location of evaluative material.

An appeal hearing file or an investigative file prepared by the EEO Office or by the Office of University Counsel may include materials such as: filed grievances; appeals of non-reappointment or non-conferral of tenure; complaints filed by or against a faculty member with the ECU EEO Office alleging sexual harassment, discrimination based on race/ethnicity, color, genetic information, national origin, religion, sex (including pregnancy and pregnancy related conditions), sexual orientation, gender identity, age, disability, political affiliation, and veteran status (“Protected Class”), or a violation of the amorous relations policy; and records relating to any disciplinary action against a faculty member.

Information retained in the EEO Office or the University Counsel’s Office will remain confidential, but the documents collected and/or created in those offices are usually considered part of an investigative/preparation file and are not considered part of the department/unit personnel file. Disclosure of documents in those files is subject to applicable University policies and state laws. Additionally, in accordance with the relevant University policy and state laws, the University will formally notify the faculty member of any complaint or grievance formally filed against a faculty member and will follow the procedures prescribed for due process. In most cases, documents containing employment-related or personal information maintained in the EEO Office or University Counsel’s Office will be duplicates of documents in the department/unit personnel file. In all cases, the documents in those files will be available for review by the faculty member, except that the University does not waive rights and responsibilities to limit disclosure recognized by law, including but not limited to attorney-client communication privilege and attorney work product privilege.
K. Content
State law requires that the University permit the public to have access to the following employment related information about each employee:

- name;
- age;
- date of original employment or appointment to state service;
- the terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the university has the written contract or a record of the oral contract in its possession;
- current position;
- title;
- current salary;
- date and amount of each increase or decrease in salary with the university;
- date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the university;
- date and general description of the reasons for each promotion with the university;
- date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the university. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the Chancellor setting forth the specific acts or omissions that are the basis of the dismissal; and
- the office to which the employee is currently assigned.

To the extent allowed by applicable law (e.g., Article 7 of Chapter 126 of the General Statutes of North Carolina), 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 or her properly authorized agent, who may examine his or her own personnel file in its entirety except for (i) letters of reference solicited prior to 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. A potential state or local government supervisor, during the interview process, only with regard to the performance management documents;
4. Members of the General Assembly who may inspect and examine personnel records under the authority of G.S. 120-19;
5. A party by authority of a proper court order may inspect and examine a particular confidential portion of a State employee's personnel file; and
6. An official of an agency of the federal government, state government, or any political subdivision thereof. Such an official may inspect any personnel records when such inspection is deemed by the department head of the employee whose record is to be inspected or, in the case of an applicant for employment or a former employee, by the department head of the agency in which the record is maintained as necessary and essential to the pursuance of a proper function of said agency; provided, however, that such information shall not be divulged for purposes of assisting in a criminal prosecution, nor for purposes of assisting in a tax investigation; and
Any person or corporation to which the Chancellor determines release of such information is essential as allowed by General Statute §126-24.

Evaluative materials or summaries thereof prepared by peer committees as part of a regular evaluation system are placed in the department/unit personnel file when signed by a representative of the committee. In particular, official copies of Personnel Action Dossiers for tenure and promotion of tenured and probationary faculty and Portfolios for advancement in title of fixed-term faculty, as outlined in Part X of the ECU Faculty Manual. This includes including documentation submitted by faculty members for consideration in the tenure, reappointment, and promotion, and advancement in title processes. These documents shall reside in the department/unit personnel file.

No material obtained from an anonymous source shall be placed in the personnel file except for data from student opinion surveys. Data from student opinion surveys shall be submitted by the authorized surveying agent to the faculty member and the unit administrator. Administrators shall not keep secret files.

A faculty member who objects to material in the department/unit personnel file or other employment-related or personal information contained in the personnel file may place in the file a statement relating to the material the faculty member considers to be inaccurate or misleading. This concise statement shall be submitted to the custodian for inclusion as an attachment to the specific document. A faculty member who objects to material in the personnel file because it is inaccurate or misleading may seek the removal of such material from the personnel file in accordance with Part XII of the Faculty Manual.

L. Access
Personnel records may be located at various locations across campus. The personnel offices of Academic Affairs and the Health Sciences divisions will maintain comprehensive lists of locations where files may be found.

Faculty members may obtain access to their departmental/unit personnel file by submitting advance notice of at least 4 calendar days to the unit administrator. Confidential documents, as specified in D.1 (above), will be removed. The faculty member may request the unit administrator’s assistance in gathering files from various locations. The unit administrator must 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 of the file, if applicable. A faculty member may obtain copies of any materials contained in the personnel file subject only to restrictions provided by state law.

M. Disclosure of Confidential Information
Willful disclosure of confidential information or unauthorized access to a personnel file by any person violates state law and university regulations and may result in disciplinary action under university regulations. Any public official, employee, agent, University contractor, student worker, intern, or volunteer who knowingly and willfully permits these violations but does not act to address them has neglected his or her duties and may also be disciplined in accordance with university regulations.

IX. Amendment Procedure
Amendment procedures are subject to the University’s Regulation on Policies, Rules, and Regulations. The Faculty Senate will consider amendments to ECU Faculty Manual, Part VIII,
Section I - Personnel Policies and Procedures that are proposed by any full-time member of the faculty, by any faculty committee, or by any member of the administration of East Carolina University. Amendment(s) submitted to the Faculty Senate for consideration shall be handled as any other item of legislation that comes before the Senate. If the Senate approves such a proposed amendment, the Senate shall submit the proposed amendment to the Chancellor and, if approved by the Chancellor, the amendment will be forwarded to the Board of Trustees for its approval. Consideration by the Board of Trustees is not required if the Chancellor has final authority to enact the amendment.

X. Effective Date
All provisions of these policies and procedures shall become effective on the date they are approved by the East Carolina University Board of Trustees or its designee.

(FS Resolution #11-94, November 2011; FS Resolution #12-76, April 2012; FS Resolution #14-04, March 2014; FS Resolution #18-41, July 2018; FS Resolution #19-09; February 2019, FS Resolution #20-57, November 2020)

Resolution #21-42
Approved by the Faculty Senate: April 27, 2021
Rejected by the Chancellor: June 7, 2021

Revisions to ECU Faculty Manual XI.I.VI. Emeritus Faculty Privileges, as follows:

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

Resolution #21-43
Approved by the Faculty Senate: April 27, 2021
Rejected by the Chancellor: June 7, 2021

Revisions to ECU Faculty Manual Part XI.I.IV. Retirement, as follows:

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

Overview of retirement plan options:
https://humanresources.ecu.edu/benefits/retirement/

Statutory provisions for the State Retirement system:
Privileges for retired faculty and faculty choosing separation in lieu of retirement

The following University websites provide information about privileges awarded to retired eligible faculty, as described above.

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

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

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

4. E-mail
   Retired Eligible faculty may continue to use their ECU e-mail account in accordance with University guidelines. Details can be found at the ITCS website.

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

6. Joyner Library Access
   Retired Eligible faculty may apply for borrowing privileges at the Joyner Library Circulation desk. They must present their ECU 1 Card to obtain services. Further information may be obtained at the Joyner Library Circulation Department website.

7. Laupus Library access
   Retired Eligible faculty may apply for borrowing privileges at the Laupus Library Circulation desk. They must present their ECU 1 Card to obtain services. Further information may be obtained at the Laupus Library Circulation Policies website.

8. Web Service
Retired faculty with existing websites may continue to have access to University-hosted web pages to allow retired eligible faculty to continue their scholarly activities. Details can be found at the ITCS website.

Resolution #21-44
Approved by the Faculty Senate: April 27, 2021
Received by the Chancellor: June 7, 2021, with comment*

*Chancellor Rogers’s response:
"The university will promise to monitor guidance/regulation."

Resolution in Favor of Mandatory Vaccinations for Coronavirus, as follows:

The Faculty Senate requests, for the safety of the community, that any controlling body: The Legislature, the Governor, Department of Health and Human Services, President Hans, the UNC Board of Governors and/or the Administration of East Carolina University, pending FDA approval, require all students returning in the Fall semester to have been vaccinated against the SARS-Cov-2, the virus that causes COVID 19, prior to their return, allowing for religious and medical exemptions.

