

## FACULTY SENATE

The fifth regular meeting of the Faculty Senate for the academic year 1980/81 will be held on Tuesday, January 27, 1981, 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. Planning Commission Report (Henry Ferrell)
  - C. Chancellor Brewer - comments.
4. Unfinished Business
  - A. Revision of East Carolina University Code (Don Sexauer)  
(Copies will be mailed to each Faculty Senator.)
5. Report of Committees
  - A. Committee on Committees
    1. Revised charge of University Libraries Committee (see attachment)
    2. Revised charge of Student Scholarships, Fellowships and Financial Aid Committee (see attachment)
  - B. University Curriculum Committee (William Grossnickle) (See University Curriculum Committee minutes of November 20, 1980, and December 4, 1980.)
    1. New B.A./B.S. minors in Office Administration
    2. B.S. in Elementary Education
    3. B.S. in Special Education
    4. B.S.B.A.
    5. Bachelor of Music
    6. Revise B.S. in Physical Education
    7. Revise B.S. in Home Economics (Community Service Option)
    8. Revise B.S. in FNIM, FNIM (Coordinated Undergraduate Program Option), B.S./B.A./B.F.A. Food and Nutrition minors
    9. Revise B.F.A. in Interior Design
    10. Passed proposed B.S. in Accounting
6. New Business

LH/hrb

Revised Charge of UNIVERSITY LIBRARIES COMMITTEE  
October 15, 1980

1. University Libraries Committee
2. Membership: 9 faculty members, at least 3 from the Graduate Faculty; at least one from the Medical School; one student member; ex officio: the Vice Chancellor for Academic Affairs or an appointed representative; the Director of Library Services; the Director of the Health Sciences Library.
3. Quorum: 5 elected faculty members
4. A. The University Libraries Committee is concerned with the development of library collections of books, periodicals, and other materials; library services, and the apportionment of university library budgets.  
B. The Committee recommends to the Faculty Senate major policies concerning:
  1. The development of library collections;
  2. Library services;
  3. The apportionment of library budgets.C. The Committee reports to the Faculty Senate as often as necessary but at least once a year.  
D.
  1. The Committee advises the directors of university libraries on matters relating to the services and facilities of the library;
  2. The Committee interprets the problems and policies of the libraries to the faculty and brings faculty opinion and needs to the library staffs.

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

December 16, 1980

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, Vice Chancellor for Student Life or an appointed representative, Director of Admissions, Danforth/Woodrow Wilson Representative. Ex officio members serving without vote are: The Director of Financial Aid and the Chair of the Athletic Committee
3. Quorum: 5 faculty members exclusive of ex officio.
4. A. The Student Scholarships, Fellowships and Financial Aid Committee makes 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.



EAST CAROLINA UNIVERSITY

Faculty Senate  
Greenville, North Carolina 27834  
(919) 757-6537

M E M O R A N D U M

TO: Faculty Senators  
FROM: FACULTY SENATE OFFICE  
DATE: January 14, 1981

Please bring the attached revised ECU Code and the list of amendments to the Faculty Senate Meeting January 27, 1981.

Thanks.

/hrb

MEMORANDUM

TO: Faculty Senate

FROM: B. Kane, Y.J. Lao, and R. Muzzarelli

DATE: January 8, 1981

The following changes in the East Carolina Code (as presented in the November 18, 1980, version that was attached to the agenda of December 9, 1980) are recommended for consideration by the Senate at its January 27, 1981, meeting.

1. page 2, line 3: insert "except the Dean of the School of Medicine," after the word "Schools"
2. page 2, line 11: delete "Unit"
3. page 2, line 20: substitute "department" for "Unit"
4. page 3, line 6: insert the following sentence after the word "Sciences."  
"The electorate of the professional schools shall be the voting faculty of the professional schools."
5. page 3, line 24: substitute "Chairpersons" for "Officials"
6. page 5, line 13 delete the word "shall" following the word, "members"  
(Jan. 8 version,  
line 21:)
7. page 5, line 16: add "and evaluation of department chairpersons in  
(Jan 8 version, the professional schools, except in the School of  
line 24:) Medicine." following the word "tenure"
8. page 5, line 17: delete the word "shall" following the word "members"  
(Jan. 8 version,  
line 25:)

BK:hl

cc: Donald Sexauer

additions: Faculty Senate Office  
(Jan. 8 version, etc.)

