

PLEASE NOTE: ATTACHMENT 6 IS A MEMORANDUM TO ALL ECU FACULTY REGARDING THE ANNUAL EVALUATION OF TEACHING FOR MERIT PAY, REEMPLOYMENT, PROMOTION AND TENURE

EAST CAROLINA UNIVERSITY FACULTY SENATE  
April 25, 1989

The eighth regular meeting of the Faculty Senate for the academic year 1988/89 was held on Tuesday, April 25, 1989, in Mendenhall Student Center, Room 244. Members absent were Chancellor Eakin; Vice Chancellor Laupus; Patton (Aerospace); Parkerson (History); and Cunningham, Gregory, and Pories (Medicine). Alternates present were McDaniel for Singhas (Biology), Moskop for Dudek (Medicine), and Schreiber for Donohue (Theater Arts).

Agenda Item I. Call to Order

Chair Conner Atkeson called the meeting to order at 2:10 p.m.

Agenda Item II. Approval of Minutes

Jim Joyce (Secretary) presented an editorial correction to the minutes of March 28, 1989. The second and following sentences in the first paragraph of Item V.F., General College and Student Recruitment Committees Report, should read: "He reported that it is recognized in major national studies of student retention that academic advising was the leading reason for college drop-outs; that good advising is vital to students; and that advising is held in low esteem by faculty. 'According to a 1984 national study of 754 institutions, advising was shown to have a low status in overall faculty evaluation structure as well as in the university list of priorities,' he said. A 1987 ECU survey of deans and departmental heads, Cotter reported, found no pattern in the philosophy, rewards, and approaches concerning advising; that 49% of General College students are undecided; and that there are more business students than can be effectively handled." The corrected minutes were approved.

The minutes of the special meeting of April 11, 1989 were approved.

Agenda Item III. Special Order of the Day

B. Announcements, Chair of the Faculty, Conner Atkeson

1. An interview schedule for the fourth candidate for the position of Vice Chancellor for Business Affairs has been included in your folders.
2. Senate and Academic Committee Annual Reports are due in the Faculty Senate Office no later than Friday, April 28, 1989, at 4:30 p.m.

C. Richard Eakin, Chancellor

Chancellor Eakin was in Chapel Hill attending a Chancellors' meeting.

D. Vice Chancellors' Reports

Vice Chancellor Bloodworth announced that he had received a proposal from the Dean of the College of Arts and Sciences recommending the creation of a Department of Communication within the College. He indicated that he would be discussing the proposal with the Chancellor and the faculty involved but that he anticipated moving forward with it.

Bloodworth then went on to say that he was about to set a "record" at ECU but he hoped "not a precedent." The "record" was that he was the first (and hopefully the last) person to make a valedictory statement to the Faculty Senate two years in a row from the same administrative position. He stated that he enjoyed his tenure as an ex-officio member of the Senate; that he felt we had an exceptionally

good Faculty Senate; and that he wished us the very best -- "We still have important work to do." The Senate responded with a round of applause.

E. Bill Lewis, Head Coach-Football

Mr. Lewis, who had asked to address the Senate, was not present.

F. Search Committee for the Vice Chancellor for Academic Affairs

Bob Schellenberger (Business), Chair, reported that the Committee had finished its procedures and that they had submitted three unranked names to the Chancellor. He stressed that the Committee had worked on the criteria and weights with the Chancellor. Local candidates, who met the qualifications, were added to a list of 12 other candidates who were chosen out of approximately 125 off-campus applicants. The Committee then selected four for on-campus interviews based on the criteria and weights and forwarded three nominees to the Chancellor. He mentioned that the three selected were the three having the strongest support of the faculty and administration.

G. Faculty Assembly Report

Emily Boyce (Library and Information Studies) presented the report. (Attachment 1)

Bob Woodside (Faculty Assembly) added that the Faculty Assembly resolution regarding institutional support for faculty chairpersons was modeled after ECU's situation and that we should take pride in our faculty governance. Chair Atkeson commented that faculty governance, which has actually been in effect at ECU since 1965, has been years ahead of all other institutions in the UNC system.