Resolution #21-45
Approved by the Faculty Senate: April 27, 2021
Received by the Chancellor: June 7, 2021, with comment*

*Chancellor Rogers’s response:
"The university will reaffirm the ongoing commitment to fostering a welcoming environment and inclusive learning, living, and working environment. The university has several ongoing and new initiatives underway to assess our climate/environment and enhance our continuing efforts to build this inclusive campus including the intention of establishing the Chancellor’s Commission on Diversity, Equity, and Inclusion."

Resolution in Support of Addressing Bias against Asians, as follows:

Whereas, on March 16, 2021, an unconscionable series of mass shootings occurred at three spas or massage parlors in Atlanta, Georgia in which eight people were killed, six of whom were Asian women; and

Whereas, an analysis, FACT SHEET: Anti-Asian Prejudice March 2021, conducted by the Center for the Study of Hate and Extremism at California State University, San Bernardino, reports "Anti-Asian hate crime in 16 of America’s largest cities increased 145% in 2020 (…) with the first spike occurring in March and April amidst a rise in COVID cases and negative stereotyping of Asians relating to the pandemic."; and

Whereas, the same analysis using data from the FBI also shows that nationally from 2014 to 2019 all reported hate crimes increased from 5479 to 7314 (33%) with Anti-Asian hate crimes increasing from 140 to 158 (12.86%); and

Whereas, damaging rhetoric and misperceptions concerning of the origins of the Coronavirus continues to harm Asian American Pacific Islander communities; and
Whereas, multiple studies recognize and acknowledge that the false stereotypes of the "perpetual foreigner" and the "model minority" historically have been leveraged against the Asian American Pacific Islander communities in our media and within academia; and

Whereas, the mission of East Carolina University is to prepare “students with the knowledge, skills and values to succeed in a global, multicultural society”;

Therefore, be it resolved that the ECU Faculty Senate supports our Asian, Asian American, and Pacific Islands students and colleagues, both faculty and staff, at a time when these groups are being targeted with violent acts and hateful rhetoric; and

Be it further resolved that the ECU Faculty Senate denounces such words and actions wherever and whenever they occur; and

Be it further resolved that the ECU Faculty Senate will examine its deliberations and decisions with the goal of reducing systemic bias and perpetual misconceptions within our policies and procedures.

Resolution #21-46
Approved by the Faculty Senate: April 27, 2021
Received by the Chancellor: June 7, 2021

Resolution endorsing the recommendations of the Racial Equity Task Force, as follows:

To: President Peter Hans, President, UNC System
    Randall C. Ramsey, Chair, UNC System Board of Governors

From: East Carolina Faculty Senate

Re: Faculty Response in Support of the Racial, Equity, & Diversity Task Force

Date: April 27th, 2021

East Carolina University Faculty Senate is endorsing the recommendations of the Racial Equity Task Force, as presented to the Board of Governors in January 2021. The six recommendations presented by the Task Force outline strategic and intentional guidelines for the UNC system to address the inequities which have plagued our learning communities and society for far too long. These inequities (i.e. ageism, racism, sexism, ableism, and prejudice) deprive society of the great innovations and contributions that can come from recipients of injustices.

The initial draft of the Task Force recommendations was made public in November 2020, with the official presentation to the Board of Governors in January 2021. At the conclusion of the November meeting, a written response to each recommendation was requested from the Board of Governors regarding its intentions to approve and allocate resources toward systematic implementation of the recommendations.
In order to establish and foster equitable and inclusive learning/working environment, it is imperative that we as a system are intentional in our response to these recommendations. The first recommendation called for the establishment of an executive position that reports directly to the President. This action signals a genuine attempt to build capacity and infrastructure designed to address the systemic inequities which exist within our system. Without a clear communication channel with top-level UNC System leadership for how this position would necessarily bring to the fore a persisting and informed manner of engagement, the likely result will be one of chosen neglect regarding recommendations from the Task Force.

As faculty, we support the work of this Task Force and urge the System Office and the Board of Governors to provide a written response to each recommendation, so that we can begin working toward a shared vision for our UNC System.

Resolution #21-47
Approved by the Faculty Senate: May 4, 2021
Received by the Chancellor: June 15, 2021, with comment*

*Chancellor Roger’s response:
"Faculty representation in decisions impacting policies, procedures, and investments in research is important, and REDE has worked constructively with Faculty Senate leadership to establish and maintain a mechanism for sharing information with and receiving input from faculty. Per the review by Dr. Michael Van Scott, Interim Vice Chancellor for REDE, the following is a list of current mechanisms and ongoing initiatives that address the recommendations within the resolution. Additional workgroups and councils are not needed at this time.

1. **Faculty Senate Research and Creative Activities Committee (RCAC).**
   a. The Chair of the RCAC has a seat on the University Research Council through which he/she can participate in research initiatives and work groups, such as the URC Research Infrastructure Workgroup that generated the infrastructure report. Through this position, the Chair had opportunity to sit on the workgroup, recommend inclusion of faculty members on the workgroup, review the report, and request additional methodologies to solicit greater faculty input. From that position, the Chair can accomplish Recommendation #1.
   b. Faculty Senate leadership and the VC of REDE have discussed revising the charge of the RCAC, to include expanded roles in managing seed funding and review of proposals.
   c. The ad hoc Faculty Research Advisory Committee cited in Recommendation #2 was formed by Dr. Jay Golden and was comprised of active scholars and extramurally funded faculty. The group was convened to study and make recommendations on distribution of F&A. The ad hoc Committee was also engaged in review of plans to ramp-up research following the initial shutdown due to COVID. The ad hoc Committee has not been disbanded and can be convened when faculty input is needed. In addition, REDE and Faculty Senate leadership are discussing how to engage RCAC in these kinds of discussions rather than maintaining a separate ad hoc committee (Recommendation #2).
   d. The Offices of Research Administration (ORA) and Compliance Monitoring and Strategic Initiatives (CMSI) have developed performance metrics on post-award administration. The data are reported to colleges and hubs monthly. Consistent with Recommendation #4, ORA has developed a pre-award faculty satisfaction survey, and the results are reported to the University Research Council, but more quantitative metrics and distribution of results are warranted for pre-award services. The Assistant Vice Chancellor for Research Compliance is a member of the RCAC, and from that position can work with the Committee and the Office of Research Administration to develop these metrics and reports.
   e. Consistent with Recommendation #5, REDE and BSOM are collaborating on two hub-level pre-award positions that will be deployed to a new BSOM/ECDOI/NCAI research administration hub. This addresses the lack of hub-level support in BSOM/ECDOI. Additional pre-award positions are needed across campus and will be addressed as budgets allow.

2. **Faculty Senate Budget Committee**
Resolution on the status of the Division of Research, Economic Development and Engagement (REDE) at ECU as follows:

Whereas, REDE formed the Research Infrastructure Work Group (RIWG) at the request of Academic Council to “think institutionally to arrive at the best model to improve service to faculty, be sustainable through upcoming budget cuts and provide a capacity for growth”; and

Whereas, the RIWG had no faculty representation and conducted a review of infrastructure in 2020 which was outlined in a report; and

Whereas during the writing of the report, faculty review or comments were not solicited; and

Whereas, after requesting a copy, the Faculty Senate University Committee had access to the report; and

Whereas, the review did not address faculty satisfaction survey results and comments and did not include recommendations from the Faculty Needs subgroup, but did include recommendations from the other three subgroups; and

Whereas, the faculty satisfaction survey comments of the report indicate that significant inefficiencies and errors are made regularly thus impacting faculty success in external funding; and

Whereas, pre-award services are consistently understaffed giving less priority to faculty needs; and

Whereas, faculty do not have access to a transparent and detailed budget outlining where F&A funds are spent; and

Whereas, REDE once created a Faculty Research Advisory Committee and has since let it dissolve.

