



## 2020-2021 FACULTY SENATE

### FULL MINUTES OF OCTOBER 6, 2020

[WebEx Meeting Recording](#)

The special meeting of the 2020-2021 Faculty Senate was held on **Tuesday, October 6, 2020**, at 2:10 as a WebEx meeting.

#### **Agenda Item I. Call to Order**

Purificación Martínez, Chair of the Faculty, called the meeting to order at 2:10 p.m.

#### **Agenda Item II. Approval of Minutes**

The [September 1, 2020](#) meeting minutes were approved as presented.

#### **Agenda Item III. Special Order of the Day**

##### **A. Roll Call**

Senators absent were: Professor Aundrea Oliver (Medicine), Betsy Tuttle-Newhall (Medicine), Karla Thompson Varnell (Engineering and Technology)

Alternate present was: Professor Richard Baybutt (Allied Health Sciences), Almitra Medina (Foreign Languages and Literatures)

##### **B. [Announcements](#)**

Chair Martínez highlighted the Teaching Grants Committee's call for 2021/2022 Teach Grant proposals, the changes to video requirements for awards as approved by the Academic Awards Committee, and the new option to display personal pronouns in Canvas.

Speaking privileges have been granted to Paul Zigas, Ying Zhou, Chad Carwein, and all standing academic and appellate committee members reporting today.

##### **C. Ron Mitchelson, Interim Chancellor**

Interim Chancellor Mitchelson thanked the faculty for their hard work and resilience during these difficult times. Tomorrow there will be a spring update sent through ECU official and by video. In the fall, the 3 W's (Wear a mask, wait 6 feet, wash hands) has been an effective measure to keep COVID-19 at bay on campus. ECU noted little if any community spread in university settings. He believes we had one of the best contact tracing programs in the UNC System and is thankful to Kelli Russell for her diligence and hard work in training the team of contact tracers. He thanked LaNika Wright for her hard work in ensuring proper and timely testing. ECU has completed over 7,000 tests this fall. When the safety rules have not been adhered to in gatherings, the virus spreads easily, then gets into household situations, like in dorms. The initial surge was much larger than expected. ECU was inadequately equipped with isolation and quarantine spaces. Some things remain as needing to be worked out for the spring, but classes will begin on January 19<sup>th</sup> and end on April 27<sup>th</sup>. Finals will be on May 6; and hopefully an in-person commencement ceremony planned for May 7. All of these dates are in the calendar. ECU will offer a diverse mix of class offerings at the graduate and undergraduate levels. There will be online, hybrid, and face-to-face course offerings. Spring will see a return to the default of 15-week courses. 7 ½ week courses will still be offered. Classroom space will be reduced to 30 percent of seating capacity. For on-campus housing, there will be single room occupancy only with no more than 1,800 rooms used this spring. Two on-campus residence halls are reserved for quarantine housing. Testing will be expanded in the spring to include symptoms and a

**Faculty Senate Meeting  
October 6, 2020**

larger surveillance program. ECU will continue our existing program for experiential learning. Another communications campaign will happen with the command that the 3 W's will be practiced on our campus. He expects more employees will return to campus as the spring progresses. There is no hurry for that return. Guidelines for gatherings and facility use have been added to the ECU Coronavirus website. Things will likely change for the spring, so monitor Return of the Pirates and campus email for updates. Employees should strongly consider a flu shot this season.

The university's upcoming Fiscal Sustainability efforts are not new for the institution. In 2012, the university entered into a program prioritization, which was a difficult process. The university followed some of the recommendations from that report. In the 2013/2014 fiscal year, the university had a fiscal sustainability taskforce, which was led by Rick Niswander and Interim Chancellor Mitchelson. Over this past year, receipt-based activities have been highly disrupted. State institutions anticipate an upcoming budget cut for the next fiscal year. Vice Chancellor Michael Van Scott will head the coordinating committee. Working groups will report to the coordinating committee, and some of the groups will include representatives from the faculty. The work of this committee should be complete by February 28. There will be forums and public statements to keep everyone informed. A final report will be given to the new Chancellor by June 30.

**Questions**

Professor Ticknor (Education) asked if the Chancellor could discuss the mask guidelines on campus and how they will be instituted at our location during the voting season this fall as Pitt County government now says masks are encouraged, but not required during the election. Interim Chancellor Mitchelson believes the campus rules will prevail at the on-campus voting site. Three W's will prevail on our campus.

Professor Brimhall (Human Development and Family Science) asked if all schools are being asked to model a ten percent cut across the board. Interim Chancellor Mitchelson said the general expectation is a ten percent budget adjustment, but it is early in the budgeting cycle, and ECU has not heard anything definitive from the state.

Professor Thompson (Biology) asked about the plans for the expanded testing and surveillance plan. Interim Chancellor Mitchelson said these plans focus on the students on campus in residential facilities. He shared that Vice Chancellor Hardy has been working on the design for the plan. The spring design is not yet finished. It will involve representative sampling through time to monitor status of the pandemic.

Professor Popke (UNC Faculty Delegate/Geography, Planning and Environment) asked how face-to-face instruction would work in the spring, particularly as face-to-face has been discouraged for introductory courses. Would the primary students on campus be ones in specialized programs? Interim Chancellor Mitchelson said the dorms have capacity of 5,800, but the expectation for the spring is around 1,800 students. Mitchelson said with the 30 percent capacity, the face-to-face instructional model will not be easy. He hopes first year students will experience at least one face-to-face class in the spring. He has begun teaching a face-to-face course in the second block of this fall and is finding it to be a positive experience. He believes there is a lot of benefit with face-to-face instruction

Professor Doty (Engineering and Technology) asked if there is an update on the Chancellor Search.

**Faculty Senate Meeting  
October 6, 2020**

Interim Chancellor Mitchelson said there will be finalists coming to campus and meeting with groups and said that good progress is being made on this search. He does not know who the candidates will be.

**D. Grant Hayes, Acting Provost and Senior Vice Chancellor for Academic Affairs and Ying Zhou, Associate Provost of Institutional Planning, Assessment and Research**

Acting Provost Hayes began by speaking about the upcoming winter session. ECU will be offering 5 ½ week courses over the winter break. This is similar to how summer term is run. The university did this in the past in the winter with December Dash. ECU loses credit hours when students take classes at other universities over winter break. Campus Living and Dining will offer services for students taking classes in the winter. All classes offered in the winter will be online. Faculty are not required to teach at this time.

He then spoke about recommendations for subsequent appointment, which are due to him in March. Multi-year appointments will be permitted this year.

ECU anticipates a budget cut in the upcoming fiscal year. Academic Affairs models a ten percent budget cut at this time. ECU will be transparent and has a commitment to shared governance. The Provost shared with Deans and Directors that Academic Affairs must emphasize the financial management of the Division. The expectation is for the Deans to manage the units' expenses carefully while planning for the future. He stated that Deans and Directors should be transparent. Faculty committees should be formed or existing faculty committees should be used to get feedback around the modeling process. The expectation is that only the most critical vacant positions should be filled. Some units have had positions approved with searches moving forward. The division should be mindful for the outcome of further financial erosion in the division.

Associate Provost Zhou then went through a [presentation](#) about the [Academic Affairs Fixed-Term Faculty Salary Study](#).

**Questions**

Professor Schmidt (Education) asked if there is a maximum number of years that can be offered in multiyear contracts. Acting Provost Hayes said there will be multiyear contracts with a maximum 3-year contract offered to fixed-term faculty. Professor Schmidt then asked what will be the results of each of the recent salary studies? Acting Provost Hayes said the Division does not have funds to give any adjustments in salaries based on the results of the studies, but this is a priority. For the future, when ECU is able to secure funding, the salaries in the studies will be reviewed and compensation will be adjusted per System procedures

Professor Sluder (Dental Medicine) asked if the School of Dental Medicine was included in the salary study or if they would be in a future study. Acting Provost Hayes said they were not included in the study that Associate Provost Zhou just presented. Zhou then said the fixed-term faculty for the School of Dental Medicine were included in the separate [Compression Study conducted in 2018-2019](#), which is available on the Faculty Welfare website.

Professor Bauer (English) stated that she did not realize this was an internal study until the end of the process and wanted to know when studies comparing ECU salaries to other comparable institutions would be conducted.

**Faculty Senate Meeting  
October 6, 2020**

Associate Provost Zhou said the analysis is internal in that we identify people using their department by cluster, but she shared that both studies do include benchmark information in the appendixes. 82 percent of ECU faculty were paid under the national median.

Professor McKinnon (History) asked about the decision-making process behind creating the winter session, including research and cost-effectiveness, and asked if there was any faculty involvement in the discussion. She also asked if there should be financial concerns with opening campus living and dining over the winter session. Acting Provost Hayes said the winter session will not be revenue generating for Academic Affairs. Students will not be charged to take classes in this session; it is an extension of spring semester. Faculty who teach in the winter will consider the class as part of their spring teaching load. Hayes said that since teaching the session is voluntary for faculty, Faculty Officers were not consulted.

