

FACULTY SENATE

The first regular meeting of the Faculty Senate for the academic year 1980/81 will be held on Tuesday, September 30, 1980, at 2:10 p.m. in Room 221, Mendenhall Student Center.

AGENDA

1. Call to Order
2. Approval of the Minutes
3. Special Order of the Day
 - A. Announcements
 - B. Report on the Budget (Vice Chancellor Cliff Moore)
 - C. Annual Report of UNC Faculty Assembly (Professor Pat Daugherty)
 - D. Elections
 1. Due Process Committee (see Appendix D, Section V, E.) (see attachment)
 2. Hearing Committee (see Appendix D, Section IV, C.) (see attachment)
 3. Reconsideration Committee (see Appendix D, Section VI, B.) (see attachment)
4. Unfinished Business - None
5. Report of Committees
 - A. Committee on Committees - Revised charge of: Student Scholarships, Fellowships and Financial Aid Committee (Professor Caroline Ayers) (see attachment)
 - B. Faculty Governance Committee - Revision of East Carolina University Code (Professor Don Sexauer) (see attachment). Final action October Faculty Senate meeting.
6. New Business - None

Agenda Item 3D. Elections

1. Due Process Committee

JoAnn Jones, English	1981
Trenton Davis, Allied Health	1981
Lawrence Hough, Political Science	1981
_____	1982
_____	1982

Alternates for Due Process Committee

Anne Briley, Library Services	1981
Joe Davis, Mathematics	1981
Carolina Ayers, Chemistry	1981
_____	1982
_____	1982

2. Hearing Committee

Rosina Lao, Psychology	1981
Bruce Wardrep, Business	1981
Y.J. Lao, Allied Health	1982
_____	1983
_____	1983

Alternates for Hearing Committee

Judith Sadler, Library Science	1981
Floyd Read, Science Education	1981
Donald Sexauer, Art	1982
_____	1983
_____	1983

3. Reconsideration Committee

Stella Daugherty, Mathematics	1981
Robert Irwin, Music	1981
Keats Sparrow, English	1982
_____	1983
_____	1983

Alternates for Reconsideration Committee

Sandra Wurth-Hough, Political Science	1981
James Hix, Chemistry	1981
Art Haney, Art	1982
_____	1983
_____	1983

Revised Charge of:

1. Student Scholarships, Fellowships and Financial Aid Committee
2. 8 faculty members, 2 student members, one appointed by the SGA, the other elected by the committee from a recommendation made by the Director of Financial Aid, and ex officio: Vice Chancellor for Academic Affairs or his appointed representative, Director of Financial Aid, Director of Admissions, Chair of the Athletic Committee, Danforth and Woodrow Wilson Representatives.
3. Quorum: 5 faculty members exclusive of ex officio.
4. A. The Student Scholarship, Fellowships and Financial Aid Committee recommends policy to the Faculty Senate, the Director of Financial Aid, the Director of Admissions and/or other offices as befits the nature of the policy, to be followed in the granting of scholarships, fellowships, and all student aid financial aid programs. The Committee shall serve as the University Appeals Board in all student financial aid matters and shall review periodically the overall operation of the student financial aid office.

B & C. The committee reports to the Faculty Senate at least once a year.

D. The Committee is empowered to render decisions in appeals made to it concerning financial aid. In matters of appeals the Committee's decision shall be final.

9/11/80

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Appendix L

EAST CAROLINA UNIVERSITY CODE

Preamble

1 In order to establish a mutual understanding which produces an essential joint
2 effort in the government of East Carolina University, the faculty, administration
3 and trustees adopt the following code of regulations of University government.

4 A. Appointments of the Vice Chancellors and Other Senior Academic and/or
5 Administrative Officials

6 The Board of Governors shall, on recommendation of the President and of the
7 Chancellor of East Carolina University, appoint all vice chancellors and
8 senior academic and administrative officers. (See The Code of the Board of

9 Governors, the University of North Carolina; Chapter V, Section 500 B-2.)

10 The nominating committee for the Vice Chancellors, for the Dean of the
11 School of Medicine and for other senior administrative officials as deemed
12 appropriate by the Chancellor shall be appointed and convened by the Chan-
13 cellor, and shall include the Chair of the Faculty and at least two other
14 voting faculty members¹ elected by the Faculty Senate. The Chancellor or
15 his appointee shall serve as Chair of the Committee.