Therefore Be It Resolved, that the Faculty Senate recommends the Vice Chancellor of Research and the Provost:

1) Conduct a faculty survey to address the report and recommendations before moving forward with recommendations from the RIWG report;

2) Reestablish the Faculty Research Advisory Committee with a smaller, yet diverse membership chosen by Faculty that meets regularly with REDE to discuss small and large-scale programmatic decisions;

3) Provide an annual detailed budget on how F&A funding is allocated and spent to the FS Budget committee;

4) Provide an annual report on efficiencies and errors to the FS Research/Creative Activities Committee;

5) Prioritize additional pre-award positions within the university and hubs to address existing known inefficiencies.
Resolution #21-48  
Approved by the Faculty Senate: September 14, 2021  
Received by the Chancellor: October 4, 2021

Formal faculty advice on curriculum and academic matters acted on and recorded in the August 23, 2021 Graduate Council meeting minutes, including Graduate Policy action item (GC 21-08) Spring 2021 suggested language changes to the “Time Extension” policy in the Graduate Catalog.

Resolution #21-49  
Approved by the Faculty Senate: September 14, 2021  
Approved by the Chancellor: not applicable

Statement of Concern about the Humanitarian Crisis in Afghanistan and Plight of Refugees

This faculty senate expresses its deep concern over the emerging situation in Afghanistan since the withdrawal of the US troops. In a global world, there is no regional problem, a humanitarian crisis in Afghanistan is a failure to uphold the common values of dignity and liberty for all, without national and geographical boundaries. As academics, we are invested in keeping a close eye on the situation in Afghanistan, as we have a responsibility towards our students and the society to provide education that is not tainted by narrow political view or a national agenda. We resolve to keep a close eye on our curriculum so that it does not harbor the message of hatred, hyper nationalism, cult mentality, and above all, xenophobia, and Islamophobia. We have the great privilege of teaching and our resolve should be on teaching the history as it unfolded and not the history of the winners. Finally, we urge everyone in the university community to pay attention to student needs, this crisis has the potential to trickle down to all of Asia and rest of the world soon, which will affect our students, faculty, and staff. As a nation we have witnessed how a virus gave rise to violence and xenophobia towards Asian communities. This humanitarian crisis should not be used to justify any xenophobic, racist, sexist, white-supremacist ideologies.

Resolution #21-50  
Approved by the Faculty Senate: October 5, 2021  
Approved by the Chancellor: October 19, 2021

Approval of the Fall 2021 Graduation Roster, including Honors College graduates.

Resolution #21-51  
Approved by the Faculty Senate: October 5, 2021  
Approved by the Chancellor: October 19, 2021

Curriculum and academic matters acted on and recorded during the September 20, 2021 General Education and Instructional Effectiveness Committee meeting, including:

- removal of General Education Fine Arts (GE:FA) credit from ARTH 3975 African American Art;  
- retention of Domestic Diversity (DD) credit for renumbered course MGMT 3362 Organizational Behavior (formerly MGMT 4242);
special case course approval of Global Diversity (GD) credit for PSYC 2250 Selected Topics, Global Understanding: Psychological Perspectives taken in Spring 2009;
retention of credit after removal of prerequisites for ANTH 2015 (GD and GE:SO), ANTH 3003 (GD and GE:SO), ANTH 3004 (GD and GE:SO), ANTH 3005 (DD and GE:SO), ANTH 3016 (DD and GE:SO), ANTH 3017 (GD and GE:SO), ANTH 3018 (GD and GE:SO), ANTH 3115 (GE:SO), ANTH 3252 (GD and GE:SO), ANTH 3300 (GD and GE:SO);
approval of the following Spring 2022 Honors College Seminars:
  o HNRS 2011 Southern Literature Into Film for General Education Humanities (GE:HU) and Domestic Diversity (DD) credit
  o HNRS 2011 Going Viral: Folklore and Contagion for General Education Humanities (GE:HU) and Domestic Diversity (DD) credit
  o HNRS 2011 Great Books of Science for General Education Humanities (GE:HU) credit
  o HNRS 2012 Thinking Through Making for General Education Fine Arts (GE:FA) credit
  o HNRS 2013 Discourse in Sport for General Education Social Sciences (GE:SO) credit
  o HNRS 2013 Economics of Health and Health Care for General Education Social Sciences (GE:SO) credit
  o HNRS 2013 Sport for Development: Community and Social Change for General Education Social Sciences (GE:SO) credit
  o HNRS 2014 Science Communication and Environmental Justice for General Education Natural Sciences (GE:SC) and Domestic Diversity (DD) credit
  o HNRS 2014 The Molecules That Made US: Chemistry and the History of the World for General Education Natural Sciences (GE:SC) and Global Diversity (GD) credit
  o HNRS 2014 From barriers to agency: Stakeholder conversations and field experience exploring impacts of climate change on North Carolina barrier islands for General Education Natural Sciences (GE: SC) and Global Diversity (GD) credit
the following transfer credit approvals for Global Diversity (GD) credit:
  o PLS 230 Introduction to Comparative Government and Politics from UNC Wilmington,
  o FINA H100 Art Appreciation from Indiana University South Bend,
  o ANT 160 Cultural Diversity in the Modern World from University of Kentucky,
  o HUM 180 International Cultural Exploration from Nash Community College,
  o REL 205 World Religions from University of Tampa,
  o GEOG 101 World Geography from Northampton Community College,
  o SOCI 215 Cultural Anthropology from Randolph-Macon College,
  o HIST 1311 History of World Civilizations to 1500 from University of Mary Hardin-Baylor,
  o GPS 120 Global Perspectives in World Cultures from Wingate University;
the following transfer credit approvals for Domestic Diversity (DD) credit:
  o HIST 0829 The History and Significance of Race in America from Temple University,
  o SOCS-2161 Principles of Sociology from Indiana University South Bend,
  o HIST 1311 History of the United States to 1865 from the University of Texas at Tyler,
  o SOCI 131 Intro to Sociology, University of Mary Hardin-Baylor,
  o SOC 101 Introduction to Sociology from York Technical College,
  o HIST 131 United States History I from Colorado Mesa University;
and the following transfer credit approvals for General Education Humanities (GE:HU) credit:
  o CTXT 121 Visual Culture in Context: Pre-Modern Global Perspectives from Savannah College of Art and Design,
  o IDS 201 Environmental Ethics from NC State.
Resolution #21-52
Approved by the Faculty Senate: November 2, 2021
Received by the Chancellor: pending

Formal faculty advice on curriculum and academic matters acted on and recorded in the October 18, 2021 Graduate Council meeting minutes, including Graduate Policy action item (GC 21-09) revision to the graduate faculty application criteria submitted by the Department of Health Education and Promotion.

Resolution #21-53
Approved by the Faculty Senate: November 2, 2021
Approved by the Chancellor: pending

Curriculum and academic matters acted on and recorded in the Writing Across the Curriculum Committee’s October 18, 2021 meeting including:

- approval of writing intensive course designation (WI) for:
  - KINE 4025 Inclusive Fitness Trainer,
  - KINE 4200 Adapted Physical Activity;
- conversion from writing intensive course designation (WI) to writing intensive course designation by section (WI*) for:
  - RELI 3400 The History of the Devil in the Judeo-Christian Traditions,
  - RELI 3700 Religion and Social Issues;
- removal of writing intensive (WI) designation from:
  - MIDG 3001 The Middle Grades,
  - CSDI 3040 Anatomy of the Speech and Respiratory Mechanism,
  - HNRS 2116, 2216, 2316, 2416 (Interdisciplinary Honors Seminar),
  - HNRS 3101, 3102, 3103, 4102, 4103 (Independent Study),
- and retention of WI designation for:
  - RCTX 3240 after change to course description,
  - CSDI 4335 Apprenticeship after change to course description.

Resolution #21-54
Approved by the Faculty Senate: November 2, 2021
Approved by the Chancellor: pending

Revised College of Nursing Unit Code of Operations, Fixed-Term Faculty Procedure for Requesting Advancement in Title, and College of Nursing Faculty Handbook.

Resolution #21-55
Approved by the Faculty Senate: November 2, 2021
Approved by the Chancellor: pending

Curriculum and academic matters acted on and recorded during the September 23, 2021 Undergraduate Curriculum Committee meeting including curricular actions in the Department of Biology within the Thomas Harriot College of Arts and Sciences, in the School of Art and Design within the College of Fine Arts and Communication; and in the meeting of October 14, 2021 including
curricular actions in the Department of Coastal Studies within Integrated Coastal Programs, in the Honors College, in the Department of Computer Science within the College of Engineering and Technology, and in the Department of Special Education, Foundations, and Research within the College of Education.

