

EAST CAROLINA UNIVERSITY
GREENVILLE, NORTH CAROLINA 27834

Faculty Senate

Telephone 757-6537

April 29, 1980

Chancellor Thomas Brewer
East Carolina University

Dear Chancellor Brewer:

At its eighth regular meeting on April 22, 1980, the Faculty Senate of East Carolina University approved the following resolutions:

- (80-30) The Faculty Senate approved the 1982 Fall Semester Calendar, Examination Schedule for Fall Semester 1982, the 1983 Spring Semester Calendar, and Examination Schedule for Spring Semester 1983. (See attached)
- (80-31) The Faculty Senate adopted the charge of the Faculty Affairs Committee. (See attached)
- (80-32) The Faculty Senate adopted a constitutional amendment of ex officio membership to the Senate: "The ex officio members of the Faculty Senate shall include the following representatives of the East Carolina University administration: Chancellor, Vice Chancellor for Academic Affairs, Vice Chancellor for Student Life, Dean of Medical School, and one additional member elected by the Administrative Council in a manner determined by the Council."
- (80-33) The Faculty Senate adopted a resolution to refer to the Faculty Governance Committee for consideration the question of allowing the immediate past Chair of the Faculty and the delegates to the Faculty Assembly to have a vote if they are not elected Faculty Senators from a unit.
- (80-34) The Faculty Senate adopted Resolution No. 1 of the Faculty Welfare Committee. (See attached)
- (80-35) The Faculty Senate adopted Resolution No. 2 of the Faculty Welfare Committee. (See attached)
- (80-36) The Faculty Senate adopted Resolution No. 3 of the Faculty Welfare Committee. (See attached)
- (80-37) The Faculty Senate adopted Resolution No. 4 of the Faculty Welfare Committee. (See attached)

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- (80-38) The Faculty Senate adopted a resolution to direct Resolution No. 4 of the Faculty Welfare Committee to the Chancellor, President William Friday and through them to the Board of Governors; to the Governor of the State of North Carolina, the Lieutenant Governor, Speaker of the House, and the chairmen of the House and Senate Appropriations Committees, and representatives and senators from Pitt County.
- (80-39) The Faculty Senate adopted a motion that the questionnaire presented by the Committee for Teaching Effectiveness be amended by striking words in the second sentence, second paragraph, page one, which follow "The survey is designed to help the instructor improve his/her teaching."
- (80-40) The Faculty Senate adopted changes in the Library Science Major, B.S. Degree as shown in the University Curriculum Committee minutes of March 6, 1980. (See attached)
- (80-41) The Faculty Senate adopted a Policy for Retention of Courses in the Catalog presented by the University Curriculum Committee. (See attached)

The Senate appreciates your consideration of these matters.

The minutes of the Senate meeting are being prepared and will be sent to your office at the earliest possible time.

Sincerely,

Thomas H. Johnson
Chairman of the Faculty

THJ/pw
Attachments

cc: All Vice Chancellors
Dean of the School of Medicine

(80-30)

UNIVERSITY CALENDAR
Fall Semester 1982

Actual Class Days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays,
14 Fridays, 14 Saturdays

July 26, Monday	Last day for persons holding a bachelor's degree to apply for admission to Graduate School for the Fall Semester
August 13, Friday	Last day to pay or secure Fall Semester fees without penalty.
August 23, Monday	Faculty Meetings
August 24, Tuesday	Registration
August 25, Wednesday	Drop-Add; Late Registration
August 26, Thursday	Classes begin; Drop-Add; Late Registration
August 27, Friday	Last day for Drop-Add and Late Registration (undergraduate and graduate students), and last day to apply for graduation in December
September 6, Monday	Labor Day Holiday
October 4-15	Change of Major
October 7, Thursday	Last day to drop a course or withdraw from school
October 11-15	Preregistration for Spring Semester
November 24, Wednesday	Last day to remove incomplete given during Spring and/or Summer Terms, 1982
November 24, Wednesday	10:00 p.m. - Thanksgiving Holiday begins
November 29, Monday	8:00 a.m. - Classes resume
December 7, Tuesday	Classes end
December 8, Wednesday	Reading Day
December 9, Thursday	Exams begin
December 11, Saturday	Common Exams
December 16, Thursday	10:00 p.m. - Exams for Fall Semester close

