The fifth regular meeting of the 2001/2002 Faculty Senate will be held on **Tuesday, January 29, 2002**, at 2:10 in the **Mendenhall Student Center Great Room**.

**FULL AGENDA**

I. Call to Order

II. Approval of Minutes

   December 4, 2001

III. Special Order of the Day

   A. Roll Call

   B. Announcements

   C. William Muse, Chancellor

      Report on employment category of all faculty

   D. Vice Chancellor’s Report

   E. Bob Morrison, Chair of the Faculty

   F. Brenda Killingsworth, SACS Self Study Director

   G. Jeff Huskamp, Chief Information Officer, Division of Administration and Finance

**Proposed Student Computer Requirement**
H. Question Period

IV. Unfinished Business

V. Report of Committees

A. University Curriculum Committee, Dale Knickerbocker

Curriculum matters contained in the minutes of the November 8, 2001, meeting.

(These minutes are available on the Committee’s website at:
http://www.ecu.edu/fsonline/AcademicCommittees/cu/cum.htm.)

B. Committee on Committees, Henry Ferrell

1. Revised University Athletics Committee Charge (attachment 1).
2. Editorial revision to the Academic Standards Committee Charge (attachment 2).
3. Nominees for three delegates and two alternates to the UNC Faculty Assembly Delegation (attachment 3).

C. Educational Policies and Planning Committee, George Bailey

1. Request for Permission to Plan for a Great Books Minor

2. Request for Permission to Establish a Clinical Audiology Concentration within the Communication Sciences PhD degree program

3. Request for Authorization to Establish a Masters of Public Health

(Copies of these requests may be obtained from Rita Reaves in the office of Academic Affairs, 215 Spilman, ext. 328-6242.)

D. Faculty Governance Committee, Dee Dee Glascoff

1. Proposed revisions to ECU Faculty Manual, Part VI., Section VIII. Frequently Asked Questions About Faculty Personnel Records (attachment 4.)
2. Proposed addition to *ECU Faculty Manual*, Appendix D., Section II. Faculty Appointments (attachment 5).


VI. New Business

Attachment 1.

**COMMITTEE ON COMMITTEES REPORT**

Proposed Revisions to the University Athletics Committee Charge

*(additions are noted in **bold** print)*

**Name:** University Athletics Committee

**Membership:** 8 faculty members and 1 student member. 5 elected by the Faculty Senate, 3 appointed by the Chancellor, and 1 student appointed by the Student Government Association. The NCAA Faculty Athletics Representative will serve as Chair. Ex-officio members (with vote): Chair of the Faculty, President of the Alumni Association, and President of the Pirate Club or their alternates. Ex-officio member (without vote but with all other parliamentary privileges): Chancellor, Director of Athletics, Assistant Director of Athletics for Student Development, **Director of Compliance, Chair of the University Academic Standards Committee**; or their alternates, the President of the Student Government Association, and the **President of the Student Athlete Advisory Council**.

**Quorum:** 5 faculty members.

**Committee Functions:**

The Committee is concerned with issues pertaining to intercollegiate athletics at East Carolina University. Primary functions of the Committee are oversight responsibility in the area of academic integrity, compliance with NCAA rules and regulations, and the overall development of student athletes. General issues such as budget, conference matters, fund-raising, and public relations are inclusive in the charge, but not restricted to those cited. The Academic Integrity Subcommittee, composed of the faculty members on the committee, will report on the academic quality of the athletic program.

**To Whom the Committee Reports:**
The Committee makes recommendations concerning the implementation and administration of policies and procedures pertaining to intercollegiate athletics at East Carolina University to the Chancellor. The Committee makes recommendations concerning academic policies that impact the academic integrity of the athletic programs to the Faculty Senate. The Academic Integrity Subcommittee will report its evaluations of the academic integrity of the athletic programs to the Chancellor and to the Faculty Senate.