Resolution #21-56
Approved by the Faculty Senate: November 2, 2021
Approved by the Chancellor: pending

Revision to Spring 2022, Fall 2022, and Spring 2023 Exam Schedules, as follows:

Additions in **bold** and deletions in *strikethrough*.

**Final Examinations Schedule - Spring Semester 2022**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 28 - May 5). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 28 - May 5). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (April 28 - May 5).

Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Time and day of final examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 - 7:30 Friday, April 29</td>
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<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30 Monday, May 2</td>
</tr>
<tr>
<td>MATH 0001, 0045, 1064</td>
<td>5:00 - 7:30 Wednesday, May 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time and days class regularly meets</th>
<th>Time and day of final examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 MWF</td>
<td>8:00 - 10:30 Tuesday, May 3</td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 - 10:30 Wednesday, May 4</td>
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<tr>
<td>Time</td>
<td>Days</td>
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<td>5:00</td>
<td>TTh (5:30)</td>
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Faculty Senate Resolution #20-22; Approved by the Faculty Senate: February 25, 2020; Approved by the Chancellor: April 6, 2020

**Final Examinations Schedule - Fall Semester 2022**

There will be no departure from the posted schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 7 - 14). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 7 - 14). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December 7 - 14).

Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time. Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g.,
9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes. Common examinations, including DE sections, will be held according to the following schedule:

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<tbody>
<tr>
<td>FREN 1001, 2003, SPAN 1001, 2004, GERM 1001</td>
<td>5:00 - 7:30 Thursday, December 8</td>
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<tr>
<td>FREN 1002, SPAN 1002, 2003, GERM 1002</td>
<td>5:00 - 7:30 Friday, December 9</td>
</tr>
<tr>
<td>MATH 0001, 0045, 1064</td>
<td>5:00 - 7:30 Tuesday, December 13</td>
</tr>
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</table>

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<tbody>
<tr>
<td>8:00 MWF</td>
<td>8:00 - 10:30 Monday, December 12</td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 - 10:30 Tuesday, December 13</td>
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<tr>
<td>9:00 MWF</td>
<td>8:00 - 10:30 Thursday, December 8</td>
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<td>8:00 - 10:30 Wednesday, December 7</td>
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<tr>
<td>10:00 TTh</td>
<td>8:00 - 10:30 Wednesday, December 14</td>
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<tr>
<td>11:00 MWF</td>
<td>11:00 - 1:30 Monday, December 12</td>
</tr>
<tr>
<td>11:00 TTh</td>
<td>11:00 - 1:30 Tuesday, December 13</td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>11:00 - 1:30 Thursday, December 8</td>
</tr>
<tr>
<td>12:00 TTh (12:30)</td>
<td>11:00 - 1:30 Wednesday, December 7</td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>11:00 - 1:30 Friday, December 9</td>
</tr>
<tr>
<td>1:00 TTh</td>
<td>11:00 - 1:30 Wednesday, December 14</td>
</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 - 4:30 Monday, December 12</td>
</tr>
<tr>
<td>2:00 TTh</td>
<td>2:00 - 4:30 Tuesday, December 13</td>
</tr>
<tr>
<td>3:00 MWF (3:30)</td>
<td>2:00 - 4:30 Thursday, December 8</td>
</tr>
<tr>
<td>3:00 TTh (3:30)</td>
<td>2:00 - 4:30 Wednesday, December 7</td>
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<tr>
<td>4:00 MWF</td>
<td>2:00 - 4:30 Friday, December 9</td>
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<tr>
<td>4:00 TTh</td>
<td>2:00 - 4:30 Wednesday, December 14</td>
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<tr>
<td>5:00 MWF (5:30)</td>
<td>5:00 - 7:30 Monday, December 12</td>
</tr>
<tr>
<td>5:00 TTh (5:30)</td>
<td>5:00 - 7:30 Wednesday, December 7</td>
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</table>

**Faculty Senate Resolution #21-07**
Approved by the Faculty Senate: February 23, 2021
Approved by the Chancellor: March 15, 2021

**Final Examinations Schedule - Spring Semester 2023**

There will be no departure from the posted schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified
examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 27 - May 4). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 27 - May 4). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (April 27 - May 4).

Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time. Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Time and days class regularly meets</th>
<th>Time and day of final examination</th>
</tr>
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<tbody>
<tr>
<td>8:00 MWF</td>
<td>8:00 - 10:30 Monday, May 1</td>
</tr>
<tr>
<td>8:00 TTh</td>
<td>8:00 - 10:30 Tuesday, May 2</td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>8:00 - 10:30 Friday, April 28</td>
</tr>
<tr>
<td>9:00 TTh (9:30)</td>
<td>8:00 - 10:30 Wednesday, May 3</td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>8:00 - 10:30 Thursday, April 27</td>
</tr>
<tr>
<td>10:00 TTh</td>
<td>8:00 - 10:30 Thursday, May 4</td>
</tr>
<tr>
<td>11:00 MWF</td>
<td>11:00 - 1:30 Monday, May 1</td>
</tr>
<tr>
<td>11:00 TTh</td>
<td>11:00 - 1:30 Tuesday, May 2</td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>11:00 - 1:30 Friday, April 28</td>
</tr>
<tr>
<td>12:00 TTh (12:30)</td>
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<tr>
<td>1:00 MWF</td>
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<tr>
<td>1:00 TTh</td>
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</tr>
<tr>
<td>2:00 MWF</td>
<td>2:00 - 4:30 Monday, May 1</td>
</tr>
<tr>
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<td>2:00 - 4:30 Thursday, May 4</td>
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</tbody>
</table>
Policy REG06.25.03
Title University Flexible Work Arrangement and Remote Work Regulation
Category Human Resources
Sub-category Conditions of Employment
Authority Chancellor
History Approved to post as interim June 16, 2021
Contact University Human Resources, Employee Relations employeerelations@ecu.edu
UNC Policy Manual 300.8.6 Regulation on Flexible Work Arrangements and Remote Work
Related Policies UNC Policy Manual 300.2.15 Policy on UNC System Pandemic and Communicable Disease Emergency
1. Introduction

1.1. Policy Statement

1.1.1. East Carolina University typically requires that work be performed on University property, during normally scheduled work hours as determined by the supervisor. ECU may permit or direct designated employees to have Flexible Work Arrangements (FWAs) for all or part of the workweek for reasons including, but not limited to, those specified in 1.1.3. below. Flexible work arrangements, including telework and flexible work schedules, requires formalized agreements approved by authorized individuals as outlined in this regulation. Flexible work arrangements can vary from a part-time basis (with a predetermined number of hours per week) up to full-time.

1.1.2. Consistent with the UNC System Regulation on Flexible Work Arrangements and Remote Work, the University will principally employ individuals who reside within or live within a close proximity to the State of North Carolina to the greatest extent practicable and will avoid long term flexible work arrangements for employee who live outside a reasonable commuting distance.

1.1.3. Purpose of Policy: East Carolina University allows Flexible work arrangements to meet goals including, but not limited to, the following:

- improve job productivity and departmental efficiencies,
- promote the recruitment and/or retention of a highly qualified workforce,
- achieve administrative efficiencies,
- promote/achieve space efficiencies,
- promote sustainable environmental practices,
• ensure continuity of operations, and
• allow for competitive advantages.

1.2. Definition of Terms in Policy:

1.2.1. “Flexible work arrangements” (FWAs) are work structures that alter the time and/or place of work to accomplish work duties, either by employee request or at management’s direction. A flexible work arrangement may include:

1.2.1.1. Flexible Work Schedules. Flexibility in the scheduling of hours worked, such as alternative work schedules (e.g., flex time and compressed workweeks) and arrangements regarding shift and break schedules;

1.2.1.2. Flexible Work Hours. Flexibility in the number of hours worked, such as part-time work and job shares; and/or

1.2.1.3. Flexible Work Locations. Flexibility in the place of work, such as remote work from home or a designated satellite location.

