

FACULTY SENATE

There will be a meeting of the Faculty Senate on Tuesday,
September 25, 1973, 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
 - A. Suggested changes in Class Attendance Regulations (Attachment)
5. Report of Committees
 - A. Faculty Affairs (Attachment)
6. New Business
 - A. Due Process Committee Elections
 - B. Petition to President Friday (Attachment)

Suggested changes in Class Attendance Regulations

Regular Examinations

Final examinations are held at the close of each quarter. There will be no departure from the printed schedule of examinations. Changes for individual emergencies of a serious nature will be made only with the approval of the instructor, the Chairman of the Department or Dean of the School involved, and the Provost. The Department Chairman or School Dean will, if he believes a serious emergency exists, forward a written request to the Provost setting forth the nature of the emergency. A student who is absent from an examination without an excuse will be given a grade of F. An Incomplete (I) will be given only in the case of a student absent from the final examinations who has presented a satisfactory excuse to the instructor or an official university excuse from the Associate Dean of Student Affairs for Men or the Associate Dean of Student Affairs for Women as appropriate. The symbol (I) will not be given unless an excuse has been presented prior to the scheduled examination.

Intermediate Tests and Quizzes

An instructor should not administer make-up quizzes or allow credit to those students who miss announced or scheduled intermediate tests and quizzes. Students who are absent with an excuse acceptable to the instructor or an official university excuse from the Associate Dean of Student Affairs for Men or Associate Dean of Student Affairs for Women as appropriate will be given a make-up test or an excuse from taking the test at the discretion of the instructor.

EAST CAROLINA CODE

CORRECTION IN WORDING: First complete sentence, Page 2.

The code shall establish procedures which will allow the faculty to participate in all decisions affecting appointments, reappointments, promotions, the granting of tenure and dismissal.

EAST CAROLINA CODE

Preamble

The Statement on Government of Colleges and Universities issued by the American Association of University Professors, the American Council on Education, and the Association of Governing Boards of Universities and Colleges calls for a mutual understanding which produces an essential joint effort in the governance of universities and colleges. In order to implement the spirit of this statement, we at East Carolina University institute the following code of regulations of university government. Provisions of this code are in no way binding or determinative upon the Chancellor and Board of Trustees.

A. Appointment of Administrative Officials

Each administrative official, (exclusive of the Chancellor, the Vice Chancellor and Dean of the University, and their assistants) whose direct concern is with academic matters, will be appointed with the following procedure:

1. The immediately superior administrative official will convene a nominating committee which will be formed in the following way:
 - a. The officer will designate a committee of at least five persons.
 - b. At least three fifths of this committee will be faculty members belonging to the entire constituency of the office to be filled, elected by the majority of the members of that constituency, by secret ballot.
 - c. The remainder of the committee will be chosen from tenured faculty members or administrators in a manner designated by the appointing officer.
2. This nominating committee shall:
 - a. Establish criteria that the new official must meet.
 - b. Solicit and screen applicants for the position.
 - c. Submit to the appointing officer a list of at least two acceptable nominees.
3. The appointing officer may accept one of the committee's nominees or he may reject them. If he should reject them, the committee must produce another list. In the case of appointments at the department and professional school level, no one shall be appointed who is not acceptable to both the appointing officer and to the majority of the tenured faculty of the department or school.

B. Development of Codes

Each unit, (the various professional schools, the Division of Continuing Education, the Division of Library Services, the Counseling Center, and the departments of the College of Arts and Sciences) shall, within one year of the adoption of this code, democratically develop a code of operations acceptable to the majority of tenured faculty members of the unit. The code will provide for the conduct of unit affairs according

to Roberts' Rules of Order, Newly Revised. The code shall establish procedures which will allow the faculty to participate in all matters affecting appointments, decisions not to reappoint, promotions, the granting of tenure and dismissal. Each code will be submitted to the Faculty Senate and to the Chancellor for review and ratification.

