



2020-2021 FACULTY SENATE

The second regular meeting of the 2019-2020 Faculty Senate will be held on
Tuesday, October 6, 2020, at 2:10 pm via WebEx.

AGENDA

[WebEx meeting link](#)

**Revised*

- I. **Call to Order**
- II. **Approval of Minutes**
[September 1, 2020](#) minutes
- III. **Special Order of the Day**
 - A. Roll Call
 - B. [Announcements](#)
 - C. Ron Mitchelson, Interim Chancellor
 - D. Grant Hayes, Acting Provost and Senior Vice Chancellor for Academic Affairs
Ying Zhou, Associate Provost of Institutional Planning, Assessment and Research*
[Academic Affairs Fixed-term Faculty Salary Study – Executive Summary and Full Report](#)
[Academic Affairs Fixed-term Faculty Salary Study – Presentation](#)
 - E. Jon Gilbert, University Athletics Director
 - F. Cal Christian, NCAA Faculty Athletics Representative
[Report on University Athletic Committee’s Academic Integrity Subcommittee](#)
 - G. ~~LaKesha Alston Forbes, Associate Provost for Equity and Diversity~~
~~Faculty Diversity Data~~ **report postponed to November or December meeting*
 - H. Jeni Parker, Faculty Assembly Delegate
Report on September 11, 2020 and October 2, 2020 UNC Faculty Assembly Meetings
 - I. Purificación Martínez, Chair of the Faculty
 - J. Approval of Fall 2020 Graduation Roster, including Honors College graduates
 - K. Question Period
- IV. **Unfinished Business**

V. Report of Graduate Council

Graduate Council, Ron Preston **September 21 meeting information added*

Formal faculty advice on curriculum and academic matters acted on and recorded in the [August 31, 2020](#), Graduate Council meeting minutes, 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 process for new program approval and matters acted on and recorded in the [September 21, 2020](#), Graduate Council meeting minutes, including the “[Thesis/Dissertation Digital Signature Sheet](#)” processing revision to help simplify the thesis/dissertation signature page completion process for both students and mentors which is a change from paper processing to digital processing, and is reported here for informational purposes only.

VI. Report of Committees

A. Writing Across the Curriculum Committee, Lisa Ellison

1. Curriculum and academic matters acted on and recorded in the [August 24, 2020](#) meeting including the removal of WI designation for MUSC 1406: Music History and Literature I.
2. Letter of support for the University Writing Center. (attachment 1)

B. University Environment Committee, Chad Carwein

Report on ECU’s Sustainability Program, for information only.

1. [Executive Summary](#) of the Sustainability Tracking, Assessment & Rating System (STARS) report
2. [ECU Sustainability presentation](#)

C. Faculty Governance Committee, Jeff Popke

1. Proposed revisions to the 2020 Administrative Surveys. (attachment 2)
2. Proposed revisions to the *ECU Faculty Manual*, Part VIII, Section I., Subsection I. Selection and Appointment of New Faculty, A. Determination and Number and Nature of Positions. (attachment 3)
3. Proposed 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. (attachment 4)

D. ~~Distance Education and Learning Technology Committee, Kathy Lohr~~
~~[Understanding Pronouns resource and How to Turn on Pronouns in Canvas](#) (for information only)~~ *information contained in [Announcements](#)*

E. Committee on Committees, Melinda Doty

1. Second reading of proposed revisions to the University Budget Committee charge.

- (attachment 5)
2. Second reading of proposed revisions to the General Education and Instructional Effectiveness Committee charge. (attachment 6)
 3. Election of one Alternate to the UNC Faculty Assembly. (attachment 7)
 4. Election of one 2021 term regular member to the Due Process Committee. (attachment 8)
 5. Election of three 2022 term regular members to the Safety and Security Committee. (attachment 9)
- F. Calendar Committee, Mark McCarthy
Proposed Winter Block Calendar – choice between two versions. (attachment 10)
- G. Faculty Welfare, Gail Ratcliff
Proposed revisions to *ECU Faculty Manual* Part XI., Section I. Employment Policies and Section II. Benefits and Leave. (attachment 11)
- H. Undergraduate Curriculum Committee, Stacy Weiss
Curriculum and academic matters acted on and recorded in the [September 10, 2020](#) 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.
- I. General Education and Instructional Effectiveness Committee, George Bailey
Curriculum and academic matters acted on and recorded during the [September 21, 2020](#) 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.

VII. New Business

**Faculty Senate Agenda
October 6, 2020
Attachment 1.**

WRITING ACROSS THE CURRICULUM COMMITTEE
Letter of support for the University Writing Center

September 14, 2020

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*

**Faculty Senate Agenda
October 6, 2020
Attachment 2.**

FACULTY GOVERNANCE REPORT

Proposed revisions to the 2020 Administrative Surveys

(Additions are in **bold** and deletions are in ~~strikethrough~~.)

