

FACULTY SENATE

The fourth regular meeting of the Faculty Senate for the academic year 1980/81 will be held on Tuesday, December 9, 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. Faculty Assembly Report
4. Unfinished Business
 - A. Revision of East Carolina University Code (Don Sexauer) (See attachment.)
5. Report of Committees
 - A. Committee on Committees
 1. Revised charge of Calendar Committee (See Agenda, November 18, 1980, Faculty Senate Meeting.)
 2. Revised charge of Continuing Education Committee (See Agenda, November 18, 1980, Faculty Senate Meeting.)
 3. Revised charge of Universities Libraries Committee (See Agenda, November 18, 1980, Faculty Senate Meeting.)
 4. Revised charge of Faculty Governance Committee (See Agenda, November 18, 1980, Faculty Senate Meeting.)
 5. Revised charge of Student Scholarships, Fellowships, and Financial Aid Committee (see attachment)
 6. Resolution concerning dissolution of Campus Facilities, Planning and Development Committee
 - B. University Curriculum Committee
 1. Revised B.S. Degree in Political Science (See University Curriculum Committee Minutes, November 6, 1980)
 2. New B.S. Minor in Chemistry (See University Curriculum Committee Minutes, November 6, 1980)
 3. Revised B.S. Degrees in Social Work and Corrections (See University Curriculum Committee Minutes, November 6, 1980)
 4. Revised B.S.B.E. Degree (See University Curriculum Committee Minutes, November 6, 1980)
 5. Revised B.S. Degree in Elementary Education (See University Curriculum Committee Minutes, November 6, 1980)

The fourth regular meeting of the Faculty Senate for the academic year 1967-68

C. Student Recruitment and Retention Committee (Edith Webber)

6. New Business

- A. Explanation of Student Judicial System as it pertains to academics (Lester Nail, SGA Attorney General)

JAJ/hrb

1. Call to Order

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B. Faculty Assembly Report

4. Unfinished Business

A. Revision of East Carolina University Code (See attachment)

5. Report of Committees

A. Committee on Committees

- 1. Revised charge of Calendar Committee (See Agenda, November 18, 1967, Faculty Senate Meeting)
- 2. Revised charge of Continuing Education Committee (See Agenda, November 18, 1967, Faculty Senate Meeting)
- 3. Revised charge of University Libraries Committee (See Agenda, November 18, 1967, Faculty Senate Meeting)
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B. University Curriculum Committee

- 1. Revised B.S. degree in Political Science (See University Curriculum Committee Minutes, November 6, 1967)
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November 18, 1980

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, librarians, faculty of the University Counseling
23 Center or to the Chair of the Faculty), and
- 24 3. have served at least two consecutive semesters during the regular
25 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 the Deans of the Professional Schools, and other academic administrative
4 officials as deemed appropriate by the Chancellor shall be appointed by the
5 following procedure:

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

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

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

16 (2) Election shall be by secret ballot from a list of the perma-
17 nently tenured voting faculty members of the School or its
18 Divisions who have been nominated in response to written notice
19 given by the Convening official. Each division will be equally
20 represented and no Unit may have more than one member on the
21 nominating committee.

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

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

1 (5) The electorate for a nominating committee for the Dean of
2 the Graduate School shall be the voting faculty members of the
3 Graduate Faculty of the University. The electorate for a nominat-
4 ing committee for the Dean of the College of Arts and Sciences
5 shall be the voting faculty members of the College of Arts and
6 Sciences. The electorate for other nominating committees shall
7 be determined by the convening official.

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

13 c. The chairperson shall be selected in a manner determined by the
14 convening administrator.

15 2. The nominating Committee shall:

16 a. In consultation with the convening official establish criteria that
17 the new official must meet;

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

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

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

24 C. Appointment of Unit Officials

25 A Unit shall be defined as any academic body which is given a budget by the
26 Chancellor, Vice Chancellor for Academic Affairs, or the Vice Chancellor
27 for Student Life (in the case of the Counseling Center). The administrative

1 official of these Units shall be appointed by the following procedures:

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

4 a. The committee shall consist of at least five persons.

5 b. At least three-fifths of this committee shall be voting faculty
6 members from the Unit which has the administrative vacancy, elected
7 by a majority of the voting faculty members of that Unit by secret
8 ballot cast in a Unit meeting.

9 c. Absentee ballots shall be made available.

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
24 shall be taken at a called meeting of the voting faculty members of the
25 Unit following written notice of one week.

26 d. Absentee ballots shall be made available.

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.