16 ¹Voting faculty members referred to in this Code shall be defined as members
17 of the faculty who:

- 18 1. hold an academic rank (that is a permanently tenured or probationary
19 appointment),
- 20 2. are assigned more than one-half a teaching and/or research load as
21 practiced in the Unit (this requirement does not apply to Unit admini-
22 strative officials or to the Chair of the Faculty), and
- 23 3. have served at least three consecutive semesters during the regular
24 session.

1 B. Appointment of Other Academic Administrative Officials

2 The Dean of the Graduate School; the Dean of the College of Arts and Sciences,
3 and other academic administrative officials as deemed appropriate by the
4 Chancellor shall be appointed by the following procedure:

5 1. The appointing official shall convene a nominating committee which
6 shall be formed as follows:

7 a. Three-fifths of the nominating committee shall be permanently
8 tenured voting faculty members elected by the following procedure:

9 (1) In order to achieve the most equal representation, the convening
10 official will, with the advice of the Unit chairpersons, divide
11 large Schools and/or Colleges into Divisions, each Division
12 representing closely related academic areas and cognate interests,
13 and each Division representing as equal number of constituency as
14 possible.

15 (2) Election shall be by secret ballot from a list of the perma-
16 nently tenured voting faculty members of the School or its
17 Divisions who have been nominated in response to written notice
18 given by the convening official. No Unit may have more than
19 one member on the search committee.

20 (3) The vote shall be taken in a meeting of the voting faculty
21 members of the constituency of the School or its Division called
22 by the convening official with written notice of one week.

23 (4) All voting faculty members of the constituency of the School, College
24 or Division attending the meeting shall constitute a quorum.
25 Election shall be by a majority of the votes cast by secret
26 ballot.

27 (5) The electorate for a nominating committee for the Dean of
28 the Graduate School shall be the voting faculty members of the

1 Graduate Faculty of the University. The electorate for a nomi-
2 nating committee for the Dean of the College of Arts and Sciences
3 shall be the voting faculty members of the College of Arts and
4 Sciences. The electorate for other nominating committees shall
5 be determined by the convening official.

6 b. The remaining membership of the nominating committee shall be
7 appointed by the Vice Chancellor for Academic Affairs or the Dean
8 of the School of Medicine as appropriate. At least one of the
9 appointees shall be from outside the constituency. One shall be a
10 full-time enrolled student.

11 c. The chairperson shall be selected in a manner determined by the
12 convening administrator.

13 2. The nominating Committee shall:

14 a. In consultation with the convening official establish criteria that
15 the new official must meet;

16 b. Solicit applications and consider applicants for the position
17 according to approved Equal Employment Opportunity procedures;

18 c. Submit one or more nominees to the convening official.

19 d. The convening official may accept the committee's nominees or reject
20 them all. If they are rejected, the committee shall submit anew
21 one or more additional nominees.

22 C. Appointment of Unit Officials

23 A Unit shall be defined as any academic body which is given a budget by the
24 Vice Chancellor for Academic Affairs, the Dean of the School of Medicine or
25 the Vice Chancellor for Student Life (in the case of the Counseling Center).

26 Furthermore, each Unit shall operate under a code of operations developed and
27 approved by the voting faculty members of that Unit. The administrative
28 official of these Units shall be appointed by the following procedures:

- 1 1. The appointing official shall convene a nominating committee which
2 shall be formed as follows:
- 3 a. The committee shall consist of at least five persons.
 - 4 b. At least three-fifths of this committee shall be voting faculty
5 members from the Unit which has the administrative vacancy, elected
6 by a majority of the voting faculty members of that Unit by secret
7 ballot cast in a Unit meeting.
 - 8 c. Absentee ballots shall be made available. Polling by telephone shall
9 be allowed if necessary.
 - 10 d. The remaining membership of the committee shall be appointed by
11 the convening official. At least one of the appointees shall be
12 from outside the Unit. One other shall be a full-time enrolled
13 student.
 - 14 e. The chairperson of the committee shall be elected by the committee
15 from the elected members of the committee.
- 16 2. The nominating committee shall:
- 17 a. In consultation with the convening official establish criteria that
18 the new official must meet;
 - 19 b. Solicit applications and consider applicants for the position
20 according to approved Equal Employment Opportunities procedures.
 - 21 c. Submit one or more nominees to the convening official, after
22 determining by secret ballot that the nominees are acceptable to
23 a majority of the voting faculty members of the Unit. The vote shall
24 be taken at a called meeting of the voting faculty members of
25 the Unit following written notice of one week.
 - 26 d. Absentee ballots shall be made available. Polling by telephone
27 shall be allowed if necessary.