Professor Su (Geography, Planning, and Environment) asked about the benchmark and trends for the survey and whether the cost of faculty leaving the university is included. Associate Provost Zhou said the benchmark is not normalized for the cost of living. She said the intention for the studies is to identify selected individual for review. The trends over time would focus more at the institutional level, but the study focused on the individual level.

Professor Medina (Foreign Languages and Literatures) asked if there is a limit on the number of multi-year contracts available. Acting Provost Hayes said that colleges should have 33 percent of fixed-term faculty appointments on a one-year contract

Professor Bauer (English) expressed the concern that curriculum decisions were made without faculty governance and stated that decisions like ECU has made with winter break and scheduling complications should initially be brought to a Faculty Senate committee. Acting Provost Hayes agrees with Bauer that this has been a challenging time and hopes that a stronger commitment to shared governance can be put into place and subscribed to as needed.

**E. Jon Gilbert, University Athletics Director**

Athletic Director Gilbert says it has been adventurous past eight months in his department due to the pandemic. Students athletes now test three times a week, and quarantine for fourteen days if they had a close contact with a person with a positive COVID-19 test. In the past seven months, financial decisions have been made that impacted many. ECU's athletics division made the decision in the spring to implement a 4.9 million dollar savings plan. In addition to the elimination of four sports,, there have been budget reductions, travel efficiencies, vacant position elimination, limits in summer courses, suspension of all professional development conferences this fiscal year, a five-day furlough for all athletic employees, and a 20 percent pay reduction for Director Gilbert that will go on for at least the next year. The university now has sports playing again. There are reductions in revenue streams, such as losing football games which increase the division's deficit. There are also reductions in Pirate Club contributions which fund scholarships, ticket sales, and concessions. NCAA distribution in student fees has been reduced. ECU's athletic staff understand additional reductions are coming in the very near future. Continued operations as/is not sustainable. ECU's operating expenses for FY 19 ranked ECU near the bottom of the conference. ECU Athletics has a responsibility to stabilize the budget for the long-term success of Athletics and ECU. This will be a difficult couple of years, but Director Gilbert chooses to remain positive.

**Faculty Senate Meeting  
October 6, 2020**

**Questions**

Professor Ticknor (Education) thanked Director Gilbert for taking a twenty percent pay cut and asked about the process he went through to make this happen.

Director Gilbert said that Athletics went through a litany of items to reduce their budget. The most significant portion of the budget was personnel-related. He knew they would implement furloughs. He felt as the leader he should take a pay cut, and the chairs and staff also followed suit.

**F. Cal Christian, NCAA Faculty Athletics Representative**

Representative Christian provided the [report on the University Athletic Committee's Academic Integrity Subcommittee](#) in advance of the meeting for Faculty Senators to read and did not provide an oral report due to the length of the agenda. He was available for questions.

**Questions**

There were no questions posed at this time.

**G. Lakesha Alston Forbes, Associate Provost for Equity and Diversity**

The report from Associate Provost Forbes was postponed to a later meeting.

**H. Jeni Parker, Faculty Assembly Delegate**

Delegate Parker just received the minutes from that meeting today. She reported from that meeting that the resolution to honor Henry Ferrell passed unanimously.

**I. Purificación Martínez, Chair of the Faculty**

Chair Martínez shared details on the Fiscal Sustainability Task Force. The Chancellor requested the Chair of the Faculty will serve in the Task Force, with a list of 9 additional nominees. These nominees were to be faculty members who are able to think strategically and institutionally. The faculty members do not represent their units or colleges. After Faculty Senate approves ten nominees, Chancellor Mitchelson then selects four names. For the considerations, Faculty Senate officers looked at candidates who had knowledge of ECU Budget practices, ECU Faculty Senate, and UNC Faculty Assembly budget principles (Jeff Popke), knowledge of best practices in recruitment, retention and curriculum development (Jean-Luc Scemama), knowledge of best practices in program development and curtailment (Mark Bowler), experience and knowledge in Academic Affairs and Health Sciences (Joe Houmard), knowledge of needs and challenges of the population and working with Academic Affairs and Health Sciences (Keith Keene), demonstrated success in extramural funding and experiential learning (Jennifer McKinnon), firsthand experience with difficulties in dissolving colleges, moving programs (Cynthia Deale), firsthand experience with challenges working in small programs (Ken Wyatt), and understanding the role of Libraries to advance ECU's mission (Kerry Sewell).

**Questions**

Professor Su (Geography, Planning and Environment) asked: "since all nine nominees have specialized knowledge, why would the chancellor only select four?"

Chair Martínez said that once the Senate selects these names that it would be her job to work with the Chancellor and committee why each of these people were selected to make a case for their representation. There will be additional committees as part of the Fiscal Sustainability that will need faculty representation, so she would recommend the faculty members recommended today for the other committees. The Faculty Senate officers did also discuss additional candidates for nomination, so there will be more candidates.

**Faculty Senate Meeting  
October 6, 2020**

Professor Chambers (Education) these are candidates based on their work with the university not their expertise.

Chair Martínez said the work these faculty members have done in terms of service to the university has been extraordinary. Their expertise is in ECU and how ECU works.

Professor Su (Geography, Planning and Environment) asked why would only four be selected when all nine had specialized knowledge.

Chair Martínez said that if the Faculty Senate determines that other names would be more suitable, she would explain why each nominee was selected to make a case for representation. The Chancellor mentioned earlier in the Faculty Senate meeting there would be additional groups, so Chair Martínez would recommend those not selected for the coordinating committee she would recommend they serve in those other groups. The Faculty Senate officers discussed this list for hours and have additional faculty members that could serve as well.

Professor Chambers (Education) asked what considerations faculty expertise has in this list of nominees.

Chair Martínez said the work these faculty members has done in service has indicated they are all extraordinary.

Professor Su (Geography, Planning and Environment) stated these nominees represent faculty and asked how the communications would take place with each other and with each unit.

Chair Martínez said a feature of future Faculty Senate meetings will include presentations on what the role of the coordinating committee is and information on the plans. The faculty members represent the university, not particular units.

Professor Su (Geography, Planning and Environment) asked what the purpose of this committee will be.

Chair Martínez said the recommendations to modify education, reorganization of colleges and universities, centralizing services to save funds. These are items she believes this taskforce will be asked to compile into a report.

There were no further questions and a motion was made and seconded to approve the slate of nominees that Chair Martínez approved by acclamation. The motion passed, and the slate of nominees were: Jeff Popke (Geography, Planning and Environment), Jean-Luc Scemama (Biology), Mark Bowler (Psychology), Joe Houmard (Kinesiology), Keith Keene (Medicine/Biology), Jennifer McKinnon (History), Cynthia Deale (Business), Ken Wyatt (Art and Design), and Kerry Sewell (Health Sciences Library).

**J. Approval of Fall 2020 Graduation Roster, including Honors College graduates**

Professor Popke then Parker (Faculty Assembly Delegate/Theatre and Dance) moved approval of the Fall 2020 Graduation Roster, including Honors College graduates. There was no discussion and the Fall 2020 Graduation Roster, including Honors College graduates was approved as presented.

**RESOLUTION # 20-53**

**K. Question Period**

Professor Bauer (English) said various departments are having issues working with materials management as the process seems to change from contract-to-contract. There is no manual, and

**Faculty Senate Meeting  
October 6, 2020**

departments do not know the correct procedures. Materials management has a slow process, the vendors need a Banner ID and things are sent back for revision and things change semester to semester. She requested this unit create a manual for how to handle contracts, particularly as this affects time-sensitive grants.

Vice Chancellor Van Scott said that REDE has tried to facilitate these matters and stated that if anyone is having issues with anything to do with grants, REDE would be happy to help.

Vice Chancellor Thorndike oversees the Materials Management unit. She said that there are unique factors to each contract and would be happy to work with Kevin Carraway in Materials Management to develop consistent procedures and guidance, including a manual. Vice Chancellor Thorndike is interested in any feedback that can lead to documentation to support faculty and staff.

Vice Chancellor Zigas provided the following in the chat: [https://purchasing.ecu.edu/wp-content/uploads/sites/260/2018/03/How-to-Purchase-at-East-Carolina-University\\_AUG2020-1.pdf](https://purchasing.ecu.edu/wp-content/uploads/sites/260/2018/03/How-to-Purchase-at-East-Carolina-University_AUG2020-1.pdf)

**Agenda Item IV. Unfinished Business**

There was no unfinished business to come before the body at this time.