EXAMINATION SCHEDULE
Fall Semester 1982

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour courses will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in undergraduate courses meeting at night will be held at 8:00-10:00 pm on the first night of their usual meeting during the examination period (December 9 through December 16), excluding reading day. Graduate courses meeting at night will hold their examination during their regular class times the first class night during the examination period. Courses meeting on Saturday morning will have the final examination on Saturday, December 11, at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examination at the time scheduled for the hour during which the class begins (e.g., a 9:30-11:00 TTh class will meet the exam schedule of the 9:00 TTh class; an 8:00-10:00 MWF class will meet the exam schedule of the 8:00 MWF class).

Common examinations will be held according to the following schedule:

Two-hour examinations in Economics 2223 and Accounting 2401 and 2521 will be given on Saturday, December 11 from 8:00-10:00 a.m., 10:00-12:00 a.m., and 2:00-4:00 p.m. Students will be notified which time the examination in each course is scheduled.

French 1001, Spanish 1001, German 1001
and French 1003.....Thursday, December 9, 5:00-7:00 p.m.
French 1002, Spanish 1002, German 1002
and Spanish 1003Monday, December 13, 5:00-7:00 p.m.
Geography 1000.....Tuesday, December 14, 5:00-7:00 p.m.
Chemistry 1120, 1150, 1160, 0150, 2620...Saturday, December 11, 8:00-10:00 a.m.
Physics 1251, 1261.....Saturday, December 11, 12:00-2:00 p.m.
Mathematics 1063, 1065.....Friday, December 10, 5:00-7:00 p.m.

Other examinations will be held on Thursday, December 9; Friday, December 10; Monday, December 13; Tuesday, December 14; Wednesday, December 15; and Thursday, December 16, as follows:

Times Class Regularly Meets

8:00 MWF
8:00 TTh
9:00 MWF
9:00 TTh
10:00 MWF
10:00 TTh
11:00 MWF
11:00 TTh
12:00 MWF
12:00 TTh
1:00 MWF
1:00 TTh
2:00 MWF
2:00 TTh
3:00 MWF
3:00 TTh
4:00 MWF
4:00 TTh

Time and Day of Examination

8:00-10:00 Monday, December 13
8:00-10:00 Tuesday, December 14
8:00-10:00 Wednesday, December 15
8:00-10:00 Thursday, December 16
11:00- 1:00 Thursday, December 9
11:00- 1:00 Friday, December 10
11:00- 1:00 Monday, December 13
11:00- 1:00 Tuesday, December 14
11:00- 1:00 Wednesday, December 15
11:00- 1:00 Thursday, December 16
2:00- 4:00 Thursday, December 9
2:00- 4:00 Friday, December 10
2:00- 4:00 Monday, December 13
2:00- 4:00 Tuesday, December 14
2:00- 4:00 Wednesday, December 15
2:00- 4:00 Thursday, December 16
8:00-10:00 Thursday, December 9
8:00-10:00 Friday, December 10

Spring Semester 1983

Actual class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays,
15 Fridays, 15 Saturdays

December 8, Wednesday	Last day for persons holding a bachelor's degree to apply for admission to Graduate School for the Spring Semester
December 27, Monday	Last day for continuing students to pay or secure Spring Semester fees without penalty
January 5, Wednesday	Registration
January 6, Thursday	Drop-Add; Late Registration
January 7, Friday	Classes begin; Last day for Drop-Add and Late Registration (undergraduate and graduate students), and last day to apply for graduation in May
February 17, Thursday	Last day to drop a course or withdraw from school
February 21-March 4	Change of Major
February 28-March 4	Preregistration for Fall Semester and Summer Sessions
March 6-13 (Sunday to Sunday)	Spring Recess
March 14, Monday	8:00 a.m. - Classes resume
April 4, Monday	State Holiday; no classes
April 15, Wednesday	Last day to remove an incomplete given during Fall Semester, 1982
April 25, Monday	Classes end
April 26, Tuesday	Reading Day
April 27, Wednesday	Exams begin
April 30, Saturday	Common exams
May 4, Wednesday	10:00 p.m. - Exams for Spring Semester close
May 6, Friday	Commencement