How Often the Committee Reports:

The Committee reports to the Faculty Senate at least once a year and other times as necessary. The Academic Integrity Subcommittee will report to the Chancellor and to the Faculty Senate each spring.

Power of the Committee to Act:

The Committee makes recommendations concerning the implementation and administration of policies and procedures regarding academic oversight to the Chancellor. The Committee makes recommendations concerning academic policies and procedures that impact the academic quality of the athletic program to the Faculty Senate.

______________________

Attachment 2.

COMMITTEE ON COMMITTEES REPORT

Proposed Editorial Revisions to the Academic Standards Committee Charge

(additions are noted in bold print)

ACADEMIC STANDARDS COMMITTEE CHARGE

1. Name: Academic Standards Committee

2. Membership:

7 elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic 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 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. 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 requirements. The committee makes recommendations to the University Curriculum Committee regarding proposed changes in the general education requirements.
   D. The committee reviews the annual report of the Director of the Writing Across the Curriculum Program and the Director of the Honors Program.
   E. The chair or appointed representative serves as an ex-officio member of the University Athletics Committee.

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 Writing Across the Curriculum Program, Honors Program, and General Education to the University Curriculum 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 make reports to the program directors as indicated above and to the University Curriculum Committee as appropriate.

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

This new committee replaced the General Education, Teaching Effectiveness, Honors Program, and Writing Across the Curriculum Committees.

Attachment 3.

COMMITTEE ON COMMITTEES REPORT
Nominees for 3 Faculty Assembly Delegates and 2 Alternates

Nominees

Michael DuffyArt
John Cope Psychology
Mary Glascoff Health and Human Performance
Bob Morrison Chemistry
Marie Pokorny Nursing
David Pravica Math

Current UNC Faculty Assembly Delegates for East Carolina University

<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Unit</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Morrison*</td>
<td>Chemistry</td>
<td>2000-2002</td>
</tr>
<tr>
<td>Henry Ferrell</td>
<td>History</td>
<td>1999-2002</td>
</tr>
<tr>
<td>Linda Allred</td>
<td>Psychology</td>
<td>1999-2002</td>
</tr>
<tr>
<td>Ralph Scott</td>
<td>Academic Library Svcs.</td>
<td>2000-2003</td>
</tr>
</tbody>
</table>

*Chairs of the Faculty are elected in early May of each year.

Current UNC Faculty Assembly Alternates for East Carolina University

<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Unit</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Taggart</td>
<td>Music</td>
<td>1999-2002</td>
</tr>
<tr>
<td>Brian Harris</td>
<td>Foreign Languages</td>
<td>1999-2002</td>
</tr>
<tr>
<td>Lou Everett</td>
<td>Nursing</td>
<td>2000-2003</td>
</tr>
<tr>
<td>David Long</td>
<td>History</td>
<td>2001-2004</td>
</tr>
</tbody>
</table>
Proposed revisions to *ECU Faculty Manual*, Part VI., Section VIII. Frequently Asked Questions About Faculty Personnel Records

Revise the text in this section to read as follows:

(deletions are noted by strike through and additions are noted by bold print):

4. Where is my personnel file located?

Faculty will have a primary personnel file located in his/her Code Unit Administrator’s Office. In addition, there may be other files containing personnel records that are located in approved University offices, offices of the Dean, the Vice Chancellor for Academic Affairs, the Dean of the School of Medicine and Vice Chancellor for Health Sciences, and Human Resources. The Department of Human Resources will have only documents about faculty employment that reflect basic employment and benefits information. Please consult the Personnel File Checklist that has been attached to the inside cover of your primary personnel file to confirm the offices where your personnel records are located.

