

AGENDA ATTACHMENTS WILL BE DISTRIBUTED TO UNIT CODE  
ADMINISTRATORS, SENATORS, AND AVAILABLE ON "FSONLINE".

EAST CAROLINA UNIVERSITY  
FACULTY SENATE

The fifth regular meeting of the Faculty Senate for academic year 1990/91 will be held on Tuesday, January 29, 1991, at 2:10 p.m. in Mendenhall Student Center Great Room.

AGENDA

- I. Call to Order
- II. Approval of Minutes of December 4, 1990
- III. Special Order of the Day
  - A. Roll Call
  - B. Announcements
  - C. Richard Eakin, Chancellor
  - D. Vice Chancellors' Reports
  - E. John Moskop, Faculty Assembly Report  
December 7, 1990, meeting
  - F. Gil Moore, Registrar  
Early Registration Process
  - G. Ken Marks, Director of Academic Library Services  
Serial Cancellation Process
  - H. James LeRoy Smith, Director of Self Study for  
Southern Association of Colleges and Schools
- IV. Unfinished Business
- V. Report of Committees
  - A. Committee on Committees, Bob Woodside  
Election of Faculty Assembly Delegates and Alternate  
(Attachment 1)
  - B. Faculty Affairs Committee, Carlton Heckrotte  
Recommendation concerning the potential monetary conflict  
of interest in selecting textbooks and collateral materials.  
(Attachment 2)
  - C. Faculty Governance Committee, Gene Hughes  
Recommendations concerning Appendix L East Carolina University Code  
(Attachment 3)
  - D. Faculty Welfare Committee, Don Guest  
Recommendations concerning faculty welfare (Attachment 4)
  - E. Unit Code Screening Committee, Don Sexauer  
Department of English Unit Code  
(available in the Faculty Senate Office)
  - F. Ad Hoc Committee to Evaluate Faculty Governance, Henry Ferrell  
Recommendations concerning committee's findings (Attachment 5)
- VI. New Business



## FACULTY ASSEMBLY DELEGATE AND ALTERNATE ELECTIONS

Present Delegates: Ken Wilson, Soc. & Anth. 1990-1993 (Second Term)  
George Bailey, Philosophy 1990-1993 (First Term)

Terms Expiring: Madge Chamness, Allied Health (First Term)  
John Moskop, Medicine (First Term)  
Bob Woodside, Math (First Term)

Nominees for Delegates: (3 will be elected)

Henry Ferrell, History	Robert Morrison, Chemistry
Tom Chenier, Allied Health	Gerhard Kalmus, Biology
John Moskop, Medicine	Patricia Terrell, Education
Mary Kirkpatrick, Nursing	Larry Hough, Political Sc.
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Present Alternates: Miriam Quick, Nursing 1989-1992  
Eugene Hughes, Business 1990-1993  
Steve Thomas, Allied Health 1990-1993  
Connie Kledaras, Social Work 1990-1993

Term Expiring: Patricia Terrell, Education

Nominees for Alternate: (1 will be elected)

Bob Woodside, Math  
Patricia Terrell, Education  
Sheldon Downes, Allied Health

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Attachment 2

## FACULTY AFFAIRS COMMITTEE RECOMMENDATION

MONETARY CONFLICT OF INTEREST IN SELECTING TEXTBOOKS  
AND COLLATERAL MATERIALS

East Carolina University, after approval of a course by established curriculum procedures, endorses selection of course texts and other class instructional aids by individual faculty members or appropriate faculty committees. When students are required to purchase these materials, every effort will be made to prevent any direct monetary conflict of interest on the part of the individual faculty member or the appropriate faculty committee that selects these items.

Should an individual faculty member stand to receive royalties or other direct monetary reward in the assignment and/or preparation of class materials, the faculty member's immediate administrative supervisor shall be informed and such royalties or other direct monetary rewards shall be either refused or donated to the general scholarship fund of the University.

Should a faculty committee stand to receive either for itself or on behalf of the committee's academic unit royalties or other direct monetary rewards in the assignment and/or preparation of class materials, the academic unit's immediate administrative supervisor shall be informed and such royalties or other direct monetary rewards shall be either refused or donated to the general scholarship fund of the University.

