



2021-2022 FACULTY SENATE

The seventh regular meeting of the 2021/2022 Faculty Senate will be held on **Tuesday, March 29, 2022**, as a WebEx meeting.

AGENDA

**Revised*

[WebEx meeting link](#)

I. Call to Order

II. Approval of Minutes

[February 22, 2022](#)

III. Special Order of the Day

A. Roll Call

B. [Announcements](#)

C. Philip Rogers, Chancellor

D. Stephanie Coleman, Vice Chancellor for Administration and Finance

E. Purificación Martínez, Chair of the Faculty

F. 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 [March 21, 2022](#), Graduate Council meeting minutes, including level I action items from the [February 16, 2022](#), and [March 2, 2022](#), Graduate Curriculum Committee meeting minutes which were approved by its delegated authority and are reported here for informational purposes.

Programmatic action item (CG 22-03) recorded in the [March 21, 2022](#), Graduate Council meeting minutes, included level II programmatic action items from the [February 16, 2022](#) and [March 2, 2022](#) Graduate Curriculum Committee meeting minutes, which were forwarded to the Educational Policies and Planning Committee (EPPC), including an establishment of a new dual degree (level II) Hispanic Studies, MA / Marriage and Family Therapy, MS Dual Degree from the Department of Foreign Languages and Literatures; an establishment of a new accelerated program (level II) Accelerated Bachelor of Science in Criminal Justice/Master of Science in Criminal Justice from the Department of Criminal Justice; an establishment of a new certificate (level II) Pharmaceutical

Sciences and Technologies Certificate from the Department of Chemistry, within the Thomas Harriot College of Arts and Sciences; an establishment of a new certificate (level II) School Counseling Certificate from the department of Interdisciplinary Professions; and a revision of existing degrees (level II) Elementary Education, MAEd, and Middle Grades Education, MAEd from the Department of Elementary Education and Middle Grades Education within the College of Education.

Graduate Policy action items (GC 22-04) approved by the Graduate Council and recorded in the [March 21, 2022](#), Graduate Council meeting minutes included a revision to the Significance of Course Numbers policy in the Graduate Catalog that allows requests for exceptions to the thesis to non-thesis policy to be made to the Dean of the Graduate School.

VI. Report of Committees

A. Admission and Retention Policies Committee, Eli Hvastkovs

1. Proposed revisions to ECU Credit/Contact Hour Guidelines (attachment 1).
2. Proposed revisions to ECU Faculty Manual, Part VI., Section I., Subsection II. Office Hours (attachment 2).
3. Proposed revisions to *ECU Faculty Manual* Part VI., Section I., Subsection X. Class attendance and Participation Regulations (attachment 3).
4. ~~Proposed revisions to ECU Faculty Manual Part VI., Section II. Academic Integrity (attachment 4).~~ (*postponed to future meeting*)
5. Proposed revisions to ECU Faculty Manual Part VIII., Section I., Subsection II.A. Teaching Responsibilities (attachment 5).

B. Writing Across the Curriculum Committee, Lisa Ellison

Curriculum and academic matters acted on during the [February 14, 2022](#) meeting including the following:

- Removal of writing intensive (WI) designation from:
 - HIMA 4153 Management of Health Information Services Department
 - ENGR 3100 Internship in Engineering
 - ENGR 3400 Engineering Economics
 - ENGR 3500 Introduction to Engineering Project Management
- Notification of banking of ENGL 4020, 4030
- And retention of WI designation for:
 - JUST 3501 after prerequisite change
 - JUST 3502 after prerequisite change

And during the [March 14, 2022](#) meeting:

- Retention of WI designation for:
 - GRBK/ASIA 2010 after prerequisite change
 - GRBK 2400 after prerequisite change
 - GRBK 2500 after prerequisite change
 - GRBK 3601 after prerequisite change
- Proposed revisions to the Writing Intensive Course Proposal form (attachment 6)

C. Undergraduate Curriculum Committee, Stacy Weiss

Curriculum and academic matters acted on during the [February 10, 2022](#) meeting including curricular actions in the following units:

- Department of Criminal Justice within the Thomas Harriot College of Arts and Sciences

- Department of Human Development and Family Science within the College of Health and Human Performance
- Department of Kinesiology within the College of Health and Human Performance
- School of Theatre and Dance within the College of Fine Arts and Communication
- Department of Geological Sciences within the Thomas Harriot College of Arts and Sciences

And curriculum and academic matters acted on during the [February 24, 2022](#) meeting including curricular actions in the following units:

- Department of Kinesiology within the College of Health and Human Performance
- Department of Geography, Planning, and Environment within the Thomas Harriot College of Arts and Sciences
- Department of Engineering within the College of Engineering and Technology
- Department of Anthropology within the Thomas Harriot College of Arts and Sciences
- Department of Sociology within the Thomas Harriot College of Arts and Sciences
- Department of English within the Thomas Harriot College of Arts and Sciences
- Department of Mathematics within the Thomas Harriot College of Arts and Sciences

D. Service-Learning Committee, Priti Desai

1. Updated definition of service learning and Service-Learning Certificate of Recognition and Honor Cord Processes (attachment 7, *for information only*).*
2. Proposed revisions to the Service-Learning Course Application (attachment 8).*

E. Calendar Committee, Anne Ticknor

Alternate Block Calendars for Fall 2023 and Spring 2024 (attachment 9).

F. Educational Policies and Planning Committee, John Collins

Curriculum and academic matters acted on and recorded in the [March 18, 2022](#) meeting including the following:

- program revision of the Geology, BS
- new minor in Medical Sociology
- new minor in Medical Anthropology
- new Accelerated BA in Multidisciplinary Studies/MS in Security Studies
- new Accelerated BS in Multidisciplinary Studies/MS in Security Studies
- new Accelerated BA in Political Science/MPA in Public Administration
- new Accelerated BS in Political Science/MPA in Public Administration
- program revision of the MPA in Public Administration
- new graduate certificate in Healthcare Emergency Planning and Disaster Response
- new minor in Professional Writing and Information Design
- new minor in Dance
- new minor in Stage Management
- APR unit response of School of Hospitality Leadership
- APR unit response of Department of Philosophy and Religious Studies

G. Faculty Governance Committee, Mark Bowler

Second reading of proposed revisions to *ECU Faculty Manual* Part II Faculty Constitution and By-Laws (attachment 10).

H. General Education and Instructional Effectiveness Committee, George Bailey

Curriculum and academic matters acted on in the [February 21, 2022](#) meeting including:

- The following transfer credit approval:
 - Global Diversity (GD) credit for ANTH& 206 Cultural Anthropology from Pierce College [Note, the “&” in “ANTH&” is not a typo]
- Maintaining Domestic Diversity (DD) credit for GEOG 4340 after prerequisite change
- Global Diversity (GD) credit for ANTH 3015 Cultures of the Middle East

I. Research and Creative Activities Committee, Joi Walker

2023 Faculty Support and Reassignment Awards for Research and Creative Activity (attachment 11, *for information only*)

J. Committee on Committees, Melinda Doty

First reading of proposed revision to the charges of 14 University Standing Academic Committees (attachment 12)

VII. New Business

Faculty Senate Agenda
March 29, 2022
Attachment 1.

ADMISSION AND RETENTION POLICIES COMMITTEE
Proposed revision to ECU Credit/Contact Hour Guidelines

The Committee was asked by the Undergraduate Curriculum Committee to provide guidance regarding the possibility of zero-credit hour courses after they received a proposal for a course that would have 0 credits. The Committee agreed the revision should appear in the existing ECU Credit/Contact Hour Guidelines, and after crafting a proposal, circulated it to the Undergraduate Curriculum Committee, the Educational Policies and Planning Committee, and the Graduate Curriculum Committee for feedback.

Additions in **bold** and deletions in ~~strikethrough~~.

ECU Credit/Contact Hour Guidelines

ECU adheres to institutional definition of credit hour as outlined in [REG02.07.01](#), the federal definition of a credit hour, as well as [UNC Policy Manual 400.1.6](#), and the Carnegie unit for contact time. This regulation applies to all courses at all levels that award academic credit (i.e. any course that appears on an official transcript issued by the university) regardless of the mode of delivery or site of instruction, including but not limited to self-paced, online, blended/hybrid, lecture, seminar, studio, laboratory, independent studies, internship, practicum, and experiential learning activities.

One credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

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

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

In fully online, hybrid and other courses where direct instruction is not the primary instructional method of delivery, an equivalent amount of work inside and/or outside of an online learning management system is required, which includes but not limited to readings, recorded lectures, tutorials, interactive activities, virtual labs, online testing, discussion boards, virtual project groups, essays, etc. Time expectations for students in online and hybrid courses are consistent with traditional classes when time committed to readings and videos, participation in shared discussions or group work, and time working independently on course-related activities and assignments are equivalent. Credits hours assigned to a course where direct instruction is not the primary mode of learning must equal the number of credit hours that would be assigned to that course were direct instruction the primary mode of learning. Regardless of the format of course content delivery, course workload expectations must align with the stated learning outcomes for students. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study.

Any course that is associated with a final grade assignment must have the required number of credit hours associated with it as stated in the ECU Credit/Contact hour guidelines. Any zero credit hour (CH) course must be linked with a co-requisite course. The assigned grade for the credit-bearing course must represent work performed and completed in the associated corequisite zero CH course.

Definition of Credit and Contact Hours

Credit Hour: A unit of measure representing the time and activity required for one semester hour of credit.

Contact Hour: A unit of measure consisting of 50 minutes of either scheduled faculty instruction given to the student or student self-directed activity.

Relationship of Pedagogical Forms to Instructional Format

Pedagogical forms are the learning activities that support the unit of content. Different instructional formats utilize different combinations of pedagogical forms, such as direct faculty instruction; faculty directed experiential work; self-directed experiential work; supervised group activity; and outside of class student preparation. Some instructional formats require little to no student preparation, while others require an average of 2 hours of student preparation for each contact hour of faculty instruction.

In adhering to the [Federal Student Aid Handbook](#) definition of a credit hour, the amount of academic work assigned through different pedagogical forms that goes into a single semester credit hour is often calculated as follows:

- One lecture (taught) or seminar (discussion) credit hour represents 1 hour per week of scheduled class/seminar time and 2 hours of student preparation time. Most lecture and seminar courses are awarded 3 credit hours. Over an entire semester, this formula represents at least 45 hours of class time and 90 hours of student preparation.
- Other academic activities (supervised clinical rounds, visual or performing art studio, supervised student teaching, field work, etc.) one credit hour represents 3-4 hours per week of supervised and /or independent practice. This in turn represents between 45 and 60 hours of work per semester. Blocks of 3 contact hours, which equate to a studio or practice course, represent between 135 and 180 total hours of academic work per semester.

Application of Credit Hour Policy to Instructional Format¹

Clinical

A course that requires medical- or healthcare-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on or simulated environment.

Clinical experience credit hours are assigned based on 40 contact hours, or one week, per credit hour or otherwise determined by programmatic accreditors.

Colloquia

A course that requires students to participate in an unstructured or informal meeting for the exchange of views on a specific topic with an expert or qualified representative of the field or discipline.

Credit hours associated with this type of instruction will be assigned credit depending upon the amount of activity undertaken, faculty supervision, the student's outside activity and determination of programmatic accreditors, when applicable.

Individual Study

A course that requires students to participate in individualized, independent, directed, or guided studies under the supervision of an expert or qualified representative of the field or discipline that cannot be otherwise classified as internship, field experience, cooperative education, practicum, recital, performance, or ensemble.

Credit hours associated with this type of instruction will be assigned credit depending upon the amount of activity undertaken, faculty supervision, and the student's outside activity.

Internship/Field Experience/Cooperative Education

A course that requires students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution, generally under the supervision of an employee of the given external entity.

A minimum of 45 contact hours per semester = 1 credit or as otherwise determined by programmatic accreditors.

Laboratory

A course that requires scientific- or research-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment, typically held in spaces containing special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline.

Faculty-directed and/or laboratory courses with outside preparation assigned require a total of 2 contact hours per week of combined faculty instruction and experiential/laboratory work, plus one hour of student preparation for 15 weeks for each credit hour.

Self-directed laboratory courses require a total of 3 contact hours per week of combined faculty supervision, experiential/laboratory work, and student preparation for 15 weeks for each credit hour.