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
14 participate in recommendations affecting personnel actions, including
15 appointment, reappointment, nonreappointment, promotion, conferral of per-
16 manent tenure. The Unit Code shall establish procedures by which the Unit
17 faculty members shall participate in recommendations affecting the granting
18 of merit salary increases and salary increases made in recognition of pro-
19 motions in rank. When the recommendations on personnel or salary matters
20 made by the faculty and those made by the Unit Head are not in agreement
21 and cannot be reconciled within the Unit, both sets of recommendations
22 will be forwarded to the next highest administrative authority. Recommenda-
23 tions made to the Unit Head by the unit faculty shall be according to the
24 criteria and procedures adopted by the unit faculty and made part of the
25 Unit Code. The Unit Code shall establish procedures by which the unit
26 faculty members participate in recommendations to the Unit Head in other
27 matters affecting the operation of the Unit. Each code and all amendments
28 to codes shall be reviewed and ratified by the Faculty Senate and the

1 Chancellor, after being reviewed by the Vice Chancellor for Academic
2 Affairs, the Dean of the School of Medicine, or the Vice Chancellor for
3 Student Life.

4 E. Unit Program Evaluation

- 5 1. Between every fourth and fifth year wherever possible in congruence
6 with other similar studies during the regular session, each Unit shall
7 complete a self-evaluation of its operation. The Vice Chancellor for
8 Academic Affairs, the Dean of the School of Medicine, or the Vice
9 Chancellor for Student Life, as appropriate, shall give notice to the
10 voting faculty members of the Unit that they shall meet and elect by
11 secret ballot an evaluation committee. The committee shall supervise
12 the Unit evaluation ensuring full participation by all Unit faculty
13 members. The evaluation shall include, but not be limited to, all
14 academic programs, budgets, teaching, research, other creative activity,
15 and service activities. Expressions of student opinion concerning
16 academic programs and teaching shall be included.
- 17 2. The dean or chairman of the school or department shall be ineligible to
18 serve on the evaluation committee.
- 19 3. The Unit faculty members shall meet to consider the report and recommen-
20 dations of the evaluation committee not later than 45 calendar days prior
21 to the completion of the Spring Semester. The report and recommendations
22 shall be distributed to the Unit faculty members not later than one
23 week prior to the meeting. The voting faculty members of the Unit shall
24 vote by secret ballot whether or not to accept the evaluation committee's
25 report and recommendations. Acceptance shall require a majority of the
26 voting faculty members of the Unit. The report and recommendations,
27 whether accepted or not, and the vote of the Unit shall be submitted to

1 the next highest administrative official not later than 30 calendar days
2 prior to the completion of the spring semester.

3 F. Retention of Unit Administrator

4 1. The voting faculty members in a Unit meeting chaired by the Chair of
5 the Unit Personnel Committee with the Unit administrator excluded from
6 the meeting, shall vote by secret ballot on the effectiveness of the
7 Unit administrator during September of that administrator's fourth
8 year of appointment and every fourth year thereafter. The Personnel
9 Committee Chair shall convey to the Unit Administrator in writing
10 the results of the vote immediately following the meeting. A vote of
11 one more than half of the voting faculty, excluding the Unit Administrator,
12 shall be required to recommend the continuation of the Unit Administrator.
13 Failure to achieve that majority shall constitute a de facto recommendation
14 that a new administrative official be selected.

15 2. The balloting shall be conducted by the personnel committee of the Unit
16 who shall distribute, collect, and count the ballots. Absentee ballots
17 shall be made available.

18 3. The results of the balloting shall be announced by the personnel com-
19 mittee to the voting faculty members before adjournment, and shall be
20 submitted by the personnel committee to the next highest ad-
21 ministrative official.

22 G. The operation of the Code of East Carolina University shall be according
23 to the most recent edition of Robert's Rules of Order.

24

25 H. The Code of East Carolina University shall be subject to The Code of the
26 Board of Governors, University of North Carolina and all other applicable
27 provisions established by the Board of Governors of the University of
28 North Carolina. In addition to insuring the establishment of a council

1 or senate, the Chancellor shall insure the establishment of appropriate
2 procedures within the institution to provide members of the faculty the
3 means to give advice with respect to questions of academic policy and
4 institutional governance, with particular emphasis upon matters of curriculum,
5 degree requirements, instructional standards and grading criteria. The
6 procedures for giving advice may be through the council or senate, standing
7 or special committees or other consultative means.

Revised Charge of the STUDENT SCHOLARSHIPS, FELLOWSHIPS AND FINANCIAL AID
11/11/80 COMMITTEE

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 Scholarships, Fellowships and Financial Aid Committee make recommendations to the Faculty Senate, the Director of Financial Aid, the Director of Admissions and/or other offices as to policy considerations in the granting of scholarships, fellowships, and all student financial aid programs administered by the University. The Committee keeps up-to-date information on scholarships and fellowships available to students. The Committee serves as the University Appeals Board in all student financial aid matters and reviews 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.