



# 2019-2020 FACULTY SENATE

The third regular meeting of the 2019-2020 Faculty Senate will be held on **Tuesday, November 12, 2019**, at 2:10 pm in room 249 of the new main campus Student Center located on 10<sup>th</sup> street.

## **FULL AGENDA**

(Live-streamed online [here](#))

**Revised\***

- I. Call to Order
- II. Approval of Minutes  
[October 15, 2019](#)
- III. Special Order of the Day
  - A. Roll Call
  - B. [Announcements](#)
  - C. Ron Mitchelson, Interim Chancellor
  - D. Mark Stacy, Vice Chancellor for Health Sciences
  - E.\* Stephanie Whaley, Assistant Vice Chancellor and Director of Admissions  
Report on [Freshman class and home-schooled admissions](#)
  - F. Ralph Scott, Faculty Assembly Delegate  
Report on [October 25, 2019](#) UNC Faculty Assembly Meeting
  - G.\* Jeff Popke, Chair of the Faculty  
Discussion of [Chancellor Search](#)
  - H. Question Period
- IV. Unfinished Business
- V. Graduate Council, Ron Preston

Formal faculty advice on curriculum and academic matters acted on and recorded in the [October 28, 2019](#) Graduate Council meeting minutes, including level 1 action items within the

[October 2, 2019](#), and [October 16, 2019](#) Graduate Curriculum Committee meeting minutes which were approved by its delegated authority and are reported here for information only.

## VI. Report of Committees

A. \* Admission and Retention Policies Committee, Eli Hvastkovs

Proposed addition to *University Undergraduate Catalog*, Academic Regulations: Attendance and Participation relating to student visitors in class (attachment 1).

B. Faculty Governance Committee, Jeff Popke

1. Proposed revisions to the *ECU Faculty Manual*, Part IV, Section I. Academic Code Units (attachment 2).

2. Second reading of proposed 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 (attachment 3).

C. Committee on Committees, Christina Tschida

Second reading of proposed revisions to the Undergraduate Curriculum Committee charge (attachment 4).

D. Calendar Committee, Rick McCarty

1. Proposed addition of MATH 0045 common final exam to be held concurrently with MATH 1064, beginning Spring Semester 2020 (attachment 5).

2. Proposed revision to the *ECU Faculty Manual* Part VI, Section I, Subsection VII. Final Examinations and the *University Undergraduate Catalog*, Academic Regulations, Examinations and Quizzes, Final Examinations (attachment 6).

E. Undergraduate Curriculum Committee, Jean-Luc Scemama

Curriculum and academic matters acted on and recorded in the 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.

F. Educational Policies and Planning Committee, Mark Bowler

Curriculum and academic program matters acted on and recorded in the 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.

G. Academic Awards Committee, Gabriel DiMartino

Proposed revisions to the selection procedures for the Annual University Service-Learning Teaching Excellence Award (attachment 7).

H. Writing Across the Curriculum Committee, Lisa Ellison

Curriculum and academic matters acted on and recorded in the [October 14, 2019](#) meeting including writing intensive course designation (WI) for RCTX 3240 and RCSC 3900.

VII. New Business

***Revised***

**ADMISSION AND RETENTION POLICIES COMMITTEE REPORT**

Proposed 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."**

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**Faculty Senate Agenda  
November 13, 2018  
Attachment 2.**

### **FACULTY GOVERNANCE COMMITTEE REPORT**

Proposed revisions to the *ECU Faculty Manual*, Part IV, Section I. Academic Code Units

(additions are noted in **red** text and deletions in ~~strikethrough~~)

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- I. Definition of Code Unit
- II. Organizing as a Code Unit

### III. Creating New Code Units and Making Changes to Existing Code Units

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#### 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 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).
2. 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 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 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 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 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."

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**Faculty Senate Agenda  
November 12, 2019  
Attachment 3.**

**FACULTY GOVERNANCE REPORT**

Second Reading of Proposed 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. **A 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 **G**rievant or **R**espondent 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

Faculty Senate Agenda  
November 12, 2019  
Attachment 4.

**COMMITTEE ON COMMITTEES REPORT**

Second Reading of Proposed Revisions to the Undergraduate Curriculum Committee Charge

(Additions are noted in **bold** and deletions in ~~strike through~~)

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.C.** 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.D.~~ **D.** 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.E.** The committee reviews and acts on revisions to the standards and requirements for admission to and retention in degree programs, certificates, and minors.
  - ~~G.F.~~ **F.** The committee considers other items that affect the curriculum of undergraduate programs.
  - H.G.** The committee acts on recommendations from the Council for **Educator Preparation** of ~~Teacher Education~~ regarding proposed changes in teacher education requirements.
  - I.H.** 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.I.** 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.