Lecture

A course that requires the extended expression of thought supported by generally-accepted principles or theorems of a field or discipline led by an expert or qualified representative of the field or discipline. One credit requires one contact hour of faculty instruction and a minimum of two contact hours student preparation each week for 15 weeks.

Lecture & Lab

A course that requires the combined attributes of a lecture course and a lab course. Credit hours should be an aggregate of the credit hours for lecture and lab based on the existing lecture and lab credit hour guidelines.

Physical Activity

A course that requires students to participate in physical training, physical conditioning, or other physical exercise activities, sports, or games.

Faculty-directed and/or laboratory courses with outside preparation assigned require a total of 2 contact hours per week of combined faculty instruction and experiential/laboratory work, plus one hour of student preparation for 15 weeks for each credit hour.

Self-directed physical activity courses require a total of 3 contact hours per week of combined faculty supervision, experiential/laboratory work, and student preparation for 15 for each credit hour.

Practicum

A course that requires students to participate in an approved project or proposal that practically applies previously studied theory of the field or discipline under the supervision of an expert or qualified representative of the field or discipline.

A minimum of 45 contact hours per semester = 1 credit hour or as otherwise determined by programmatic accreditors.

Recitation

A course that requires the extended expression of thought supported by generally-accepted principals or theorems of a field or discipline led by a teaching assistant or instructor under the guidance of a permanent faculty member, which often supplements or expands upon the content of a related or co-requisite course.

One credit requires one contact hour of faculty instruction and a minimum of two contact hours student preparation each week for 15 weeks.

Recital/Performance/Ensemble

A course that requires recital-, performance-, or ensemble-focused experiential work, including individual lessons, where students practice or rehearse and ultimately perform works of music, dance, or theatre for a jury or audience. A course that requires no fewer than 2 contact hours per week of combined faculty instruction and experiential/laboratory work, plus one hour of student preparation for 15 weeks for each credit hour.

Seminar

A course that requires students to participate in structured conversation or debate focused on assigned readings, current or historical events, or shared experiences led by an expert or qualified representative of the field or discipline.

One credit requires one contact hour of faculty instruction and a minimum of two contact hours student preparation each week for 15 weeks per credit hour.

Studio

A course that requires visual- or aesthetic-focused experiential work where students test, observe, experiment, or practice a field or discipline in a hands-on environment.

For studio coursework, 1 semester hour represents 2 contact hours of in-class time and one hour of work outside of class for each credit hour.

Student Teaching

A course that requires students to instruct or teach at an entity external to the institution, generally as part of the culminating curriculum of a teacher education or certification program.

A minimum of 45 contact hours per semester = 1 credit hour or as otherwise determined by programmatic accreditors.

Study Abroad

A course that includes a short-term, faculty-led study abroad experience.

Credit hours vary by the duration of overseas experience as well as the amount of pre-trip and post-trip academic work. A minimum of 45 contact hours per semester = 1 credit as outlined on the Study Abroad Contact Hour Worksheet.

Dissertation/Thesis

A course that includes individual research towards a project completed as part of a postgraduate degree.

Credit hours associated with this type of instruction will depend upon the amount of activity undertaken, faculty supervision, and the student's outside activity.

¹ Note: An hour of instruction/student work is defined as 50 minutes.

Approved by: Faculty Senate ~~1.29.19~~ **TBD**
Admissions & Retention Committee ~~12.3.18~~ **10.4.21**
Educational Policy & Planning Committee ~~11.9.18~~ **11.12.21**
Graduate Curriculum Committee **10.20.21**
Undergraduate Curriculum Committee ~~9.27.18~~ **10.28.21**

Faculty Senate Agenda March 29, 2022 Attachment 2.

ADMISSION AND RETENTION POLICIES COMMITTEE

Proposed revisions to ECU Faculty Manual, Part VI., Section I., Subsection II. Office Hours

Additions in **bold** and deletions in ~~strikethrough~~.

II. Office Hours **for Student Engagement**

In addition to teaching, each instructor must maintain **at least five weekly** office hours ~~five hours during a work-week~~ **that reflect the mode of delivery and timing of the courses taught** to be available to ~~advisees and to campus and online~~ students **and advisees** who wish to consult with ~~him or her~~ **them**. It is strongly recommended that the instructor ~~be~~ **make themselves** available either on campus or **virtually** online at least one hour each day during the work-week. **Office hours should be provided for student-instructor engagement that mirror the delivery of the course. Instructor office hour availability should reflect the availability of the students in the class to participate in the office hour interaction. In situations where an instructor's course and service load does not necessitate the minimum weekly office hour requirement, the instructor may maintain less than five hours concomitant with their service and teaching load if approved by the unit administrator.**

~~Instructors who teach only~~ **For** face to face/**in-person** ~~C~~ courses: Instructors must maintain office hours in a designated location **accessible to students** for a minimum of five hours during the work-week to be available to counsel students ~~or to answer email~~. **If the instructor chooses, and if approved by the unit administrator, a portion of the office hour requirement may be provided virtually via a university-approved meeting software platform.**

~~Instructors who teach only~~ **For** online courses: Instructors must establish a time frame of a minimum of five hours during the work-week in which they are available to ~~answer email from~~ **interact with** students who wish to consult with them. **Office hours for strictly online courses must be held virtually via university-approved meeting software platform.**

~~Instructors who teach a~~ **For** hybrid online/face to faces course or ~~a for instructors with a~~ combination of online and face to face courses: Instructors must maintain **five weekly** office hours **to interact with students that reflect the mode of delivery, timing, and proportion of the types of courses taught.** ~~in a designated location for a minimum of five hours during the work-week to be available to counsel students to answer the email of their online students.~~

Each Instructor is to submit to the unit administrator a schedule of their office hours and the unit administrator is to have a complete schedule of the office hours of all Instructors of the unit. The office hour availability schedule is to be posted **in the course syllabus**, on the Instructor's office door, and/or on the online course website. ~~(FS Resolution #10-53, April 2010)~~

Official communication between students and instructors is via ECU email. Instructors should reply to student emails within 24 hours if received during the normal workweek (M-F) or within 72 hours if emails are received during a non-work day (weekends, holidays), or if the instructor is away from the office on university-related business.

Faculty Senate Agenda
March 29, 2022
Attachment 3.

ADMISSION AND RETENTION POLICIES COMMITTEE
Proposed revisions to *ECU Faculty Manual* Part VI., Section I.,
Subsection X. Class attendance and Participation Regulations

Additions in **bold** and deletions in ~~strikethrough~~.

X. Class Attendance and Participation Regulations

A student's participation in the work of a course is a precondition for receiving credit for the course. Students are expected to attend punctually all lecture and laboratory sessions and field experiences and to participate in course assignments and activities as described in the course syllabus. Absences are counted from the first class meeting after the student registers. Students registering late are expected to make up all missed assignments in a manner determined by the instructor.

Each instructor shall determine the class attendance policy for each of his or her courses as long as the instructor's policy does not conflict with university policy. The instructor's attendance policy, along with other course requirements, will be provided to the class on a syllabus distributed at the first class meeting. Class attendance may be a criterion in determining a student's final grade in the course if the instructor provides a written statement to this effect in the course syllabus. In determining the number of unexcused absences which will be accepted, the instructor should consider carefully the nature of the course, the maturity level of the students enrolled, and the consequent degree of flexibility included in the instructor's policy.

Students should consult with their instructors about all class absences. It is the responsibility of the student to notify the instructor immediately about class absences, to provide appropriate documentation for an absence, and discuss any missed class time, tests, or assignments. Except in **the case of** university-excused absences **(UEA) situations where the correct timeline policy has been followed (see below)**, it is the decision of the instructor to excuse an absence or to allow for any additional time to make up missed tests or assignments. Excused absences should not lower a student's course grade, provided that the student, in a manner determined by the instructor, is able to make up the work that has been missed and is maintaining satisfactory progress in the course.

Medical Absences

Short-term illnesses and other medical conditions are not eligible for a university excused absence. Based on syllabus language and departmental policy, instructors should use their discretion to honor written medical excuses from a licensed medical or psychological practitioner that states that student was too ill or injured to attend class and provides the specific date(s) for which the student was unable to attend class due to the medical or psychological problem. Student Health Services does not issue official written excuses for illness or injury, but will, upon request at the time of the visit, provide a note confirming that the student has received medical care.

~~Student Health Services does not issue official written excuses for illness or injury, but will, upon request at the time of the visit, provide a note confirming that the student has received medical care.~~ **For chronic medical conditions or short-term injuries which do not require hospitalization, but may impact student course performance, students may work with ECU Disability Support Services (DSS) to help coordinate the required classwork with the participation of the course instructor. In each case, DSS must have documentation in order to verify the circumstance, take action, and advocate on behalf of the student. Each request is determined on an individual basis collaboratively between the student, the instructor, and with a review of the documentation provided.**

~~In the event that the student is seriously ill or injured at the time of final examinations the Student Health Service or the Center for Counseling and Student Development, on request of the student, may recommend a medical incomplete. Instructors should normally honor written medical excuses from a licensed medical or psychological practitioner that states the student was too ill or injured to attend class and provides the specific date(s) for which the student was unable to attend class due to the medical or psychological problem.~~

University-Excused Absences

The Dean of Students may authorize university-excused absences **(UEA)** in the following situations:

Type 1 – Pre-planned Activities:

1. Student participation in authorized activities as an official representative of the university (i.e. athletic events **including both varsity and ECU sanctioned club activities**, delegate to regional or national meetings or conferences, participation in university-sponsored performances).
2. Participation in other activities deemed by the Dean of Students to warrant an excused absence, such as **non-emergency situation** required military training.
- ~~3. An extreme personal emergency or serious medical condition.~~

~~4. The death of an immediate family member (such as parent, sibling, spouse or child)~~

~~5.3. Student participation in religious holidays.~~

4. A court subpoena where the student is a witness to or a victim of a crime requiring them to testify.

Type 2 – Emergency or Unexpected Circumstances:

5. Emergency military-related duties.

6. An extreme personal emergency or serious medical condition.

7. The death of an immediate family member (such as, **but not limited to, parent, sibling, spouse or child).**

8. Any other circumstance that impacts student performance and is characterized as emergency or unexpected as deemed by the Dean of Students Office.

For Type 1 absences, the student must notify the affected instructor(s) of the upcoming UEA as soon as they are made aware that a course session will be missed, but no later than two (2) weeks before the date(s) of the UEA. In cases where a 2-week notice cannot possibly be given (e.g., the first day of class for a UEA within a 2-week time window), the student shall inform the instructor of the UEA as soon as they enroll in the class or during the first class session meeting.

Notification at this stage may be informal, but may include verbal or written (i.e., email) communication between student and instructor informing the latter of the UEA and course dates to be missed. If applicable, the instructor may request informal written confirmation of the upcoming UEA from the faculty leader/officer in charge/coach who will be responsible for the group during the course session absence. This notification lead time is important so that any appropriate adjustments for missing coursework can be made by the instructor if necessary. Instructors may choose to not offer alternative arrangements for any missed work if they student did not provide proper lead time notification for Type 1 UEA. In non-emergency (Type 1) UEA situations where the UEA was not appropriately communicated by the faculty in charge to students that results in students not being able to inform affected instructors with proper lead time, affected instructors may choose to not honor the UEA.

For Type 2 absences, the student shall inform the instructor(s) of the affected course(s) that they will miss a session(s) as soon as they are made aware that they will be missed. Because of the unexpected nature of the absence, no lead time notification is necessary, and instructors are expected to make any necessary arrangements for the coursework that the student may have missed.

For all UEAs, it is the student's responsibility to obtain official verification of a ~~university-excused absence~~ UEA by contacting the Dean of Students as soon as they are made aware that they will be absent from a class meeting. Official notification from the Dean of Students documenting the UEA will often be delivered to instructors after the absence occurred.

The responsible faculty member or designee (i.e., faculty mentor or coach) leading university related efforts resulting in Type 1 absences must initiate the UEA request for the group (i.e., those involving a team or a class) by following the procedure outlined by the Dean of Students office. Faculty must inform their students of these procedures to initiate the UEA process with enough lead time so that affected instructors can be made aware of

the UEA. These Faculty UEA requests for university-excused absences should be submitted according to the procedures and timeline established by the Dean of Students. Requests submitted after the fact will be disapproved unless circumstances made make prior approval impossible.