EXAMINATION SCHEDULE
Spring Semester 1983

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour courses will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in undergraduate courses meeting at night will be held at 8:00-10:00 p.m. on the first night of their usual meeting during the examination period (April 27 through May 4), excluding reading day. Graduate courses meeting at night will hold their examinations during their regular class times the first class night during the examination period. Courses meeting on Saturday morning will have the final examination on Saturday, April 30, at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examination at the time scheduled for the hour during which the class begins (e.g., a 9:30-11:00 TTh class will meet the exam schedule of the 9:00 TTh class; an 8:00-10:00 MWF class will meet the exam schedule of the 8:00 MWF class).

Common examinations will be held according to the following schedule:

Two-hour examinations in Economics 2223 and Accounting 2401 and 2521 will be given on Saturday, April 30, from 8:00-10:00 a.m., 10:00-12:00 a.m., and 2:00-4:00 p.m. Students will be notified which time the examination in each course is scheduled.

- French 1001, Spanish 1001, German 1001
and French 1003.....Wednesday, April 27, 5:00-7:00 p.m.
- French 1002, Spanish 1002, German 1002
and Spanish 1003.....Thursday, April 28, 5:00-7:00 p.m.
- Geography 1000.....Monday, May 2, 5:00-7:00 p.m.
- Chemistry 1120, 1150, 1160, 0150,
and 2620.....Saturday, April 30, 8:00-10:00 a.m.
- Physics 1251, 1261.....Saturday, April 30, 12:00-2:00 p.m.
- Mathematics 1063, 1065.....Friday, April 29, 5:00-7:00 p.m.

Other examinations will be held on Wednesday, April 27; Thursday, April 28; Friday, April 29; Monday, May 2; Tuesday, May 3; and Wednesday, May 4, as follows:

<u>Times Class Regularly Meets</u>	<u>Time and Day of Examination</u>
8:00 MWF	8:00-10:00, Tuesday, May 3
8:00 TTh	8:00-10:00, Wednesday, May 4
9:00 MWF	11:00--1:00, Wednesday, April 27
9:00 TTh	11:00--1:00, Thursday, April 28
10:00 MWF	11:00--1:00, Friday, April 29
10:00 TTh	11:00--1:00, Monday, May 2
11:00 MWF	11:00--1:00, Tuesday, May 3
11:00 TTh	11:00--1:00, Wednesday, May 4
12:00 MWF	2:00--4:00, Wednesday, April 27
12:00 TTh	2:00--4:00, Thursday, April 28
1:00 MWF	2:00--4:00, Friday, April 29
1:00 TTh	2:00--4:00, Monday, May 2
2:00 MWF	2:00--4:00, Tuesday, May 3
2:00 TTh	2:00--4:00, Wednesday, May 4
3:00 MWF	8:00-10:00, Wednesday, April 27
3:00 TTh	8:00-10:00, Thursday, April 28
4:00 MWF	8:00-10:00, Friday, April 29
4:00 TTh	8:00-10:00, Monday, May 2

1. Faculty Affairs Committee
2. 8 faculty members and 2 alternate members with representation from every professorial rank plus ex officio: Chairman of the Faculty (See Appendix D, Section VII)
3. Quorum: 5 faculty members exclusive of ex officio.
4. A. The Faculty Affairs Committee recommends to administrative officers criteria related to initial faculty appointment, tenure, promotion in rank, and merit.

In addition, the committee serves as the Faculty Grievance Committee on matters directly related to a faculty member's employment status and instructional relationship within East Carolina University (see Appendix D, Section VII).

- B. The Committee recommends policies concerning initial faculty employment, tenure, promotion, and merit to the Faculty Senate.
- C. The Committee reports to the Faculty Senate at least once a year.
- D. The Committee is empowered to act as a grievance committee as mandated in Appendix D, Section VII.