# 81-1

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 members<sup>1</sup> elected by the Faculty Senate. The Chancellor or  
15 his appointee shall serve as Chair of the Committee.

16  
17 <sup>1</sup>Voting faculty members referred to in this Code shall be defined as members  
18 of the faculty who:

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

Voting faculty members as defined in this Code shall apply only to procedures  
described herein.

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<sup>2</sup> 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 as 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 members  
23 of the constituency of the School or College called by the con-  
24 vening official with written notice of one week.

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

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28 <sup>2</sup>The appointing official as referred to in this Code shall be the next higher  
29 administrator to whom the administrative appointee would be responsible.

1 (5) The electorate for a nominating committee for the Dean of the  
2 Graduate School shall be the voting faculty members of the Graduate  
3 Faculty of the University. The electorate for a nominating  
4 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 be  
7 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 con-  
14 vening 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 accord-  
19 ing the 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 one  
23 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 Vice Chancellor for Academic Affairs, the Dean of the School of Medicine or  
27 the Vice Chancellor for Student Life (in the case of the Counseling Center).



1 The administrative official of these Units shall be appointed by the fol-  
2 lowing procedures:

- 3 1. The appointing official shall convene a nominating committee which  
4 shall be formed as follows:
  - 5 a. The committee shall consist of at least five persons.
  - 6 b. At least three-fifths of this committee shall be voting faculty  
7 members from the Unit which has the administrative vacancy, elected  
8 by a majority of the voting faculty members of that Unit by secret  
9 ballot cast in a Unit meeting.
  - 10 c. Absentee ballots shall be made available.
  - 11 d. The remaining membership of the committee shall be appointed by  
12 the convening official. At least one of the appointees shall be  
13 from outside the Unit. One other shall be a full-time enrolled  
14 student.
  - 15 e. The chairperson of the committee shall be elected by the committee  
16 from the elected members of the committee.

17 F. For appointment of chairperson of departments in the School of Medicine,  
18 the Dean shall convene a nominating committee which shall consist of at least  
19 five persons. Two-fifths of this committee shall be faculty members from the  
20 department which has the administrative vacancy, elected by a majority of  
21 the voting faculty members of that department, by secret ballot, cast in  
22 a department meeting. Absentee ballots shall be made available. The re-  
23 maining membership of the nominating committee shall be appointed by the  
24 Dean from outside the department. However, one must be a full-time student.  
25 The chairperson of the nominating committee shall be selected in a manner  
26 determined by the Dean.

- 27 2. The nominating committee shall:
  - 28 a. In consultation with the convening official establish criteria that  
29 the new official must meet;

- 1 b. Solicit applications and consider applicants for the position  
2 according to approved Equal Employment Opportunities procedures.  
3 c. Submit one or more nominees to the convening official, after deter-  
4 mining by secret ballot that the nominees are acceptable to a  
5 majority of the voting faculty members of the Unit. The vote shall  
6 be taken at a called meeting of the voting faculty members of the  
7 Unit following written notice of one week.  
8 d. Absentee ballots shall be made available.

- 9 3. The convening official may accept the committee's nominees or reject  
10 them all. If they are rejected, the committee shall submit anew, one  
11 or more additional nominees, after determining by secret ballot that  
12 the nominee(s) are acceptable to a majority of the voting members of  
13 the Unit. The vote shall be taken at a called meeting of the voting  
14 faculty members of the Unit following written notice of one week.  
15 Absentee ballots shall be made available.