1.2.2. Duty station: The employee’s designated on-site University work site.

1.2.3. Alternate Work Location: Approved work sites other than University property where official University business is performed during scheduled work hours.

1.2.4. Standard Hours of Work: The employee’s normally scheduled work hours as determined by the supervisor.

1.2.5. Telework/Remote work: Work duties that are performed at an alternate work location that is not an employee’s designated University work site (duty station).

1.2.6. Teleworker/Remote Worker: An employee engaged in teleworking.

1.2.7. Flexible Work Arrangement Agreement: A required, written and/or digitally, formally approved agreement between the University and an employee in which supervisors direct or permit employees to perform their usual job duties away from University property and details the terms and conditions of an employee’s work and/or flex their scheduled work hours.

1.2.8. Hybrid work schedule: A schedule where a portion of work duties are performed at the employee’s designated on-site University work site (duty station) and the other portion is performed via telework/remote work.

1.2.9. Full remote work: A schedule where all of an employee’s work duties are performed at an alternate work location that is not an employee’s designated University work site (duty station).

1.2.10. Reasonable Commuting Distance: A location that does not exceed a distance that can be traveled by automobile under average conditions of traffic, weather, and roads to employee’s assigned duty station. Reasonable commuting distance is measured from the employee’s home.
1.3. General Policy

1.3.1. This regulation is applicable to all ECU employees, both permanent and temporary.

1.3.2. Flexible work arrangements may be provided based upon the needs of the work unit as determined by school, college and/or department leadership. These arrangements may include hybrid, full telework/remote, and/or flexible work schedules.

1.3.2.2. Full telework/remote work requests will only be approved on a case-by-case basis in limited position-based situations based on industry standard and/or recruitment/retention of positions requiring unique and/or scarce skills. All full telework/remote work requests must have the written approval of the appropriate Vice Chancellor.

1.3.3. The nature of the employee’s work and responsibilities must be conducive to a flexible work arrangement without causing disruption to performance and/or service delivery. Management will determine allowable arrangements based on factors such as the nature of the work performed, employee productivity, employee conduct, task interdependence, federal and state laws, and operational constraints. Employees with a flexible work arrangement must be able to perform their duties free of external obligations and unreasonable interruptions. Certain University positions do not lend themselves to Flexible Work Arrangements and the University has sole discretion to make such determinations.

1.3.3.1. Flexible work arrangements will be determined separately from the accommodations process mandated by the ADA. Flexible work arrangements are not intended to substitute for reasonable accommodations resulting from an interactive process under the Americans with Disabilities Act (ADA) or to meet the University’s ADA obligations.

1.3.4. The availability and terms of flexible work arrangements must be administered equitably based upon applicable factors and without regard to an employee’s race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status.

1.3.5. Management must consider employee performance and conduct when granting or continuing a flexible work arrangement and any arrangement may be provided on a conditional or trial basis. For a flexible work arrangement to be considered and maintained, the employee is expected to meet all performance expectations and conduct requirements of their current role and consistently demonstrate the ability to complete tasks and assignments on a timely basis.

1.3.5.1. Employees who have active written warnings, disciplinary actions, or who received a "Does not meet expectations" on their most recent performance evaluation or other similar applicable documentation in their personnel files are generally not eligible for flexible work arrangements (unless given special approval by the Human Resources Department in consultation with departmental leadership).

1.3.6. Flexible Work Arrangements may be changed or revoked at any time by the University in its sole discretion, with notification to the appropriate Division Office/Vice Chancellor and the Director of Employee Relations. Reasons for changing or revoking flexible work arrangements can include, but are not limited to, changing business or operational needs or unsatisfactory employee performance or conduct.
1.3.7. Travel between an alternate work location to an assigned duty station should occur prior to the start of or at the end of the work day, if at all possible. In the event an employee has to travel from their alternate work location to an assigned duty station during the work day, that travel time is considered work time however the employee may not charge mileage for travel between their alternate work location and their assigned duty station. Supervisors may ask employees to adjust or change their scheduled remote work days in order to avoid travel from their alternative work location to an assigned duty station during the work day.

Employees traveling for business to a location other than their assigned duty station or another local on-campus location departing from their alternate work location will be reimbursed for mileage the distance between their on-site duty station and the work destination, consistent with existing state policies.

1.3.8. Employees approved for flexible work locations are expected to be able to report to their regular on-site duty station within a reasonable period of time when directed due to operational needs and/or due to changes to or revocation of their flexible work arrangements. The University may provide limited exceptions to the reasonable commuting distance based on operational needs. These exceptions to the reasonable commuting distance may include but are not limited to:

1.3.8.1. recruitment of those with unique or scarce skills;

1.3.8.2. arrangements for faculty who teach exclusively in distance education programs; or

1.3.8.3. arrival or departure of employees for a transitional period of relocation.

1.3.8.3.1. Out-of-state flexible work arrangements, including teleworking, introduce tax withholding and reporting, unemployment insurance, and workers compensation requirements in the employee’s state of residence, among other considerations. Employees with remote work arrangements outside of North Carolina may only be approved following specific review by institutional experts, including Human Resources, Financial Services, Division Personnel Office and Office of University Counsel, as any such arrangements may be subject to the laws and regulations of other states or countries with respect to the employee/employer relationship. Additionally, institutional policies on export controls may also be applicable for international requests (even for short-term or temporary flexible work arrangements).

1.3.8.3.2. All such exceptions must have the written approval of the appropriate Vice Chancellor in consultation with the Chief Human Resources Officer, if applicable.

1.3.9. The employee may not engage in a Flexible Work Arrangements prior to receipt of formal approval from their supervisor.

1.3.10. Flexible Work Arrangements Agreements must be formally discussed and approved at least annually and revised if/as appropriate.

1.3.11. Each unit will have its own documented Flexible Work Arrangements standard operating procedures to complement, while remaining fully compliant with, this Regulation. Any such standard operating procedures must be reviewed and approved by the respective Division Office/Vice Chancellor in collaboration with the Director of Employee Relations. No employee
shall be approved for a Flexible Work Arrangement unless/until the unit to which the employee is assigned has received a formal review of its standard operating procedures as indicated above.

1.3.12. Employees working under a flexible work arrangement are covered by workers’ compensation for job-related injuries that occur in the course and scope of employment. When the alternate work location is in the employee’s home, however, workers’ compensation does not cover injuries that are not job-related.

1.3.13. The Employee Relations Unit within the Human Resources Department will maintain a roster of all University employees who have current Flexible Work Arrangements agreements and provide this information to the Office of State Human Resources and/or UNC System Office, as requested.

1.3.14. Nothing in this policy shall preclude employees from the responsibility to adhere to other University policies, procedures, and expectations of employees.

2. Responsibilities/Obligations

2.1. The responsibilities and obligations of the Supervisor/Unit include, but are not limited to, the following:

2.1.1. To meet goals indicated in 1.1.3 above.

2.1.2. Comply with any and all applicable local, state, and federal laws, rules and regulations, as well as with any East Carolina University, Office of State Human Resources and UNC System policies, regulations, rules and guidelines, and Standard Operating Procedures.

2.1.3. Ensure that the necessary approvals have been obtained as required by this Regulation for the establishment of a Flexible Work Arrangement as well as for the termination of any Flexible Work Arrangement.

2.1.4. Submit approved Flexible Work Arrangement Agreements to the Employee Relations Unit in the Human Resources Department.

2.1.5. Ensure there is appropriate and sufficient documentation of the work completed and hours worked as required by the Division/unit’s Flexible Work Arrangement Standard Operating Procedure.

2.1.6. Actively manage and communicate with employees who are working remotely as supervisors are to be responsible and accountable for all remote work activities performed by employees reporting to them.

2.2. The responsibilities and obligations of Employees include, but are not limited to, the following:

2.2.1. Be able to provide an appropriate Alternate Work Location that meets or exceeds any and all applicable University standards including, but not limited to, the Division/unit’s Flexible Work Arrangements Standard Operating Procedure.
2.2.2. Agree to and abide by the formally approved Flexible Work Arrangement Agreement with the University.