In either instance, selection of the above materials shall be the responsibility of the individual faculty member or the appropriate faculty committee.





**FACULTY GOVERNANCE COMMITTEE RECOMMENDATIONS**

Resolve that all administrative officials whose direct concern is with academic matters be appointed and evaluated according to Appendix L.

Resolve also, that those administrative officials who were not appointed in accordance with Appendix L be allowed to continue, except in those instances where the Unit Code requires administrative appointments to conform to the University Code.

Furthermore, that those administrative officials who have not been evaluated in accordance with Appendix L and who meet or exceed the time criteria for evaluation, be evaluated in September, 1991.

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Attachment 4

**FACULTY WELFARE COMMITTEE RECOMMENDATIONS**

WHEREAS the longevity pay among all ECU employees is unequal; and

WHEREAS the need to alleviate the "salary compression" problem experienced in recent years is needed;

THEREFORE, BE IT RESOLVED that the ECU Faculty be made eligible for the same longevity pay that ECU staff presently enjoy.

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WHEREAS a need for more reasonable initial employment terms is needed; and

WHEREAS a need to enhance recruiting conditions is desirable;

THEREFORE, BE IT RESOLVED that ECU Tenure-Track Faculty contracts be established providing for a minimum period of 3 years employment regardless of promotion toward permanent tenure but with appropriate safeguards written into each contract.

THEREFORE BE IT FURTHER RESOLVED that appropriate amendments be made in the Faculty Manual, University and Unit Codes.

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WHEREAS the existing Dental Health/Treatment Plan became no longer available to new participants on September 17, 1990;

THEREFORE, BE IT RESOLVED that a new Dental Health/Treatment Plan be provided to ECU Faculty and dependents.

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WHEREAS the need to further enhance employment conditions is desirable;

THEREFORE, BE IT RESOLVED that dependents of ECU Faculty be made eligible for tuition-free education.

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WHEREAS the Optional Retirement Program's (TIAA-CREF) death benefit coverage is unequal to the State Retirement System's (TSERS);

THEREFORE, BE IT RESOLVED that those faculty members participating in a Optional Retirement Program be provided with the same death benefit coverage as members of the State Retirement System.



## AD HOC COMMITTEE TO EVALUATE FACULTY GOVERNANCE RECOMMENDATIONS

1. Code Units: We recommend that the entire question of Senate representation and designation of code units be committed to an apportionment committee to consider the following issues: --that departments in professional schools may choose to establish code units and codes of operation which provide for faculty evaluation on personnel matters dealing with appointment, reappointment, promotion, and tenure; --that the College of Arts and Sciences develop a code of operations. Senate Representation: We recommend that the annual report of faculty members submitted to the UNC-GA be used as a means for developing an accurate method for determining the number of faculty in each academic unit so as to ensure fair representation in the Senate; that the opportunities and responsibilities of faculty in the professional schools and in the College of Arts and Sciences be comparable with respect to representation in the Senate and recommendations on personnel actions, curriculum, and other matters appropriate to faculty in the governance of the institution.
2. Screening and Implementation of Unit Codes: We recommend the following: that consistency of codes be ensured regarding organization, personnel evaluation, promotion and tenure policies; that faculty and administrator familiarity with codes be reviewed and emphasized; that changes made by the Chancellor in a unit code once approved by the Faculty Senate be brought back through the governance structure for consideration; that administrators and faculty be responsible for following codes; that the Faculty Affairs Committee review promotion and tenure criteria and related procedures (including documents such as the A&S document and the existence of administrative advisory committees) and recommend a framework under which each code unit could develop their specific criteria; and, that the Unit Code Screening Committee periodically review its guidelines.
3. Description of Senator and Faculty Officer Duties: We recommend that a review be made of the description of the duties of Faculty officers; that a description of the duties of faculty senators be composed; and, that unit administrators be reminded that courses and other duties of senators be scheduled so as not to conflict with Senate meetings.
4. Timeliness of Meetings: Senate and Committees: We recommend that the Senate consider greater use of called meetings to expedite business; that items referred to committees be given in sufficient time for committee action; and that a time be established for committees to report to the Senate on such matters.
5. Orientation Workshops For and Evaluation of Administrators: We recommend that an orientation program including review of governance documents and personnel policies, etc., be implemented; that a valid instrument be developed with faculty consultation for evaluating all administrators and that the instrument provide useful feedback for administrators; and, that there be an institutional commitment to leadership development and more effective evaluation of administrators.
6. Six-year Cap: We recommend that further discussion of this policy occur because there is disagreement across campus about the use of lectureships for regular, on-going positions, while others wish to remove the cap to make such use unlimited.
7. Curriculum Review Process and Budget Review: We recommend that the budget review process stated in the Educational Policies and Planning Committee charge be implemented and that the Educational Policies and Planning Committee regularly report to the Senate.