**Agenda Item V. Report of Graduate Council**

Professor Ron Preston (Education), Chair of the Graduate Council provided curriculum and academic matters acted on and recorded in the [August 31, 2020](#), Graduate Council meeting minutes, including policy action item (GC 20-9) Graduate Catalog editorial revision to the “[General Requirements for Degrees and Certificates](#)” policy, to include clarification to the two research ethics requirements where it clarifies that students can take the HUMS 7004 – Ethics and Research or a discipline specific equivalent of at least two credits of research ethics, human subjects protections, and the responsible conduct of research; and proposed changes to the “[Request for Inclusion](#)”, to help streamline and shorten up process for new program approval and matters acted on and recorded in the [September 21, 2020](#), Graduate Council meeting minutes, including the “[Thesis/Dissertation Digital Signature Sheet](#)” processing revision to help simplify the thesis/dissertation signature page completion process for both students and mentors which is a change from paper processing to digital processing, which was reported for informational purposes only.

Chair Martínez asked Professor Preston if the report was presented for informational purposes only. and he confirmed it was. No vote was taken.

**Agenda Item VI. Report of Committees**

**A. Writing Across the Curriculum Committee, Lisa Ellison**

Professor Ellison (Foreign Languages and Literatures), Chair of the Committee, presented curriculum and academic matters acted on and recorded in the [August 24, 2020](#) meeting including the removal of WI designation for MUSC 1406: Music History and Literature I.

There was no discussion and the curriculum and academic matters acted on and recorded in the [August 24, 2020](#) Writing Across the Curriculum meeting including the removal of WI designation for MUSC 1406: Music History and Literature I were approved as presented. **RESOLUTION #20-54**

Professor Ellison then presented a letter of support for the University Writing Center that the members of the Writing Across the Curriculum Committee had signed for endorsement by the Faculty Senate.



**Faculty Senate Meeting  
October 6, 2020**

Professor Bauer (English) was struck that the University Writing Center's budget is to be cut entirely by 2022. She said that students do not pay for this service, but the staff need to be paid. She asked where the money is to come from when the budget is cut. Professor Ellison does not know where this funding is to be cut from Academic Affairs. Acting Provost Hayes said that since this letter was drafted, the center will be supported for the rest of the academic year and that a plan has been made to sustain this center at the university. The letter of support for the University Writing Center from the Writing Across the Curriculum Committee was endorsed by the ECU Faculty Senate. **RESOLUTION #20-55**

**B. University Environment Committee, Chad Carwein**

Mr. Carwein, (Sustainability Program), Ex-officio member of the Committee, presented a report on ECU's Sustainability Program, which included explanation of the Sustainability Tracking, Assessment and Rating System (STARS). This report was presented for information only.

Professor Moss (Dental Medicine) asked what happened with LimeBike  
Mr. Carwein said we had LimeBike for one year. Many times ECU had the highest use of the LimeBikes worldwide. He said that bikeshare companies pulled bike fleets in favor of electric scooters. ECU does not support electric scooters. Mr. Carwein has invited other bikeshare companies, but all include the scooters in with their contractors.

Professor Su (Geography, Planning and Environment) said that safety is important and needs to be considered. Mr. Carwein is on a bicycle commission and said that there is a lot more work to do.

Professor Arnold (Theatre and Dance) commended Carwein on the film series and asked if he knows how many films have been shown and if there are any estimates of student attendance. Mr. Carwein said they have screened 24 films so far, with an average of 30 attendees and has had about 100 attendees at one event. About half of the attendees are students with the other half being a combination of faculty, staff, and community.

The report was received as presented.

**C. Faculty Governance Committee, Jeff Popke**

Professor Popke (Geography, Planning and Environment), Chair of the Committee, presented proposed revisions to the 2020 Administrative Surveys. The Committee took the feedback from the previous proposed revision to this survey and the report is the result.

There was no discussion, and the proposed revisions to the 2020 Administrative Surveys were approved as presented. **RESOLUTION #20-56**

Professor Popke then presented proposed revisions to the *ECU Faculty Manual*, Part VIII, Section I., Subsection I. Selection and Appointment of New Faculty, A. Determination and Number and Nature Selection and Appointment of New Faculty, A. Determination and Number and Nature of Positions. Academic Affairs issued guidance indicating that memos from unit personnel committees would no longer be required to appoint adjunct faculty because those positions are non-salaried. The Committee agreed that memos should be required for all faculty appointments and considered several options for revising the *Faculty Manual* to reflect that requirement, resulting in the proposed additions.



**Faculty Senate Meeting  
October 6, 2020**

There was no discussion, and the proposed revisions to the *ECU Faculty Manual*, Part VIII, Section I., Subsection I. Selection and Appointment of New Faculty, A. Determination and Number and Nature Selection and Appointment of New Faculty, A. Determination and Number and Nature of Positions were approved as presented. **RESOLUTION #20-57**

Professor Popke then presented proposed revisions to the *ECU Faculty Manual*, Part VI, Teaching and Curriculum Regulations, Procedures, and Academic Program Development, Section VII. Curriculum Procedures and Academic Program Development.

There was no discussion and the proposed revisions to the *ECU Faculty Manual*, Part VI, Teaching and Curriculum Regulations, Procedures, and Academic Program Development, Section VII. Curriculum Procedures and Academic Program Development were approved as presented. **RESOLUTION #20-58.**

**E. Committee on Committees, Melinda Doty**

Professor Doty (Engineering and Technology), Chair of the Committee presented the second reading of proposed revisions to the University Budget Committee charge.

There was no discussion and the proposed revisions to the University Budget Committee charge were approved as presented. **RESOLUTION #20-59**

Professor Doty then presented the second reading of proposed revisions to the General Education and Instructional Effectiveness Committee charge.

There was no discussion, and the proposed revisions to the General Education and Instructional Effectiveness Committee charge were approved as presented. **RESOLUTION #20-60**

Professor Doty then presented the name of a nominee to fill the 2023 alternate member term on the Faculty Assembly.

There was no discussion, and the Senate elected by acclamation Andrew Brimhall (Human Development and Family Science) to the 2023 alternate member term on the Faculty Assembly.

Professor Doty then presented the name of a nominee to fill the 2021 regular member term on the Due Process Committee.

There was no discussion, and the Senate elected by acclamation Steve Cerutti (Foreign Languages and Literatures) to the 2021 regular member term on the Due Process Committee.

Professor Doty then presented the name of three nominees to fill 2022 regular member terms on the Safety and Security Committee.

There was no discussion, and Mark Sprague (Physics), Jo Anne Balanay (Health Education and Promotion), and Lok Pokhrel (Medicine/Health Education and Promotion) were elected by acclamation to the 2022 regular member terms on the Safety and Security Committee.

**Faculty Senate Meeting  
October 6, 2020**

**F. Calendar Committee, Mark McCarthy**

Professor McCarthy (Business), Chair of the Committee, presented two versions of a proposed Winter Block Calendar, which would be set between the end of the Fall 2020 semester and the beginning of the Spring 2021 semester. Faculty Senators were asked to vote for their preferred calendar.

Senator Chambers (Education) asked if the committee had a preference. Professor McCarthy said the committee was provided with Version 1 and they came up with Version 2, but they had no preference.

Professor Su (Geography, Planning and Environment) stated that most would not be teaching in this session. Professor McCarthy said that he was just asked to come up with this schedule.

Professor Bauer (English) said that if the committee felt the need to come up with a second calendar, there must have been a problem with the first one, so she would tend to go with the second one. Professor McCarthy said the committee said the input gave the students a whole week between the semesters.

Professor McKinnon (History) asked about the faculty involvement in this decision. She stated the fact that Faculty Senate is being given this calendar and no one has had input besides this committee demonstrates lack of faculty input in these decisions. She asked why faculty is voting on this matter when there has not been faculty input into it.

Professor McCarthy reiterated just that the committee was given a proposed calendar and came up with the second calendar.

Professor Chambers (Education) said there could be a choice between three calendars with one being no winter calendar. She mentioned faculty burnout being a major issue and would lean to the second calendar as there is a break included for holidays.

Professor Wolf (Physics) asked how abstentions are counted in the vote.

Professor Ticknor (Education) answered in her role as Parliamentarian that in the case of a majority vote is sufficient for adoption of a motion except for those that require two-thirds votes.

Professor Popke (Past-Chair/Geography, Planning, and Environment) who is a prior parliamentarian for the Faculty Senate said that all matters in the Faculty Senate should be a majority vote, and that abstentions should count as a "no" vote.

Professor Wolf (Physics) requested clarity as to what an abstention vote would mean for this poll and invited a potential delay. Professor Leorri (Geological Sciences) did not want to delay as it would impact registration. Professor Johnson (Communication) asked if we may consider yes or no to Version 1 and yes or no to Version 2 in 2 separate votes.

Professor Doty (Engineering and Technology) said she may not participate in this session and feels wrong to vote in it because she is not participating in this session and does not know if other senators may be thinking the same way.