C. Evaluation

1. During the regular session, no later than one year after the adoption of the East Carolina Code, each unit shall complete a self-evaluation of its operations. After advance notice of one week by its administrative official, the voting* faculty shall meet and elect by secret ballot an evaluation committee that shall draft procedures for the evaluation of the department or school activities during the past four years, emphasizing such areas as the undergraduate and graduate programs, research and publication activities of the faculty, faculty morale, student opinion concerning the unit's course offerings and other stated areas determined by the faculty. The administrative official of a department or school will be ineligible to serve on the evaluation committee. The evaluation committee will conduct the evaluation and present its report to the voting faculty. Acceptance of the report will require approval, by secret ballot, of two-thirds of the voting faculty present.
2. Concurrently, the voting faculty will vote by secret ballot on the effectiveness of its administrative officer. The departmental evaluation committees of the College of Arts and Sciences will forward their vote tallies regarding the effectiveness of both the department and its administrative officer to the Dean of the College. The remaining units will forward their reports and tallies to the Provost or the Vice-Chancellor for Health Affairs as appropriate. A negative vote of three-fifth of the voting faculty present will be considered a defacto recommendation for the replacement of the administrative officer. The Dean of Arts and Sciences, Provost, or Chancellor, as appropriate, may elect not to follow this recommendation, in which case, he shall inform the faculty of the unit in writing of the reasons for his decision.
3. Thereafter, the evaluation will be conducted in a similar manner every fourth year.

D. Status of Administrative Officials

1. The Chancellor must at times, with or without support, infuse new life into a school or department. In doing so, the Chancellor will necessarily utilize the judgments of the faculty, but in the interest of academic standards he may also seek outside evaluations by scholars of known competence.

* A voting faculty person is defined for the purpose of this code as an individual with an academic title and not less than half a normal teaching or research program as practiced in his unit. The teaching-research requirement does not apply to heads of units as defined by this code, librarians, or faculty of the Counseling Center. The Division of Health Affairs and the Division of Continuing Education may define voting faculty in their unit codes in accordance with their unique structures subject to approval by the Faculty Senate.

2. No administrative official has tenure in his administrative position and no administrative position carries with it a particular academic rank. An administrative official may be removed on the recommendation of the administrative officer immediately superior to him with the concurrence of appropriate administrative officers and final action by the Chancellor.
 3. The removal of an administrative officer will not prejudice his position as a teaching member of that faculty.
- E. Any provision of this code which conflicts with the Code of operations of the North Carolina University System is null and void or is modified in its force according to limits placed upon it by the Governing Board.

August 1, 1973

PETITION TO PRESIDENT FRIDAY

WHEREAS, salary increases for the faculty of East Carolina University have been at an average rate of only five percent (5%) for each of the last three (3) years, and further

WHEREAS, it was originally proposed to the legislature in 1973 that, under a biannual budget, the 1974-75 raise for state employees should be ten percent (10%), therefore

IT IS HEREBY RESOLVED, THAT the Faculty Senate of East Carolina University request that President Friday petition the legislature on behalf of the Faculties of The University of North Carolina, in particular, and all state employees, in general. Said petition to urge the legislature to strive for, in its adopted budget, a salary increment for all state employees of at least ten percent (10%) in order that said employees can, at least, maintain their current standard of living.

FACULTY SENATE MINUTES

September 25, 1973

The Faculty Senate met on Tuesday, September 25, 1973, at 3:00 P.M. in Room 101, Nursing Building. The following members were absent: McGee, Peralion, O'Connor, Calhoun.

The minutes of May 15, 1973 were approved as written. The minutes of May 16, 1973 were approved as corrected in the memorandum dated July 20, 1973.

SPECIAL ORDER OF THE DAY

The Chairman, Mr. Woodside, commented on the seating arrangement and noted that under the new Constitution there were no longer any half votes.

He stated that he had invited the new Provost, Dr. John Howell, and the new Director of Library Services, Dr. Ralph Russell to speak to the Senate. Mr. Howell stated that he and the former Provost agreed on many things and therefore there would be no great changes.

Mr. Russell stated that he hoped to have a good relationship between the faculty and the library staff and that this will be achieved as long as there is mutual trust and dependency. He commented that under the approval plan for acquisitions each department has a representative to scan and approve the acquisitions. He commented that the open stacks appeared to be working well so far but that it was too early to tell whether there would be any difficulty in locating materials as a result. Mr. Russell was asked about the functions of the Library Committee. He stated that the committee should be a valuable liaison between the library and the faculty and that it should be valuable in an advisory capacity. Mr. Russell stated that the library staff will be happy to meet with classes or members of the faculty to assist them in utilizing the library materials to the greatest advantage. In answer to a question, he clarified the fact that the Health Affairs Library and the Music Library had completely separate budgets.

