

FACULTY SENATE

There will be a meeting of the Faculty Senate on Tuesday, September 26, 1972, at 3:00 P. M. in Room 101 Nursing Building.

AGENDA

1. Call to Order
2. Approval of the Minutes
3. Special Order of the Day
4. Unfinished Business
5. Report of Committees
 - A. Faculty Affairs
 - B. Library
6. New Business
 - A. Due Process Committee Elections
 - B. Faculty Manual Changes
 - C. Faculty Assembly of the University of North Carolina

ANNUAL REPORT OF THE FACULTY AFFAIRS COMMITTEE

1971-1972

I. Date: May 15, 1972
To: Chairman, Faculty Senate
Vice President and Dean
From: Beatrice Chauncey, Chairman
Faculty Affairs Committee

II. Membership of Committee

Chairman of the Faculty Ex-Officio
Beatrice Chauncey, Music
Herman Phelps, Continuing Education
Kenneth Davis, Mathematics
Patricia Daugherty, Biology, Secretary of Committee
Lia Dunn, German
James Rees, Drama and Speech (alternate)
Carl Adler, Physics (alternate)

III. Meetings of the Committee

<u>Dates</u>	<u>Absent</u>
September 20, 1971	none
October 5, 1971	Kenneth Davis, Herman Phelps
October 28, 1971	Herman Phelps
November 17, 1971	none
December 1, 1971	none
December 8, 1971	none
January 5, 1972	Kenneth Davis, Herman Phelps
January 26, 1972	Kenneth Davis, Lia Dunn
February 9, 1972	Herman Phelps
February 16, 1972	Herman Phelps
March 22, 1972	none

IV. Reports to the Faculty Senate during 1971-1972

Preliminary report presented on December 14, 1971

V. Questions discussed by the Committee during 1971-1972

1. Policies concerning the evaluation of non-tenured faculty. Questionnaire sent to departmental chairmen. See attached form No. 1. See also interim report of December 14, 1971.
2. Letter from a faculty member regarding summer school teaching assignments for faculty who are within a few years of retirement. See report of December 14, 1971.
3. Faculty Manual statement regarding causes for dismissal, p. 98 item C, Misconduct. See report of December 14, 1971.
4. Evaluation of faculty service on university committees in the consideration of granting of tenure, advancement in rank, salary increments. The provost was asked to give an administrative view of this topic.
5. Consideration of scheduling options of faculty teaching loads in order to free blocks of time for research.
6. Code for operation of schools and departments. See attached form No. 2.

VI. Policy recommendations made by the Committee

1. Regarding item 3 above, the committee recommended that the Faculty Senate consider the deletion from the Faculty Manual of item C, p. 98, section (b) gross deviation from accepted moral standards. The Senate voted in favor of this proposal on December 14, 1971.
2. The Committee presented to the Senate for consideration a revised form of the Code for the Operation of Schools and Departments. This item appears on the agenda for the Senate meeting of May 16, 1972.

VII. Committees evaluation of:

- a. Its structure--workable
- b. Its duties--clearly described in Faculty Manual
- c. Its function--clear
- d. Its personnel--size of the committee seems adequate when all members are present. The members of the committee this year are to be commended for long hours of devotion to the work of the committee. Patricia Daugherty has served very well as secretary.

October 13, 1971

Dear

The Faculty Affairs Committee has under current discussion the matter of evaluation of non-tenured faculty. In interviews with a few deans and department heads it was noted that evaluation and notification were handled in various ways. In order to gather data for a more thorough study of how this matter is handled on this campus the committee is asking all deans and department chairmen for their cooperation in supplying information.

We are aware of the procedures outlined by the Provost in regard to dates by which letters must be received by non-tenured faculty regarding employment for the next year. However, we would like to know if deans and department chairmen have an established procedure for evaluating and notifying the non-tenured faculty of their progress toward tenure.

Would you please help us by answering the following questions?

1. How is the evaluation made?
 - a. Observation in the classroom?
 - b. Comments by students?
 - c. Comments by other faculty?
 - d. other
2. Do you use an evaluating instrument or form?