AD HOC COMMITTEE TO EVALUATE FACULTY GOVERNANCE RECOMMENDATIONS (continued)

8. Personnel Files and Their Role: We recommend that practices be clarified and standardized and that delineation of access and of those persons who need to know be made.
9. Faculty Senate/ Chair of the ECU Faculty: We recommend that consideration be given to other modes of electing the Faculty Chair, for example, should this person be elected from the faculty in general, rather than from the Senate (where that person's unit might not be represented as well were he or she Chair) and should the Chair of the Faculty be a delegate to the Faculty Assembly?
10. Brief Resumes for Candidates for Appellate and Elected Committees: We recommend that brief resumes listing teaching, research, and service accomplishments (not full resumes) be called for prior to nomination and election for the appellate committees (hearing, reconsideration, and due process), as well as Governance and Faculty Affairs, and for the committees the Senate elects from the floor (Committee on Committees, Agenda Committee).
11. Legal Counsel: We recommend that a clear and consistent University policy be developed for the role of legal counsel for faculty and regarding personnel actions, both from University attorneys and from any attorneys privately retained.
12. Reappointment Terms and Emergency Appointment Procedures: We recommend that consideration be given to lengthening reappointment terms and to the development of procedures for last-minute, emergency appointments.
13. Discretion Regarding Tenure-Track Continuity: We recommend that consideration be given to developing a policy which allows for temporary removal from tenure-track for a period of time. (The statement on unsalaried faculty positions is removed.)
14. Committee Representation: We recommend that consideration be given to adopting procedures which will ensure balanced representation on committees and possible term limitations.
15. Grievance Process: We recommend that consideration be given to providing a more appropriate grievance process for clinical faculty.
16. Faculty Policies: We recommend that a cross-listing be developed regarding statements and policy on faculty conduct, faculty governance, and other items regarding the Faculty Senate and that it be placed in the Faculty Manual.
17. Academic Dishonesty Policies: We recommend that consideration be given to the development of the faculty role in establishing academic dishonesty policies.
18. Advising & Registration: We recommend the establishment of a standing committee to maintain oversight of campus-wide advising and to establish policies and procedures for early and regular registration.
19. Standard Meeting Times for Committees: We recommend that the Committee on Committees consider establishing standard meeting times for academic committees and recommends that faculty elected to membership on academic committees be given schedule consideration by their units.
20. We recommend that when changes are contemplated, which would combine or delete an existing code unit, Administrators consult affected faculty before the decision is made and that such decisions be approved by the Faculty Senate.



AD HOC COMMITTEE TO EVALUATE FACULTY GOVERNANCE RECOMMENDATIONS (continued)