Professor Bauer (English) reiterates that the committee came up with a second version. She is not happy about this session in the way it was brought to the faculty. She said we need to present a calendar for the students.

**Faculty Senate Meeting  
October 6, 2020**

Vice Chair Scemama then took over leadership of the meeting.

Professor Martínez (UNC Faculty Delegate) said that in her conversations with Interim Chancellor Mitchelson this was a request that came to the calendar committee. The Provost explained the issue with the terms with winter session in a similar way as was done at the beginning of this meeting. The Deans were to discuss this session with unit administrators. Then the unit administrators were to discuss this with the faculty members. No faculty members were to be forced to teach these courses. There is a modest number of courses that faculty wished to teach in this session. Martínez spoke with Deans and reaffirmed these discussions to ensure this would be a decision freely made by the faculty to teach or not teach in the winter block. Martínez expressed her concerns with winter block to university leadership. Her understanding is that there are some faculty members who wish to teach in the winter block.

Chair Martínez then resumed leadership of the meeting.

Professor Popke said he would not be teaching in winter session. He agrees with Chambers as it seems wise to give a longer break in the winter. He thinks the people who should be given the choice are the ones who will be teaching in this session, and to get the feedback of those faculty members and to then pass that feedback onto the Provost.

Professor Schmidt (Education) asked if we could just vote on this and agreed with Professor Bauer. Since it is an option and faculty do not have to do it, he trusts this committee and would like to vote on it.

Professor Leorri (Geological Sciences) thinks the resolution should be tabled in Faculty Senate to get the clarity of the professors who will be teaching in this session. There are few classes in this session.

Chair Martínez stated then that if Abstain wins the vote, this would indicate the officers need to discuss with the members of the faculty teaching the courses to get their thoughts on this matter and then take that to the Provost. Professor Popke agreed.

The majority vote was an abstention, so Faculty Senate leadership will work closer with the instructors of these classes.

**G. Faculty Welfare, Gail Ratcliff**

Professor Ratcliff (Mathematics) presented proposed revisions to the *ECU Faculty Manual* Part XI., Section I. Employment Policies and Section II. Benefits and Leave.

Professor Popke (Past Chair/Geography, Planning and Environment) asked if there were any major changes. Professor Ratcliff mentioned the classes for discrimination was included.

The proposed revisions to the *ECU Faculty Manual* Part XI., Section I. Employment Policies and Section II. Benefits and Leave were approved as presented. **RESOLUTION #20-61**

**H. Undergraduate Curriculum Committee, Stacy Weiss**

**Faculty Senate Meeting  
October 6, 2020**

Professor Weiss (Education) presented curriculum and academic matters acted on and recorded in the [September 10, 2020](#) meeting including curricular actions in the Department of Air Force ROTC within the College of Health and Human Performance, in the Department of Technology Systems within the College of Engineering and Technology, and within the Department of Political Science within the Thomas Harriot College of Arts and Sciences.

There was no discussion, and the curriculum and academic matters acted on and recorded in the [September 10, 2020](#) Undergraduate Curriculum Committee meeting including curricular actions in the Department of Air Force ROTC within the College of Health and Human Performance, in the Department of Technology Systems within the College of Engineering and Technology, and within the Department of Political Science within the Thomas Harriot College of Arts and Sciences were approved as presented. **RESOLUTION #20-62**

**I. General Education and Instructional Effectiveness Committee, George Bailey**

Curriculum and academic matters acted on and recorded during the [September 21, 2020](#) meeting including Domestic Diversity (DD) credit for SOC 101 Introduction to Sociology from West Virginia University at Parkersburg, MUS 260 History of Jazz from North Carolina State University; Global Diversity (GD) credit for HIST 1320 World Sciences at North Carolina Central University; and General Humanities (GE:HU) credit for LBST 2012 Global Connections from UNC Charlotte.

There was no discussion, and the curriculum and academic matters acted on and recorded during the [September 21, 2020](#) General Education and Instructional Effectiveness Committee meeting including Domestic Diversity (DD) credit for SOC 101 Introduction to Sociology from West Virginia University at Parkersburg, MUS 260 History of Jazz from North Carolina State University; Global Diversity (GD) credit for HIST 1320 World Sciences at North Carolina Central University; and General Humanities (GE:HU) credit for LBST 2012 Global Connections from UNC Charlotte were approved as presented. **RESOLUTION #20-63**

**Agenda Item VII. New Business**

Professor Susan Pearce (Sociology) proposed a resolution from the floor from the University Environment Committee. The full text is below:

**UNIVERSITY ENVIRONMENT COMMITTEE  
Resolution on Beverage Contract**

WHEREAS, the University Environment Committee is charged with promoting sustainability efforts on campus, which include energy and resource conservation, recycling, and the reduction of waste; and

WHEREAS, the current Safety and Environmental policy states, “ECU will strive to protect and enhance the environment by pursuing environmental sustainability initiatives”; and

WHEREAS, the ECU Sustainability Plan establishes a goal to “Eliminate single-use plastic bags, straws, and bottled water over the next five years...” and this plan was unanimously approved by former Chancellor Staton and his Executive Council; and

**Faculty Senate Meeting  
October 6, 2020**

WHEREAS, the bottling industry has developed new and innovative alternatives to single-use plastics, including plastic bottles that contain a percentage of plant-based materials and aluminum bottles that can be recycled more easily and for financial gain, and

WHEREAS, the University is scheduled to sign a new, 10-year beverage contract with a supplier; and

WHEREAS, the University Environment Committee supports an effective, convenient, environmentally sound and fairly financed recycling program; and

WHEREAS, the University Environment Committee supports strategies to divert and reduce waste to the greatest extent possible in all aspects of ECU operations, and

WHEREAS,

- Less than 10 percent of plastic has ever been recycled
- Plastic degrades each time it is reused, meaning it cannot be reused more than once or twice
- Making new plastic out of oil is cheaper and easier than making it out of plastic trash, but this practice is not sustainable
- The oceans now have at least 150 million tons of plastic in them, which will soon increase to an amount that surpasses the weight of all the fish in the sea
- Certain soda companies are sourcing water for bottled water from drought-prone, low-income areas

WHEREAS, environmental activists have particularly named ECU's current beverage supplier, Coca-Cola, for the proliferation of plastic waste globally and for its depletion of water from drought-prone regions,

THEREFORE, Be It Resolved, that the Faculty Senate supports the efforts and strategies of the Committee to request that 1) the soda company that is selected is committed to reducing these environmentally destructive practices and 2) a clause be added to this contract that will reduce the amount of single-use plastic bottles sold on campus by 2.5% each year and 3) ECU Materials Management will establish measures to include the University Sustainability Manager in future contract negotiations related to achieving goals laid out in the ECU Sustainability Plan.

There was no discussion, and the resolution was approved as presented. **RESOLUTION #20-64**

There being no further business, the meeting adjourned at 5:42 pm.

Submitted by,

Marlena Rose  
Secretary of the Faculty  
Health Sciences Library

Rachel Baker  
Faculty Senate

## FACULTY SENATE RESOLUTIONS APPROVED AT THE OCTOBER 6, 2020 MEETING

### Resolution #20-53

Approval of the Fall 2020 Graduation Roster, including Honors College graduates.

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### Resolution #20-54

Approval of curriculum and academic matters acted on and recorded in the [August 24, 2020 Writing Across the Curriculum](#) meeting including the removal of WI designation for MUSC 1406: Music History and Literature I were approved as presented.

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### Resolution #20-55

Endorsement of letter of support for the University Writing Center from the Writing Across the Curriculum Committee, as follows:

September 14, 2020

#### **In Support of the University Writing Center**

To ECU Faculty Senators:

I am writing to express my support for the University Writing Center, to make sure you are aware of severe cuts to their funding, and to invite you to join me in supporting this center which offers invaluable services to students & faculty alike.

I'm not going to tell you about the value of writing to your students. You already know that whatever field they enter, academic or otherwise, strong writing skills will help them advance. What you may not know is that students who make use of the UWC are more likely to graduate: a 2015 IPAR study of the UWC shows that 90 percent of students who visit the UWC *just once* in their undergraduate career are retained, versus about 79 percent retention of students who do not visit the center.

This year, the UWC has navigated an 18 percent cut from their primary funding source, Academic Affairs – and this is just the beginning: **complete funding elimination** is anticipated for AY 2022. The UWC has responded to this first round of cuts with:

- a 28.2 percent reduction in writing consultation hours, and
- elimination of class-tailored writing workshops.

At its current funding, the UWC is unable to employ the consultants necessary to meet the demand of undergraduate & graduate students – a demand which is not diminished by classes & consultations being online. Indeed, UWC usage *increased* 6.5 percent this past summer when the University was fully online.