H. Parking and Traffic Committee

Henry Ferrell (History), Chair, presented a letter sent to Vice Chancellor Moore confirming the recommendations of the Committee for 1988-89. In addition to some paving of dirt lots, creation of a motor pool for state-owned vehicles, a 10th Street driveway for warehouse delivery, limited operation of the traffic light at Meade and Fifth Streets, and other changes, the Committee also made recommendations concerning the allocation of parking spaces in the new lots being created near Minges. (A copy of the letter is available in the Faculty Senate Office.)

IV. Unfinished Business

There was no unfinished business.

V. Report of Committees

A. Committee on Committees

Connie Kledaras (Social Work), Chair, presented the first reading of a proposed revision of the Charge of The Educational Policies and Planning Committee (Agenda, Attachment 1). With no questions forthcoming, Connie moved to adjourn the Senate meeting. An apoplectic Chair Atkeson ruled the motion out of order on numerous grounds and dismissed an amused Professor Kledaras.

B. Curriculum Committee

Bill Grossnickle (Psychology), Chair, presented the recommendations of the Committee as contained in the Committee minutes of March 23, 1989, and in the minutes of April 13, 1989, with changes to the April 13th minutes as follows: delete Item d. and add Item j., BA and BS in Sociology and Sociology Minor. The recommendations were accepted. (Resolution #89-9)

#### C. Educational Policies and Planning Committee

Bob Schellenberger (Business), Chair, presented a revised resolution concerning university-level review of proposed programs. Schellenberger explained that, since the Planning Commission had been disbanded, the procedures for review of proposed degree programs were not clear and the resolution is intended for clarification. After some additional editorial changes, the resolution passed (Attachment 2). (#89-15)

#### D. Faculty Computer Committee

Charles Ziehr (Geography and Planning), Chair, presented a resolution of the Committee concerning the scarcity of disk space on the academic computer and gave some background on the matter. He reported that only 3% of the 5 GB (gigabytes) of disk space for data and program storage remain available on the academic computer; that there was no disk space available for students that do not have user codes already; and that there was no additional research space available for faculty. One possible source of relief, he said, was a 5 GB disk unit that will be made available by Administrative Computing. This unit is an out-of-production model but in working order and fully maintained. Ziehr also reported that the budget for academic computing for this year was \$810,000; that \$450,000 of this was contracted or committed; and that, of the remainder, \$170,000 was diverted to Administrative Computing.

George Bailey (Philosophy) asked where the funds called for in the resolution would be found. Ziehr responded that he did not know, but that administrative computing had found the funds they needed in the academic computing budget.

William McPherson (Industry and Technology) asked how administrative computing had "gotten in such a hole." Ziehr responded that the reason was somewhat understandable: a General Administration mandate forced ECU to install a new accounting system necessitating the purchase of the system and a new computer.

The resolution was adopted. (Resolution #89-10)

#### E. Faculty Governance

Bob Woodside (Mathematics), Chair, presented the Guidelines for Unit Codes which included only Item V, 1. to 7., of Attachment 4, Agenda. Judy Sadler (Library and Information Studies) moved to amend Item 4. by deleting the words "range of" and inserting the words "weights (or range of weights)." The motion to amend passed.

Brian Harris (Foreign Languages & Literatures) asked whether the recent guidelines for tenure and promotion developed in the College of Arts and Sciences superseded departmental code guidelines. Chair Atkeson said that the College of Arts and Sciences guidelines have not been approved by any appropriate unit, committee, the Faculty Senate, or Chancellor and, therefore, are not in effect.

Ken Wilson (Faculty Assembly) moved to amend Item 2. to read "Actions regarding amounts of annual salary increments should not be included in unit codes." The amendment passed.

After some discussion concerning a discrepancy between Appendix D and Appendix L concerning dismissals, Henry Ferrell (Parliamentarian of the Faculty) explained that Appendix L (East Carolina University Code) was a locally approved document and is superseded by Appendix D (Tenure Policies and Regulations) which has the approval of the Board of Governors.

An editorial change, suggested by George Bailey (Philosophy), creating a (c) subdivision in Item 2. was accepted.

Madge Chamness (Faculty Assembly) moved to reword the last paragraph of the document and make it Item 8. The amendment was accepted. The main motion passed. (Resolution #89-11) The document as amended is Attachment 3.