Provided that the proper lead time notification was given by the students for Type 1 UEAs, instructors are expected to honor all (both Type 1 and Type 2) valid university-excused absences, and to provide reasonable and equitable means for students to make up work missed as a result of those absences. Students who anticipate missing 10% or more of class meeting time as a result of university-excused absences UEAs are required to receive approval from the instructor at the beginning of the semester. Student experiences that cannot be made up should be discussed at the onset of the course to ensure that continued enrollment is feasible while there is still the opportunity to drop the course within the schedule change period.

No instructor should urge a student to take part in an extracurricular activity at the expense of the student's class work or expect the student to appear at any practice or rehearsal if he or she has a scheduled class at that time. No class absences will be excused for practices or rehearsals. Only absences for performances and necessary travel to and from performances are excused.

A student who believes that he or she has been treated unfairly concerning absences or has been misinformed by the instructor regarding that instructor's absence policy shall have the right to appeal. The appeal shall be in writing to the instructor's department chairperson or school director, and in the event the resolution is not satisfactory, the final decision rests with the academic dean. (FS Resolution #12-62, April 2012; FS Resolution #17-79, December 2017)

Faculty Senate Agenda
March 29, 2022
Attachment 4.

****POSTPONED TO FUTURE MEETING****

ADMISSION AND RETENTION POLICIES COMMITTEE

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

(REPORT FORTHCOMING)

Faculty Senate Agenda
March 29, 2022
Attachment 5.

ADMISSION AND RETENTION POLICIES COMMITTEE

Proposed revisions to ECU Faculty Manual Part VIII., Section I.,
Subsection II.A. Teaching Responsibilities

This section is being revised to bring it in line with the proposed revisions to *ECU Faculty Manual*, Part VI., Section I., Subsection II. Office Hours (report #2, attachment 2).

Additions in **bold**.

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

Faculty Senate Agenda
March 29, 2022
Attachment 6.

WRITING ACROSS THE CURRICULUM COMMITTEE
Proposed revisions to the Writing Intensive Course Proposal form

Additions in **bold** and deletions in ~~strikethrough~~.

University Writing Across the Curriculum Committee
Writing Intensive Course Proposal

(Faculty Senate Resolution #20-68)

Submission Checklist
<input type="checkbox"/> Memo from Unit Admin
<input type="checkbox"/> WI Course Proposal Form
<input type="checkbox"/> Syllabus w/ WI Statement

All new and existing WI courses must comply with the current approved Writing Intensive Course Proposal format and be included in regular audits of all WI courses as part of ongoing assessment of the ECU Writing Across the Curriculum program.

Course Information

1. Course prefix & number: _____ Department: _____

2. Course name: _____ Credit hours: _____

3. Faculty contact: _____ Email: _____

4. This course is for: Majors: Non-majors:

5. This proposal is for (select one): An Existing Course: A New Course:

A Major Revision to a Current WI Course:

6. How often is this course offered? _____

7. The WAC Committee suggests that WI courses be limited in enrollment to 25 students. How will your department/program achieve this suggested cap?

8. What types of documents (genres) will students write in this course (i.e., reports, memos, research papers, annotated bibliographies, etc.)? Include the expected or required word count/length for each assignment. You may also include sample assignments as attachments.

9. In proposing this course, we acknowledge that, if approved as WI, all future syllabuses for this course will include the required Writing Intensive syllabus statement and that students will be required to submit writing samples to their University Writing Portfolios. Agreed:

10. Is ENGL 2201 (Writing About the Disciplines) a pre- or co-requisite for this course? The committee recommends that 4000-level WI courses have ENGL 2201 as a pre-requisite, and 3000-level WI courses have ENGL 2201 as a co- or pre-requisite. Adding a co- or pre-requisite requires the short course revision form and summary of request to be submitted in Curriculog; if this is the only change, attending UCC is not required. See the committee resources at <https://facultysenate.ecu.edu/writing-curriculum-committee/> for more information about the process & recommended language for the summary and justification.

Yes / in process No

University Writing Across the Curriculum Committee Writing Intensive Course Proposal

The following outcomes represent the ECU Writing Outcomes approved by the WAC Committee and Faculty Senate. Explain how the projects and activities in this WI course will help students meet the following outcomes.

You can find ideas for high-impact writing strategies that will help students meet these outcomes at the following site: <https://go.ecu.edu/writingoutcomes>.

SLO 1	How will students use writing to investigate complex, relevant topics and address significant questions through engagement with and effective use of credible sources?
SLO 2	How will students produce writing that reflects an awareness of context, purpose, and audience? If this is a WI course specific to majors, please explain how students will produce writing that reflects an awareness of context, purpose, and audience in written genres of their major disciplines and/or career fields.
SLO 3	How will students demonstrate that they understand writing as a process that can be made more effective through drafting and revision?

SLO 4	How will you help students proofread and edit their own writing, avoiding grammatical and mechanical errors?
SLO 5	How will students assess and explain the major choices that they make in their writing?

Additional information about writing intensive course designation (WI) is available online at:
<https://facultysenate.ecu.edu/writing-curriculum-committee/>

**Faculty Senate Agenda
 March 29, 2022
 Attachment 7.**

***(For information only)*
 SERVICE-LEARNING COMMITTEE**

Updated definition of service learning and Service-Learning Certificate of Recognition and Honor Cord Processes

Updated definition:

Service learning is a form of experiential engaged learning whereby students address meaningful civic needs as defined by the community. Students also formally connect their service activities to student learning outcomes and to broader social issues through reflective methods.

Service-Learning Certificate of Recognition and Honor Cord Processes

Service-Learning Certificate of Student Recognition and Honor Cords Processes

ECU's Service-Learning Committee proposes to offer a certificate of recognition and an option to purchase their honor cords (Double Cords with White & Silver) for undergraduate and graduate students who have demonstrated dedication and active participation in completing service-learning courses during their academic career at ECU.

Identifying Students Who Qualify for SL Honor Cords

- The subcommittee of SL that consists of a few committee members and a representative from the Center for Leadership and Civic Engagement will review the list of students (via data pulled from IPAR) who meet the criteria twice a year- at the end of October for students graduating in the fall, and at the end of February/ mid-March for those who are graduating in the spring.

- Qualifying students will be notified by the SLC Chair of this recognition via an email letter.
- A certificate of recognition will also be emailed to them along with the letter.
- Qualifying students must have completed the following:
 - At least 3 service-learning designated courses with a grade of C or above.
 - If students are enrolled in a third service-learning designated course in the last semester before graduation, then students with an overall GPA above 2.0 may qualify based on the approval of the Service-Learning Committee.

SL Honor Cords Color Designation

- Per communication with the bookstore, silver and white double cord is the designated honor cord color combination for Service-Learning honorees *forever* at ECU.
- The Barnes & Noble bookstore has confirmed this.

Contacts: Chelsea Havner <CHavner@bncollege.com> (General Manager | LEAD, Stores-Southeast/ Dowdy student store) and Chris Sutton <CSutton@bncollege.com>

How qualifying students can obtain their SL honor cords

The SLC 2021-2022 committee has agreed that students have the option to purchase their SL honor cords directly from the bookstore and will be informed about that in the letter.

Options re: Vendors to Purchase Cords From

- **ECU Bookstore** See process below.
 - Cost of silver and white double cord is approximately \$11.95- from information given by the bookstore.
 - Once we know how many cords we need (say we need 30), the SL committee would let bookstore know, and they will place the order with Oak Hall.
 - Order turnaround time is 2-3 weeks. It is best to order the number of cords we need all at once rather than adding some later on. If they have extras one year- they can use them again the following year.
- **Other** vendors e.g. Amazon.com, GraduatePro \$5.99 each; Graduate Mall, \$6.99 each (single cord with two colors). There are other vendors as well, but the cost is generally between 6 and 8 dollars per cord.

Distributing Cords to Students: Students have often purchased their own cords for other honors, and they will have the option to buy the silver/white double cords if they wish to.

The 2021-22 SLC committee deliberated that since they are not able to have the ability for financial transactions, do not have a budget, and while some faculty colleagues would be willing to sponsor cords for a few students, it is not a very time and effort efficient process. The committee may continue if the group decides to do so to seek external funding, or other ideas to get enough funding to sponsor a cord for each eligible honoree.

*Last year's committee vote approved on 2/9/21 re: Starting this recognition in fall 2021. We were unable to start the recognition in fall 2021 but are aiming to begin doing so beginning in spring 2022.

Faculty Senate Agenda
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Attachment 8.

SERVICE-LEARNING COMMITTEE
Proposed revisions to the Service-Learning Course Application

Additions in **bold** and deletions in ~~strikethrough~~.

Service-Learning Course Designation Application

Faculty members interested in obtaining a service-learning course designation are invited to submit to a service-learning course designation application (using the online form below) to the Service-Learning Committee. Following approval by the Service-Learning Committee, Faculty Senate, and Chancellor, courses approved for the "SL" designation will be listed as such in both the university's undergraduate and graduate catalogs. Please

direct any questions to the Chair of the Service-Learning

Committee. Cycle 1 Deadline: September 15

Cycle 2 Deadline: October 15

Cycle 3 Deadline: January 15

Cycle 4 Deadline: March 15*

*Applications for "new" courses that are submitted during this cycle will not be approved in time for UCC and GCC spring deadlines.

As part of the application, you will be asked to upload a copy of the course syllabus. Include the following in the course syllabus in student-friendly language:

a. The ECU approved definition of service-learning.

b. An explanation of what the service-learning component is and how it supports students in meeting the overall objectives of the

course. c. A description of the community partner and how the service-learning component of the course will address **the civic**

needs as defined by the a community ~~need~~.

d. ~~Descriptions of activities included in the course, how they are evaluated, and the relationship to the final course grade. Structured reflection related to the service activities must be included.~~ **Descriptions of activities included in the course, how they are evaluated, and the relationship to the final course grade. Structured reflection related to the service activities must be included. Specifically describe the type of engagement with community (e.g. time spent, service provided), and the subsequent impact of these service activities (e.g. funds raised, goods provided, training provided, research, media advocacy- public service announcement, other: please specify)**

Part 1: COURSE INFORMATION

Contact information

[Required] Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

- name@myschool.edu

First

name:

Middle

initial:

Last

name:

Email

address:

Phone

number:

Address

:

City: State: ZIP:

Course number: [Required]

Course name: [Required]

Course sections involved in designation request:

[Required] Valid input:

- Select only one choice.

All sections

Specific sections only

Anticipated frequency (check all that apply): [Required]

Every Fall Semester

Every Spring Semester

Some Fall Semesters

Some Spring Semesters

Other Frequency

If other, please describe:

Existing Course - Previously approved by the appropriate curriculum committee and reflected in the current ECU catalog. New Course – Not yet approved by a curriculum committee

Proposer 1 Information

Name: [Required]

Email address:

[Required] Valid input:

- name@myschool.edu

Phone number:

[Required] Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Additional Instructors

Name:

Email

address:

Valid input:

- name@myschool.edu

Phone

number:

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Name:

Email address:
Valid input:
- name@myschool.edu

Phone number:
Valid input:
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Has this designation application been approved by the proposer's department/unit curriculum committee?
[Required] Valid input:
- Select only one choice.

Yes
 No

If yes, please include date of action:

Department Chair of Offering Unit

Name:

Phone Number
Valid input:
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Does this designation application have the approval of the department chairperson?
[Required] Valid input:
- Select only one choice.

Yes
 No

If yes, please include date of approval:

File upload
Please upload evidence of department chairperson's approval,

1-Download 'Chair Signature Page' from Application Packet. Sign and email to department chair.
2- Upon approval via email, please click 'print', and 'save it as a PDF'. Upload this approval email via the link below.

Part 2: INTEGRATION OF SERVICE-LEARNING PEDAGOGY INTO COURSE DELIVERY

These narrative responses should be evident in the course syllabus so that students involved have a clear understanding of how the service-learning pedagogy will be integrated in the course.

Include the following in the course syllabus in student-friendly language:

- a. The ECU approved definition of service-learning.
 - **Service-learning is a form of experiential engaged learning whereby students address meaningful civic needs as defined by the community. Students also formally connect their service activities to student learning outcomes and to broader social issues through reflective methods.**
- b. An explanation of what the service-learning component is and how it supports students in meeting the overall objectives of the course.
- c. A description of the community partner and how the service-learning component of the course will address **the civic needs as defined by the** a community **need**.
- d. Descriptions of activities included in the course, how they are evaluated, and the relationship to the final course grade. Structured reflection related to the service activities must be included. **Specifically describe the type of engagement with the community (e.g, time spent,**

service provided), and the subsequent impact of these service activities (e.g., funds raised, goods provided, training provided, research, media advocacy-public service announcements, other: please specify).