(80-34) Faculty Welfare Committee

RESOLUTION NO. 1

WHEREAS, East Carolina University should have the capability both in staff and equipment to handle personnel records efficiently by computerized methods, and

WHEREAS, at the present time most of the records handled by the Personnel Office are handled manually rather than by computer, and

WHEREAS, several matters pertaining to faculty and staff salaries are not handled as promptly as would be possible if the computer were used, and

WHEREAS, it requires from one to ten days for the Accounts Payable and Personnel Office to process manually deposits for tax sheltered annuities which could result in a loss of interest to the individuals holding the annuities, and

WHEREAS, changes in salary classification for purchase of life insurance are recorded only once per year (October 1), thereby creating the possibility that the beneficiaries of a faculty member whose salary has changed to a higher classification but has not yet been recognized prior to October 1 could lose several thousand dollars in benefits if the faculty member should die before the increased amount of life insurance is purchased when an increase in salary occurs;

THEREFORE, BE IT RESOLVED

That steps be taken as soon as possible by the appropriate agencies of East Carolina University to provide the necessary staff and equipment to handle essential records by computer.

(80-35) Faculty Welfare Committee

RESOLUTION NO. 2

WHEREAS, Standards exist for determining the starting salaries of all state employees except the professorate;

THEREFORE, BE IT RESOLVED

That standards for placement in rank as well as minimum starting salaries for each rank be determined for the faculty of East Carolina University.

RESOLUTION NO. 3

WHEREAS, There are a number of faculty members at East Carolina University with ten or more years of service, and

WHEREAS, The salaries of several of these professors fall in the lowest ten percent of their respective ranks, which in most cases include people with fewer years of service;

THEREFORE, BE IT RESOLVED

That such cases be looked at individually in relation to their performance and, if necessary, proper adjustment be made in their salaries.

(80-37)

RESOLUTION NO. 4

WHEREAS, faculty, as EPA employees of the State, have been denied the longevity pay incentive afforded SPA employees and, more recently, public school teachers and community/technical college teachers; and

WHEREAS, faculty salaries have not experienced as great a percentage increase over the past decade as have those of other State employees; and

WHEREAS, SPA employees have enjoyed specific, annual appropriations for each of merit, longevity, and reclassifications--appropriations historically denied EPA employees--in addition to cost-of-living increments which have been assigned across-the-board;

THEREFORE, BE IT RESOLVED

That the Board of Governors shall henceforth request on behalf of the professorate of the constituent institutions of the University of North Carolina specific, annual appropriations for each of merit, longevity, and promotions which shall not be redefined and distributed according to other than the intended, aforementioned criteria, in addition to cost-of-living increments which realistically offset the effects of inflation and which shall be assigned across-the-board; and

RESOLVED, That the Board of Governors of the University of North Carolina shall establish appropriate salary schedules for the faculties of the University of North Carolina which shall guarantee levels of faculty remuneration by rank which at least equal current, national, category-of-institution average levels.

POLICY FOR RETENTION OF COURSES IN THE CATALOG

1. If the courses are not offered at least once in five academic years, we believe the course should be removed from the unit's list of course offerings in the catalog. If the course is listed for pre-registration and/or registration but is not taught due to lack of enrollment, the course will be considered as having been offered.
2. Each unit will include in its annual report to the Vice Chancellor for Academic Affairs a list of all existing courses in numerical order, from lowest to highest, which have not been offered during the last five academic years. The office of the Vice Chancellor for Academic Affairs will make accessible the list of these courses to the Chairpersons of the University Curriculum Committee and the Graduate Curriculum Committee.
3. On receipt of these lists the Chairpersons of the appropriate Curriculum Committees will notify the appropriate unit heads to request that the course(s) be (a) deleted, (b) placed in the Curriculum Bank, or (c) allowed to remain in the catalog. In the latter case, the unit head may be asked to appear before the appropriate Curriculum Committee to justify the request.
4. In the fall semester of even-numbered years the Chairman of the appropriate Curriculum Committee will ask unit heads if they wish courses in the Curriculum Bank to be deleted or retained. A written answer will suffice to keep the course in the Bank for the following catalog.
5. If a unit wishes to remove a course from the Curriculum Bank after it has been in the Bank for five or more years, the Curriculum Committee will ask that copies of a new syllabus be sent to members of the Curriculum Committee, as it will be assumed that the course material will have undergone substantial change. A representative from the unit will also be asked to appear before the Committee when the course is placed on the agenda.