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

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
   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
   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

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.

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)

C. 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

D. 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)

E. Distance Education and Learning Technology Committee, Kathy Lohr
   Understanding Pronouns resource and How to Turn on Pronouns in Canvas (for information only)

F. 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)
G. Calendar Committee, Mark McCarthy
    Proposed Winter Block Calendar – choice between two versions. (attachment 10)

H. Faculty Welfare, Gail Ratcliff
    Proposed revisions to ECU Faculty Manual Part XI., Section I. Employment Policies and
    Section II. Benefits and Leave. (attachment 11)

I. 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.

J. 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**
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

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Teaching, Research/Creative Activity, and Service
4. Fosters a climate that promotes excellence in research/creative activities

5. Fosters a climate that promotes excellence in teaching

6. Fosters a climate that promotes excellence in patient care

7. Promotes service activities related to the fulfillment of the University’s mission

8. Actively promotes student success

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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

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ECU Administrator Survey
Vice Chancellor Form

Leadership

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3. Represents the university effectively to the community, region, and state

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**Diversity and Collaboration**

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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,
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.** The 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.

GE. The chair or appointed representative serves as an ex-officio member of the University Athletics Committee and Honors College Faculty Advisory Committee.
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
October 6, 2020
Attachment 7.

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

Nominee: Andrew Brimhall, Human Development and Family Science

<table>
<thead>
<tr>
<th>ECU's UNC Faculty Assembly Delegation</th>
<th>Delegates</th>
<th>Academic Unit</th>
<th>Term</th>
<th>Office Location</th>
<th>Telephone</th>
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<tr>
<td></td>
<td>Purificacion Martinez</td>
<td>Chair of the Faculty*</td>
<td>2021</td>
<td>3308 Bate</td>
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<tr>
<td></td>
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<td>Foreign Languages and Literatures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jeni Parker</td>
<td>Theatre and Dance</td>
<td>2021</td>
<td>Messick 107</td>
<td>328-1212</td>
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<tr>
<td></td>
<td>Ralph Scott</td>
<td>Academic Library Services</td>
<td>2022</td>
<td>Joyner 4106</td>
<td>328-0265</td>
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<td>Jeff Popke</td>
<td>Geography, Planning and Environment</td>
<td>2023</td>
<td>Brewster A-222</td>
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<td></td>
<td>George Bailey</td>
<td>Philosophy and Religious Studies</td>
<td>2023</td>
<td>Brewster A-330</td>
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<td></td>
<td>Cody Chullen</td>
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<td>2021</td>
<td>Bate</td>
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<td>Catherine Rigsby</td>
<td>Geological Sciences</td>
<td>2022</td>
<td>Graham 101</td>
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<td></td>
<td>Anne Ticknor</td>
<td>Education</td>
<td>2022</td>
<td>Speight 209</td>
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<td></td>
<td>Pamela Reis</td>
<td>Nursing</td>
<td>2023</td>
<td>Health Sciences Building 3158</td>
<td>744-6478</td>
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<tr>
<td></td>
<td>Open</td>
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<td>2023</td>
<td></td>
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</tr>
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</table>

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

<table>
<thead>
<tr>
<th>Regular Members</th>
<th>Academic Unit</th>
<th>Faculty Status</th>
<th>Term</th>
<th>College/School</th>
<th>Office Location</th>
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<th>Office #</th>
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<tbody>
<tr>
<td>Ralph Scott</td>
<td>Academic Lib. Services</td>
<td>Professor</td>
<td>2021</td>
<td>Academic Library Services</td>
<td>Joyner 4005</td>
<td>516</td>
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<tr>
<td>Rose Bailey</td>
<td>Business</td>
<td>Associate Professor</td>
<td>2022</td>
<td>Business</td>
<td>Slay 118</td>
<td>503</td>
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<tr>
<td>Tom Shields</td>
<td>English</td>
<td>Associate Professor</td>
<td>2023</td>
<td>Arts &amp; Sciences</td>
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<td>Brody 3E-59</td>
<td>628</td>
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<tr>
<td>Eboni Baugh</td>
<td>Human Dev. &amp; Family Science</td>
<td>Associate Professor</td>
<td>2021</td>
<td>Health &amp; Human Performance</td>
<td>Rivers W 336</td>
<td>505</td>
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<td>Lisa Barricella</td>
<td>Academic Library Serv.</td>
<td>Associate Professor</td>
<td>2022</td>
<td>Academic Library Services</td>
<td>Joyner 1201</td>
<td>516</td>
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<tr>
<td>Dana Espinosa</td>
<td>Kinesiology</td>
<td>Associate Professor</td>
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<td>Health &amp; Human Performance</td>
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<td>Jeni Parker</td>
<td>Theatre &amp; Dance</td>
<td>Associate Professor</td>
<td>2023</td>
<td>Fine Arts &amp; Communication</td>
<td>Messick 107</td>
<td>553</td>
<td>328-1212</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Regular Member</th>
<th>Academic Unit</th>
<th>Faculty Status</th>
<th>Term</th>
<th>College/School</th>
<th>Office Location</th>
<th>Mail #</th>
<th>Office #</th>
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</tbody>
</table>