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

No. Because State law considers a personnel record to be in whatever form and wherever located, arecord related to your employment Personnel files should only be kept in University offices, to include the Offices of the Dean, the Vice Chancellor for Academic Affairs, the Dean of the School of Medicine and Vice Chancellor for Health Sciences, Human Resources, Equal Employment Opportunity and Affirmative Action (“EEO”), and the University Attorney, and should always be accessible to you during regular business hours with reasonable advance notice. Administrators shall not keep secret files and shall not include anonymous material in personnel files, except student opinion surveys. See Frequently Asked Question #4 for the file locations.
Add the following as new text to this section:

“E. Joint Appointments

Joint appointments are made when faculty members are appointed with responsibilities in more than one unit. The source of funds for joint appointments may come solely from one unit, or it may come separately from two or more units to which the faculty member has a joint appointment.

Faculty members who hold joint appointments in more than one unit or center within East Carolina University shall be assigned to a primary academic unit with a greater than half-time appointment in the primary academic unit. The letter of appointment will specify the terms of the appointment, will identify the primary academic unit and will reference all units in which the faculty member holds joint appointments. A single appointment letter signed by all supervising administrators is preferable, but in instances where a jointly appointed faculty member has disparate duties in the various units, a separate joint appointment letter may be issued by the administrators of the units in which the faculty member holds joint appointments, provided that a copy of each joint appointment letter is forwarded to the unit administrator(s) of the other supervising unit(s).

Each appointment letter issued by the primary and joint appointment units will specify the faculty member’s responsibilities, performance expectations, and compensation, if any, for that department and/or program. Annual, written evaluations of the faculty member will be prepared by the unit administrator of the faculty member’s primary academic unit, in consultation with the administrator(s) of the unit(s) to which the faculty member is jointly appointed. If the administrators of the units to which the faculty member is jointly appointed disagree on the annual evaluation, the next higher administrator to the primary academic unit will arbitrate the disagreement and will write the final annual faculty evaluation, if agreement cannot be reached among all joint appointment units.

For probationary faculty appointments and permanently tenured faculty appointments, the policies and procedures of the primary academic unit shall be used for reappointment, tenure, and promotion of the faculty member, as appropriate to the appointment type. Annual progress toward tenure letters for probationary faculty will be prepared by the unit administrator of the primary academic unit, in consultation with the administrator(s) of the unit(s) to which the faculty member is jointly appointed, and in consultation with the Personnel Committee of the primary academic unit. If there is disagreement on the progress toward tenure letter, the next higher administrator of the primary academic unit will confer with the Personnel Committee of the primary academic unit and with the administrators of the units to which the faculty member is jointly appointed, determine at his or her discretion the content of the letter, and prepare the progress toward tenure letter.

For all faculty on joint appointments, annual salary increase recommendations will be made on each funding source of the appointment according to the guidelines of the units, the Office of the President, and those of the University. If there is one source of funding, the administrators of the separate portions of the appointment will consult and recommend together. If there is disagreement, it will be appealed to the next higher administrator of the primary academic unit.
All faculty members who hold joint appointments are governed by the *ECU Faculty Manual*, and all provisions of each faculty appointment must be consistent with relevant sections of the *ECU Faculty Manual*. 

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Attachment 6.

**FACULTY GOVERNANCE COMMITTEE REPORT**

Proposed revision to *ECU Faculty Manual*, Appendix D., Section IV., A.3.b.

Composition of Personnel Committee

Revise the text in this section to read as follows:

(deletions are noted by strike through and additions are noted by bold print):

b. **Composition**

The composition of each unit’s Personnel Committee shall be determined by the unit but shall consist of at least three members. The membership of the committee shall be composed of some or all of only the permanently tenured and probationary-term voting faculty members of the unit, including those who are on leave but in attendance at the meeting at the time of the committee's vote, but excluding the unit administrator. At least two thirds of the Unit Personnel Committee membership shall be permanently tenured voting faculty. When there are not enough permanently tenured voting faculty members in the unit to satisfy this requirement, additional permanently tenured faculty shall be appointed according to the procedures in Section IV.A.1.b. above. All other members of the Unit Personnel Committee shall be elected by the permanently tenured and probationary-term voting faculty of the unit.