(enclose copy if used)
3. Who makes the evaluation?
 - a. The department chairman
 - b. A standing or adhoc committee of other faculty. On what basis are these selected?
 - c. other
4. What criteria are used in the evaluation? Please number these in order of importance in your evaluation. List others which you use.
 - a. Teaching effectiveness
 - b. Cooperation with superiors and peers
 - c. Prompt attention to paper work such as grades, reports, etc., within and without the department
 - d. Willingness to assume responsibility in committees or take on extra duties
 - e. Further study toward professional advancement
 - f. Research, publications, attendance at professional meetings

5. How is the non-tenured faculty informed of his progress (or lack of progress) toward tenure?
 - a. By personal conference
 - b. By written letter. Is a copy of this letter sent to the Provost?
6. If a non-tenured faculty is not performing satisfactorily is he told why? Is he given specific suggestions for improvement? Is he re-evaluated in light of these suggestions?
7. In your experience how frequently does the non-tenured faculty member who has an unfavorable report at the end of his first or second year receive tenure eventually?
8. Answer number 7 conversely

Would you be willing to enclose a sample of a letter which you have sent a non-tenured faculty member who has a favorable report? If you have a sample of an unfavorable report would you be willing to send this? Please omit all names or identifying data.

Thank you for your cooperation in this study.

Faculty Affairs Committee

Beatrice Chauncey, Chairman
Joseph Davis
Patricia Daugherty
Lia Dunn
Herman Phelps

NOTE: Please submit the requested information to Miss Beatrice Chauncey, School of Music, Campus.

A CODE FOR THE OPERATION OF SCHOOLS AND DEPARTMENTS

AT EAST CAROLINA UNIVERSITY

This Code recognizes and adheres to the democratic principle of responsible participation by members of the faculty in school/departmental policy making, and is subordinate to regulations and policies pertaining to faculty employment and retention as stated in the current Faculty Handbook of East Carolina University. The broad objective is to maintain an outstanding school/department which will acquire and disseminate knowledge of the school's/department's academic discipline. This objective can be approached through excellence in teaching, research, and publications.

1. Administrative Officer

The administrative officer shall be designated as Dean of the School/Department Chairman. He shall serve as the chief representative of his school/department within the University. He will be selected either by school/departmental election with the approval of the administration or by appointment by the administration with the approval of the school/departmental faculty. His appointment shall normally be in conformity with the school/department members' judgement. He serves for a four-year term subject to renewal with faculty and administrative approval. (See section 5)

2. Administrative Organization

The Dean/Department Chairman shall be assisted in conducting those departmental affairs by the Advisory Council and certain standing and ad hoc committees. All council and committee meetings shall be conducted in harmony with the principles of parliamentary law according to Robert's Rules of Order Newly Revised.

a. Advisory Council

The Advisory Council shall be the representative body of the faculty and shall act in an advisory capacity to the Dean/Department Chairman in all matters of school/departmental policy. The Council shall consist of one faculty member for each four members of the School/Department not to exceed a maximum of eight elected members, and the Dean/Department Chairman. The members of the Council will elect a chairman. Elected members shall serve nonconsecutive two-year terms, one-half of the members to be elected each year by majority vote of the full-time faculty present at the first school/departmental meeting of each academic year. At the first meeting, the Advisory Council shall be elected. Lots will be drawn for one or two-year terms after the election of the full Council. Thereafter the Council will meet at least quarterly throughout the year. Any full-time faculty member may place items on the Council agenda. Minutes of Council meetings will be distributed to the faculty following each meeting. Decisions of the Advisory Council shall be submitted to the entire faculty for approval. In any school/department with ten or fewer faculty members the faculty will elect whether there shall be a Council of three or whether the entire faculty may constitute the Advisory Council.

b. Committees

The Dean/Department Chairman and the Advisory Council shall determine what standing and ad hoc committees are needed. The Advisory Council shall determine committee structure, membership, and mode of selection.

3. Procedures for the review of candidates for new or vacated faculty positions.

The Dean/Department Chairman and the Advisory Council shall seek, evaluate interview and recommend candidates for new or vacated faculty positions.

4. Procedures relating to recommendations for acquisition of tenure, promotion in rank and for reappointment of faculty members.

The Dean/Department Chairman and the Advisory Council shall determine the procedures to be used in making recommendations for the granting or denial of tenure and for promotions and reappointment.