Faculty Senate Agenda  
October 6, 2020  
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November 30, Monday</td>
<td>Classes begin; schedule adjustments</td>
</tr>
<tr>
<td>December 1, Tuesday</td>
<td>Last day for registration and schedule adjustments (drop / add)</td>
</tr>
<tr>
<td>December 2, Wednesday</td>
<td>Census Day (Official enrollment count taken at 5:00 pm.)</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Month</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>1</td>
</tr>
<tr>
<td>December</td>
<td>21</td>
</tr>
<tr>
<td>January</td>
<td>5</td>
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<table>
<thead>
<tr>
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<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>30</td>
</tr>
<tr>
<td>December</td>
<td>30, 1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 28, 29, 30, 31</td>
</tr>
<tr>
<td>January</td>
<td>4, 5, 6, 7, 8</td>
</tr>
</tbody>
</table>

HOLIDAYS
December 24, 25
January 1

Winter Break – VERSION 2

| 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.
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/accountspayable/travelmanual.cfm) 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 earliest convenience; normally the notification should be within one business day. Faculty members incurring an illness or emergency for more than three consecutive business days are to will be notified by the unit administrator of their potential entitlements under the Family and Medical Leave Act (FMLA). Refer to the Faculty Serious Illness and Parental Leave Policy http://www.ecu.edu/csadmin/HumanResources/Benefits.cfm for additional information on leave and benefits coverage under FMLA for cases of serious health conditions and/or parental leave.

Faculty members may take a leave of absence for one or more semesters (normally not more than two academic years or more often than once in three years) or appropriate period of time for the faculty in the Brody School of Medicine. The leave can be with salary or without salary, depending on the type of leave and the advance approval for the leave of absence.

Faculty members may retain voting privileges while they are on leave of absence but in attendance at specified committee meetings, such as personnel, promotion, and tenure committees. Please refer to section IV. of the ECU Tenure and Promotion Policies and Procedures, Part IV, Section I, located in the ECU Faculty Manual. Leaves of absence for probationary-term faculty members may, under cases of severe personal exigency or other compelling personal circumstances, include extension of the length of the probationary term. The conditions for, and approval process of, extensions of the probationary term can be found in Part IX, Section I, subsection II.C.4 of the ECU Appointment, Tenure, Promotion, and Advancement Policies and Procedures and Performance Review of Tenured Faculty, located in the ECU Faculty Manual. Continuation of benefits for faculty members on leave is covered by university and state regulations.

Prior to taking leave, faculty members are encouraged to speak with a university benefits counselor to determine benefit continuation options. Additional information is available at the following website: http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm (FS Resolution #11-46, March 2011)

Faculty members requesting a professional leave of absence should include the reason(s) for the request and the dates the faculty member is requesting leave. The unit administrator will forward the request to the Personnel Committee, which will make a recommendation to the unit administrator. The unit administrator will make a recommendation and will forward both recommendations to the
immediate supervisor. This procedure shall be repeated at each administrative level until the recommendation reaches the appropriate vice chancellor. After reviewing the recommendations, the vice chancellor will make a decision and will notify in writing the faculty member, the unit administrator, and the administrator's immediate supervisor.

Leaves of absence include, but are not limited to, the following:

1. Professional Leave. Leave is granted to give permanently tenured faculty members opportunities for research, advanced study and/or professional growth. For both permanently tenured and probationary-term faculty members, this type of leave allows faculty members to accept competitive awards in programs such as the Fulbright or Fogarty Fellowships, allowing research or advanced study opportunities. Faculty members requesting a professional leave of absence should include the reason(s) for the request and the dates the faculty member is requesting leave. The unit administrator will forward the request to the Personnel Committee, which will make a recommendation to the unit administrator. The unit administrator will make a recommendation and will forward both recommendations to the immediate supervisor. This procedure shall be repeated at each administrative level until the recommendation reaches the appropriate vice chancellor. After reviewing the recommendations, the vice chancellor will make a decision and will notify in writing the faculty member, the unit administrator, and the administrator's immediate supervisor.

2. Faculty Scholarly Reassignment. Leave is granted for a faculty member to pursue full-time a project involving research or creative (scholarly) activity. Details of the ECU Faculty Scholarly Reassignment policy, including eligibility and terms and conditions, are linked here on the Policies, Rules and Regulations University website.

3. Personal leave. In accordance with ECU’s Faculty Serious Illness and Parental Leave Policy, a faculty member may request personal leave for purposes such as serious illnesses, maternity leave, or parental leave as defined by the Family and Medical Leave Act (FMLA). See http://www.ecu.edu/cs-admin/HumanResources/Benefits.cfm http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm for more information.

4. Public service leave. A faculty member may run for political office, serve in appointed or elected public office, or serve in an appointed professional office and request a leave of absence. See “Political Activities of Employees” of the UNC policy manual policy (http://www.northcarolina.edu/policy/index.php?pg=vb&node_id=331 Chapter 300.5.1, https://www.northcarolina.edu/apps/policy/index.php?section=300.5.1) for more information on this type of leave.