16 D. Unit Codes

17 East Unit shall operate by a democratically developed Code of Operation.  
18 The Unit Code shall be approved by the majority of the voting faculty members  
19 who are permanently tenured. The Unit Code shall require the Unit to operate  
20 according to the most recent edition of Robert's Rules of Order. The Unit  
21 Code shall establish procedures by which the Unit faculty members shall  
22 participate in recommendations affecting personnel actions, including  
23 appointment, reappointment, nonreappointment, promotion, conferral of per-  
24 manent tenure. The Unit Code shall establish procedures by which the Unit  
25 faculty members shall participate in recommendations affecting the granting  
26 of merit salary increases and salary increases made in recognition of pro-  
27 motions in rank. When the recommendations on personnel or salary matters  
28 made by the faculty and those made by the Unit Administrator are not in  
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1 agreement and cannot be reconciled within the Unit, both sets of recommen-  
2 dations will be forwarded to the next highest administrative office.  
3 Recommendations made to the Unit Administrator by the unit faculty shall  
4 be according to the criteria and procedures adopted by the unit faculty and  
5 made part of the Unit Code. The Unit Code shall establish procedures by  
6 which the unit faculty members participate in recommendations to the Unit  
7 Head in other matters affecting the operation of the Unit. Each code and  
8 all amendments to codes shall be reviewed and recommended by the Faculty  
9 Senate and ratified by the Chancellor, after being reviewed by the Vice  
10 Chancellor for Academic Affairs, the Dean of the School of Medicine, or  
11 the Vice Chancellor for Student Life.

12 E. Unit Program Evaluation

- 13 1. Between every fourth and fifth year wherever possible in congruence  
14 with other similar studies during the regular session, each Unit shall  
15 complete a self-evaluation of its operation. The Vice Chancellor for  
16 Academic Affairs, the Dean of the School of Medicine, or the Vice  
17 Chancellor for Student Life, as appropriate, shall give notice to the  
18 voting faculty members of the Unit that they shall meet and elect by  
19 secret ballot an evaluation committee. The committee shall supervise  
20 the Unit evaluation ensuring full participation by all Unit faculty  
21 members. The evaluation shall include, but not be limited to, all  
22 academic programs, budgets, teaching, research, other creative activity,  
23 and service activities. Expressions of student opinion concerning  
24 academic programs and teaching shall be included.
- 25 2. The dean or chairman of the school or department shall be ineligible to  
26 serve on the evaluation committee.

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1 3. The Unit faculty members shall meet to consider the report and recom-  
2 mendations of the evaluation committee not later than 45 calendar  
3 days prior to the completion of the Spring Semester. The report and  
4 recommendations shall be distributed to the Unit faculty members not  
5 later than one week prior to the meeting. The voting faculty members  
6 of the Unit shall vote by secret ballot whether or not to accept the  
7 evaluation committee's report and recommendations. Acceptance shall  
8 require a majority of the voting faculty members of the Unit. The  
9 report and recommendations, whether accepted or not, and the vote of the  
10 Unit shall be submitted to the next highest administrative official  
11 not later than 30 calendar days prior to the completion of the spring  
12 semester.

13 F. Retention of Unit Administrator

- 14 1. The voting faculty members in a Unit meeting chaired by the Chair  
15 of the Unit Personnel Committee with the Unit administrator excluded  
16 from the meeting, shall vote by secret ballot on the effectiveness of  
17 the Unit administrator during September of that administrator's fifth  
18 year of appointment and every fourth year thereafter. The Personnel  
19 Committee Chair shall convey to the Unit Administrator in writing  
20 the results of the vote immediately following the meeting. A vote of  
21 one more than half of the voting faculty, excluding the Unit Adminis-  
22 trator, shall be required to recommend the continuation of the Unit  
23 Administrator. Failure to achieve that majority shall constitute a  
24 de facto recommendation that a new administrative official be selected.
- 25 2. The balloting shall be conducted by the personnel committee of the Unit  
26 who shall distribute, collect, and count the ballots. Absentee  
27 ballots shall be made available.

1 3. The results of the balloting shall be announced by the personnel  
2 committee to the voting faculty members before adjournment, and shall  
3 be submitted by the personnel committee to the next highest administra-  
4 tive official.

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

7 H. The Code of East Carolina University shall be subject to The Code of the  
8 Board of Governors, University of North Carolina and all other applicable  
9 provisions established by the Board of Governors of the University of  
10 North Carolina.

11 I. Amendments to the East Carolina University Code

12 All proposed amendments to the East Carolina University Code shall be  
13 presented first at a regular meeting of the Faculty Senate for discussion,  
14 amendment or substitution. At the next regular meeting of the Faculty  
15 Senate the amendment shall be voted upon for submission to the Chancellor  
16 and Board of Trustees for their approval.

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