2.2.3. Attend any work-related obligations that occur on University property during scheduled teleworking periods, such as meetings and trainings, as directed by the employee’s supervisor/unit.

2.2.4. Comply with any and all applicable local, state, and federal laws, rules and regulations, as well as with any East Carolina University, Office of State Human Resources and UNC System Office policies, regulations, rules and guidelines.

2.2.5. Agree to make the Alternate Work Location available for inspection, if/as necessary, to conduct accident or other investigations of matters occurring during work or to inspect, repair or retrieve University property. The University will strive to give reasonable notice of any work location inspections for these purposes.

2.2.6. Accept full responsibility for their safety within the Alternate Work Location.

2.2.7. If subject to overtime, must honor the established work hours approved in the Flexible Work Arrangement Agreement.

2.3. University Human Resources and/or Division Personnel/HR Office responsibilities and obligations include, but are not limited to, the following:

2.3.1. Provide guidance regarding eligible University positions, as well as specific employees eligible for Flexible Work Arrangements.

2.3.2. Provide training and guidance, as needed, to supervisors/managers to effectively manage employees with flexible work arrangements.

2.3.3. Report flexible work arrangements, including remote work, activities to the Office of State Human Resources and to UNC System Office, as requested.

3. Information and Data Security:

3.1. Sensitive information/data, defined as level 3 and level 4 data classifications in accordance with University data governance, must not be processed or stored on a personally owned computer or device, but instead must be processed on institutionally owned systems, stored in approved, secure remote storage, and accessed only by secure network access technologies (utilizing VPN or other multifactor authentication).

3.2. Ensure all Sensitive University Information stored on Covered Devices, as defined in the Mobile Computing Regulation, is encrypted, and the Covered Devices are secured in accordance with University policies, the ECU Information Security Standards, and applicable regulations, laws and contractual requirements.

3.3. The employee and their supervisor will comply with all applicable local, state, and federal laws, rules and regulations, as well as with East Carolina University, Office of State Human Resources, and UNC System Office policies, regulations, rules, guidelines, and training requirements involving sensitive/confidential information. Employee and supervisor will ensure any and all appropriate
safeguards are in place to secure all confidential data and information as specified in the Flexible Work Arrangement Agreement.

3.4. All confidential hard copy data will remain on University property and shall not be taken to the Alternate Work Location as required by University Regulations regarding Protecting Sensitive Data unless prior written approval is sought and obtained by the employee’s Department and the appropriate data steward(s) responsible for the types of data and records being used.

4. Equipment and Supplies:

4.1. The University, in its sole discretion, may provide needed equipment and supplies at the Alternate Work Location, with the appropriate security measures in place. Equipment and supplies purchased with University funds is not permitted to be shipped to an employee’s alternate work location. Employees must come to campus to pick up any equipment or supplies. Departments are responsible for fixed assets at alternate work locations and proper documentation must be on file as assets are inventoried annually.

4.2. Any and all University property used at the Alternate Work Location will remain the property of the University and must be returned to the University immediately upon the termination of the Flexible Work Arrangement Agreement, and/or the University’s request.

4.3. Any and all University property must be returned to the University for repair or maintenance, if/as needed, by the employee.

4.4. The employee is fully responsible for the security of all items furnished by the University.

5. Costs Associated with Flexible Work Arrangements and/or Remote Work:

5.1. All costs associated with remote work will be the responsibility of the employee (e.g., long distance phone calls; internet, maintenance, repair and operation of personal equipment not provided by the University) at the alternate work location.

6. Failure to Comply:

6.1. Failure to comply with the provisions of this Regulation, the applicable unit’s Flexible Work Arrangements standard operating procedures, and/or the Flexible Work Agreement may result in the immediate termination of the Flexible Work Agreement and/or disciplinary action against the employee and/or the supervisor up to and including dismissal/discharge from employment with the University and/or any and all other legal and equitable remedies available to the University under applicable law, if/as appropriate.

7. Special Circumstances

7.1. In the event of a catastrophic weather event, an outbreak of a communicable disease or pandemic, or other such significant emergencies, flexible work arrangements, including remote work, may be implemented by the Chancellor or designee on a widespread basis. In such cases, employees may be required to work from alternate work locations in order to ensure the continuity of the business and operational needs of the University.
7.2. The Chancellor or Chancellor’s designee has authority to determine whether special circumstances exist and implement remote work on a required and/or more widespread basis. The decision will be communicated to those impacted.

7.3. Mandatory employees will be designated accordingly by management during a special circumstance, notified of their status and be provided with information necessary to accomplish their tasks. This designation is subject to change at the discretion of management. Employees under this designation will be identified by management for areas as deemed essential to sustain University operations under a special circumstance and may be expected to report in part or in whole to the central workplace.

7.4. The duration of a special circumstance may vary and the University will set the requirements for renewal decisions about continuation of required telework on a case-by-case basis given the nature of the special circumstance. The reason for such a stipulation is to give both the University and impacted employees a reasonable expectation of the temporary nature of this provision and need for flexibility on setting duration.

7.5. While the implementation of flexible work arrangements under special circumstances does not always require flexible work arrangement agreements, the University or individual managers/supervisors may require flexible work arrangement agreements or other documentation in order to confirm agreed upon work expectations during a special circumstance. Any procedures established during special circumstances will supersede the procedures set forth in this Regulation.

Resolution #21-58
Approved by the Faculty Senate: November 2, 2021
Approved by the Chancellor: pending

Revisions to the University Undergraduate Catalog, Academic Advisement, Progression and Support Services, Academic Requirements for Degrees and Minors, Certificate Requirements, as follows:

Additions in **bold** and deletions in *strikethrough*.

Undergraduate students currently enrolled in an undergraduate degree program may simultaneously pursue an undergraduate certificate, if approved by their academic advisor or undergraduate program director and the certificate program director. All certificate candidates must be informed at the time of their acceptance that admission to and completion of a certificate program does not supersede the admission requirements to an undergraduate degree program of study, should they subsequently apply to an undergraduate degree program. Each undergraduate program decides which, if any, certificate courses can be counted toward the undergraduate degree. Unless prohibited by a degree or certificate program, credit hours earned toward major requirements may count toward certificate requirements. The certificate student must be informed at the time of admission into the certificate program how many semester hours can be applied toward shared with an undergraduate degree major.

The number of undergraduate credits for an undergraduate certificate may not be less than twelve semester hours or more than one-half of the semester hours necessary for a related undergraduate
For the certificate to be awarded, a student must have earned a minimum cumulative GPA of 2.0 in the courses completed toward the certificate, although some undergraduate certificates may require a higher GPA for certificate conferral.

Resolution #21-59
Approved by the Faculty Senate: November 2, 2021
Approved by the Chancellor: pending

Revisions to the New Certificate Development Guidelines, as follows:

Additions in **bold** and deletions in *strikethrough*.

**New Certificate Development Guidelines**

A. Introduction

Proposals for new certificate programs are created and submitted through Curriculog by constituent faculty at the appropriate program level for campus review. Each proposal must include endorsement by all of the department chairperson(s) and dean(s) of the college or professional school(s) contributing to the organization and administration of the certificate. In the case of interdisciplinary certificate programs, the administrator ultimately responsible must be identified.

B. Criteria for Developing New Certificate Programs

Criteria for developing new certificate programs include the following:

1. A demonstrated need for the certificate must exist.

2. The proposed coursework must meet a clear and appropriate educational objective at the program’s level.

3. The proposed program must achieve its educational objective(s) [learning outcome(s)] in a well-designed, cohesive, and timely manner.

The certificate program must comprise an appropriate number of credit hours.

- **Graduate:** The number of graduate credits may not be less than nine semester hours, or more than one-half of the semester hours necessary for a related graduate degree.
- **Undergraduate:** The number of undergraduate credits may not be less than twelve semester hours or more than one-half of the semester hours necessary for a related undergraduate degree.