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**Faculty Senate Agenda  
November 12, 2019  
Attachment 5.**

**CALENDAR COMMITTEE REPORT**

Proposed 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:

FREN 1001, 2003, SPAN 1001, 2004, GERM 1001	5:00 - 7:30 Friday, May 1
FREN 1002, SPAN 1002, 2003, GERM 1002	5:00 - 7:30 Monday, May 4
MATH 0045, 1064	5:00 - 7:30 Tuesday, May 5

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, May 1
8:00 TTh	8:00 - 10:30 Thursday, April 30
9:00 MWF	8:00 - 10:30 Monday, May 4
9:00 TTh (9:30)	8:00 - 10:30 Tuesday, May 5
10:00 MWF	8:00 - 10:30 Wednesday, May 6
10:00 TTh	8:00 - 10:30 Thursday, May 7
11:00 MWF	11:00 - 1:30 Friday, May 1
11:00 TTh	11:00 - 1:30 Thursday, May 7
12:00 MWF	11:00 - 1:30 Monday, May 4
12:00 TTh (12:30)	11:00 - 1:30 Tuesday, May 5
1:00 MWF	11:00 - 1:30 Wednesday, May 6
1:00 TTh	11:00 - 1:30 Thursday, April 30
2:00 MWF	2:00 - 4:30 Friday, May 1
2:00 TTh	2:00 - 4:30 Thursday, Apr 30
3:00 MWF (3:30)	2:00 - 4:30 Monday, May 4
3:00 TTh (3:30)	2:00 - 4:30 Thursday, May 7
4:00 MWF	2:00 - 4:30 Wednesday, May 6
4:00 TTh	2:00 - 4:30 Tuesday, May 5
5:00 MWF	5:00 - 7:30 Wednesday, May 6
5:00 TTh	5:00 - 7:30 Thursday, April 30

### 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:

FREN 1001, 2003, SPAN 1001, 2004, GERM 1001	5:00 - 7:30 Thursday, December 10
FREN 1002, SPAN 1002, 2003, GERM 1002	5:00 - 7:30 Friday, December 11
MATH 0045, 1064	5:00 - 7:30 Tuesday, December 15

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.

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

FREN 1001, 2003, SPAN 1001, 2004, GERM 1001	5:00 - 7:30 Monday, May 3
FREN 1002, SPAN 1002, 2003, GERM 1002	5:00 - 7:30 Tuesday, May 4
MATH 0045, 1064	5:00 - 7:30 Friday, April 30

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, April 30
8:00 TTh	8:00 - 10:30 Thursday, April 29
9:00 M WF	8:00 - 10:30 Monday, May 3
9:00 TTh (9:30)	8:00 - 10:30 Tuesday, May 4
10:00 MWF	8:00 - 10:30 Wednesday, May 5
10:00 TTh	8:00 - 10:30 Thursday, May 6
11:00 MWF	11:00 - 1:30 Friday, April 30
11:00 TTh	11:00 - 1:30 Thursday, April 29
12:00 MWF	11:00 - 1:30 Monday, May 3
12:00 TTh (12:30)	11:00 - 1:30 Tuesday, May 4
1:00 MWF	11:00 - 1:30 Wednesday, May 5
1:00 TTh	11:00 - 1:30 Thursday, May 6
2:00 MWF	2:00 - 4:30 Friday, April 30
2:00 TTh	2:00 - 4:30 Thursday, April 29
3:00 MWF (3:30)	2:00 - 4:30 Monday, May 3
3:00 TTh (3:30)	2:00 - 4:30 Thursday, May 6

4:00 MWF	2:00 - 4:30 Wednesday, May 5
4:00 TTh	2:00 - 4:30 Tuesday, May 4
5:00 MWF	5:00 - 7:30 Wednesday, May 5
5:00 TTh	5:00 - 7:30 Thursday, April 29

**Faculty Senate Agenda  
November 12, 2019  
Attachment 6.**

**CALENDAR COMMITTEE REPORT**

Proposed 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."

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**Faculty Senate Agenda  
November 12, 2019  
Attachment 7.**

**ACADEMIC AWARDS COMMITTEE REPORT**  
Proposed 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 ~~strike through~~.

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:

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 15<sup>th</sup>, or the next business day if the 15<sup>th</sup> 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 1<sup>st</sup>, or the next business day if the 1<sup>st</sup> 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~~ **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.