The UWC continues to receive faculty requests for focused writing workshops to help their students with such things as literature reviews and improving source material integration. However, the UWC lacks the financial resources to transition these faculty-requested workshops to an online format, leaving instructors to find or develop methods for helping their students with important aspects of the writing process at a time of curricular mayhem when instructors could most use the additional support.

Next year, the UWC is facing a 42 percent cut from this year's inadequate budget. The anticipated AY 2022 budget takes another 63 percent off of that – a number that leaves the UWC operating on 20 percent of a budget that allows them to effectively offer their services. I fear these further slashes to the UWC will be debilitating to the center and to all of those it serves.

**Faculty Senate Meeting  
October 6, 2020**

Undergraduate & graduate students across the university will suffer for these cuts. Faculty will lose a vital resource in teaching writing.

Thank you for your time. I hope you will join me in stating unequivocally that the UWC is an essential component of student success on this campus.

Sincerely,



Lisa Ellison  
Teaching Instructor, Foreign Languages & Literatures  
Harriot College of Arts & Sciences

**The WAC Committee unanimously voted to endorse this letter & add their signatures to it on September 14, 2020. The University Writing Center is an essential resource that benefits undergraduates, graduate students & faculty across the university.**

1. Ann Mannie, Clinical Assistant Professor, *College of Allied Health Sciences*
2. Jen-Scott Mobley, Assistant Professor, *College of Fine Arts & Communication*
3. Tory Rose Harris, undergraduate in HCAS & CFAC, *Student Government Assn.*
4. Heather Ries, Associate Professor, *College of Arts & Sciences*
5. Kristen Gregory, Assistant Professor, *College of Education*
6. Jeanette Avery, Clinical Assistant Professor, *College of Nursing*
7. Tracy Morse, Associate Professor, Harriot *College of Arts & Sciences*
8. Jamin Carson, Associate Professor, *College of Education*
9. Wendy Sharer, Professor, Harriot *College of Arts & Sciences*
10. Marina Alexander, Associate Professor, *College of Health & Human Performance*
11. Will Banks, Professor, *College of Arts & Sciences*
12. Clark Nall, Associate Professor, *Academic Library Services*
13. Michelle Eble, Associate Professor, *College of Arts & Sciences*
14. Elizabeth Ketterman, Director, *Health Sciences Library*

**Resolution #20-56**

Approval of revisions to the 2020 Administrative Surveys, as follows:

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

ECU Administrator Survey  
Deans and Directors Form

<b>Leadership</b>	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
1. Articulates a shared vision for the future	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Communicates priorities, standards,	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



**Faculty Senate Meeting  
October 6, 2020**

and administrative  
procedures effectively

3. Represents the college  
or library effectively to  
the community, region,  
and state

**Teaching, Research/Creative  
Activity, and Service**

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

4. Fosters a climate that  
promotes excellence in  
research/creative  
activities

5. Fosters a climate that  
promotes excellence in  
teaching

6. Fosters a climate that  
promotes excellence in  
patient care

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

8. Actively promotes  
student success

**Administration and  
Management**

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

9. Provides guidance,  
support and resources  
for faculty development,  
particularly related to  
recruitment, tenure and  
promotion

10. Effectively evaluates or  
assesses the units  
under his/her  
administration,  
acknowledges areas of  
excellence, and  
recommends areas  
where improvement is  
needed

**Faculty Senate Meeting  
October 6, 2020**

- 11. Works effectively to identify and pursue philanthropic support for the college or library
- 12. Allocates the resources of the college or library effectively in accordance with institutional priorities

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

**Open-ended Comments**

15. Which matters need priority attention by this administrator during the next year or two?

16. What is the most important observation you can make about this administrator's effectiveness?

**Demographics**

17. What is your faculty status?

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

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

- 0-3 years
- 4-10 years

**Faculty Senate Meeting  
October 6, 2020**

- More than 10 years

19. What is your gender?

- Male
- Female

**19. I identify as:**

- **A woman**
- **A man**
- **Gender fluid, non-binary, and/or Two-spirit**
- **Prefer not to Answer**

20. What is your race/ethnicity?

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

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**ECU Administrator Survey  
Vice Chancellor Form**

<b>Leadership</b>	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
1. Articulates a shared vision for the future	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Communicates priorities, standards, and administrative procedures effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Represents the university effectively to the community, region, and state	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 <b>Teaching, Research/Creative Activity, and Service</b>			Neither Agree nor Disagree			
4. Fosters a climate that promotes excellence in	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Faculty Senate Meeting  
October 6, 2020**

research/creative activities

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

**Administration and Management**

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

**Diversity and Collaboration**

Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know
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**Faculty Senate Meeting  
October 6, 2020**

13. Encourages diversity and implements mechanisms for attracting and retaining underrepresented (students, staff and faculty) groups
14. Supports sound practices of collaboration, openness and shared governance

**Open-ended Comments**

15. Which matters need priority attention by this administrator during the next year or two?

16. What is the most important observation you can make about this administrator's effectiveness?

**Demographics**

17. What is your faculty status?
- Tenured
  - Probationary term (tenure track)
  - Fixed term
  - EHRA non-faculty
18. How many years have you been employed at ECU?
- 0-3 years
  - 4-10 years
  - More than 10 years
19. What is your gender?
- Male
  - Female
- 19. I identify as:**
- A woman**
  - A man**
  - Gender fluid, non-binary, and/or Two-spirit**
  - Prefer not to Answer**
20. What is your race/ethnicity?
- a. Asian
  - b. Black or African American

**Faculty Senate Meeting  
October 6, 2020**

- c. Hispanic
- d. White
- e. Other

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**ECU Administrator Survey  
Chancellor Form**

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

**Faculty Senate Meeting  
October 6, 2020**

12. Allocates the resources of the university effectively in accordance with institutional priorities, and mandates of the Board of Trustees and the Board of Governors

- 

**Diversity and Collaboration**

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

13. Encourages diversity and implements mechanisms for attracting and retaining underrepresented (students, staff and faculty) groups

- 

14. Supports sound practices of collaboration, openness and shared governance

- 

**Open-ended Comments**

15. Which matters need priority attention by this administrator during the next year or two?

16. What is the most important observation you can make about this administrator's effectiveness?

**Demographics**

17. What is your faculty status?

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

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

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

19. What is your gender?

- Male
- Female

**19. I identify as:**

- A woman**
- A man**
- Gender fluid, non-binary, and/or Two-spirit**
- Prefer not to Answer**

20. What is your race/ethnicity?

- Asian
- Black or African American
- Hispanic



**Faculty Senate Meeting  
October 6, 2020**

- White
- Other

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Resolution #20-57

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

Additions are in **bold**.

I. Selection and Appointment of New Faculty

A. Determination of Number and Nature of Positions

Since faculty members of each academic unit are responsible for the curriculum, they shall make recommendations on the personnel needs of the unit. **All faculty appointments shall be initiated by a recommendation of the Unit Personnel Committee unless otherwise specified in the Unit Code.**

Acting in accord with the policies and procedures set forth in the Unit Code, the unit administrator shall recommend, with input from the faculty, to the next higher administrator (for conveyance to the Academic Council) the number and nature of faculty positions needed to carry out the unit's mission and achieve the university, division, college and unit planning goals. Such recommendations shall contain justifications addressing the unit staffing plan and appropriate planning goals of the university, division, college, and unit.

Allocation of faculty positions is the prerogative of the Academic Council. The deans and directors shall determine the distribution of positions within their college and schools in accordance with strategic priorities.

In general, tenured and probationary term (tenure-track) positions are preferred unless sound reasons exist. Such reasons include, but are not limited to; (a) the position is not permanently assigned to the unit, (b) the position is addressing temporary needs, (c) the position cannot be filled by a faculty member with a terminal degree, (d) the duties of the position are primarily clinical, (e) the position is by its nature term-limited (term-limited endowed professorships, for example), (f) this reflects the preference of the faculty member taking the position, or (g) budgetary or strategic considerations.

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Resolution #20-58

Approval of revisions to the *ECU Faculty Manual*, Part VI, Teaching and Curriculum Regulations, Procedures, and Academic Program Development, Section VII. Curriculum Procedures and Academic Program Development, as follows:

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

PART VI

TEACHING AND CURRICULUM REGULATIONS, PROCEDURES

## AND ACADEMIC PROGRAM DEVELOPMENT

### SECTIONS

- I. Teaching Regulations and Guidelines Relating to Faculty *Revised 4-20*
- II. Academic Integrity
- III. Distance Education Policies *Revised 1-20*
- IV. Student Privacy, Conduct, and Complaints *Revised 5-16*
- V. Graduation Policies *Revised 1-16*
- VI. Emergency Notification and Evacuation Procedures
- VII. Curriculum Procedures, **and Academic Program Development, and the Academic Calendar**  
*Revised 11-19*

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### SECTION VII

#### Curriculum Procedures, **and Academic Program Development, and the Academic Calendar** *(Revised 11-19)*

In accordance with ECU's commitment to strong academic programs and the SACSCOC Principles of Accreditation, ECU "places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty." Program and curriculum changes are initiated, prepared, and presented for review through ECU's curriculum management system. All proposals follow an approval process inclusive of all relevant ECU campus bodies and voting faculty as defined in this document. Three levels of approval are defined according to the specific delegated authority of final approval bodies. Proposals governed by the policies and procedures of the UNC System Office (UNC-SO) and/or Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) will follow additional approval steps and will therefore take longer to proceed through the entire approval process.