The Chairman stated that several vacancies had occurred on Faculty Senate Committees and he announced the following appointments. Admissions Committee: Don Clemens for a one year appointment, replacing Fred Sorenson; Lee Bennett for a two year appointment replacing Susan McDaniel. Faculty Welfare: Eugene Huguelet for a one year appointment replacing Ralph Brimley. Student Recruitment: Ira Baker for a one year appointment replacing Richard Wells. Teacher Education: Mary L. Staton for a one year appointment replacing Virginia Ayscue. Faculty Governance: Henry Ferrell for a three year appointment replacing Robert Woodside; James L. Smith for a two year appointment replacing Henry Ferrell; and Frank Saunders for a one year appointment replacing James L. Smith.

The Chairman, who is an ex-officio member of all Senate Committees, announced that the Vice Chairman would serve in this capacity on the Faculty Affairs Committee and the Faculty Welfare Committee as provided for under the new Constitution. (See page 114; Faculty Manual)

The Chairman announced that he had received a letter from Robert Morgan thanking the Senate for the resolution of the May 15, 1973 meeting. (See minutes of May 15, 1973)

At the Board of Trustees meeting on September 18, 1973 the provisions on tenure passed by the Faculty Senate at its meeting of February 20, 1973 were approved with the inclusion of a phrase making one sentence read "Therefore, any faculty member in the rank of instructor, assistant professor, associate professor, or professor who is tendered a seventh annual contract (not necessarily in consecutive

order) will ipso facto have been granted tenure with all its rights and privileges just as though the faculty member had been tenured by the ordinary process." And the inclusion of the sentence "Any reference to faculty in the above shall be defined to mean full time faculty members."

Chancellor Jenkins has approved the definition of a full-time student as recommended by the Admissions Committee. (See Faculty Senate Minutes; April 17, 1973 and May 15, 1973.)

The Chairman pointed out that when the committees elect officers, the Faculty Manual states that they must be elected from the elected members. (See page 9, Faculty Manual)

The Chairman read the 1972-73 Annual Report of the East Carolina University Delegation to the University of North Carolina Faculty Assembly. (See Attachment)

The Chairman commented about the handout concerning parking and asked that any discussion be deferred until the end of the meeting.

UNFINISHED BUSINESS

Dean Mallory presented the Suggested Changes in Class Attendance Regulation. (See attachment to the Faculty Senate Agenda for September 25, 1973). Miss Pat Daugherty moved that the changes be adopted. Mr. Adler seconded. Mr. Gartman moved that "or the Vice Chancellor of Health Affairs as appropriate" be added to the end of the third sentence under "Regular Examinations". Mr. Moeller seconded. Mr. M. Williams asked if an explanation should be made that a faculty member has the prerogative to give an I. Mr. Gartman's amendment passed. Mr. Moeller moved that "prior to the scheduled examination" be deleted from the last sentence. Mr. Ross seconded. After a short discussion, Mr. Moeller withdrew his motion. Mr. Hoots moved that the last sentence "The symbol (I) will not be given unless an excuse has been presented prior to the scheduled examination" be deleted. Mrs. Hampton seconded. Mr. Hoots motion was passed. Miss Daugherty's motion as amended passed.

Mr. Ferrell moved that the regulations concerning Intermediate Tests and Quizzes be adopted. The motion was seconded. Mr. Adler moved that the first sentence be deleted. Mr. Steelman seconded. Mr. Howell moved to amend Mr. Adler's motion to insert "from intermediate tests and quizzes" after the word "absent" in the next sentence. Mr. Adler accepted the insertion as part of his motion. Mr. Adler's motion passed. Mr. Ferrell's motion as amended passed.

NEW BUSINESS

The Chairman asked if there were any objections to taking the Election of the Due Process Committee as the next order of business so that discussion of the committee report could be conducted while the votes were counted. There were no objections and the Chairman then explained that three members and three alternates were to be elected for two year terms from the tenured faculty. Mr. Ferrell asked if this committee would be in conflict with Chapter 6 of the University of North Carolina Code as adopted by the Board of Governors. Mr. Howell replied that he did not think it would conflict. Bill Troutman, Pat Daugherty, Tom Long, and Ray Martinez were nominated for members. Troutman, Daugherty and Martinez were elected. For alternates, Tom Long, Blanche Watrous, Vernie Wilder, and Tom Williams were nominated. Long, Wilder and Williams were elected.