Leave is granted to fulfill a military obligation, such as a call to active duty for a reservist. See the Faculty Military Leave Policy link (Chapter 300.2.8, 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:

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 EPAEHR A professional staff, the salary approved by the Board of Governors is the full compensation to be expected during the period of employment. No additional payments may be made for university duties that are generally related to the position to which the individual is appointed. The period of appointment includes all formal holidays and interludes during which no classes are scheduled.

Regardless of the salary source, total compensation paid during the period of appointment cannot exceed the salary amount authorized in the current appointment letter, except for extraordinary situations that must be approved in advance by the supervisor, department chair or school director, dean or director and vice chancellor.

Less Than Full-time Employees
Upon appropriate approvals, individuals with appointments of less than 1.0 FTE full-time during an academic year or fiscal year can increase their commitment up to full-time 1.0 FTE with additional compensation. However, in no event may the effort of an individual exceed full-time commitment unless specifically approved by their unit administrator in advance; additional compensation must be proportional to the base salary rate and not exceed full-time equivalency unless specifically approved in advance.

Research/Creative Activity
It is expected that such other proposed duties or tasks may require reduction in other planned responsibilities of the faculty or professional staff member. For example, arrangements may be made for reassigned time or research contract “buyouts” if nine-month faculty members are to conduct sponsored program activities during the regular academic year. Sponsored program activity does not normally constitute extraordinary or exceptional projects for consideration for supplemental payment.

Overloads
Under extraordinary circumstances, overloads may be approved for faculty to teach additional for credit courses. This is only allowable if this does not cause a conflict of commitment with other assigned duties, and the faculty member has an appropriate workload prior to consideration of the overload.

Summer Overloads
No overloads will be permitted during summer school sessions except in extraordinary circumstances and with prior approval by their unit administrator. Compensation from any and all salary sources for summer employment may be arranged not to exceed three-ninths of the previous year’s nine-month annual salary base rate. The pay rate from summer school funds and distance education summer school courses will be based on a percentage of the nine-month rate up to a published annual maximum per session. The specific rates may be obtained through the office of the Provost.

Work for ECU Outside the Home Unit: Prior approval to teach or perform other duties outside the faculty member’s home unit is required from all involved administrative levels.

Salary Conversion Rate for Faculty
Information regarding salary conversion rates for faculty is detailed in individual appointment letters or the applicable policy is referenced in individual appointment letters.

External Activities for Pay
The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by the ECU Faculty Manual can be found here: https://www.ecu.edu/prr/01/15/03. Individuals are expected to comply with these policies this policy that include seeking prior administrative permission to the commencement of the activity and the filing of annual conflict of interest statements at the end of the academic year. (FS Resolution #12-70, April 2012)

VI. Emeritus Faculty Privileges
Upon the recommendation of the unit personnel committee, unit head, appropriate dean, and appropriate vice chancellor, in accordance with criteria defined in the unit code, the chancellor may grant the faculty retiree emeritus status (as defined in Personnel Policies and Procedures for the Faculty, ECU Faculty Manual, Part VIII, Section I.) which includes listing in Undergraduate and Graduate Catalogs, the continuance of eligibility to march, wearing appropriate regalia, in University commencement exercises and other University formal processions, as active faculty. (FS Resolution #13-97, December 2013)

VII. Travel and Expense Allowances
A. Paid Travel
All business related travel must have written authorization prior to travel, and be approved in advance as requested by either the academic department or college. Full documentation and explanation are required for all travel. Approval within the online travel system satisfies this requirement. Business related travel may be covered by the university using department funds or through grant funds or other sources. All reimbursement requests shall be filed for approval and payment made within thirty days after the end of the travel period for which reimbursement is being requested.

The mode of transportation for travel could be completed by the following methods: private car, state car, rental car, airplane, bus, taxi, railroad, etc. For more information on travel approval and reimbursements, refer to the following Financial Services websites:

https://financialservices.ecu.edu/

http://ecu.edu/cs-admin/financial_serv/indextraveloffice.cfm

http://ecu.edu/cs-admin/financial_serv/accountspayable/TravelApprovalandReimbursement.cfm

B. Unpaid Travel
If a faculty member is traveling for business reasons, but is not going to be reimbursed for travel expenses, the pre-approved travel authorization forms still need to be completed. This process helps with the authorization of workers’ compensation should an accident occur during the travel period. (FS Resolution #11-19, February 2011)

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PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

SECTION II

Benefits and Leave
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](http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm). See the [University Policy Manual](http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm) 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](http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm) and [Office of Environmental Health and Safety website](http://www.ecu.edu/cs-admin/oehs/ih/workerscomp.cfm). (FS Resolution #11-61, April 2011)

III. Disability Insurance
ECU has disability insurance coverage for both short-term (2 to 12 months with the possibility of a 12 month extension) and long-term (greater than 12 months) situations. The specific details of the disability insurance options can be found at the HR Benefits website: [http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm](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](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](http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm) 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](http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm) for more information. (FS Resolution #11-61, April 2011)