Academic Planning and Accreditation (APA), a unit of Institutional Planning, Assessment and Research, facilitates the curriculum and program development process through administration of ECU's curriculum management system and direct consultation with faculty planners. The Office of Continuing Studies and Distance Education and APA process requests to deliver new and existing academic programs through distance education. Consultation with the unit curriculum liaison, personnel in the Office of the Registrar, and personnel in APA is recommended at the onset of curriculum and program development.

The Academic Program Development Collaborative Team (APDCT), an advisory body to the Academic Council, is comprised of the Undergraduate/Graduate Curriculum Committee chairs; Educational Policies and Planning Committee (EPPC) chair; dean of the Graduate School; representatives from the Office of Continuing Studies and Distance Education, Institutional Research, Academic Planning and Accreditation, and Division of Health Sciences; and the Chair of the Faculty. APDCT collaborates with faculty planners to strengthen program proposals and makes recommendations to the Academic Council, EPPC, and the dean of the Graduate School (as applicable) on developing programs.

Academic committees of the Faculty Senate and the Graduate School review course and program proposals, **as well as proposed changes to the academic calendar** in accordance with their stated

**Faculty Senate Meeting  
October 6, 2020**

charges. Faculty Senate committees also approve requests for special course designations, such as service learning, writing intensive, and diversity.

...

A...

B...

**C. Academic Program Review**

Every academic program that is not accredited by a specialized accrediting agency is required to be reviewed as part of a seven-year unit program evaluation. The unit Academic Program Review will be conducted according to the [Academic Program Review Guidelines](#). Changes to these guidelines need to be approved by the Educational Policies and Planning Committee and the Faculty Senate. The unit Academic Program Review shall be used in the development of the unit's operational and strategic plans.

**D. Academic Calendar**

**Because the Academic Calendar is fundamental to the “content, quality, and effectiveness of the curriculum,” (see para. 1 above; or SACS) no changes to the Academic Calendar shall be made without consultation of the Calendar Committee and Faculty Senate.**

- Faculty Senate Resolution #12-50, March 2012
- Faculty Senate Resolution #14-62, May 2014
- Faculty Senate Resolution #15-63, May 2015
- Faculty Senate Resolution #17-13, March 2017
- Faculty Senate Resolution #18-22, April 2018
- Faculty Senate Resolution #18-68, January 2019
- Faculty Senate Resolution #19-08, February 2019
- Faculty Senate Resolution #19-71, November 2019
- Faculty Senate Resolution #19-79, December 2019
- Faculty Senate Resolution #20-31, April 2020

**Faculty Senate Resolution #20-##, October 2020**

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Resolution #20-59

Approval of revisions to the University Budget Committee charge, as follows:

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

1. Name: University Budget Committee
2. Membership:  
7 elected faculty members (no more than one of whom may be fixed term).

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research, Economic Development and Engagement or an appointed representative, the Vice Chancellor for Administration and Finance or an appointed representative, the Vice Chancellor for Student Affairs or an appointed representative, the Chair of the Faculty, one faculty

**Faculty Senate Meeting  
October 6, 2020**

senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

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

3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee serves as a communication link between the Faculty Senate and the Chancellor for budgetary matters. The committee informs the Faculty Senate about changes and proposed changes in the university budget.
  - B. The committee receives information and advises the Chancellor regarding budgetary and reallocation decisions.
  - C. The committee advises the Chancellor through the Faculty Senate on annual budget priorities and policy, biennial budget requests and priorities, tuition changes, and the relationship of budget decisions to the university's mission.

**D. One committee representative serves as an ex-officio member on the administrative Tuition and Fees Committee.**

5. To Whom The Committee Reports:  
The committee advises the Chancellor through their reports to the Faculty Senate concerning its recommendations to the Chancellor.
6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:  
**The committee is empowered to advise the Chancellor as described in section 4.A. above.**
8. Standard Meeting Time:  
The committee **meets one Thursday each month, with specific days and times to be scheduled so as to avoid conflict with meetings of the ECU Board of Trustees or the UNC Board of Governors.** ~~meeting time is scheduled for the third Thursday of each month.~~

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Resolution # 20-60

Approval of revisions to the General Education and Instructional Effectiveness Committee charge, as follows:

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

1. Name: General Education and Instructional Effectiveness
2. Membership: 8 elected faculty members. Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association. The chair of the committee may invite

**Faculty Senate Meeting  
October 6, 2020**

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

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

4. Committee Responsibilities:

- A. The committee recommends policies to improve and advance faculty teaching and student learning.
- B. The committee promotes teaching excellence and recommends means to identify faculty teaching success, including development of peer review instruments for teaching face-to-face and distance education courses. The committee assists units requesting aid in developing teaching evaluation instruments for personnel decisions. The committee recommends policies and programs to improve the physical environment in which teaching occurs. The committee provides a forum for faculty opinion concerning the design of new academic buildings and renovation of existing academic buildings.
- C. The committee makes recommendations regarding proposed changes, including individual courses, in the general education and diversity curriculum. The committee makes recommendations to the Faculty Senate regarding proposed changes in the general education and diversity requirements.\*
- D. The committee periodically reviews existing General Education and Diversity course offerings and recommends, as appropriate, changes to course General Education and Diversity status in order to ensure that the Student Learning Outcomes for the General Education and Diversity curriculum are being met.**
- ED.** The committee reviews the annual report of the Director of the Writing Across the Curriculum Program and the Dean of The Honors College.
- FE.** The committee reviews honors seminar proposals for general education credit, diversity credit, or both.
- GF.** The chair or appointed representative serves as an ex-officio member of the University Athletics Committee and Honors College Faculty Advisory Committee.
- HG.** The Committee reviews at least annually those sections within the University Undergraduate Catalog and University Graduate Catalog that correspond to the Committee's charge and recommends changes as necessary.

5. To Whom The Committee Reports:

The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited above. The committee recommends curricular changes in the general education and diversity curriculum to the Faculty Senate.

6. How Often The Committee Reports:

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

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

None

8. Standard Meeting Time:

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

**Faculty Senate Meeting  
October 6, 2020**

Resolution #20-61

Approval of revisions to the *ECU Faculty Manual* Part XI., Section I. Employment Policies and Section II. Benefits and Leave, as follows:

Additions are in **red** and deletions are in ~~strikethrough~~.

**PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS**

**SECTION I**

**Employment Policies**  
*(Text moved from former Part VI)*

**CONTENTS**

- I. Faculty Absence and Leave
- II. New Faculty Orientation
- III. Phased Retirement
- IV. Retirement
- V. Salary Policies
- VI. Emeritus Faculty Privileges
- VII. Travel and Expense Allowances

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It is a policy of the university throughout the campus and all its branches, divisions, departments, facilities, and activities that firm and positive steps be taken by all supervisory and management personnel to prevent any discriminatory employment practices; and that affirmative action will be taken to ensure that applicants for employment will be considered and employed based on actual job requirements; and that all personnel matters pertaining to employment, placement, training, upgrading, promotion, demotion, transfer, layoff, termination, and salary administration will be conducted in a nondiscriminatory way without regard to race/**ethnicity**, color, **genetic information**, national origin, religion, **sex (including pregnancy and pregnancy related conditions)**, veteran's status, gender **identity**, age, sexual orientation, political affiliation, or disability. (Faculty Senate Resolution #03-37, September 2003, **Faculty Senate Resolution #16-44, April 2016, Notice of Nondiscrimination and Affirmative Action Policy**)

The general faculty shall consist of all full-time members of the teaching, research, or administrative staff who hold a professorial rank, including those on special faculty appointment. Adjunct members of the faculty do not receive benefits normally associated with full-time employment, nor does such service count toward the attainment of a tenured position. Teaching fellows are not formal members of the university faculty.