ECU Administrator Survey
Deans and Directors Form

Leadership	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
1. Articulates a shared vision for the future	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Communicates priorities, standards, and administrative procedures effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Represents the college or library effectively to the community, region, and state	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teaching, Research/Creative Activity, and Service	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know

- | | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 4. Fosters a climate that promotes excellence in research/creative activities | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Fosters a climate that promotes excellence in teaching | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Fosters a climate that promotes excellence in patient care | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Promotes service activities related to the fulfillment of the University's mission | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Actively promotes student success | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Administration and Management

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
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- | | | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 9. Provides guidance, support and resources for faculty development, particularly related to recruitment, tenure and promotion | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. Effectively evaluates or assesses the units under his/her administration, acknowledges areas of excellence, and recommends areas where improvement is needed | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. Works effectively to identify and pursue philanthropic support for the college or library | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. Allocates the resources of the college or library effectively in accordance with institutional priorities | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Diversity and Collaboration

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
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- | | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 13. Encourages diversity and implements mechanisms for attracting and retaining underrepresented (students, staff and faculty) groups | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 14. Supports sound practices of collaboration, openness and shared governance | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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?

- Tenured
- Probationary term (tenure track)
- Fixed term
- EHRA non-faculty

18. How many years have you been employed at ECU?

- 0-3 years
- 4-10 years
- More than 10 years

~~19. 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**

20. What is your race/ethnicity?

- Asian
- Black or African American
- Hispanic
- White
- Other

ECU Administrator Survey
Vice Chancellor Form

Leadership

Strongly Disagree Disagree Neither Agree nor Disagree Agree Strongly Agree Don't Know

- | | | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Articulates a shared vision for the future | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Communicates priorities, standards, and administrative procedures effectively | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Represents the university effectively to the community, region, and state | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Teaching, Research/Creative Activity, and Service

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
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- | | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 4. Fosters a climate that promotes excellence in research/creative activities | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Fosters a climate that promotes excellence in teaching | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Fosters a climate that promotes excellence in patient care | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Promotes service activities related to the fulfillment of the University's mission | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Actively promotes student success | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Administration and Management

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
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- | | | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 9. Provides guidance, support and resources for faculty development, particularly related to recruitment, tenure and promotion | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. Effectively evaluates or assesses the units under his/her administration, acknowledges areas of excellence, and recommends areas where improvement is needed | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. Works effectively to identify and pursue philanthropic support for the university | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. Allocates the resources of the division effectively in accordance with institutional priorities | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Diversity and Collaboration

Strongly Disagree	Disagree	Neither Agree	Agree	Strongly Agree	Don't Know
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nor
Disagree

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?

- Tenured
- Probationary term (tenure track)
- Fixed term
- EHRA non-faculty

18. How many years have you been employed at ECU?

- 0-3 years
- 4-10 years
- More than 10 years

19. 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**

20. What is your race/ethnicity?

- a. Asian
- b. Black or African American
- c. Hispanic
- d. White

e. Other

ECU Administrator Survey
Chancellor Form

Leadership	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
1. Articulates a shared vision for the future	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Communicates priorities, standards, and administrative procedures effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Represents the university effectively to the community, region, and state	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teaching, Research/Creative Activity, and Service	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
4. Fosters a climate that promotes excellence in research/creative activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Fosters a climate that promotes excellence in teaching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Fosters a climate that promotes excellence in patient care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Promotes service activities related to the fulfillment of the University's mission	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Actively promotes student success	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administration and Management	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
9. Provides guidance, support and resources for faculty development, particularly related to recruitment, tenure and promotion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Effectively evaluates or assesses the units under his/her administration, acknowledges areas of excellence, and recommends areas where improvement is needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. Works effectively to identify and pursue philanthropic support for the university
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

Diversity and Collaboration

Strongly Disagree Disagree Neither Agree nor Disagree Agree Strongly Agree Don't Know

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?

- Tenured
- Probationary term (tenure track)
- Fixed term
- EHRA non-faculty

18. How many years have you been employed at ECU?

- 0-3 years
- 4-10 years
- More than 10 years

19. 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**

20. What is your race/ethnicity?
- Asian
 - Black or African American
 - Hispanic
 - White
 - Other

**Faculty Senate Agenda
October 6, 2020
Attachment 3.**

FACULTY GOVERNANCE REPORT

Proposed revisions to the *ECU Faculty Manual*, Part VIII, Section I.,
Subsection I. Selection and Appointment of New Faculty,
A. Determination and Number and Nature of Positions.