Note: Please remember that Course Objectives for an existing course may not be changed. If you want to reflect additional outcomes related to service learning, you may wish to add a section of "Additional Learning Outcomes" to the syllabus for the service learning sections. See sample syllabus.

1. Describe how the course will integrate service-learning into the course content and academic focus of the course [Required]

NOTE: This question is reflected in items a and b above.

2. Describe what students will do for the service-learning component of your course. [Required]

NOTE: This question is reflected in item b above.

3. While service is an integral part of the course, academic credit is given for demonstrated learning. With this in mind, how is student performance in the course evaluated in relation to both academic and service expectations? [Required]

NOTE: This question is reflected in item d above.

4. Describe how the service-learning component of your course will involve students in meeting community needs. Explain how these community needs will be identified and provide a description of your community partner (or provide examples of **potential partners). [Required]**

NOTE: This question is reflected in item c above.

5. Service-learning student outcomes summary table.

6. What kinds of structured reflection opportunities (such as writing, assignments, discussions, presentations, or journals) are required of your students? [Required]
 NOTE: This question is reflected in item D above.

S-L Outcome Students will:	Course activities/ assignment(s) that align with the outcomes (can copy and paste from syllabus).	Evaluation Method Used by Instructor
Identify civic need(s) as defined by the community		
Recognize gaps in community resources and apply course knowledge/skills toward creating a solution		
Critically reflect to connect service activities to social issues and learning outcomes		
Appreciate different perspectives/ acknowledge unique needs of diverse groups. (Personal development outcome)		

7. File Upload
 Please upload a copy of the syllabus to be used for this service-learning course

**Faculty Senate Agenda
 March 29, 2022
 Attachment 9.**

**CALENDAR COMMITTEE
 Alternate Block Calendars for Fall 2023 and Spring 2024**

ALTERNATE BLOCK SCHEDULING

Fall Semester 2023

BLOCK 1	
August 18, Friday	Advising, registration, and schedule adjustments.
August 21, Monday	Classes begin; schedule adjustments.
August 23, Wednesday	Last day for registration and schedule adjustments (drop/add), by 5:00 p.m.
September 4, Monday	State Holiday.
September 18, Monday	Last day for undergraduate and graduate students to withdraw from Block 1 courses by 5:00 p.m.
September 28, Thursday	Survey of Student Opinion of Instruction (SSOI) becomes available
October 5, Thursday	Classes end.
October 11, Wednesday	Grades due at 8:00 am
BLOCK 2	
October 11, Wednesday	Classes begin; schedule adjustments.
October 13, Friday	Last day for registration and schedule adjustments (drop/add), by 5:00 p.m.
November 9, Thursday	Last day for undergraduate and graduate students to withdraw from Block 2 courses by 5:00 p.m.
November 17, Friday	Survey of Student Opinion of Instruction (SSOI) becomes available
November 22-26 Wednesday-Sunday	Thanksgiving break – Classes resume at 8:00 am Monday, November 27.
November 29, Wednesday	Classes end.
December 15, Friday	Grades due at 4:30 pm

1. **Classes meet four days a week, Monday through Thursday (27 class meetings)**
2. **Class length is one hour and twenty-five minutes (1:25)**
3. **No final exam period. Final exam is on the last day of class**

ALTERNATE BLOCK SCHEDULING

Spring Semester 2024

BLOCK 1	
January 5, Friday	Advising, registration, and schedule adjustments.
January 8, Monday	Classes begin; schedule adjustments.

January 10, Wednesday	Last day for registration and schedule adjustments (drop/add), by 5:00 p.m.
January 15, Monday	State Holiday.
February 5, Monday	Last day for undergraduate and graduate students to withdraw from Block 1 courses by 5:00 p.m.
February 15, Thursday	Survey of Student Opinion of Instruction (SSOI) becomes available
February 22, Thursday	Classes end.
February 28, Wednesday	Grades due at 8:00 am.
	BLOCK 2
February 26, Monday	Classes begin; schedule adjustments.
February 28, Wednesday	Last day for registration and schedule adjustments (drop/add), by 5:00 p.m.
March 3-10, Sunday-Sunday	Spring break – Classes resume at 8:00 am Monday, March 11.
April 1, Monday	Last day for undergraduate and graduate students to withdraw from Block 2 courses by 5:00 p.m.
April 10, Wednesday	Survey of Student Opinion of Instruction (SSOI) becomes available
April 17, Wednesday	Classes end.
May 6, Monday	Grades due at 8:00 am

1. **Classes meet four days a week, Monday through Thursday (27 class meetings)**
2. **Class length is one hour and twenty-five minutes (1:25)**
3. **No final exam period. Final exam is on the last day of class**

**Faculty Senate Agenda
March 29, 2022
Attachment 10.**

FACULTY GOVERNANCE COMMITTEE REPORT

Second reading of proposed revisions to *ECU Faculty Manual* Part II Faculty Constitution and By-Laws

Below is a clean copy of the proposed revisions to *ECU Faculty Manual* Part II Faculty Constitution and By-Laws. Additional documentation can be found linked below.

- [Summary of Key Changes](#)
- [Tracked-changes Constitution draft](#)
- [Tracked-changes By-Laws draft](#)

*Two notes:

1. A correction was made to the following sentence in the By-Laws of the Faculty Constitution, Article XI Committees of the Faculty Senate:

“A majority of the voting members of all Committees must be faculty members, and a majority of the elected members of all Committees must be tenured or probationary (tenure track) faculty.”

The original draft contained the following sentence, which was an error:

“A majority of the voting members of all Committees must be tenured or probationary (tenure track) faculty.”

2. A revision to the ex-officio membership in Article III, Section 10 was made after the first reading to reflect the reorganization of the university and the resultant removal of two ex-officio members:

“**Section 10.** The ex-officio members of the Faculty Senate with vote shall include the following representatives of the East Carolina University administration: Chancellor; Provost; ~~Senior Vice Chancellor for Academic Affairs; Vice Chancellor for Health Sciences; Vice Chancellor for Research, Economic Development and Engagement;~~ Vice Chancellor for Student Affairs; and one academic dean selected by the Provost. The immediate past Chair of the Faculty and the elected Delegates of East Carolina University’s Faculty Assembly shall also be ex-officio members. Ex-officio members of the Faculty Senate with vote shall have a vote in all Senate matters except the election of officers and committee members. Ex-officio members of the Faculty Senate without vote shall include a representative selected by the Staff Senate.”

PART II - EAST CAROLINA UNIVERSITY ORGANIZATION AND SHARED GOVERNANCE

SECTION II

Faculty Constitution and By-Laws of East Carolina University

FACULTY CONSTITUTION OF EAST CAROLINA UNIVERSITY

ARTICLE I ORGANIZATION OF THE FACULTY

The purpose of the faculty organization shall be to provide the means by which the faculty is enabled to fulfill its function with respect to academic and educational policies and other affairs of East Carolina University. The faculty organization shall be comprised of the General Faculty and the Faculty Senate. The General Faculty shall be the general electorate, and the Faculty Senate shall be a legislative and advisory body representing the General Faculty and shall consist of elected and ex-officio members. The functions, duties, and privileges of these two bodies, stipulated in the following document, shall be exercised under the authority of the Chancellor of East Carolina University.

ARTICLE II THE GENERAL FACULTY

Section 1. The General Faculty shall consist of all persons holding appointment to the rank or title of professor, associate professor, assistant professor or instructor inclusive of all modifiers; artists-in-residence and writers-in-residence; and emeritus faculty. The General Faculty shall have as its presiding officer the Chair of the Faculty, who shall be responsible for calling its meetings and for keeping a record of its proceedings.

Section 2. The voting membership of the General Faculty shall consist of all permanent employees of East Carolina University holding appointment to a tenured or probationary-term rank or a fixed-term title.

Section 3. The General Faculty shall be empowered to perform the following functions: consider reports from and make recommendations to the Chancellor, the appropriate vice chancellor, and the Faculty Senate; discuss any matter relating to the welfare of East Carolina University or of the members thereof.

Section 4. The General Faculty shall meet at the pleasure of the Chancellor or the Faculty Senate of East Carolina University or upon petition to the Chancellor by at least fifteen percent of the General Faculty. A quorum is conclusively presumed at any meeting of the General Faculty called with at least ten days written notice. Otherwise, the presence of 125 voting members is necessary for a quorum.

Section 5. The academic units shall be organized into code units according to guidelines approved by the Faculty Senate and the Chancellor. Except for the academic libraries, each code unit shall be responsible for at least one degree program.

ARTICLE III ORGANIZATION OF THE FACULTY SENATE

Section 1. The Faculty Senate and the various committees on which the faculty serve shall be the primary fora for the essential joint effort of faculty and administration in the government of East Carolina University. The Chancellor and the Chair of the Faculty shall facilitate communication which will enable continuing and effective faculty participation. The membership of the Faculty Senate shall consist of elected representatives and ex-officio members.

Section 2. The electoral units for the Faculty Senate shall be the academic code units. Each electoral unit shall be represented in the Faculty Senate in proportion to its share of the voting membership of the General Faculty, with at least one Senator but not to exceed fifteen percent of the elected Senators. All voting members of the General Faculty in at least their second year of appointment to the electoral unit that they will represent are eligible for election to the Faculty Senate.

Section 3. The number of elected faculty senators shall not exceed 63 nor be fewer than 57. Prior to the election in February of each academic year, the ratio of faculty members to elected faculty senators will be determined by the Faculty Officers in accordance with the [Faculty Senate Apportionment Guidelines](#). The Apportionment Guidelines will be reviewed by the Faculty Governance Committee every five years. Apportionment shall be based upon the number of voting members of the General faculty appointed to each electoral unit at the start of the spring semester. In the event that an electoral unit must reduce its existing number of faculty senators, it shall do so by following democratic procedures.

Section 4. Each electoral unit shall elect such alternate representatives as it deems necessary but not fewer than its allotment of Faculty Senators. Alternates shall be available to represent the electoral unit in place of an elected Senator at that Senator's request. In such a situation, the alternate shall notify the Secretary of the Faculty.

Section 5. The faculty of each electoral unit shall establish procedures for the election of its Faculty Senate delegation (elected Senators and Alternates). All voting shall be by secret ballot. Each unit's election procedures, and any revisions of such procedures, must be approved by the Faculty Senate.

Section 6. All voting members of the General Faculty are eligible to vote for faculty senators. Elections shall be held no later than the end of March each year with members-elect to take office on

the day following the last regular meeting of the Faculty Senate in the spring semester. The administrative officer of each electoral unit shall report the results of the election to the Secretary of the Faculty.

Section 7. Senators and alternates shall serve two-year terms. Senators may be re-elected twice. After a lapse of one year following the expiration of this third term, they will again be eligible for election. Alternate representatives are not subject to term limits.

Section 8. In the event that a Faculty Senator is unable to complete a full term, that Senator's electoral unit shall elect a replacement to serve the remainder of the original term.

Section 9. The seat of an elected senator who fails to attend more than three consecutively held meetings of the Faculty Senate shall be declared vacated by the Chair of the Faculty. If a senator is awarded a research or medical leave and an alternate senator attends in their place, the three consecutive meeting rule will not be invoked. (Faculty Senate Resolution #09-06)

Section 10. The ex-officio members of the Faculty Senate with vote shall include the following representatives of the East Carolina University administration: Chancellor; Provost; Vice Chancellor for Student Affairs; and one academic dean selected by the Provost. The immediate past Chair of the Faculty and the elected Delegates of East Carolina University's Faculty Assembly shall also be ex-officio members. Ex-officio members of the Faculty Senate with vote shall have a vote in all Senate matters except the election of officers and committee members. Ex-officio members of the Faculty Senate without vote shall include a representative selected by the Staff Senate.

ARTICLE IV FUNCTIONS OF THE FACULTY SENATE

Section 1. The legislative powers of the General Faculty are vested in the Faculty Senate. The Faculty Senate shall ratify, amend, or remand all matters of academic policy or faculty welfare that have been recommended by any standing or special committee of East Carolina University, or initiate any policies in such matters that it deems desirable.