**I. Faculty Absence and Leave**

Faculty members unable to perform their duties are expected to make arrangements in advance with their unit administrators. The unit administrator then determines the acceptability of the absence from duty, and if necessary, will coordinate substitute arrangements with the appropriate administrator (dean or vice chancellor). If the absence from duty is associated with travel, faculty must be in



**Faculty Senate Meeting  
October 6, 2020**

compliance with the East Carolina University travel policy ([http://www.ecu.edu/cs-admin/financial\\_serv/accountspayable/travelmanual.cfm](http://www.ecu.edu/cs-admin/financial_serv/accountspayable/travelmanual.cfm)) **Travel Policy** which mandates **states** that **all employees are responsible for obtaining approvals for all university travel business trips** is subject to availability of budgeted funds and must be approved before travel may begin. In the event of an absence from duty caused by an emergency or illness, a faculty member is advised to inform their unit administrator **supervisor** at his or her **the employee's** earliest convenience; normally the notification should be within one business day. Faculty members incurring an illness or emergency for more than three consecutive business days **are to will** be notified **by the unit administrator** of their potential entitlements under the Family and Medical Leave Act (FMLA).

Refer to **the Faculty Serious Illness and Parental Leave Policy**

<http://www.ecu.edu/csadmin/HumanResources/Benefits.cfm> for additional information on leave and benefits coverage **under FMLA for cases of serious health conditions and/or parental leave.**

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

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

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

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

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

1. Professional **L**Leave.

Leave is granted to give permanently tenured faculty members opportunities for research,



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

## 2. Faculty Scholarly Reassignment.

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

## 3. Personal leave.

In accordance with ECU's [Faculty Serious Illness and Parental Leave Policy](#), a faculty member may request personal leave for purposes such as serious illnesses, ~~maternity leave~~, or parental leave as defined by the Family and Medical Leave Act (FMLA). See <http://www.ecu.edu/cs-admin/HumanResources/Benefits.cfm> [http://www.ecu.edu/cs-admin/HumanResources/benefits\\_about\\_us.cfm](http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm) for more information.

## 4. Public service leave.

A faculty member may run for political office, serve in appointed or elected public office, or serve in an appointed professional office and request a leave of absence. See "Political Activities of Employees" of the UNC policy manual [policy](#) ([http://www.northcarolina.edu/policy/index.php?pg=vb&node\\_id=331](http://www.northcarolina.edu/policy/index.php?pg=vb&node_id=331) **Chapter 300.5.1**, <https://www.northcarolina.edu/apps/policy/index.php?section=300.5.1>) for more information on this type of leave.

5. Community Service Leave. Leave is granted under certain criteria for volunteers to support schools, communities, citizens, and non-profit charitable corporations. See the ~~University Policy Manual~~ ([http://www.ecu.edu/business\\_manual/Human\\_Resources\\_Policy13.htm](http://www.ecu.edu/business_manual/Human_Resources_Policy13.htm)) **Leave Policy for Twelve-Month Faculty** and the UNC **Policy Manual Faculty Community Service Leave Policy (Chapter 300.2.10)**, <https://www.northcarolina.edu/apps/policy/index.php?section=300.2.10> ~~"community service leave" policy~~ ([http://www.northcarolina.edu/policy/index.php?pg=dl&id=288&inline=1&return\\_url=%2Fpolicy%2Findex.php%3Fpg%3Dvb%26tag%3DChapte—r%2B300](http://www.northcarolina.edu/policy/index.php?pg=dl&id=288&inline=1&return_url=%2Fpolicy%2Findex.php%3Fpg%3Dvb%26tag%3DChapte—r%2B300)) for more information on this type of leave.

## 6. Military Service Leave.

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

<https://www.northcarolina.edu/apps/policy/index.php?section=300.2.8>  
[http://www.ecu.edu/business\\_manual/Human\\_Resources\\_Policy13.htm](http://www.ecu.edu/business_manual/Human_Resources_Policy13.htm)) for more information.

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

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

## II. New Faculty Orientation

New faculty are expected to attend the East Carolina University New Faculty Orientation Program. The program offers a variety of resources, including information on benefits, parking, technology, research, and tenure: <http://www.ecu.edu/cs-acad/facultyorientation> <https://blog.ecu.edu/sites/piratesaboard/>. Additional faculty orientation activities may be required by academic units. As part of the orientation process, new faculty members are informed about the University system of shared governance and invited to serve in shared governance of the university. Orientation of new faculty will be continued throughout the year by key administrators and faculty leaders to assist the faculty in becoming acquainted with the practices and procedures of the university. Ongoing programs, including information on mentoring, are available through the Office for Faculty Excellence: <http://www.ecu.edu/ofe/> <https://ofe.ecu.edu/>. New faculty hire letters note a begin date one week prior to the annual convocation with the expectation that all new faculty will attend the New Faculty Orientation Program.

New faculty are encouraged to attend the annual Faculty Convocation, which is scheduled at the opening of each academic year, for the purpose of becoming acquainted with the chancellor, chair of the faculty, key administrative personnel and their responsibilities, and with the relationship between faculty and administration. (FS Resolution #11-80, October 2011)

## III. Phased Retirement

Participation in East Carolina University's Phased Retirement Program is available to tenured faculty who meet University of North Carolina Program eligibility criteria as detailed in the policy available online at: [https://www.northcarolina.edu/apps/policy/index.php?tab=policy\\_manual](https://www.northcarolina.edu/apps/policy/index.php?tab=policy_manual) [https://www.northcarolina.edu/apps/policy/index.php?tab=policy\\_manual](https://www.northcarolina.edu/apps/policy/index.php?tab=policy_manual)

Application Forms can be found **in the faculty member's respective Division human resources office or** at the following website: <https://academicaffairs.ecu.edu/personnel/forms-information/> (FS Resolution #11-60, April 2011)

**Faculty Senate Meeting  
October 6, 2020**

**IV. Retirement**

All full-time faculty of the university with a permanent appointment must participate in the university's retirement program. Information regarding the retirement plans can be found at the online links below:

Overview of retirement plan options:

<https://humanresources.ecu.edu/benefits/retirement/>

Statutory provisions for the State Retirement system:

[http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bychapter/chapter\\_135.pdf](http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bychapter/chapter_135.pdf)

NC State Treasurer's Retirement home page:

<http://www.nctreasurer.com/dsthome/RetirementSystems> <https://www.myncretirement.com/>

**Privileges for Retired Faculty**

The following University websites provide information on privileges awarded to retired faculty:

**1. ECU Retired Faculty Association**

**The East Carolina University Retired Faculty Association (ECURFA) provides retired faculty with a continuing link to the university and to colleagues and friends through social activities, receptions, and group travel. It also provides an opportunity to give back to the university through an endowment fund. Go to the following below to obtain further information: <http://www.ecu.edu/ecurfa>.**

**2. Parking permits**

The parking privileges for retired faculty are outlined in The Parking and Transportation Policy (200-0070) under "Special Parking Situations", sections "Phased Retirement" and "Retired Faculty". Refer to the link below to obtain current information on parking privileges for retirees: <http://www.ecu.edu/cs-admin/parkingandtransportation/retired.cfm> **Retired Faculty Permits (RF):** Retired Faculty are eligible to apply for a free, retired faculty permit to park in specifically marked 'Retired Faculty' spaces on campus upon submitting an Application Form to the Parking and Transportation office. Upon receipt of the Application, the Parking Office staff will contact Human Resources to confirm the faculty member's retired status. Phased Retirement Faculty participants for whom status has been confirmed by Human Resources have the option to upgrade the free retired faculty permit to an A permit for half the price of the A permit IF the permit they held at the time they retired was an A permit. Individual faculty may request an Application Form by directly contacting the Parking and Transportation Office. *(This paragraph was editorially revised to reflect updated information by authorization of the Chair of the Faculty on 08/26/2020.)*

**3. ECU 1 Card**

The ECU 1 Card is the official university photo ID card. Some privileges for retired faculty require presenting an ECU 1 Card (Retiree version). Procedures for obtaining an ECU 1 Card for retirees can be found at the website listed below:

<https://1card.ecu.edu/>

**4. E-mail**

Retired faculty may continue to use their ECU e-mail account in accordance with University guidelines. Details can be found at the ITCS website: <https://itcs.ecu.edu/>.

**Faculty Senate Meeting  
October 6, 2020**

5. Student Recreation Center membership

Retired faculty may purchase annual, semester, or summer memberships to the Student Recreation Center. They must present their ECU 1 Card when purchasing a membership. Refer to the website below to obtain further information:

<https://crw.ecu.edu/memberships-services/membership-home/>

6. Joyner Library access

Retired faculty may apply for borrowing privileges at the Joyner Library Circulation desk. They must present their ECU 1 Card to obtain services. Further information may be obtained at the website below: <http://www.ecu.edu/cs-lib/accesssrv/circulation/circpolicy.cfm>

<https://library.ecu.edu/services/general-circulation-procedure/>

7. Laupus Library access

Retired faculty may apply for borrowing privileges at the Laupus Library Circulation desk. They must present their ECU 1 Card to obtain services. Further information may be obtained at the website below: <http://www.ecu.edu/cs-dhs/laupuslibrary/circulation.cfm>

<https://hsl.ecu.edu/using-the-library/our-circulation-policies/>

(FS Resolution #11-60, April 2011)

8. Web Service

Retired faculty with existing web space may continue to have access to university hosted web pages to allow retired faculty to continue their scholarly activities. Details can be found at the website: <https://itcs.ecu.edu/>.

