MEMORANDUM

TO: ECU Faculty

FROM: Ron Mitchelson, Interim Chancellor
Grant Hayes, Acting Provost
Jeff Popke, Chair of the Faculty

DATE: March 13, 2020

SUBJ: COVID-19 and Faculty Governance

Consistent with our institutional response to the COVID-19 outbreak, and to support the health and well-being of the entire ECU community, we are communicating the following guidance related to personnel actions and faculty governance. Effective until further notice:

- Unit Personnel Committees should continue to carry out their responsibilities as prescribed in the ECU Faculty Manual, but faculty members should not be expected to attend in-person meetings. Wherever feasible, Personnel Committees should utilize videoconferencing resources to allow for remote participation in committee activities.

- For currently pending personnel actions, an anonymous Qualtrics survey may be utilized as a secure electronic voting system by Unit Personnel Committees. Personnel Committee Chairs may contact Gary Wallace (wallacega@ecu.edu) for Qualtrics support. Voting via e-mail is not anonymous and must be avoided.

- Faculty Senate Committees are encouraged to accomplish their work virtually whenever possible. Committees have SharePoint sites to host and share files. The link can be accessed on the individual committee pages. Please contact Rachel Baker (bakerr@ecu.edu) if you have trouble accessing your Committee’s SharePoint site. To facilitate videoconferencing and collaboration, Rachel will be setting up a Teams site for any committee that does not already have one, though committees should use whatever platform their members are most comfortable with to conduct committee business.

- The March 31 Faculty Senate meeting will be held as a virtual meeting. More information about this will be sent at a later date.