Woodside then presented the recommendations of the Committee for the Administrator Award Procedures (Attachment 5, Agenda) with some editorial changes. Ennis Chestang (Geography and Planning) moved to add the words "but would also include the annual administrative evaluation" after the word "fruition" in Item 4. In speaking to his motion, Chestang said "What is sauce for the goose is sauce for the gander." Don Sexauer (Art) spoke against the motion; Woodside spoke in favor. After the question was called by Judy Sadler (Library and Information Studies), the edited version of the Administrator Award Procedures was adopted. (Resolution #89-12) (Attachment 4).

F. Faculty Welfare Minorities Subcommittee

Chair Atkeson noted that Prem Sehgal, Chair of the Subcommittee, was not present and asked for any motions. There being none, no action was taken on the Minorities Survey.

G. Teaching Effectiveness Committee

In the absence of Christa Reiser (Sociology and Anthropology), George Bailey (Philosophy) presented a memorandum intended to eliminate some confusion concerning evaluation of teaching in Appendix C of the Faculty Manual and asked that the memorandum be distributed to all faculty. The Senate approved. (Resolution #89-13 ). (The copy of the memorandum attached to these minutes constitutes distribution to all ECU faculty. See Attachment 5.)

VI. New Business

After calling for and receiving no petitions for New Business, Chair Atkeson stated that he would seize the floor for a statement. Hearing no objections, Chair Atkeson stated that he had served in the Senate for ten years; that he appreciated his election as Chair of the Faculty for the past two years; that he had found Chancellor Eakin strongly supportive of the faculty governance system; that he considered his service as Chair the high point of his career at ECU; that he had achieved his goals as Chair (with the exception of obtaining an ex-officio seat on the Board of Trustees for the Chair of the Faculty); and that he was looking forward to serving in the Senate as Past Chair. Conner concluded by saying "I thank you."

Steve Thomas (Vice Chair of the Faculty) petitioned for the Senate to hear a resolution. There being no objection, Thomas offered a resolution of appreciation to the Chair recommending that, if approved, it should be forwarded to the Chancellor and the Chair of the History Dept. The resolution was approved by the Senate. (Resolution #89-14) (Attachment 6)

There being no further business, Chair Atkeson adjourned the meeting at 4:05 p.m.

Respectfully submitted,

*Jim Joyce*

James Joyce, Secretary

*Sharon Bland*

Sharon Bland, Office Secretary

regarding this freeze. The continuation budget is moving through the Senate and should go to the House soon. The Senate continues to want to cut some 360 SPA positions. It appears that the salary increase might be 4 to 5% depending on which paper we read.

#### Faculty Welfare

The Assembly passed three resolutions proposed by the Faculty Welfare Committee. The first was in support of the reinstatement of merit pay for SPA personnel. The second involved the need for additional dissemination of information on faculty benefits on each campus. The last resolution was in support of better employee benefits such as improvements in retirement plans, dental insurance, dependent care support systems, nursing home insurance, etc. This resolution also stated that the General Administration should appoint a staff person to serve as an advocate for better benefits.

#### Professional Development

Two resolutions were proposed from the Professional Development Committee and passed by the Assembly. One resolution commended President Spangler for making faculty development programs a priority item in the budget request for 1989-91, and also recommended continued support for faculty development. The other resolution recommended that the President ask the General Administration to sponsor a system-wide symposium on faculty development.

#### Governance Committee

The Assembly passed a resolution from the Governance Committee which requested the President recommend to the Chancellors that their institutions develop and publish procedures for the selection, evaluation, and retention of chairs, heads, and academic administrators.

Also that formal evaluations should take place and the results of the evaluations should be given serious consideration in arriving at a decision on the retention of chairs, heads, and administrators.

The last item of business before the assembly was the election of new Committee Chairs for the coming year. The results follow:

Academic Freedom	- Ken Wilson (ECU)
Budget	- Delores Hayes (FSU)
Governance	- Kathaleen Kowal (UNC-W)
Planning	- Emily Boyce (ECU)
Professional Dev.	- Ruel Tyson (UNC-CH)
Welfare	- Jimmy Smith (ASU)

The Assembly adjourned at 9:30 p.m.