1 3. The convening official may accept the committee's nominees or reject
2 them all. If they are rejected, the committee shall submit anew, one
3 or more additional nominees, after determining by secret ballot that the
4 nominees are acceptable to a majority of the voting members of the Unit.
5 The vote shall be taken at a called meeting of the voting faculty members
6 of the Unit following written notice of one week. Absentee ballots shall
7 be made available. Polling by telephone shall be allowed if necessary.

8 D. Unit Codes

9 Each Unit shall operate by a democratically developed Code of Operation.
10 The Unit Code shall be approved by the majority of the voting faculty members
11 who are permanently tenured. The Unit Code shall require the Unit to operate
12 according to the most recent edition of Robert's Rules of Order. The Unit
13 Code shall establish procedures by which the Unit faculty members shall parti-
14 cipate in recommendations affecting personnel actions, including appointment,
15 reappointment, nonreappointment, promotion, conferral of permanent tenure,
16 and salary recommendations, and in other matters affecting the operation of
17 the Unit. Each code and all amendments to codes shall be reviewed and
18 ratified by the Faculty Senate and the Chancellor, after being reviewed by
19 the Vice Chancellor for Academic Affairs, the Dean of the School of Medicine,
20 or the Vice Chancellor for Student Life.

21 E. Unit Program Evaluation

22 1. Between every fourth and fifth year wherever possible in congruence
23 with other similar studies during the regular session, each Unit shall
24 complete a self-evaluation of its operation. The Vice Chancellor for
25 Academic Affairs, the Dean of the School of Medicine, or the Vice
26 Chancellor for Student Life, as appropriate, must give notice to the
27 voting faculty members of the Unit that they shall meet and elect by

1 secret ballot an evaluation committee. The committee shall supervise
2 the Unit evaluation ensuring full participation by all Unit faculty
3 members. The evaluation shall include, but not be limited to, all
4 academic programs, budgets, teaching, research, other creative activity,
5 and service activities. Expressions of student opinion concerning aca-
6 demic programs and teaching shall be included.

7 2. The dean or chairman of the school or department shall be ineligible to
8 serve on the evaluation committee.

9 3. The Unit faculty members shall meet to consider the report and recommen-
10 dations of the evaluation committee not later than 45 calendar days prior
11 to the completion of Spring Semester. The report and recommendations shall
12 be distributed to the Unit faculty members not later than one week prior
13 to the meeting. The voting faculty members of the Unit shall vote by
14 secret ballot whether or not to accept the evaluation committee's report
15 and recommendations. Acceptance shall require a majority of the voting
16 faculty members of the Unit. The report and recommendations, whether
17 accepted or not, and the vote of the Unit shall be submitted to the imme-
18 diately superior administrative official not later than 30 calendar days
19 prior to the completion of the spring semester.

20 F. Retention of Unit Administrator

21 1. The voting faculty members in a Unit meeting chaired by the most senior
22 faculty member, excluding the Unit Head, shall vote by secret ballot on
23 the effectiveness of the Unit administrator during the Fall Semester of
24 that administrator's 4th year of appointment and every 4th year thereafter.
25 A vote of one more than half of the voting faculty members shall be
26 required to recommend the continuation of the Unit administrator. Failure
27 to achieve that majority shall constitute a de facto recommendation that
28 a new administrative official be selected.

- 1 2. The balloting shall be conducted by the personnel committee of the Unit
2 who shall distribute, collect, and count the ballots. Absentee ballots
3 shall be made available.
- 4 3. The results of the balloting shall be announced by the personnel committee
5 to the voting faculty members before adjournment, and shall be submitted
6 by the personnel committee to the immediately superior administrative
7 official.
- 8 G. The operation of the Code of East Carolina University shall be according
9 to the most recent edition of Robert's Rules of Order.
- 10 H. The Code of East Carolina University shall be subject to The Code of the
11 Board of Governors, University of North Carolina and all other applicable
12 provisions established by the Board of Governors of the University of North
13 Carolina.