Academic Affairs issued guidance indicating that memos from unit personnel committees would no longer be required to appoint adjunct faculty because those positions are non-salaried. The Committee agreed that memos should be required for all faculty appointments and considered several options for revising the *Faculty Manual* to reflect that requirement, resulting in the proposed addition below.

Additions are in **bold**.

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. **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.

Faculty Senate Agenda
October 6, 2020
Attachment 4.

FACULTY GOVERNANCE REPORT

Proposed 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.

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.

...

A...

B...

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

COMMITTEE ON COMMITTEES REPORT

Second reading of proposed revisions to the University Budget Committee charge

(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 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.

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.~~
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**Faculty Senate Agenda
October 6, 2020
Attachment 6.**

COMMITTEE ON COMMITTEES REPORT

Second reading of proposed revisions to the General Education
and Instructional Effectiveness Committee charge

(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.
 - ~~GF.~~ 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.

**Faculty Senate Agenda
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Attachment 7.**

COMMITTEE ON COMMITTEES REPORT
Election of one Alternate to the UNC Faculty Assembly

Nominee: Andrew Brimhall, Human Development and Family Science

ECU's UNC Faculty Assembly Delegation

Delegates	Academic Unit	Term	Office Location	Telephone
Purificación Martínez	Chair of the Faculty* Foreign Languages and Literatures	2021	3308 Bate	328-6522
Jeni Parker	Theatre and Dance	2021	Messick 107	328-1212
Ralph Scott	Academic Library Services	2022	Joyner 4106	328-0265
Jeff Popke	Geography, Planning and Environment	2023	Brewster A-222	328-6087
George Bailey	Philosophy and Religious Studies	2023	Brewster A-330	328-6121
Alternates	Academic Unit	Term	Office Location	Telephone
Cody Chullen	Business	2021	Bate	737-4608
Catherine Rigsby	Geological Sciences	2022	Graham 101	328-4297
Anne Ticknor	Education	2022	Speight 209	328-6400
Pamela Reis	Nursing	2023	Health Sciences Building 3158	744-6478
OPEN		2023		

OPEN

*Chair of the Faculty terms begin and end with term in office.

**Faculty Senate Agenda
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COMMITTEE ON COMMITTEES

Election of one 2021 term regular member to the Due Process Committee

Nominee: Steve Cerutti, Foreign Languages and Literatures

DUE PROCESS COMMITTEE (tenured faculty members)

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
Ralph Scott C	Academic Lib. Services	Professor	2021	Academic Library Services	Joyner 4005	516	328-0265
OPEN			2021				
Rose Bailey	Business	Associate Professor	2022	Business	Slay 118	503	737-2475
Tom Shields	English	Associate Professor	2023	Arts & Sciences	Bate 2134	555	328-6715
Crystal Chambers VC	Education	Professor	2023	Education	Ragsdale 203	515	328-4649
Alternate Members							
Ed Treadwell S	Medicine	Professor	2021	Medicine	Brody 3E-59	628	744-7865
Eboni Baugh	Human Dev. & Family Science	Associate Professor	2021	Health & Human Performance	Rivers W 336	505	328-5714
Lisa Barricella	Academic Library Serv.	Associate Professor	2022	Academic Library Services	Joyner 1201	516	328-0838
Dana Espinosa	Kinesiology	Associate Professor	2022	Health & Human Performance	Minges 72	559	328-5445
Jeni Parker	Theatre & Dance	Associate Professor	2023	Fine Arts & Communication	Messick 107	553	328-1212

**Faculty Senate Agenda
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Attachment 9.**

COMMITTEE ON COMMITTEES

Election of three 2022 term regular members to the Safety and Security Committee

The Environmental Safety Committee is an administrative committee that traditionally had one representative from the Faculty Senate, appointed by the Chair of the Faculty. That committee has been reorganized with a new charge and membership that increases the representation of faculty, with three faculty representatives elected through the Faculty Senate process and one Chair of the Faculty representative.

Nominees: Mark Sprague, Physics
Jo Anne Balanay, Health Education and Promotion
Lok Pokhrel, Medicine/Health Education and Promotion

Safety and Security Committee (2 year terms)

Regular Member	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
OPEN			2022				
OPEN			2022				
OPEN			2022				

Faculty Senate Agenda
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Attachment 10.

CALENDAR COMMITTEE

Proposed Winter Block Calendar – choice between two versions

ECU is planning to offer a winter/mini block as part of the spring 2021 semester. The block will start after Thanksgiving and end before the start of class on Tuesday, January 19. All classes offered will be online only. There will be no face-to-face courses.

There are two proposed versions both of which start on Monday, November 30 after Thanksgiving. The main differences between the two is the time between Christmas and New Years', the end date and the number of class days.