5. Procedures relating to self-evaluation of School/Departmental operations.

An evaluation of School/Departmental operations shall be conducted every fourth year. The Advisory Council or an elected ad hoc committee will conduct the evaluation. A secret ballot vote by all full-time faculty members concerning the Dean's/Chairman's effectiveness in his office will be taken. The Advisory Council or ad hoc committee shall count the ballots and submit the results to the appropriate Dean or to the Provost. The Advisory Council or ad hoc committee shall prepare an evaluation report to be presented at a meeting of the full-time faculty. Acceptance of the report shall require a simple majority vote of the full-time faculty. The report shall be submitted to the appropriate Dean or to the Provost with the results of the balloting.

The first self-evaluation shall be completed by the end of the academic year following the year in which this code is adopted, except in cases in which the Dean/Departmental Chairman has served fewer than four years, in which case the self-evaluation shall be held during his fourth year.

Annual Report of the Library Committee

I. Date: June 20, 1972

To: Faculty Senate

From: Donald L. Lawler, Chairman
Library Committee

II. Membership of the Committee

Donald L. Lawler, Chairman	- English
Philip Adler	- History
Emily Boyce	- Library Science
Charles Q. Brown	- Geology
Robert Hursey	- Mathematics
Sallie Mann	- Library Services
James Joyce	- Physics
M. Lee Bennett	- Nursing
Melvin Williams	- Sociology and Anthropology
Becky Engleman	- Student Member
Meyer Samet	- Student Member
Wendell Smiley	- Librarian

III. Meetings of the Committee (including members absent)

Members Absent

September 14, 1971	M. Lee Bennett, M. Samet, B. Engleman
December 16, 1971	M. Lee Bennett, Dr. Hursey, B. Engleman
January 27, 1972	E. Boyce, B. Engleman
April 18, 1972	B. Engleman
May 22, 1972	B. Engleman, C. Q. Brown

IV. Reports to the Faculty Senate during this school year

No reports given

V. Questions discussed by the Committee during the year:

1. 1971-72 Library budget allocations.
2. Needed additional funds for six departments whose budgets were over-encumbered as a result of unexpected reduction of available funds.
3. Procedure for the recommendation, presentation, and approval of the annual library budget.
4. In accord with the self study, the Library Committee undertook examination of its own composition, structure, and activity. The Committee developed and approved guidelines for the responsibilities and interests of the Committee and its elected officers.
5. The impending retirement of the Director of Library Services has prompted the Committee to consider its role in the possible selection of an eventual successor.
6. The present Committee reviewed those questions brought before the Committee over the past five years and reported unresolved in the annual reports of those years. Some problems have been solved due to recent advances (upgrading book collection on Negro); other deficiencies have been improved (increased services, Xeroxing and interlibrary loan services); and some conditions remain unresolved (need for Faculty lounge and need for purchase of rare, out-of-print books, and auction lot books).
7. Proposed changes in the classification and shelving of periodicals, bound and loose.
8. Change from Kardex to some other method of recording periodical holdings.
9. The Committee reviewed the blueprints of the planned new addition to Joyner Library.
10. The need for past records of the Library Committee for deposit in that portion of the University Archives which is devoted to the history of the University.
11. The time of the annual report to the Senate was considered.
12. 1972-73 departmental library budgets were studied.
13. The needs and the cost of acquiring past issues of serials.

VI. Committee action taken

1. Approval of 1971-72 amended budget.
2. Letter sent to all chairmen and deans advising them that since no funds are available for added serials in the next biennium, the cost of new serials must be absorbed by the department ordering them.
3. New procedure initiated for preparation and consideration of the annual budget.
4. Letters written to all department chairmen and deans requesting a statement of need for additional library budget funding.
5. Letters written to Provost Williams and Vice-President Holt advising them of the Committee's views of its prerogative in the selection of a new Director of Library Services.
6. The Committee voted to cooperate with Mr. Scott's efforts to establish a depository Archive for University affairs.
7. The Committee voted unanimously to make its annual report to the Faculty Senate in the fall.
8. Department library budgets for 1972-73 approved.
9. A subcommittee was appointed to study the needs, costs, and resources of the library for the acquisition of past serials, periodicals, and journals. The Committee will make its report during the 1972-73 academic year.