C. Review and Approval of New Certificate Programs

Graduate: The Graduate Curriculum Committee (GCC) reviews certificate proposals and submits them to the Graduate Council for approval. The Graduate Council considers the merit of all graduate
certificate proposals, and makes recommendations for approval/disapproval of graduate action items to the chancellor. Once approved by the Graduate Council, the certificate proposal is reviewed by the Educational Policies and Planning Committee (EPPC), which makes recommendations to the Faculty Senate. The Faculty Senate provides formal faculty advice to the chancellor. The Academic Council reviews Graduate Council actions and Faculty Senate resolutions and makes recommendations for approval/disapproval to the chancellor.

Undergraduate: The Undergraduate Curriculum Committee (UCC) reviews certificate proposals and submits them to the Faculty Senate for approval through Curriculog. The certificate proposal will be reviewed by the Educational Policies and Planning Committee (EPPC), which makes recommendations to the Faculty Senate. The Faculty Senate considers the merit of all undergraduate certificate proposals and makes recommendations for approval/disapproval through resolutions to the chancellor. The Academic Council reviews the Faculty Senate resolutions and makes recommendations for approval/disapproval to the chancellor.

D. Certificate Program Review
All certificate programs will be reviewed within the course of regular undergraduate and graduate program assessment and review.

Policies Governing Certificate Admission

A. Introduction

Students may be awarded certificates upon completion of a well-defined program of coursework. The certificate program is not defined as a degree, rather, it is a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. However, the certificate is not viewed as a guaranteed means of entry into a degree program. While courses comprising a certificate may be used as evidence in support of a student's application for admission to a degree program, the certificate itself is not considered to be a prerequisite. The didactic material encompassed within a certificate program may represent a more practice-oriented subset of an existing discipline. The title of any certificate program may or may not contain the word “certificate,” depending on the tradition in the discipline proposing the program.

B. Policies Governing Certificate Admission Criteria and Subsequent Admission to Undergraduate Degree Programs

The certificate admissions criteria and policies governing the relation of certificates to undergraduate degree programs include the following:

1. Admission to ECU and enrollment in an academic program are required.

2. Each certificate program sets the minimum admissions requirements for the certificate (e.g., grade point average, minimum TOEFL scores, standardized test scores, work experience). All certificate candidates must be informed at the time of their acceptance that admission to and completion of a certificate program does not supersede the admission requirements to a degree major program of study should they subsequently apply to an that undergraduate degree major program.

3. Each undergraduate program must decide which, if any, certificate courses can be counted toward the undergraduate major degree. Unless prohibited by a degree or certificate program, credit hours earned toward major requirements may count towards certificate requirements. The
4. Undergraduate students currently enrolled in an undergraduate degree program may simultaneously pursue an undergraduate certificate, if approved by their academic advisor or undergraduate program director and the certificate program director.

5. The certificate program director will note successful completion of a certificate program to the Office of the Registrar to ensure notification on the student’s transcript. Final certification for the credential to be awarded is processed by the Office of the Registrar using the student’s Degree Works audit. The certificate will be awarded to a baccalaureate student upon completion of the degree program or to a post-baccalaureate student upon completion of the certificate hours.

6. Students pursuing an undergraduate certificate will be required to meet the academic retention requirements approved by the certificate program.

An undergraduate certificate student may enroll on either a part-time or a full-time basis, as determined by the certificate program director.

The rationale for requiring formal enrollment in undergraduate certificate programs is based on the need for proper allocation of instructional resources and the desire to afford the certificate students access to the desired undergraduate courses.

C. Policies Governing Certificate Admission Criteria and Subsequent Admission to Graduate Degree Programs

The certificate admissions criteria and policies governing the relation of certificates to graduate degree programs include the following:

1. An earned baccalaureate degree, or its equivalent from a regionally accredited college or university, is required.

2. Each certificate program sets the minimum admissions requirements for the certificate (e.g. grade point average, minimum TOEFL scores, standardized test scores, work experience). All certificate candidates must be informed at the time of their acceptance that admission to, and completion of, a certificate program does not supersede the admission requirements to a degree program should they subsequently apply to a graduate degree program.

3. Credit earned while enrolled in a graduate certificate program may be transferred into a degree program with the approval of the department offering the degree program.

4. Graduate students currently enrolled in a graduate degree program may simultaneously pursue a graduate certificate if approved by their graduate program director and the certificate program director. The electronic Request to Add a Certificate form must be submitted by the student to obtain proper permissions for pursuit of the certificate. This form is electronically routed to the graduate program director, the certificate program director, and the Graduate School for permissions before being sent to the Office of the Registrar to become part of the student’s academic record.

5. Certificate-seeking graduate students who are not currently enrolled in a master’s program must apply and be admitted as certificate seeking students into a separate classification within the Graduate School, as “Certificate Graduate” students. This separate classification will permit keeping
of university-wide statistical and enrollment data for certificate programs and will allow inclusion of such efforts in the annual reports and academic planning. Successful completion of a certificate program will be noted on the student’s transcript and a certificate will be issued by the Office of the Registrar.

6. With the support of the graduate program director, up to one-third of the credit hours in a graduate certificate may be transferred from a regionally accredited college or university, but in all cases, students must earn at least one-half of the credit hours in a graduate certificate at East Carolina University. Programs may set lower transfer hour limits. (Graduate Council, December 8, 2014)

7. Students pursuing a graduate certificate will be required to meet the academic retention requirements approved by the Graduate Council for the certificate program.

A certificate graduate student may enroll on either a part-time or a full-time basis, as determined by the certificate program coordinator. Certificate graduate students enrolled as non-degree students will not be eligible for graduate assistantships. Not all certificate programs are approved for financial aid; the list of approved certificates is maintained by the Office of Student Financial Aid.

The rationale for requiring formal enrollment in graduate certificate programs is based on the need for proper allocation of instructional resources and the desire to afford the certificate students equal access to the desired graduate courses. Departments and programs are better able to plan offerings of the appropriate graduate courses if they are aware of the upcoming demand for such courses. This demand can best be gauged by knowledge of the number of students in the program. By registering as graduate students, the certificate-seeking students will have timely access to graduate courses offered by departments and schools.

Resolution #21-60
Approved by the Faculty Senate: November 2, 2021
Approved by the Chancellor: pending

Curriculum and academic matters acted on and recorded in the meeting of October 18, 2021 including:

- Approval of Global Diversity (GD) credit for ECON 3323 Costa Rica Agriculture
- General Education Humanities (GE:HU) credit for:
  - PHIL 2276 Environmental Ethics,
  - PHIL 2277 Biomedical Ethics,
  - RELI 2345 Religion and the Environment;
- And the following transfer credit approvals for Global Diversity (GD) credit:
  - REL 239 World Religion from Germanna Community College,
  - BIB 111, Old Testament Survey from Colorado Christian University,
  - POLS 0866 World Affairs from Temple University,
  - ENG 242: British Literature II from Nash Community College.

Additionally, a curriculum item that was not reported from the meeting of March 15, 2021: approval of General Education Humanities credit (GE:HU) for PHIL 2112 Philosophy of Free Speech.
II. 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.

Additions in bold and deletions in strikethrough.

Standard Operating Procedures for Access to Curricular Courses in Canvas

ECU limits access to a curricular course in Canvas to faculty and students registered to teach or take a course. Only the Instructor of Record may grant course access to ECU faculty, staff or external guests. The Banner system controls the student enrollments for curricular courses.

There will be occasions when faculty need to enroll additional course members to their course for the purposes of activities such as peer review, accreditation, sharing course content, or to host a guest speaker. The faculty member or an ITCS Canvas Administrator must add any additional course members, in order to ensure appropriate approvals and documentation are received. When faculty or ITCS Canvas Administrators add additional participants to a course, they must select the appropriate course role and ensure compliance with the provisions of FERPA.

If faculty need to invite a course member (e.g, Guest Lecturer, Peer Reviewer, Accréditer, etc…) external to ECU, they must submit a Canvas Support ticket through the Help Desk and to request an external account. Faculty can learn more about this process in the ITCS Service Catalog. Access to and use of Canvas is subject to the Academic Computer Use Policy and the Student Conduct Process. Per these policies, accessing individual faculty member’s computers to enforce university policies requires specific approval of the chancellor.
Only certain course roles contain privileges to view gradebook, student work or interactions protected by FERPA. According to FERPA, any information that is not considered Directory Information may not be disclosed to anyone except the student without prior written consent. For details about Directory Information, visit the Office of the Registrar’s FERPA page. There are exceptions to this rule. Institutions may release information from student records (that is not considered Directory Information) without prior consent to school officials with legitimate educational interest (e.g. one faculty member to another) and to Federal, State, and local authorities involving an audit or evaluation of compliance with educational programs (e.g. NCAA).