Section 2. The Faculty Senate shall be authorized to set up such committees as are necessary for the performance of its duties. The Faculty Senate may, at its own discretion, seek the advice and counsel of any member of the General Faculty.

Section 3. In exercising its function the Faculty Senate shall establish whatever procedures are necessary.

Section 4. Acts or decisions of the Faculty Senate shall be considered approved unless vetoed within thirty calendar days of the action by the Chancellor of East Carolina University by written notice to the Chair of the Faculty or unless the Chancellor notifies the Chair of the Faculty in writing that the proposal has been forwarded to the Board of Trustees or to the Board of Governors.

Section 5. The voting membership of the General Faculty shall be empowered to amend or rescind the articles establishing the Faculty Senate as provided for in this constitution and to amend or rescind the action of the Faculty Senate as provided for in this constitution. Such action shall require

an affirmative vote of at least two-thirds of those present and voting at a meeting of the General Faculty.

ARTICLE V OFFICERS OF THE FACULTY AND FACULTY SENATE

Section 1. The Faculty Officers shall consist of the following: the Chair of the Faculty, the Vice Chair of the Faculty, and the Secretary of the Faculty. Other positions may be established as they become advisable or necessary.

Section 2. All full-time, permanently tenured faculty members are eligible to serve as Chair or Vice Chair of the Faculty. All full-time faculty members in at least their second year of appointment are eligible to serve as Secretary of the Faculty. In the event that a Faculty Officer is also a faculty senator, the electoral unit having elected the Senator is invited to elect a replacement. Faculty Officers who are not elected members of the Faculty Senate will not have a vote or count toward a quorum. The term of Faculty Officers shall be one year with the privilege of reelection.

Section 3. At the second regular meeting of the spring semester the elected members of the Faculty Senate shall nominate and elect a nominating committee to consist of five members. The nominating committee shall be elected from the ranks of elected members of the Faculty Senate by a majority of those present and voting. Voting for members of the nominating committee shall be by secret ballot.

Section 4. The nominating committee shall submit to the Faculty Senate Office Administrator a slate of candidates for each office of the Faculty Senate at least two weeks prior to scheduled elections. Election of officers shall take place during an organizational meeting to be held on a Tuesday following the last regular meeting of the spring semester. Further nominations put forward by elected Senators or their designated alternates will be accepted from the floor. Voting for all officers shall be by secret ballot. Officers shall be elected by a majority of the elected Senators present and voting and shall assume their duties on July 1 following election.

Section 5. Before the first regular meeting of the Faculty Senate, the Chair will appoint the Parliamentarian of the Faculty. The Parliamentarian shall advise the Chair and the faculty on the parliamentary matters according to the latest edition of *Robert's Rules of Order, Newly Revised* and the *Faculty Constitution* and its *By-Laws*. The Parliamentarian need not be a member of the Faculty Senate.

Section 6. If the office of the Chair of the Faculty shall become vacant, the position shall be assumed by the Vice Chair of the Faculty. If other offices shall become vacant, they shall be filled by a special election conducted by the Faculty Senate.

ARTICLE VI DUTIES OF THE OFFICERS OF THE FACULTY SENATE

Section 1. The Chair of the Faculty shall preside at all meetings. They are empowered to call special meetings as hereinafter provided. The Chair is an ex-officio member of all academic committees of the Faculty Senate, and represents the faculty on administrative committees. The Chair may delegate to the Vice Chair or an appointed representative their seat on any of the academic or

various administrative committees. The Chair shall appoint persons to fill unexpired terms of committees.

Section 2. The Chair of the Faculty supervises the Faculty Senate Office Administrator and, with their assistance, plans the Fall Faculty Convocation. The Chair is responsible for conveying greetings of the Faculty at commencement exercises and representing the Faculty at university functions and Board of Trustees meetings. For the length of their term as Chair, the Chair of the Faculty serves as a Delegate to the Faculty Assembly (but not exceeding six consecutive years), with duties as a delegate described in the Bylaws of the Faculty Assembly of the University of North Carolina, and referenced in the *ECU Faculty Manual*.

Section 3. The Vice Chair of the Faculty shall perform all of the duties of the Chair in the absence or incapacity of the Chair. The Vice Chair of the Faculty shall serve, at the request of the Chair of the Faculty, as the Chair's representative on Faculty Senate Committees. The Vice Chair of the Faculty shall succeed to the office of Chair of the Faculty in the event that the office should become vacant during the term of the incumbent.

Section 4. The Secretary of the Faculty, with assistance of the Faculty Senate Office Administrator, shall keep accurate minutes of all regular and special meetings, ensure distribution of copies of the minutes to all members of the General Faculty, keep an accurate list of membership of the Faculty Senate, keep an accurate record of attendance, inform the Faculty Senate Office Administrator when a seat becomes vacant, serve, at the request of the Chair of the Faculty, as the Chair's representative on Faculty Senate committees, and perform such other appropriate duties as directed by the Faculty Senate.

ARTICLE VII MEETINGS OF THE FACULTY SENATE

Section 1. Four regular meetings of the Faculty Senate will be held each fall and spring semester according to a schedule prepared by the Agenda Committee and approved by the Senate in the Fall Semester of the preceding year. The organizational meeting of the Faculty Senate will be held on a Tuesday following the last regular meeting of the spring semester.

Section 2. Upon written petition of fifteen members of the Faculty Senate, the Chair shall call a special session of the Faculty Senate within four calendar days. In an exceptional situation in which the regular procedures for scheduling a meeting of the Faculty Senate are clearly inadequate and would occasion undue delay, the Chair of the Faculty shall be empowered to call a special session of the Faculty Senate. A notice stating the purpose of the special session shall be distributed to the members of the Faculty Senate and the General Faculty twenty-four hours prior to the meeting.

Section 3. A quorum shall consist of three-fifths of the elected faculty members of the Faculty Senate. Each elected member of the Faculty Senate shall have one vote. Unless otherwise indicated, the ex-officio members shall have one vote each. Voting by the Faculty Senate shall ordinarily be by voice vote. All matters shall be decided by a majority vote of those Senators present and voting except as stated in this constitution.

Section 4. The General Faculty shall be informed of the time, place, and agenda of all regular and special meetings. Meetings of the Faculty Senate shall be open to all members of the general public in accordance with the North Carolina Open Meetings Law.

Section 5. Upon the unanimous consent of the Faculty Officers, regular or special meetings of the Faculty Senate may be held via a teleconference or videoconference, provided that all Senators are able to be recognized, engage in discussion, receive pending motions, and participate in votes. The procedures for electronic meetings must be communicated to Senators at least two weeks prior to the meeting date. Participation in a meeting by teleconference or videoconference shall constitute presence for purposes of voting and the determination of a quorum.

ARTICLE VIII AMENDMENTS TO THE FACULTY CONSTITUTION

Section 1. As the creating body, the General Faculty shall be empowered to amend or abolish the Articles of the Faculty Constitution, including those articles establishing the Faculty Senate.

Section 2. All proposed amendments to the Faculty Constitution shall be presented first at a regular meeting of the Faculty Senate for discussion, amendment or substitution. At the next regular meeting of the Faculty Senate the amendment will be voted upon for submission to the General Faculty for approval. Final approval of any proposed amendment to the Faculty Constitution or action to abolish the articles therein shall require a two-thirds affirmative vote of those present and voting at a meeting of the General Faculty.

ARTICLE IX ADOPTION AND CHANGING OF BY-LAWS OF THE FACULTY CONSTITUTION

Section 1. The Faculty Senate shall establish whatever by-laws are necessary. A motion to amend the by-laws shall be presented first at a regular meeting of the Faculty Senate for discussion only. At the next regular meeting of the Faculty Senate the motion to amend the by-laws will be acted upon, requiring a vote of two thirds of those elected senators present and voting for approval. An amendment to the By-Laws of the Faculty Constitution shall be effected only by action of the Faculty Senate.

BY-LAWS OF THE FACULTY CONSTITUTION

ARTICLE X OPERATION OF THE FACULTY SENATE

Section 1. The Faculty Senate shall be free to establish its own agenda. The agenda for meetings of the Faculty Senate shall be prepared by the Agenda Committee and disseminated to each member of the faculty at least one week prior to the meeting.

Section 2. All matters of academic policy brought before the Agenda Committee by action of the general faculty, any senator, or any standing or special committee shall be placed on the agenda not later than the time of the second regular meeting of the Faculty Senate after receipt of the recommendation.

Section 3. The following order of business shall be observed in meetings of the Faculty Senate unless Senators vote to change the procedures as provided in this constitution: (I) call to order, (II) approval of the minutes, (III) special order of the day, (IV) unfinished business, (V) report of Graduate Council, (VI) reports of committees, (VII) new business.

Section 4. Matters to be brought before the Faculty Senate shall be considered in the order set forth by the Agenda Committee unless modified by a two-thirds vote of faculty senators present and voting at any meeting of the Faculty Senate.

Section 5. To facilitate the efficient flow of business, seats shall be assigned as follows: Faculty Senators or their alternates shall be assigned seats in alphabetical order by electoral units. Ex-officio members shall be assigned seats on one row. Faculty members visiting the Senate shall seat themselves in the back of the meeting room, behind the seats assigned to Senate members.

Section 6. Only elected and ex-officio members (including alternates, representing their electoral units) may answer the roll call, vote, or occupy seats assigned to senators. Visitors may not participate in Senate discussions and business except by advance invitation of the Senate Agenda Committee or the Chair of the Faculty. Such an invitation will be announced to the Senators prior to the meeting.

Section 7. The minutes of the Faculty Senate shall be the responsibility of the Faculty Senate Committee on Minutes comprised of the Chair of the Faculty, Vice Chair of the Faculty, and Secretary of the Faculty with the assistance of the Faculty Senate Office Administrator. Minutes shall become official on approval by the Faculty Senate Committee on Minutes. The Faculty Senate Office Administrator will post the official minutes on the Faculty Senate website. Any corrections to the minutes by the Senate shall be made a part of the official minutes of the subsequent meeting. Incorporation into the official minutes of verbatim remarks shall be allowed or disallowed at the discretion of the Faculty Senate Committee on Minutes. The Chair of the Faculty may request that verbatim remarks be submitted in writing to the Secretary of the Faculty.

ARTICLE XI COMMITTEES OF THE FACULTY SENATE

Section 1. The standing committees of the Faculty Senate shall consist of Academic Committees, Faculty Senate Committees, and the Appellate Committee. The charge of each standing committee is available electronically on the Faculty Senate web site. The establishment and dissolution of standing committees is the responsibility of the Committee on Committees.

Section 2. Unless otherwise specified in a committee's charge, all faculty members in at least their second consecutive year of full-time employment at East Carolina University are eligible to serve on Faculty Senate standing committees. A majority of the voting members of all Committees must be faculty members, and a majority of the elected members of all Committees must be tenured or probationary (tenure track) faculty. The Chancellor and the Chair of the Faculty or their representatives serve as ex-officio members of all committees. **(Faculty Senate Resolution #20-27).** Student members are nominated by the Student Government Association for appointment by the Chancellor. Members of committees serve in accordance with their ability, training, and experience rather than as representatives of their electoral unit.

Section 3. Members of Academic and Appellate Committees are elected to staggered three-year terms, which extend to the beginning of the fall semester. Service on an academic or administrative committee is limited to election to two consecutive three-year terms with ineligibility for election to the same committee for at least one year. Faculty members are not eligible to serve as an elected regular member on more than one Academic Committee at a time.

Section 4. The Chair of the Faculty may declare an elected member's seat vacant upon the occurrence of three consecutive absences of that member. The Chair of the Faculty will appoint faculty members to fill vacancies of any Faculty Senate or Academic Committee that may occur during the academic year.

Section 5. The election of members to Academic Committees shall be as follows:

1. Volunteers are solicited for committee service by the Committee on Committees with the assistance of the Faculty Senate Office Administrator.
2. After reviewing the list of volunteers, the Committee on Committees presents to the Faculty Senate a slate of one or more nominees for each vacancy. Nominations may also be made from the floor of the Faculty Senate by any elected Senator (or their alternate). Election of Academic Committee members will take place at the Faculty Senate Organizational Meeting. Election will be by majority of elected Senators present and voting.
3. The process above shall also be used in the election of faculty members to university Administrative Committees in cases where the committee charge specifies election by the Faculty Senate.