Attachment 2

#### **RESOLUTION REGARDING UNIVERSITY LEVEL REVIEW OF PROPOSED DEGREE PROGRAMS**

Whereas, The Chancellor has indicated his belief that proposed academic degree programs should be evaluated for acceptability before they are submitted to the President of the University of North Carolina for authorization either to plan or to establish such programs;

Whereas, The Chancellor has requested that the Educational Policies and Planning Committee suggest a procedure for review of new program degree proposals;

Whereas, The planning of new academic degree programs is a matter of serious concern to all faculty;

Whereas, The establishment of new degree programs can have a significant impact on the funding available for existing programs across the campus; and

Resolutions Approved on April 25, 1989:

- #89-9 Curriculum Committee Report (Curriculum Comm. Minutes of March 23 and April 13, 1989, including deletion and addition contained within the Faculty Senate Minutes of April 25)
  - #89-10 Computer Disk Space 89-15 EPP
  - #89-11 Guidelines for Unit Codes
  - #89-12 Administrator Award Procedures
  - #89-13 Teaching Effectiveness Memo to All ECU Faculty regarding Appendix C
  - #89-14 Resolution of Appreciation to Conner Atkeson
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Attachment 1

**FACULTY ASSEMBLY OF THE UNIVERSITY OF NORTH CAROLINA  
SIXTY-NINTH MEETING, APRIL 21, 1989**

President Spangler reported the Assembly delegates that Chancellor Wagoner (UNC-W) was out of intensive care and improving daily. He announced that Pembroke's new Chancellor had been appointed and that the situation at the North Carolina School of the Arts had been resolved. The President also reported that the Assembly's resolution regarding salaries was a good resolution. The recommendation included: a 12% increase for 1989-90 and an additional 8% for 1990-91; a portion of this salary increase should be allocated to enable all faculty salaries to keep pace with inflation; and that the Assembly also support a merit increase. Mr. Spangler commented that he will give consideration to an earlier resolution which urged the various campuses to support the position of Faculty Senate/Council Chairs/Presidents by giving the person in this position released time and financial support.

President Spangler described the recent retreat with the Board of Governors and the General Administration staff as being successful. There have been some newspaper reports which said that there had been differences of opinion between the groups. He said that there was consensus on important issues. There were strong feelings expressed that there should be more done to involve the Board in the budget process. The president continued to say that this 1989 session of the General Assembly was especially demanding since there were many additional committee meetings. The Senate has completed its work on the base budget which took some cuts. President Spangler said that Governor Martin has restricted the expenditure of funds-some 5% reduction-and he said that he had talked with the Governor and described the need for adequate funding for the UNC system.

Dr. Fred Hinson (Western Carolina) was elected Chair of the Faculty Assembly for 1989-90 which will be his second term. Dr. George Johnson (NCA&T) was elected Secretary - his second term.

**EVENING SESSION - COMMITTEE REPORTS**

Academic Freedom & Tenure

This Committee spent time on clarifying issues involved in hiring non-residents, or people who are not citizens of the US. They can be hired and offered multi-year contracts. Procedures and criteria for tenure and promotion are being compiled from each institution. A report will be forthcoming.

Budget

The Budget Committee discussed the 4th quarter freeze which has impacted the operational budget of the 16 universities. President Spangler was complimented on his move to talk directly with the Governor, in which he expressed his dismay

Whereas, The Educational Policies and Planning Committee has elected representatives of the faculty and, as ex-officio members, representatives of the University Curriculum Committee and the Graduate Council as well as the Chair of the Faculty; therefore, be it

Resolved, That the Faculty Senate endorse the concept of University level review of proposed degree programs, including review by the Educational Policies and Planning Committee, before they are submitted to the President for authorization either to plan or establish such degree programs.