(FS Resolution #13-33, March 2013)

V. Salary Policies

Faculty annual salaries are paid semimonthly. New faculty receive the first payment on the first available payroll date as stated in the individual's appointment letter. When the 15th or last day of a month falls on a non-**workday** ~~work day~~ for the business office, distribution of payment will be made on the last workday prior to that day. Arrangements must be made with the payroll office to have all payments deposited in a local bank to the faculty member's account. Salaries for summer teaching are paid in accordance with the faculty member's appointment letter. Nine-month faculty salaries are paid in 24 installments from September 15 to August 31. Any appointment change that affects this will be included in the individual's appointment letter.

Federal and state income tax withholdings are based off information furnished to the payroll office on the US Treasury Department Form W-4 and North Carolina Department of Revenue Form NC-4, respectively.

New Faculty and non-immigrant visa holders must complete an I-9 form and updated forms when required by Federal law. Criminal background checks will also be conducted on all new faculty per the applicable policy statement.

For a more detailed description on Salary Policies (e.g. overloads, summer overloads, research/creative activity, less than full time employees, etc.) please refer to:

[ECU Policy Manual](#), [Human Resources](#), and [Financial Services \(payroll\)](#).

## Faculty Senate Meeting October 6, 2020

For a full-time member of the faculty or **EPA/EHRA** professional staff, the salary approved by the Board of Governors is the full compensation to be expected during the period of employment. No additional payments may be made for university duties that are generally related to the position to which the individual is appointed. The period of appointment includes all formal holidays and interludes during which no classes are scheduled.

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

### Less Than Full-time Employees

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

### Research/Creative Activity

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

### Overloads

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

### Summer Overloads

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

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

### Salary Conversion Rate for Faculty

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

### External Activities for Pay

**Faculty Senate Meeting  
October 6, 2020**

The ~~policies~~ **policy** covering Faculty and Professional Staff income derived from external activities for pay ~~are governed by the ECU Faculty Manual~~ **can be found here:**

~~<https://www.ecu.edu/prr/01/15/03>~~. Individuals are expected to comply with ~~these policies~~ **this policy** that include seeking prior administrative permission to the commencement of the activity and the filing of annual conflict of interest statements at the end of the academic year.

(FS Resolution #12-70, April 2012)

VI. Emeritus Faculty Privileges

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

VII. Travel and Expense Allowances

A. Paid Travel

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

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

<https://financialservices.ecu.edu/>

~~[http://ecu.edu/cs-admin/financial\\_serv/indextraveloffice.cfm](http://ecu.edu/cs-admin/financial_serv/indextraveloffice.cfm)~~

~~[http://ecu.edu/cs-admin/financial\\_serv/accountspayable/TravelApprovalandReimbursement.cfm](http://ecu.edu/cs-admin/financial_serv/accountspayable/TravelApprovalandReimbursement.cfm)~~

B. Unpaid Travel

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

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PART XI – GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS

SECTION II



Benefits and Leave  
(Text moved from former Part VI)

CONTENTS

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

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I. Benefits

A variety of benefits are available to permanent employees of ECU, based on specific eligibility criteria. All benefits are subject to state regulations, university policies and procedures, and individual plan documents. Employee benefits are subject to change and reasonable notice is provided to employees by Human Resources when changes occur. Information about benefits may be obtained from the University Benefits Office in Human Resources located online at: [http://www.ecu.edu/cs-admin/HumanResources/benefits\\_about\\_us.cfm](http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm). See the [University Policy Manual](#) for more information. (FS Resolution #11-61, April 2011)

II. Workers' Compensation

All university employees, including paid student workers, are covered by workers' compensation that provides for certain benefits in the event there is an on-the-job injury or illness. If and when an on-the-job injury or illness should occur, it should be reported immediately to the supervisor who will notify the appropriate university offices. For additional information about workers' compensation and related forms see the [University Policy Manual](#) and [Office of Environmental Health and Safety website](#) <http://www.ecu.edu/cs-admin/oehs/ih/workerscomp.cfm>. (FS Resolution #11-61, April 2011)

III. Disability Insurance

ECU has disability insurance coverage for both short-term (2 to 12 months with the possibility of a 12 month extension) and long-term (greater than 12 months) situations. The specific details of the disability insurance options can be found at the HR Benefits website: [http://www.ecu.edu/cs-admin/HumanResources/benefits\\_about\\_us.cfm](http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm).

Questions regarding disability coverage should be directed to a University Benefits Counselor listed online at [http://www.ecu.edu/cs-admin/HumanResources/benefits\\_about\\_us.cfm](http://www.ecu.edu/cs-admin/HumanResources/benefits_about_us.cfm) (FS Resolution #11-61, April 2011)

IV. Vacation and Sick Leave

Faculty with twelve-month employment contracts may be granted leave. ~~as authorized by the vice chancellors and chancellor. Teaching faculty with twelve-month employment contracts may only be granted vacation leave and are not eligible for sick leave.~~ **See the 12 Month Leave Policy for more information.** Teaching faculty ~~who have a~~ **with** nine-month employment contracts do not earn vacation or sick leave. (FS Resolution #11-61, April 2011)

V. Faculty Serious Illness and Parental Leave Policy

This policy provides leave with pay for eligible faculty for cases of serious health conditions, ~~maternity leave,~~ or parental leave as defined by the Family and Medical Leave Act. Refer to the [Faculty Serious Illness and Leave Policy](#) for more information. (FS Resolution #11-61, April 2011)



**Faculty Senate Meeting  
October 6, 2020**

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Resolution #20-62

Curriculum and academic matters acted on and recorded in the [September 10, 2020](#) Undergraduate Curriculum Committee meeting including curricular actions in the Department of Air Force ROTC within the College of Health and Human Performance, in the Department of Technology Systems within the College of Engineering and Technology, and within the Department of Political Science within the Thomas Harriot College of Arts and Sciences.

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Resolution #20-63

Curriculum and academic matters acted on and recorded during the [September 21, 2020](#) General Education and Instructional Effectiveness Committee meeting including Domestic Diversity (DD) credit for SOC 101 Introduction to Sociology from West Virginia University at Parkersburg, MUS 260 History of Jazz from North Carolina State University; Global Diversity (GD) credit for HIST 1320 World Sciences at North Carolina Central University; and General Humanities (GE:HU) credit for LBST 2012 Global Connections from UNC Charlotte.

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Resolution #20-64

Approval of Resolution on Beverage Contract, as follows:

WHEREAS, the University Environment Committee is charged with promoting sustainability efforts on campus, which include energy and resource conservation, recycling, and the reduction of waste; and

WHEREAS, the current Safety and Environmental policy states, "ECU will strive to protect and enhance the environment by pursuing environmental sustainability initiatives"; and

WHEREAS, the ECU Sustainability Plan establishes a goal to "Eliminate single-use plastic bags, straws, and bottled water over the next five years..." and this plan was unanimously approved by former Chancellor Staton and his Executive Council; and

WHEREAS, the bottling industry has developed new and innovative alternatives to single-use plastics, including plastic bottles that contain a percentage of plant-based materials and aluminum bottles that can be recycled more easily and for financial gain, and

WHEREAS, the University is scheduled to sign a new, 10-year beverage contract with a supplier; and

WHEREAS, the University Environment Committee supports an effective, convenient, environmentally sound and fairly financed recycling program; and

WHEREAS, the University Environment Committee supports strategies to divert and reduce waste to the greatest extent possible in all aspects of ECU operations, and

WHEREAS,

- Less than 10 percent of plastic has ever been recycled

**Faculty Senate Meeting  
October 6, 2020**

- Plastic degrades each time it is reused, meaning it cannot be reused more than once or twice
- Making new plastic out of oil is cheaper and easier than making it out of plastic trash, but this practice is not sustainable
- The oceans now have at least 150 million tons of plastic in them, which will soon increase to an amount that surpasses the weight of all the fish in the sea
- Certain soda companies are sourcing water for bottled water from drought-prone, low-income areas

WHEREAS, environmental activists have particularly named ECU's current beverage supplier, Coca-Cola, for the proliferation of plastic waste globally and for its depletion of water from drought-prone regions,

THEREFORE, Be It Resolved, that the Faculty Senate supports the efforts and strategies of the Committee to request that 1) the soda company that is selected is committed to reducing these environmentally destructive practices and 2) a clause be added to this contract that will reduce the amount of single-use plastic bottles sold on campus by 2.5% each year and 3) ECU Materials Management will establish measures to include the University Sustainability Manager in future contract negotiations related to achieving goals laid out in the ECU Sustainability Plan.