Below is a list of the most typical scenarios and recommendations for course roles, along with a brief description of the privileges assigned to each role. This list does not include technical support roles. Modifications of these role permissions and additional roles can be made on a case-by-case basis with the approval of the Registrar.

**Course Roles**

**Primary Access to a Course:**

- **Course Role:** *Instructor of Record* *(In Canvas = Teacher)*
  - **Purpose:** The person teaching or facilitating the class.
  - **Process:** Instructor of Record is assigned in Canvas through the Banner Enrollment feeds.
  - **Role Permissions:** Instructor has access to all areas in the course. Instructor can add and remove guests from the course. Banner controls Canvas student enrollments. Additional instructors should only be added through the Banner Feed since Instructors can change grades in the gradebook. Adding only through the Banner Feed ensures the institution has an accurate understanding of who is teaching the course.

- **Course Role:** *TA (Teaching Assistant)* *(In Canvas – TA)*
  - **Purpose:** To assist Instructor with developing, teaching or facilitating the class.
  - **Process:** Faculty adds TA to course and selects appropriate course role that ensures compliance with the provisions of FERPA.
  - **Time frame:** This role may be assigned indefinitely or on a time-limited basis. Decisions on time frame are left to the discretion of the instructor of record.
  - **Role Permissions:** Teaching Assistant TA has the similar privileges as Instructor Teacher including gradebook access. This role CANNOT add or remove users from the course or elevate another user’s role.

- **Course Role:** *Learning Assistant* *(In Canvas – Learning Assistant)*
  - **Purpose:** Learning Assistants help with interactive learning in the classroom.
  - **Process:** Faculty adds Learning Assistant to course and selects appropriate course role that ensures compliance with the provisions of FERPA.
  - **Time frame:** This role may be assigned indefinitely or on a time-limited basis. Decisions on time frame are left to the discretion of the instructor of record.
  - **Role Permissions:** The Learning Assistant has similar access to a Teaching Assistant TA including access to course content (add/edit/delete) groups, and discussions. Learning Assistants do not have access to the gradebook.

- **Course Role:** *Student* *(In Canvas – Student)*
  - **Purpose:** This course role is assigned to students enrolled in a class.
Process: Students are enrolled in a Canvas class through the Banner Enrollment feeds.
Role Permissions: Student only has access to grade book, course content, and assessments. Please Note: An enrolled student in a course should never be elevated to a TA because of the additional privileges that role provides within the course. If anyone is approved to audit a course this must be coordinated with the Office of the Registrar. The Office of the Registrar is the only one who should add a student to a course for the purpose of auditing the course.

Instructional Support:
- Course Role: Course Designer (In Canvas = Designer)
  - Purpose: A research assistant, instructional designer or an assistant with limited responsibilities.
  - Process: Faculty adds Designer to course and selects appropriate course role that ensures compliance with the provisions of FERPA. The faculty member should remove the Designer when access is no longer needed.
  - Time frame: This role may be assigned indefinitely or on a time-limited basis. Decisions on time frame are left to the discretion of the instructor of record.
  - Role Permissions: The Course Builder Designer has access to most areas of the course. The Course Builder Designer role does not have access to the gradebook. Note: The role has the ability to reset course content. There is a warning before that occurs.

- Course Role: Guest Lecturer (In Canvas = Guest Lecturer):
  - Purpose: Class participants who are external to ECU.
  - Process: Access to Canvas is solely available to users with active PirateIDs. If non-ECU users need access to a course, the faculty member must request external accounts using the ECU Canvas Help Request. Additional licensing costs may be associated with some external accounts. After account is created faculty adds Guest Lecturer to course and selects appropriate course role that ensure compliance with the provisions of FERPA. The faculty member should remove the Guest Lecturer when access is no longer needed.
  - Time frame: This role may be assigned indefinitely or on a time-limited basis. Decisions on time frame are left to the discretion of the instructor of record.
  - Role Permissions: Users with the role of Guest can view content and view/post to Discussions. Users do not have access to the gradebook or any content area that has a gradable item. Note: Once this role is applied to a user in a course, the role under the People menu will say “Observing: nobody” under the role column and not “Guest Lecturer”.

Administrative Access:
- Course Role: Chair (In Canvas = Chair)
  - Purpose: This course role can be made available to a Department Chair for business purposes. Business purpose includes but is not limited to absence of instructor, grading, accreditation, and teaching review. Business purpose does not include access for an investigation into misconduct or to enforce policy which requires Chancellor approval.
  - Process: Instructor of Record for the course must be informed prior to Chair access. The instructor can enroll their Department Chair or the Department Chair can submit a Canvas Help Request for an ECU ITCS Canvas Administrator to provide access. Documentation the faculty was informed should be retained by the Chair or administrator who accessed the course.
  - Time frame: This role is assigned indefinitely.
Role Permissions: The Chair role has access to course content, test, assignments, discussion forums, groups, gradebook and users. The Chair role cannot edit or delete content. **Note: The role has the ability to reset course content. There is a warning before that occurs.**

Accreditation, Course Review, and Peer Review Access:

- **Course Role: Course Reviewer (In Canvas = Course Reviewer)**
  - Purpose: Course visitors who need access to course content, interactive tools, assessments, and users.
  - Process: Faculty adds Course Reviewer to course and selects appropriate course role that ensures compliance with the provisions of FERPA. The faculty member should remove the Course Reviewer when access is no longer needed.
  - Time frame: This role may be assigned indefinitely or on a time-limited basis. When no longer needed, the faculty should promptly remove the role from the course.
  - Role Permissions: Course Reviewer has access to course content, tests, assignments, discussion forums, groups, and users. Course Reviewer cannot edit or delete content and does not have access to the Grade Center. The Course Reviewer role cannot edit or delete content.

- **Course Role: Content Reviewer (In Canvas = Observer)**
  - Purpose: Course visitors that need access to course content.
  - Process: Faculty adds Observer to course and selects the appropriate course role that ensures compliance with the provisions of FERPA. The faculty member should remove the Observer when access is no longer needed.
  - Time frame: This role may be assigned indefinitely or on a time-limited basis. When no longer needed, the faculty should promptly remove the role from the course.
  - Role Permissions: Content Reviewer Observer has access to course content. An Observer cannot edit or delete content, view users, or access the Grade Center. **Note: Once this role is applied to a user in a course, the role under the People menu will say “Observing: nobody” under the role column and not “Observer”.

Special Considerations for Course Content Access

Course content developed by a faculty member can in most cases be made available to others for use in teaching a course. For example, Faculty A develops a course while working at ECU and in the future Faculty B is assigned to teach the course. In this example, the course content can be made available to Faculty B.

In this scenario, the faculty member who created the course should be asked to share the content or make the content of the course available. ITCS Canvas Administrators can be contacted by the faculty member to assist with making the content available should assistance be required.

In the event the currently employed faculty member is not available or does not make the content available in the required time frame, the chair of the department is considered the custodian of this data and should put in a [Canvas Help Request](https://helpdesk.ecu.edu) via the ITCS Help Desk to make the request for access to the course content.

If the faculty member is no longer an employee, the chair of the department is considered the custodian of this data and should put in a [Canvas Help Request](https://helpdesk.ecu.edu) via the ITCS Help Desk to make the request for access to the course content.
As a condition of employment, EHRA Employees shall be deemed to have granted the University a perpetual, non-exclusive, non-transferrable, royalty-free license to use Traditional or Non-Directed Works and Sponsored or Externally Contracted Works owned by them for the University's own education or research use, unless such license will impede scholarly publication or similar activities, or violate provision of a contract between the EHRA employee and a third-party. Any questions regarding usage should be directed to ECU's Copyright Officer and to the Copyright Regulation.

Resolution History:
FS Resolution #16-24, approved April 1, 2016
Revised by FS Resolution #20-83, approved December 3, 2020

11-03-21