Attachment 3

**GUIDELINES FOR UNIT CODE REVIEWS, SECTION V., 1-8**

- V. The content of a unit's code is a matter of considerable debate and codes vary in content and style. As a minimum, each unit code shall:
- (1) Begin with a statement of the Chancellor's Preamble.
  - (2) a. Establish procedures which allow the faculty to participate by making recommendations concerning all decisions affecting promotion, granting of tenure.....(Appendix L)  
b. Address the issue of reappointment. The procedure for dismissal actions is covered in Appendix D...and need not be a concern of the units' codes. Actions regarding amounts of annual salary increments should not be included in unit codes.  
c. Furthermore, Appendix C simply calls for the establishment of criteria for evaluation of faculty for merit salary raises...(memo from Chancellor John M. Howell to the Faculty Governance Committee and all units of the University subject to the ECU Code, dated 8/19/83)
  - (3) Govern, by regulations established in and under the unit's code of operations, evaluation of faculty for purposes of promotion. (Appendix C, page C-5)
  - (4) The statement in the body of the code regarding relative weight must explain or include a mechanism so that a faculty member can understand clearly the weights (or range of weights), in percentage points, of each category of performance within the parameter stated in Appendix C.
  - (5) Define the procedure to amend the code.
  - (6) Follow the prescribed procedure given in "Appendix L" (see p. L-2) for the original formulation and approval of the unit's code by the faculty of the unit.
  - (7) The format for revisions should include eleven (11) copies each of
    - a. the current code, along with
    - b. a cover letter identifying revisions, and
    - c. the proposed revised code.
  - (8) Each unit code should carefully define the administrative organization of the unit, and the duties and responsibilities of the various committees, both administrative and faculty. It should be clear to whom each committee reports.

Attachment 4

**RECOMMENDATIONS FOR OUTSTANDING ECU ADMINISTRATOR AWARD**

The Faculty Governance Committee recommends that:

1. The Faculty Senate establish an Outstanding Administrator Award to be recognized in some tangible form similar to that of the awards for outstanding teachers and advisors.
2. In the beginning, the award(s) be limited to administrators of voting units represented in the Faculty Senate. In the case of professional schools, administrators of departments or sub-divisions within the schools would be eligible for consideration. (It is the subcommittee's considered opinion the administrators of University units not represented in the Senate might be considered for recognition by the University Administration itself.)

3. The award(s) to an outstanding administrator would be based on a written letter of nomination and support from faculty within a particular unit.
  4. The Senate appoint an ad hoc Outstanding Administrator Award Committee to define, delineate, administer and execute procedures necessary to bring these recommendations to fruition, but would include the annual evaluations of administrators. Further, relative to recognition of administrators whose units are not represented in the Faculty Senate, the subcommittee recommends that the proposed ad hoc committee be charged with exploring this issue.
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Attachment 5

**RESOLUTION OF APPRECIATION TO CONNER ATKESON**

Whereas, Conner Atkeson has faithfully served the faculty of East Carolina University for two productive years;

Whereas, he has ably guided the Faculty Senate through many challenging issues and debates; and

Whereas, He has evoked a high level of respect throughout the Senate and Senate Committees for his fair and prudent leadership; therefore, be it

Resolved, That the 1988-89 Faculty Senate extends its sincerest appreciation for his hard work and dedication as Chair of the Faculty at East Carolina University.

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Attachment 6

**MEMORANDUM**

TO: All ECU Faculty  
FROM: Teaching Effectiveness Committee via the Faculty Senate  
DATE: April 26, 1989  
SUBJECT: Annual Evaluation of Teaching for Merit Pay, Reemployment, Promotion and Tenure

Appendix C of the Faculty Manual DOES NOT require that Units must use the University's Survey of Student Opinion of Instruction.

Appendix C requires that ". . . each unit shall either: develop and use its own instrument(s) as approved by the Chancellor to determine student opinion of teaching effectiveness, or utilize the instrument developed by the Committee for Teaching Effectiveness . . ." (Faculty Manual, Page C-4).

Appendix C DOES NOT require that the survey of student opinion be the only basis for evaluating teaching.

Appendix C states that "In addition, the following may be used:

- (1) peer evaluation, employing written procedures approved by the Chancellor.
- (2) procedures provided for in Unit Codes when recommended by the Faculty Senate and approved by the Chancellor (Faculty Manual, Page C-4).

On June 5, 1985, the Chancellor approved seven principles recommended by the Faculty Senate regarding the use of surveys of student opinion. The first principle states:

"That student opinion of instruction be only one of the ways to evaluate teaching. Unit heads should seek additional ways, depending upon their particular needs and interests."

In summary:

- (I) each Unit can develop its own survey of student opinion of teaching effectiveness, and
- (II) each Unit is encouraged to develop additional procedures for evaluating teaching.