Section 6. Appellate Committee members must be permanently tenured, or probationary (tenure-track) voting faculty holding no administrative title (*ECU Faculty Manual Part IX, Section I - Tenure and Promotion Policies and Procedures*). The process for election of faculty to the Appellate Committee, which serves as a pool for populating hearing panels (see *ECU Faculty Manual Part XII, Faculty Grievance Policies and Procedures*) will be as follows:

1. Each year in January, the Committee on Committees will solicit volunteers to serve on the Appellate Committee. Responses are due in the Faculty Senate office in February.
2. The Committee on Committees will review all responses and present to the Faculty Senate a slate of one or more nominees as there are vacancies to fill. Nominations may also be made from the Faculty Senate floor. Appellate Committee members will be elected at the spring Faculty Senate Organizational meeting. Election will be by a majority of elected Senators present and voting. This by-law may be suspended in accordance with procedures specified in *Robert's Rules of Order, Newly Revised*.
3. A total of 30 tenured and probationary faculty will comprise the Appellate Committee, all serving three-year terms that are staggered with 10 members elected annually. All faculty ranks must be represented, with no fewer than 10 members from the rank of Professor, no fewer than 10 members from the rank of Associate Professor, and no more than five members from the rank of Assistant Professor. Individual faculty members are eligible to serve two consecutive three-year

terms, which may extend to the beginning of the fall semester in the final year of a term. Faculty will be ineligible to serve again for one academic year after conclusion of a second consecutive term.

4. When vacancies occur in the Appellate Committee between annual elections, the Faculty Senate will elect additional faculty members to the committee through nominations initiated by the Committee on Committees.
5. Faculty who have been involved as either a grievant or respondent in an appellate hearing cannot serve on the Appellate Committee for the period of one three-year term from the date of the final decision on that appeal.
6. An Appellate Committee member who becomes a grievant or respondent while serving will be replaced by the usual procedure for vacancies between annual elections.
7. Members of the Faculty Governance Committee cannot be elected concurrently to the Appellate Committee.

Section 7. Regular members of the Agenda Committee and Committee on Committees must be elected Faculty Senators. Members are elected to one-year terms from among nominations made by elected Senators from the floor during the spring organizational meeting of the Faculty Senate. Service on the Agenda Committee and Committee on Committees is limited to six consecutive years with ineligibility for election to the same committee for at least one year.

Section 8. Officers of each committee are elected from among the regular members for a term of one year. Previous service as a committee officer shall not prejudice a member's election to any committee office. Under normal circumstances each committee shall have a chairperson, a vice chairperson, and a secretary. Interim elections may be held to fill an office that has become vacant or to replace an officer that two-thirds of the full committee membership deems is not fulfilling the obligations of the office.

Section 9. Faculty Senate and Academic Committees meet on a standard schedule, set and revised by the Committee on Committees. All committees and subcommittees, unless prohibited explicitly by the committee's charge, University policies, or state statutes, shall hold their regular and special meetings in open session in accordance with the North Carolina Open Meetings Law. The committee chairperson is responsible for informing the Senate office of the time and place of such meetings so they may be placed on the Senate calendar and publicized in order that interested faculty may attend.

Section 10. Each committee shall operate according to the latest version of *Robert's Rules of Order, Newly Revised*. Minutes of each committee are on file in the Faculty Senate office and available electronically on the Faculty Senate web site and shall be sent to members of the committee and Chair of the Faculty.

A file on each committee's activities and records shall be maintained in the Faculty Senate office.

Section 11. The agenda for committee meetings is set by the committee chair and shall be disseminated to committee members in advance of the meeting. In carrying out the duties specified in their charges, committees should consult with appropriate administrators and are encouraged to invite persons with relevant expertise to attend committee meetings. The appropriate administrator should be provided an opportunity for adequate input during the development or revision of university policy.

Section 12. The officers of each committee shall prepare and submit to the Faculty Senate Office in May of each year an Annual Report outlining the committee's activities for that academic year. Copies of the committees' annual reports will be kept on file in the University Archives and Faculty

Senate office, and made available electronically on the Faculty Senate web site. Upon request, copies of committees' annual reports shall be made available by the Faculty Senate office. Copies of the Annual Reports are also provided in committee organizational material at the start of the Fall semester.

Section 13. The Chair of the Faculty shall each year compile the Annual Report of the Faculty Senate. This report shall contain, among other things, a summary of Senate and Senate committees' activities for the immediate past year. The Report will be distributed to the Chancellor, academic Vice Chancellors and made available on the Faculty Senate web site. Copies of the report will also be kept on file in the University Archives and the Faculty Senate office. In addition, copies of the Annual Report of the Faculty Senate will be distributed to the members of the Faculty Senate not later than the first regular Faculty Senate meeting of the next academic year.

Section 14. Special committees may be established by the Senate at the discretion of the Chair of the Faculty in consultation with the Faculty Officers. Members of special committees may be appointed by the Chair of the Faculty or elected by the Faculty Senate. At least one senator shall be on each special committee. The chair of a special committee may be appointed by the Chair of the Faculty or elected by committee members.

ARTICLE XII THE GRADUATE COUNCIL

Section 1. The Chair of the Faculty or their designee shall serve as an ex-officio member of the Graduate Council. The duties and responsibilities of the Graduate Council are described in the *ECU Faculty Manual* under Graduate School Governance. The Chair of the Graduate Council provides a monthly report to the Faculty Senate for information, comment, and advice.

ARTICLE XIII THE FACULTY ASSEMBLY

- Section 1.** Faculty Assembly delegates and alternates shall be elected as follows:
- A. The Faculty Assembly nomination form will be distributed in November to all faculty by the Committee on Committees with assistance of the Faculty Senate Office Administrator. The completed nomination forms are due in the Faculty Senate office in December.
 - B. The Committee on Committees will review the nominations and present to the Faculty Senate a slate of one or more nominees for each vacancy. Additional nominations may be made from the Faculty Senate floor. Faculty Assembly representatives will be elected by the Faculty Senate at its January regular meeting. Election will be by majority present and voting. One Faculty Assembly Delegate will be the Chair of the Faculty, holding a term for each year they are elected to serve as Chair of the Faculty. As per the Bylaws of the Faculty Assembly, no delegate may serve on the Faculty Assembly for more than six consecutive years.

FS Resolution #05-19 (By-Laws) April 2005, Chancellor

Amended:

FS Resolution #09-06, September 2009

FS Resolution #12-79, April 2012

FS Resolution #14-88, December 2014

FS Resolution #20-27, April 2020

Faculty Senate Agenda

March 29, 2022

Attachment 11.

RESEARCH AND CREATIVE ACTIVITIES COMMITTEE

2023 Faculty Support and Reassignment Awards for Research and Creative Activity

The Division of Research, Economic Development and Engagement and the Faculty Senate Research and Creative Activities Committee announce

2023 Faculty Support and Reassignment Awards for Research and Creative Activity

Announcement Date: April 1, 2022

Application Due Date: Sept. 1, 2022 (5 PM)

Award Period: Jan 1, 2023 --- May15, 2023 (award completion May 2024)

This program provides funds to **allow faculty dedicated time in the academic year for creative and scholarly activity and to prepare and submit a competitive application for extramural support.** Activities may include preparing grants for research, scholarship, creative and artistic activities, fellowships and residencies. Requests for time to work on scholarly endeavors such as a book are allowed, as long as the project can be completed during the semester of the reassignment. Extramural sponsor types may include federal, state or foundation. We encourage applications in the **Arts and Humanities** and examples of extramural support in these areas include art and music commissions, exhibits and performances, book publishing contracts, museum and library fellowships, artist-in-residence and scholar-in-residence programs.

This support may be accomplished through a course buyout of the faculty member's teaching and service assignments (one three-credit-hour course) in **Spring 2023 (FY23)**. Alternatively, funds may be used for undergraduate or graduate student support (to conduct research or assist with teaching) to provide the faculty member additional time to work on projects. Funds will be paid directly to the department to hire replacement faculty to cover teaching assignments or for student compensation. Faculty will not receive any direct compensation and summer stipends will not be provided.

Applicants must present a well-defined project that will form the basis of a subsequent proposal to an extramural sponsor. Applicants must specify a specific funding opportunity, sponsor, and submission deadline which must be within a year of award completion (i.e. May 15, 2024 or for those preparing a work, it must be completed by then).

We encourage all applicants to identify an internal mentor/advisory group (1-3 individuals) to advise the faculty member on development of the project and critique the proposal prior to extramural submission. Suggested members include senior colleagues (either in or outside the department or school) that have previously received related extramural support, chairs, directors, and/or associate deans.

The number of awards will be determined by the quality of the proposals, number of requests, and FY2023 budget.

Eligibility

- Faculty with either a 9- or 12-month appointment
- If submitting a collaborative project/topic, support may be requested for only one award to support one faculty member
- Faculty without a current start-up package.
- Faculty who have not received internal grant support in the last two years
- If faculty are currently applying to other intramural award programs, they may only receive funds from one program; they will be asked to choose between them if selected for funding from both.

Application process

Applications are submitted via the [Smartsheet link](#) on or before 5 PM Sept. 15, 2022. After submission, completed applications will be routed to the faculty member's Chair or Director and their College/School's Associate Dean for Research for approval. Only approved applications will be considered. Applications will be evaluated by the Faculty Senate Research & Creative Activity Committee.

In the form, applicants will be asked to provide:

- Name of applicant and collaborators, if any
- Department(s) and email address(es)
- email addresses for chair (or director) and Associate Dean for Research
- Project title
- Support type requested (course buyout; undergraduate student support; graduate student support). Funding for a student (up to \$5K) or the cost of one course buyout is paid directly to the department.

Documents to be uploaded as pdfs:

- ✓ Project/topic description of no more than 800 words

For Research proposals, the 800-word project/topic description must include:

- Description of the problem, overall goal, hypothesis/objectives/specific aims, significance
- Brief description of the external funding opportunity, mentor(s)/advisory group, and planned submission date

For Arts and Humanities proposals, the 800-word project/topic description must include:

- Description of how the project/topic advances the field/discipline and/or addresses a gap in the field/discipline
- Overall goal of the project/topic
- Medium, methods, materials as appropriate to the project/topic
- Brief description of the external funding opportunity (e.g., sponsor, publisher, commission), mentor(s)/advisory panel, and planned submission date

- ✓ A 2-3-page CV for Faculty Applicant and any collaborators with the information below (existing federal biosketches are acceptable but must add item F information)

Name:

Rank & Department:

Room & Phone #:

A. Institutions/Degrees received:

B. Professional work experience:

C. Scholarship: publications and/or past projects

D. Awards and achievements (list awards and honors, editorial boards, etc.):

E. Current and pending external grants and awards

F. Current and past internal research/creative activity awards (startup funds, Faculty Senate awards, HCAS awards, Brody Brothers awards, research cluster seed grants, etc.)

Applicants are encouraged to review the **Evaluation Rubric**:

	Score	1-3 (low)	4-7	8-10 (high)
Weight	Category			
20	Investigator and/or team qualifications	Weak record Few significant scholarly/artistic works, considering rank and time in rank and responsibilities	Good record Moderate number of significant scholarly/artistic works, considering rank and time in rank and responsibilities	Strong record of accomplishments in field considering rank, time in rank and responsibilities (i.e., scholarly or artistic works, publications, awards)
30	Strength of Project	Weak approach overall	Sound but moderate impact, significance, and/or innovation,	Addresses a significant problem or topic with a sound, compelling and innovative approach
20	Scholarly/Artistic Impact	Low potential to contribute scholarship to the field.	Potential to contribute to scholarship in the field.	Clearly will contribute to scholarship/creative expression in the field.
20	Future Funding Opportunities	No opportunity for future funding cited. Pre-submission review plan absent or weak	Some funding possibilities but not clearly identified. Pre-submission review plan moderate	Specific funding opportunity Identified with achievable deadline; strong plan for pre-submission review
10	Broader Impacts	No relationship to institutional mandates or significant needs	Potential to address an institutional mandate or societal/regional need	Clearly addresses an institutional mandate or societal/regional problem with high potential to affect change
ALSO CONSIDERED if applicable:				
	Previous extramural reviews	Little enthusiasm among reviewers; no reviews	Moderately positive reviews with some potential for funding with revision	Positive reviews that include items that can be remedied
	Identified a strong mentor/advisory group	Advisable but none identified	Moderate likelihood to increase the success of the project and success with extramural support	High likelihood to increase the success of the project and success with extramural support

Faculty Senate Agenda
March 29, 2022
Attachment 12.