COMMITTEE REPORT

Miss Pat Daugherty presented the report of the Faculty Affairs Committee (See Attachment to Faculty Senate Agenda for September 25, 1973). At the meetings of

the Board of Trustees certain objections to the East Carolina University Code had been raised and the Code had been referred to the committee. Miss Daugherty passed out an additional section which had been accidentally omitted from the attachment and pointed out the changes that had been made.

Miss Daugherty moved that the revised Code be adopted. Mr. Bailey seconded. Mr. T. Williams stated that he felt it was weakened by the inclusion of disclaimer clauses inviting non-compliance. The Chairman read the resolution of the Board of Trustees concerning the Code (The resolution may be seen in the Faculty Senate office). Mr. Ferrell moved that the last sentence of the preamble become new E, E become F, and F become G, in order to keep the preamble as pure as possible. The motion was seconded and approved. Mr. Distefano moved that under A the phrase "of the various professional schools, the Division of Continuing Education, the Division of Library Services, the Counseling Center, and the departments of the College of Arts and Sciences" be inserted after "each administrative official". Mr. Knight seconded. Mr. Ferrell moved to amend the motion to include the Provost and Vice Chancellor of Health Affairs. Mr. Ferrell's amendment was seconded and passed with two dissenting votes. Mr. Distefano's motion as amended was defeated.

Mr. D. Collins moved that in part B the word "tenured" be deleted as small departments with say two tenured faculty could be deadlocked. Miss Wilder seconded. The motion was defeated by a vote of 15 for and 18 against.

Mr. Ferrell moved that the word "initiate" be substituted for the words "participate in" in the sentence with the correction in wording. Mr. Ross seconded. The motion failed.

Mr. Caspar moved that in the first sentence of part B, a period be placed after "operations" and "acceptable to" be replaced by the phrase "This Code must be approved by". The motion was seconded and passed.

Mr. Steelman moved that in the definition of voting faculty for part C that following the word "librarians" the "Director of the East Carolina University Manuscript Collection" be inserted. Mr. M. Williams seconded. The motion failed.

Mr. Ferrell moved that "will" be substituted for "may" in part 1 of section D. Mr. Ross seconded. Mr. Adler made a substitute motion to delete part 1 of section D. The motion was seconded and passed.

Mr. Ross moved that "Chancellor and" be deleted in the sentence "Provisions of this Code are in no way binding or determinative upon the Chancellor and Board of Trustees." There was no second.

Mr. McDaniel moved that in section G the phrase "or familial relationship, although the faculty of East Carolina University may establish reasonable restrictions upon the participation in personnel decisions relating to the immediate family" be inserted after the word "origin". Mr. Grossnickle seconded. The motion failed.

Mr. Grossnickle moved that the word "age" be inserted after the word "color". The motion was seconded and approved.

Mr. Adler moved that the Code be adopted as amended. The motion was seconded. The Code was approved as amended.

NEW BUSINESS

Mr. Adler moved that the petition to President Friday concerning salaries be approved. The motion was seconded. It was noted that the word "biannual" should be "biennial".

Mr. Willcox moved that the phrase "and can reasonably share in improvements in the national standard of living" be added to the end of the last sentence. The motion was seconded and passed.

Mr. T. Williams moved that it be tabled until the next meeting. Mr. Reep seconded. The motion was defeated.

Mr. T. Williams moved the deletion of "in particular, all state employees, in general" and editing of the word "state". Mr. M. Williams seconded. The motion passed with 13 for and 11 against. The petition as amended passed unanimously.

Mr. McDaniel moved that the Senate go on record as being in opposition to the proposed fee for parking. The motion was seconded. Mr. Grossnickle moved to amend the motion to include opposition to parking permits issued to the staff having a letter and color designation applicable to the parking area in which they are valid and the staff parking permits to be valid only in the areas for which they are issued. The amendment was seconded. It was pointed out that a staff member whose office was in the Allied Health Building might have a class in Austin but due to the color designation he would only be able to park, without a fine, near the Allied Health Building. The amendment and the motion passed unanimously.

The meeting adjourned at 6:15 P.M.

Respectfully submitted,

Stella Daugherty
Secretary

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