VII. Committee recommendations

1. Some new procedures need to be followed in deliberations over the library and departmental budgets for new materials.
 - a. That recommendations be prepared in advanced by the Provost, the Librarian, and the Chairman of the Library Committee as specified in the library code and the by-laws of the Committee.
 - b. That all recommendations be submitted to the Committee members at least one week before the meeting called for the purpose of reviewing and approving the budget recommendations.

- c. That the Library Committee chairman write a letter annually in the spring soliciting information from all deans and department heads regarding new programs or special circumstances which they anticipate may make extraordinary demands on their library budgets. Such data would be used by the recommending officers in drawing up the new budget.
 - d. That the Librarian resume the practice of presenting an annual report to the Committee at the beginning of the new academic year.
2. It was the unanimous opinion of the Library Committee that it should play a role in the search for and selection of a new Director of Library Services upon the retirement, resignation, or departure of the office holder. It is now considered part of the function of a library committee to take part in selecting a new director.
3. After extended consideration and discussion, the Committee voted unanimously to recommend that the present method of classifying and shelving periodicals be retained. The current practice was judged to be superior in efficiency and ease of acquisition to all alternative proposals considered.
4. The Committee, after reviewing plans for the new addition to Joyner Library, made a number of suggested modifications and improvements which were accepted.
5. The Committee supports the Librarian's recommendation that Kardex be replaced by a microfiche system as soon as possible.

VIII. Responses to Committee recommendations

1. Several perennial issues have been resolved or improved. These issues had been reported unresolved in one or more of the annual reports over the past five years:
 - a. Improved services for interlibrary loan and Xeroxing materials.
 - b. Increased library hours.
 - c. Hiring of a consultant or bibliographer to evaluate the present collection.
 - d. Upgrade collection on Negro.

2. Committee suggestions for changes in the planned addition to Joyner Library were adopted.
3. The new procedures recommended for determination of the library budget have been followed.
4. The Director of Library Services has agreed to present his annual report on the library to the Committee, beginning in the fall of 1972.

IX. Committee's evaluation of

- a. Its structure: Adequate
- b. Its duties: Adequate
- c. Its function: Adequate
- d. Its personnel: Adequate

9/15/72

FACULTY MANUAL CHANGES

Add to the Faculty Manual after the last sentence under the heading Appointment this sentence:

East Carolina University has no prohibition against appointment of husband and wife to the faculty or any limitations on their subsequent advancement except that no situation will be created where one has direct supervision and evaluation responsibilities for the performance of the other.

Add to the Faculty Manual after the first sentence under heading Leave of Absence this sentence:

Requests for maternity leave for one or more quarters shall be routinely approved but faculty members are requested to allow their department chairman as much notice as possible to make substitute arrangements.

Faculty Assembly of the University of North Carolina

In 1968, President Friday requested the formation of the University Advisory Council to serve as an advisory body to him and to the Board of Trustees of the University of North Carolina. The Council consisted of the Chancellor and nine faculty members from each of the six campuses of the University of North Carolina as then organized.

Realizing that as of July 1, 1972, the University of North Carolina was to be reorganized to include all sixteen public senior institutions of higher education, and that the original six campuses would no longer have any special relationship with each other deriving from their prior association, the University Advisory Council initiated actions to make possible the formation of a new organization for the faculties of the sixteen institutions that constitute the reorganized University. The President of the University of North Carolina encouraged the council in that undertaking.

To make the necessary preparations, the UAC set up a Planning Committee consisting of four members of the Council and four representatives of institutions not then in the University (ECU represented by Faculty Chairman J. S. McDaniel). This Committee met on March 4 and agreed to sponsor a faculty assembly, to be held on the campus of North Carolina Agricultural and Technical State University in Greensboro on April 14 and 15. The business of that meeting was to consider the need for a new advisory organization representing the faculties of all 16 institutions, and if it was concluded that such an organization was needed, to prepare a charter for it to be submitted to the 16 campuses for ratification.

The Planning Committee determined that the Greensboro assembly would consist of 46 voting delegates apportioned among the institutions with some consideration of the numbers of faculty members on each. In addition, the Chancellors of all 16 institutions and a representative of the President were invited to attend. East Carolina University had 4 voting representatives (representing 8.7% of the voting delegates, based on 8.4% of the total faculty of all 16 institutions), the Chairman and Vice-Chairman of the Faculty and the Chairmen of the Committee on Committees and Agenda Committees.