COMMITTEE ON COMMITTEES

First reading of proposed revision to the charges of 14 University Standing Academic Committees

Due to the impending changes to the reporting structure and the dissolution of the positions of the Vice Chancellor for Health Sciences and the Vice Chancellor for Research, Economic Development and Engagement, the charges of University Standing Academic Committees that contained representatives for those offices require revision. The Committee on Committees voted to approve language for those revisions.

Committees with charges that have both the Vice Chancellor for Health Sciences and the Vice Chancellor for Research, Economic Development and Engagement (or their designees) as ex-officio will be revised to read “3 Provost appointed representatives, 1 with academic or administrative expertise in Health Sciences disciplines, 1 with academic or administrative expertise in Research, Engagement, and Economic Development.” The affected committees are Academic Awards, Educational Policies and Planning, Faculty Governance, Research and Creative Activities, Service-Learning, Unit Code Screening, and University Budget.

Committees with charges that have the Vice Chancellor for Health Sciences (or their designee) as ex-officio will be revised to read “2 Provost appointed representatives, 1 with academic or administrative expertise in Health Sciences disciplines.” The affected committees are Distance Education and Learning Technology, Faculty Welfare, General Education and Instructional Effectiveness, Teaching Grants, Undergraduate Curriculum, University Environment, and Writing Across the Curriculum.

The individual charge revisions appear as follows:

Additions in **bold** and deletions in ~~strikethrough~~.

East Carolina University Faculty Senate
ACADEMIC AWARDS COMMITTEE CHARGE
Faculty Senate Resolution #11-71, October 2011

1. Name: Academic Awards Committee
2. Membership:
8 elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative; ~~the 3 Provost or an appointed representatives,~~ **1 with academic or administrative expertise in, the Vice Chancellor for Health Sciences disciplines and 1 with academic or administrative expertise in Research, Engagement and Economic Development;** ~~or an appointed representative, the Vice Chancellor for Research, Economic Development and Engagement or an appointed representative,~~ the Chair of the Faculty; one faculty senator selected by the Chair of the Faculty; and one student member from the Student Government Association.

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

3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
 - A. The committee recommends, when required, policies and procedures governing the granting of awards for meritorious teaching and advising, research, and service.
 - B. The committee recommends candidates for receipt of awards in the various categories including, but not limited to, the University Alumni Association Awards for Outstanding Teaching, Lifetime and Five-year Achievement University Research/Creative Activity Awards, Board of Governors Award for Excellence in Teaching, Board of Governors Distinguished Professor for Teaching Award, Max Ray Joyner Award for Excellence in Teaching Through Distance Education, and Scholarship of Engagement Award.
5. To Whom The Committee Reports:
The committee recommends to the Faculty Senate policies and procedures governing awards in the various categories. The committee recommends candidates for awards to the appropriate issuing body.
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 recommend candidates for awards. The committee should consider the diversity of nominees and should seek and recommend qualified women and minority faculty.
8. Standard Meeting Time:
The committee meeting time is scheduled for the first Thursday of each month.

East Carolina University Faculty Senate
DISTANCE EDUCATION AND LEARNING TECHNOLOGY
COMMITTEE CHARGE

Faculty Senate Resolution #20-80, January 2021

-
- 1. Name: Distance Education and Learning Technology Committee
- 2. Membership:
9 elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative; the 2 Provost or an appointed representative, 1 with academic or administrative expertise in the Vice Chancellor for Health Sciences disciplines or an appointed representative; the Chair of the Faculty; one Faculty Senator selected by the Chair of the Faculty; one member of the Graduate Council selected by the Dean of the Graduate School; the Director of Digital Learning or an appointed representative; and one student member from the Student

Government Association.

Ex-officio members (without vote): The Chief Information Officer or an appointed representative.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint subcommittees as needed.

3. Quorum: 5 elected members exclusive of ex-officio.
4. Committee Responsibilities:
 - A. The committee reviews and recommends policies and procedures to enhance faculty teaching and student learning in distance education. The committee provides faculty advice on instructional methods and best practices to enhance teaching and student learning in distance education and the use of learning technologies.
 - B. The committee reviews policies from the Office of Continuing Studies relevant to the effectiveness of the University's distance education policies and procedures and recommends changes as necessary.
 - C. The committee ensures timely, informed faculty opinion on any technology action in any area that may affect significantly the University's academic mission. The committee recommends policy related to the academic use of technology. All information technology actions that affect more than one academic unit or that are initiated above the academic College or School department levels are recognized as actions that may affect significantly the University's academic mission.
 - D. The committee initiates, reviews, and makes recommendations on proposals to plan, implement, revise or eliminate technology initiatives, goals, standards, policies, procedures or actions that significantly impact the University's academic mission.
 - E. The committee prepares and makes available a format for proposals requesting permission to plan, implement, revise or eliminate an information technology initiative, goal, standards, policy, procedure or action.
 - F. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* and *University Graduate Catalog* that corresponds to the Committee's charge and recommends changes as necessary.
 - G. The Committee reviews at least annually those policies within Part VI, Section III of the *ECU Faculty Manual* that corresponds to the Committee's charge and recommends changes as necessary.
 - H. The Committee reviews at least annually the Distance Education Modules and the Instructional Continuity and Contingency website.
 - I. Two appointed representatives serve as ex-officio members on the administrative Information Resources Coordinating Council (IRCC), one appointed representative serves on the administrative Copyright Committee and one appointed representative serves on the administrative IT Accessibility Committee. The Committee should have representation on any advisory or governance committee that evaluates or makes decisions regarding information technology that impacts the academic mission of more than one unit.
 - J. The chair serves as a liaison between the Faculty Senate and Chief Information Officer and/or other university leadership (e.g., college leadership, Provost) involved with planning or implementing technology that could impact the academic mission of more than one departmental unit.

5. To Whom The Committee Reports:
The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited in 4. above.
6. How Often The Committee Reports:
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to advise the appropriate personnel as described in 4. above.
8. Standard Meeting Time:
The committee meeting time is scheduled for the fourth Wednesday of each month.

East Carolina University Faculty Senate
EDUCATIONAL POLICIES AND PLANNING COMMITTEE CHARGE
Faculty Senate Resolution #15-34, March 2015

1. Name: Educational Policies and Planning Committee
2. Membership:
8 elected tenured faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative; the 3 Provost or an appointed representative, **1 with academic or administrative expertise in the Vice Chancellor for Health Sciences disciplines, 1 with academic or administrative expertise in Research, Engagement, and Economic Development;** or an appointed representative, the Vice Chancellor for Research, Economic Development and Engagement or an appointed representative, the Chair of the Faculty; one faculty senator selected by the Chair of the Faculty; and one student member from the Student Government Association.

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

3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
 - A. The committee considers the adequacy, balance, and excellence of all of the University's undergraduate and graduate programs relative to accepted academic standards. This consideration shall cover the undergraduate and graduate programs as problems or concerns arise.
 - B. The committee advises the Chancellor on the educational policies and organizations, goals, standards, and procedures of the University following such consideration, as outlined in Section 4.A., or as requested otherwise by the Chancellor or the Faculty Senate.
 - C. The committee reviews information concerning proposals for all new curricula, programs, and academic policies, or for revisions in all existing policies, prior to the

implementation of such proposals in the long-range planning of academic programs in the College of Arts and Sciences, the various professional schools, the Graduate School, and the Division of Continuing Studies. The Committee uses information regarding university academic standards and resources as the basis for its reviews. The committee reviews Seven Year Unit Program Evaluations (*ECU Faculty Manual, Part IV*, Section III) and unit responses to same, and provides written reports to the unit reviewed and Office of Academic Programs.

- D. The committee acts upon requests for permission to plan and establish all new degree programs and requests for permission to establish new minors. The committee shall use information regarding university academic standards and resources as the basis for its review.
- E. The committee advises the Chancellor of action to be taken if the University experiences financial exigency, or in the event that a major curtailment of an existing teaching, research, or public service program is considered (*ECU Faculty Manual, Part IX*, Section I. Tenure and Promotion Policies and Procedures).
- F. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* and *University Graduate Catalog* that correspond to the Committee's charge and recommends changes as necessary.

- G. The chair or appointed representative serves as ex-officio member on the University Online Quality Council.

- 5. **To Whom The Committee Reports:**
The committee advises the Chancellor through their report to the Faculty Senate as described in 4.B. above. The committee reports to the Faculty Senate concerning requests it has received from the Chancellor. The committee reports to the Faculty Senate the action it has taken on requests for permission to plan and establish new degree programs and requests for permission to establish new minors.
- 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 4.B above.
- 8. **Standard Meeting Time:**
The committee meeting time is scheduled for the second Friday of each month.

East Carolina University Faculty Senate
FACULTY GOVERNANCE COMMITTEE CHARGE
Faculty Senate Resolution #12-25, February 2012
Editorially revised November 2012 to correlate with ECU Faculty Manual

- 1. Name: Faculty Governance Committee
- 2. Membership:
8 elected tenured faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative; **the 3 Provost or an appointed representatives, 1 with academic or administrative expertise in the Vice Chancellor for Health Sciences disciplines, 1 with academic or administrative expertise in Research, Engagement, and Economic Development;** or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative,** the Chair of the Faculty; and one faculty senator selected by the Chair of the Faculty.

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

3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
 - A. The committee considers matters relating to [Part II](#), Section II. Faculty Constitution and By-Laws, where there is no conflict with the functions of the Committee on Committees.
 - B. The committee considers matters relating to [Part VIII](#), Section I. Personnel Policies and Procedures for the Faculty of ECU, [Part IV](#) Academic Units, Codes, and Seven Year Unit Program Evaluation, and other governance documents not specified in other committee charges.
 - C. The committee considers policies and procedures related to initial faculty appointment, tenure, promotion in rank, merit, (see [Part IX](#), Section I. Tenure Policies and Regulations of ECU), and other such matters as may pertain to the general well-being of the faculty, e.g. sexual harassment policy.
 - D. The committee advises the Chair of the Faculty regarding the contents of the Faculty Manual.
 - E. The committee sets guidelines for, and considers matters relating to, unit organization and the development of unit codes.
 - F. The committee shall review personnel policies and procedures ([Part VIII](#), Section I. and [Part IX](#), Section I.). This process shall occur every five years.
5. To Whom The Committee Reports:

The committee recommends to the Faculty Senate revisions to [Part II](#), Section II. Faculty Constitution and By-Laws, [Part VIII](#), Section I. Personnel Policies and Procedures for the Faculty of ECU, [Part IX](#), Section I. Tenure Policies and Regulations of ECU, and [Part IV](#) Academic Units, Codes, and Seven Year Unit Program Evaluation. The committee makes recommendations concerning unit organization to the Faculty Senate. The committee makes its recommendations on policies concerning initial faculty appointment, tenure, promotion, and merit to the Faculty Senate.
6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to advise the Chair of the Faculty regarding the contents of the *ECU Faculty Manual*.
8. Standard Meeting Time:

The committee meeting time is scheduled for the 2nd Wednesday of each month.

East Carolina University Faculty Senate
FACULTY WELFARE COMMITTEE CHARGE
Faculty Senate Resolution #18-40, May 2018

1. Name: Faculty Welfare Committee
2. Membership:
8 elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative; the 2 Provost or an appointed representatives, 1 with academic or administrative expertise in the Vice Chancellor for Health Sciences disciplines or an appointed representative; the Chair of the Faculty; one faculty senator selected by the Chair of the Faculty; and one student member from the Student Government Association.

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

3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
 - A. The committee considers programs and policies relating to insurance, annuities, leaves of absence, and all other programs and policies that affect the general welfare of the faculty or of specific faculty members.
 - B. The committee reviews policies related to faculty salaries and fringe benefits and reports annually to the Faculty Senate on these topics.
 - C. The committee recommends new programs and policies related to faculty welfare and revisions to existing ones.
5. To Whom The Committee Reports:
The committee recommends new programs and policies related to faculty welfare, or revisions to existing ones, to the Faculty Senate.
6. How Often The Committee Reports:
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:
None
8. Standard Meeting Time:
The committee meeting time is scheduled for the second Thursday of each month.