Version 1 has a total of 27 days. This includes 26 class days and one for a final exam. The holidays in this version are December 24 and 25 as well as January 1. Monday, December 28 through Thursday, December 31 are class days. The final exam day for this block is Friday, January 8 providing students a full week and a day before the start of the regular spring semester on Tuesday, January 19.

Version 2 has a total of 26 days, 25 for class and one for a final exam. This is the same as a normal five-week summer school class. This version has the full week between Christmas and New Years' as a holiday. Classes would stop on December 23 and resume on Monday, January 4. Under Version 2 the final exam day is Wednesday, January 13. Students taking classes during this block will have five days off before the spring block begins, Thursday, January 14 through Monday, January 18.

Winter Break – VERSION 1

November 30, Monday	Classes begin; schedule adjustments
December 1, Tuesday	Last day for registration and schedule adjustments (drop / add)
December 2, Wednesday	Census Day (Official enrollment count taken at 5:00 pm.)

December 21, Monday	Last day for undergraduate and graduate students to withdraw from Winter courses without grades
December 24 - 25, Thursday – Friday	State Holiday (no classes)
December 30, Wednesday	Survey of Student Opinion of Instruction (SSOI) becomes available
January 1, Friday	State Holiday (no classes)
January 7, Thursday	Winter classes end; last day for Survey of Student Opinion of Instruction (SSOI); last day for submission of grade replacement requests.
January 8, Friday	Final Examinations for Winter
January 11, Monday	Grades due at noon

Spring 2021 traditional semester begins January 19, 2021

CLASS DAYS: 27 total which includes one for a final exam.

November (1)	30
December (21)	1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 28, 29, 30, 31
January (5)	4, 5, 6, 7, 8

HOLIDAYS

December 24, 25
January 1

Winter Break – VERSION 2

November 30, Monday	Classes begin; schedule adjustments
December 1, Tuesday	Last day for registration and schedule adjustments (drop / add)
December 2, Wednesday	Census Day (Official enrollment count taken at 5:00 pm.)
December 21, Monday	Last day for undergraduate and graduate students to withdraw from Winter courses without grades
December 24 - Thursday – Friday January 1,	State Holiday (no classes)
January 6, Wednesday	Survey of Student Opinion of Instruction (SSOI) becomes available
January 12, Tuesday	Winter classes end; last day for Survey of Student Opinion of Instruction (SSOI); last day for submission of grade replacement requests.
January 13, Wednesday	Final Examinations for Winter
January 15, Friday	Grades due at noon

Spring 2021 traditional semester begins January 19, 2021

CLASS DAYS: 26 total which includes one for a final exam.

November (1)	30
December (17)	1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23,
January (8)	4, 5, 6, 7, 8, 11, 12, 13

HOLIDAYS

December 24, 25, 28, 29, 30, 31

January 1

Faculty Senate Agenda

October 6, 2020

Attachment 11.

FACULTY WELFARE COMMITTEE REPORT

Proposed revisions to ECU Faculty Manual Part XI. Section I. Employment Policies and Section II. Benefits and Leave

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/financial_serv/accounts payable/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 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.

5. Community Service Leave. Leave is granted under certain criteria for volunteers to support schools, communities, citizens, and non-profit charitable corporations. See the [University Policy Manual \(http://www.ecu.edu/business_manual/Human_Resources_Policy13.htm\)](http://www.ecu.edu/business_manual/Human_Resources_Policy13.htm) **Leave Policy for Twelve-Month Faculty** and the UNC **Policy Manual Faculty Community Service Leave Policy (Chapter 300.2.10, <https://www.northcarolina.edu/apps/policy/index.php?section=300.2.10>)** "community service leave" policy

<http://www.northcarolina.edu/policy/index.php?pg=dl&id=288&inline=1&return-url=%2Fpolicy%2Findex.php%3Fpg%3Dvb%26tag%3DChapter%2B300>) for more information on this type of leave.

6. Military Service Leave.

Leave is granted to fulfill a military obligation, such as a call to active duty for a reservist.

See **the Faculty Military Leave Policy link (Chapter 300.2.8,**

<https://www.northcarolina.edu/apps/policy/index.php?section=300.2.8>

http://www.ecu.edu/business_manual/Human_Resources_Policy13.htm) for more information.

Faculty members may retain voting privileges while they are on leave of absence but in attendance at specified committee meetings, such as personnel, promotion, and tenure committees. Please refer to section IV. of the ECU Tenure and Promotion Policies and Procedures, 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." (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>

<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/> <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/> (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/circpolicy.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 **policy** 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/accounts payable/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)

PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

SECTION II

Benefits and Leave

CONTENTS

- I. Benefits
 - II. Workers' Compensation
 - III. Disability Insurance
 - IV. Vacation and Sick Leave
 - V. Faculty Serious Illness and Parental Leave Policy
-

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/in/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)