The attached proposed Charter of the Faculty Assembly of the University of North Carolina was unanimously approved by representatives at the Greensboro meeting for transmittal to the 16 institutions for consideration by the faculty of each. Upon ratification of the Proposed Charter by the faculties of at least two-thirds (eleven) of the 16 institutions, it will go into effect, and the necessary steps then will be taken to convene the first meeting of the permanent Assembly. At this writing it has been ratified by nine faculties.

For further information contact J. McDaniel, Henry Ferrell, Fred Ragan, or Robert Woodside.

Proposed
CHARTER OF THE FACULTY ASSEMBLY
OF
THE UNIVERSITY OF NORTH CAROLINA

I. OBJECTIVES AND FUNCTIONS

1. The Faculty Assembly of the University of North Carolina shall gather and exchange information on behalf of the faculties of the constituent institutions of The University of North Carolina.

2. The Assembly shall, through appropriate channels, advise the Board of Governors of The University of North Carolina, the General Assembly, and other governmental agencies and officers on matters of university-wide import.

3. The Assembly shall advise and communicate with the President of The University of North Carolina with regard to the interests of the faculties and other matters of university-wide import.

II. ORGANIZATION AND RELATIONSHIPS

1. Representation in the Assembly shall be apportioned among the constituent institutions of The University of North Carolina with regard to the number of full-time faculty and professional staff members in the service of each institution. Each institution having not more than 300 full-time faculty and professional staff members shall choose two delegates; each institution having from 301 to 600 full-time faculty and professional staff members shall choose three delegates; each institution having 601 to 900 full-time faculty and professional staff members shall choose four delegates; and each institution having more than 900 full-time faculty and professional staff members shall choose five delegates. At any time that the number of full-time faculty and professional staff members of an institution changes so as to entitle it to a larger or smaller number of delegates under the foregoing formula, the number of its delegates forthwith shall be changed accordingly. Every delegate to the Assembly shall be a full-time faculty or professional staff member of the institution he seeks to represent. The manner of selection of delegates shall be determined by the faculties of the respective institutions consistent with their institutional practices. Terms and rotation of delegates shall be specified in the by-laws.

2. The Assembly shall have a Chairman and such other officers, who shall be chosen in such manner and for such terms, as the Assembly may provide in its by-laws.

3. Each institutional delegation to the Assembly shall make available to the faculty of its institution the official minutes of the proceedings of the Assembly, together with the written report of the delegation.

III. OPERATIONS

1. The Assembly shall adopt its own by-laws.
2. The by-laws of the Assembly shall provide for regular, stated meetings of the Assembly, which shall be held at various locations.
3. Special meetings of the Assembly may be called by the President of the University of North Carolina, by the officers of the Assembly, or by members of the Assembly, in accordance with procedures to be established in the by-laws of the Assembly.
4. Records of the activities of the Assembly shall be kept and transmitted to the appropriate successor officers of the Assembly.
5. Released time shall be made available to the officers of the Assembly, subject to the approval of the President of The University of North Carolina.
6. The Assembly shall be provided by The University of North Carolina with necessary secretarial assistance and other related services and resources.
7. The members of the Assembly shall be reimbursed by The University of North Carolina for expenses incurred in attending meetings of the Assembly.

IV. RATIFICATION AND AMENDMENT OF THE CHARTER

1. This Charter shall be transmitted to the constituent institutions of The University of North Carolina for ratification or rejection by the faculty of each institution in accordance with the processes of that institution. The Charter shall become effective upon its ratification by two-thirds of the constituent institutions of The University of North Carolina. The institutions whose faculties ratify the Charter shall become participating institutions and shall send delegations to the Assembly.
2. An amendment to this Charter may be introduced in the Assembly by any member of the Assembly; and if approved by a majority of the authorized membership of the Assembly, it shall be transmitted to the participating institutions of the Assembly for ratification by the faculty of each institution in accordance with the processes of that institution. An amendment shall become effective upon its ratification by two thirds of the participating institutions of the Assembly.

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The foregoing Proposed Charter of the Faculty Assembly of The University of North Carolina was adopted unanimously by the University Faculty Assembly, representing all 16 public institutions of higher education in North Carolina, meeting in Greensboro on April 15, 1972.

/s/ John L. Sanders
Chairman of the Assembly