East Carolina University Faculty Senate
**GENERAL EDUCATION AND INSTRUCTIONAL EFFECTIVENESS
COMMITTEE CHARGE**
Faculty Senate Resolution #20-60, November 2020

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 2 Provost or an appointed representatives, 1 with academic or administrative expertise in the Vice Chancellor for Health Sciences disciplines 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.
- E. The committee reviews the annual report of the Director of the Writing Across the Curriculum Program and the Dean of The Honors College.
- F. The committee reviews honors seminar proposals for general education credit, diversity credit, or both.
- G. The chair or appointed representative serves as an ex-officio member of the University Athletics Committee and Honors College Faculty Advisory Committee.
- H. 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.

East Carolina University Faculty Senate
RESEARCH/CREATIVE ACTIVITIES COMMITTEE CHARGE

Faculty Senate Resolution #12-97, November 2012

1. Name: Research/Creative Activities Committee
2. Membership:
14 elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative, **the 3 Provost or an appointed representative, 1 with academic or administrative expertise in the Vice Chancellor for Health Sciences disciplines or an appointed representative, 1 with academic or administrative expertise in Research, Engagement, and Economic Development the Vice Chancellor for Research, Economic Development and Engagement or an appointed representative;** the Chair of the Faculty and one faculty senator selected by the Chair of the Faculty.

The membership of the committee shall serve according to their disciplinary expertise. This would include six members from the College of Arts and Sciences, with at least two each from Humanities, Social Sciences, and the Sciences/Math, and eight members from the Professional Schools and other academic units, with no more than two from each professional school. Each member shall have demonstrated accomplishment in research, and/or creative activity.

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: 8 elected members exclusive of ex-officio.
4. Committee Responsibilities:
 - A. The committee considers matters related to the scholarly activity of the University, including at least the following:
 1. Activities to improve and promote professional scholarly productivity of faculty members;
 2. Procedures and policies governing research and/or creative activities;
 3. Any proposed changes in existing policies affecting research and creative activities of faculty members of the University.
 - B. The committee recommends the funding of meritorious internal research/creative activity proposals for the research/creative activity awards program.
 1. Provided that funding is expected to be available, the committee shall solicit proposals for research/creative activities from eligible faculty.
 2. The committee shall recommend the funding of meritorious internal research/creative activity proposals.
 3. Each year, the committee shall collect and review reports of research/creative activity from any award recipients from the previous year.
 4. Members of the committee are not permitted to submit proposals.
5. To Whom The Committee Reports:
The committee reports its recommendations from these considerations to either the Faculty Senate or the appropriately charged university standing committee.

The committee reports its recommendations of research/creative activity grant proposals to be funded to the vice chancellor for research and graduate studies and reports the final list of funded proposals to the Faculty Senate. The committee makes recommendations concerning the policies and procedures governing research/creative activity grant proposals to the Faculty Senate.

6. **How Often The Committee Reports:**
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. **Power Of The Committee To Act Without Faculty Senate Approval:**
The committee is empowered to make recommendations regarding the funding of research proposals.
8. **Standard Meeting Time:**
The committee will establish a standard meeting schedule at its first meeting of the academic year.

East Carolina University Faculty Senate
SERVICE-LEARNING COMMITTEE CHARGE

Faculty Senate Resolution #18-40, May 2018

1. **Name:** Service-Learning Committee
2. **Membership:**
The committee membership, including ex-officio members, should encompass a wide variety of disciplinary expertise.

9 elected faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative; the 3 Provost or an appointed representative, **1 with academic or administrative expertise in the Vice Chancellor for Health Sciences disciplines, 1 with academic or administrative expertise in Research, Engagement, and Economic Development** or an appointed representative, the Vice Chancellor for Research, Economic Development and Engagement or an appointed representative; the Chair of the Faculty or an appointed representative; one Faculty Senator selected by the Chair of the Faculty; the one student member from the Student Government Association; and one member from the Graduate and Professional Student Senate.

Ex-officio (without vote): The administrative leader of the Center for Leadership and Civic Engagement or an appointed representative.

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

3. Quorum: 5 elected members exclusive of ex-officio.
4. Committee Responsibilities:
 - A. The committee makes recommendations to the Faculty Senate regarding proposed changes in the service-learning requirements and regarding the service-learning designation for individual courses. The committee makes recommendations to the Faculty Senate regarding individual courses carrying service-learning designation and reports those recommendations to the Undergraduate Curriculum Committee and the Graduate Curriculum Committee.
 - B. The committee serves as a liaison between the Center for Leadership and Civic Engagement and the Faculty Senate, reviews the activities of the Center for Leadership and Civic Engagement and advises the administrative leadership of that center about service-learning.
 - C. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* and *University Graduate Catalog* that correspond to the Committee's charge and recommends changes as necessary.
 - D. The committee promotes and advocates for service-learning across the curriculum, including learning outcomes and development of service-learning courses.
 - E. The committee reviews honors seminar proposals for service-learning credit.
 - F. The chair or appointed representative serves as an ex-officio member of the Honors College Faculty Advisory Committee.
5. To Whom The Committee Reports:
The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited in 4, above. The committee recommends curricular changes to the university's service-learning requirement to the Faculty Senate.
6. How Often The Committee Reports:
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to advise the Center for Leadership and Civic Engagement as described in 4.B. above.
8. Standard Meeting Time:
The committee meeting time is scheduled for the second Tuesday of each month.

East Carolina University Faculty Senate
UNDERGRADUATE CURRICULUM COMMITTEE CHARGE

Faculty Senate Resolution #19-77, December 2019

1. Name: Undergraduate Curriculum Committee
2. Membership:
8 elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative; the 2 Provost or an appointed representatives, 1 with academic or administrative expertise in the Vice

Chancellor for Health Sciences disciplines; or an appointed representative, the Chair of the Faculty; one faculty senator selected by the Chair of the Faculty; and one student member from the Student Government Association.

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

3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
 - A. The committee considers undergraduate courses (through 4000-level) and programs and has the responsibility of assuring the quality of course offerings regardless of mode of course delivery.
 - B. The committee recommends policies and procedures governing the acceptability of programs and courses.
 - C. The committee reviews and acts on proposals for new courses and course revisions. The committee ensures that proposals adhere to best practices in higher education and agreed upon academic standards.
 - D. The committee reviews and acts on proposals for new degree programs, certificates, and minors and on revisions to established degree programs, certificates, and minors. The committee ensures that proposals adhere to best practices in higher education and agreed upon standards.
 - E. The committee reviews and acts on revisions to the standards and requirements for admission to and retention in degree programs, certificates, and minors.
 - F. The committee considers other items that affect the curriculum of undergraduate programs.
 - G. The committee acts on recommendations from the Council for Educator Preparation regarding proposed changes in teacher education requirements.
 - H. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* that corresponds to the Committee's charge and recommends changes as necessary.
 - I. The chair or appointed representative serves as a member on the Academic Program Development Collaborative Team, and as appropriate, any university-wide administrative committee that involves undergraduate curriculum.
5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate. The committee reports on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.
6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to report on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.
8. Standard Meeting Time:

The committee meeting time is scheduled for the second and fourth Thursday of each month.

East Carolina University Faculty Senate
UNIT CODE SCREENING COMMITTEE CHARGE
Faculty Senate Resolution #14-78, December 2014

1. Name: Unit Code Screening Committee

2. Membership:
8 elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative; **the 3 Provost or an appointed representatives, 1 with academic or administrative expertise in the Vice Chancellor for Health Sciences disciplines, 1 with academic or administrative expertise in Research, Engagement, and Economic Development;** or an appointed representative, the Vice Chancellor for Research, Economic Development and Engagement or an appointment 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 reviews academic unit codes and changes to existing academic unit codes to insure compliance with [Part IV](#) Academic Units, Codes, and Seven Year Unit Program Evaluation and [Part III](#), Section I. UNC Policy Manual and the UNC Code (UNC Board of Governors) of the *ECU Faculty Manual* and other appropriate documents.

B. The committee revises the "Guidelines for Writing and Revising a Unit Code of Operation" when necessary.

C. The committee coordinates the review of and recommends related policies and procedures for unit codes with the Faculty Governance Committee and/or other committees as appropriate.

5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at 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 Wednesday of each month.

East Carolina University Faculty Senate
UNIVERSITY BUDGET COMMITTEE CHARGE
Faculty Senate Resolution #20-59, November 2020

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 3 Provost or an appointed representative, 1 with academic or administrative expertise in the Vice Chancellor for Health Sciences disciplines, 1 with academic or administrative expertise in Research, Engagement, and Economic Development; 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.

<p>East Carolina University Faculty Senate UNIVERSITY ENVIRONMENT COMMITTEE CHARGE</p>
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Faculty Senate Resolution #19-33, April 2019

1. Name: University Environment Committee

2. Membership:

7 elected faculty members (no more than one of whom may be fixed term). (5 from the Division of Academic Affairs and 2 from the Division of Health Sciences.)

Ex-officio members (with vote): The Chancellor or appointed representative; the 2 Provost or appointed representatives, **1 with academic or administrative expertise in the Vice Chancellor for Health Sciences disciplines;** or appointed representative, the Vice Chancellor for Administration and Finance or appointed representative; the Vice Chancellor for Student Life or appointed representative; the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty; and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as deemed necessary by the chair.

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

4. Committee Responsibilities:

- A. The committee recommends policies to preserve and advance the general physical environment of the University, including traffic flow patterns, hardened sidewalk designs, speed limits, and parking facilities.
- B. The committee recommends policies for maintenance of culturally historic landscape features and ground covers possessing aesthetic, historic, and/or environmental value and to mitigate the loss of displaced habitat.
- C. The committee reviews effects of university projects upon water quality and quantity, runoff, and other physical impacts upon the community and provides recommendations when necessary.
- D. The committee advises and works in coordination with the Sustainability Manager to promote sustainability efforts on campus, which include energy and resource conservation, recycling, waste reduction, and integration of sustainability issues into the curriculum.
- E. The committee makes recommendations to promote appropriate management and use for education and research of ECU's major natural areas.
- F. The committee requests information as needed from Campus Operations, including Facilities Engineering and Architectural Services, and makes recommendations related to the following areas: University Master Plan, future land use, design and construction of new buildings, renovations of existing facilities, management and implementation of the utility infrastructure, and management of the University's repair and renovation program.
- G. The Committee serves as a communication link between Campus Operations and the Faculty Senate regarding issues outlined above.

5. To Whom The Committee Reports:

The committee reports to the Faculty Senate its recommended policies, procedures, and other procedural criteria.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to advise the appropriate personnel as described in 4.C. above.

8. Standard Meeting Time:

The committee meeting time is scheduled for the fourth Thursday of each month.

<p>East Carolina University Faculty Senate WRITING ACROSS THE CURRICULUM COMMITTEE CHARGE <i>Faculty Senate Resolution #18-40, May 2018</i></p>
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1. Name: Writing Across the Curriculum Committee

2. Membership:

8 elected faculty members with a variety of disciplinary areas and colleges/schools.

Ex-officio members (with vote): The Chancellor or an appointed representative; the 2 Provost or an appointed representative, **1 with academic or administrative expertise in the Vice Chancellor for Health Sciences disciplines**; or an appointed representative; the Chair of the Faculty; one Faculty Senator selected by the Chair of the Faculty; the Director of the University Writing Program; and one student member from the Student Government Association.

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

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

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

4. Committee Responsibilities:

- A. The committee promotes the University Writing Program and recommends policies and guidelines governing the development and offering of courses and seminars that are officially to be designated as writing-intensive courses.
- B. The committee reviews and approves proposals for writing-intensive courses, makes recommendations to the Faculty Senate regarding proposals carrying the writing intensive designation, and reports those recommendations to the University Curriculum Committee.

- C. The committee periodically reviews existing writing-intensive course offerings and recommends, as appropriate, changes to course writing-intensive status in order to ensure that standards for writing-intensive credit are being met.
- D. The committee reviews the activities of the University Writing Program, advises the administrative leadership in that program, and serves as a liaison between the University Writing Program and the Faculty Senate.
- E. The committee reviews honors seminar proposals for writing intensive credit.
- F. The chair or appointed representative serves as an ex-officio member of the Honors College Faculty Advisory Committee.

5. To Whom The Committee Reports:

The committee reports to the Faculty Senate recommendations of policies, procedures, and criteria governing the development and offering of WI courses. The committee recommends curricular changes to the University's writing-intensive requirement to the Faculty Senate.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to advise the office of the University Writing Program as described in 4.D. above.

8. Standard Meeting Time:

The committee meeting time is scheduled for the second Monday of each month.