21. We recommend the following in reference to Academic Committees & Their Charges:

- (a) Admissions & Recruitment Committee: Change under 2. Membership: Director of Continuing Education to Director of Continuing Education and Summer School. Change under 3. Quorum to read: Quorum: 4 elected faculty members exclusive of ex officio. Change under 4.B To Whom the Committee Reports: seek clarification as to what "residence requirements" refers to as used here. If used properly, consider adding it to #4.A. Committee Functions.
- (b) Calendar Committee: Change under 3. Quorum to read: Quorum: 4 elected faculty members exclusive of ex officio.
- (c) Career Education Committee: Delete from 2. Membership: "elected to staggered terms.....three years (3);"
- (d) Continuing Education Committee: Change under 2. Membership: Director of Continuing Education to Director of Continuing Education and Summer School and Associate Dean for Student Services to Associate Dean for Student Development. Change first sentence in 4.A. Committee Functions to read: "The Continuing Education Committee advises the Director of Continuing Education and Summer School on programs, faculty, student services, support services, and future directions of continuing education. The Continuing Education Committee shall consider concerns relating to Summer School which are not covered in other committee charges."
- (e) Course Drop Appeals Committee: Change under 3. Quorum to read: Quorum: 4 elected faculty members exclusive of ex-officio.
- (f) Credits Committee: Substitute the following for 4.A.1. of Committee Functions:
  - 1. Concerned with policies and procedures pertaining to academic credits and academic standards. The matters of concern include:
    - a. Academic credit; auditing of courses; repetition of courses; course substitutions; transfer credit; credit by examination; advanced placement credit.
    - b. Grading; course attendance; Multiple F policy; scholastic eligibility requirements; academic probation and suspension; Honor Roll, Dean's List, and Chancellor's List; Degrees with distinction.
    - c. Schedule changes (adding and/or dropping courses); withdrawal from University; course load limitation; and 30 semester hour residence requirement for graduation.
- (g) Curriculum Committee: Change under 3. Quorum to read: 7 elected faculty members exclusive of ex officio
- (h) Educational Policies and Planning Committee: Under 2. Membership, reword the sentence "(The Chairperson of the Committee...faculty members)" to read: "The Chair and Secretary shall be elected from the three elected faculty members." Change 3. Quorum to read: A majority of the Committee including two of the elected faculty members.
- (i) Faculty Affairs Committee: Change 4.A. at the end of the sentence to read: "and merit polices."



AD HOC COMMITTEE TO EVALUATE FACULTY GOVERNANCE RECOMMENDATIONS (continued)

- (j) Faculty Computer Committee: Change under 3. Quorum to read: Quorum: 5 elected faculty members exclusive of ex officio. Add to 4.A. Committee Functions: "Determines adequacy of computer resources in planning for new degree programs." Replace in 4.B. To Whom the Committee Reports "It reports on....Policies and Planning Committee" with "It reports on adequacy of computer resources to plan new degree programs." Change "University Computing Center" throughout Committee charge to "Computing and Information Systems".
- (k) Faculty Governance Committee: Clarify 2. Membership: "...the most immediate Past Chair of the Faculty in residence."
- (l) Faculty Welfare Committee: In 2. Membership: delete: "chosen by the Faculty Senate at its organizational meeting in the spring." Change in 2. Membership: Director of Personnel to Director of Human Resources.
- (m) General College Committee: In 2. Membership, change "The Associate Vice Chancellor for Undergraduate Studies/Dean of the General College" to "Dean of the General College." Change under 3. Quorum to read: Quorum: 5 elected faculty members exclusive of ex officio. Under 4.B. To Whom the Committee Reports, move the entire first paragraph beginning with "The Committee....the General College." to 4.A. Committee Functions. Under 4.B. To Whom the Committee Reports, in stating to whom the Committee makes its recommendation, end each of the three sentences with "above in 4.A." We also recommend that consideration be given to changing the name of the committee to General Education Committee.
- (n) Libraries Committee: Change under 3. Quorum to read: Quorum: five elected faculty members exclusive of ex officio. All titles in 2. Membership need to be checked. Move 4.B. To Whom the Committee Reports to 4 A. Committee Functions. For 4.B. To Whom the Committee Reports, substitute: "The Committee makes recommendations to the Faculty Senate on major policies concerning matters outlines in 4.A."
- (o) Readmission Appeals Committee: In 4.A.3. add: "Recommendations are made to the Vice Chancellor for Academic Affairs."
- (p) Research/Creative Activity Committee: In 2. Membership, delete: "All faculty members shall serve staggered three-year terms."
- (q) Student Retention Committee: No changes
- (r) Student Scholarships, Fellowships, and Financial Aid Committee: No changes.
- (s) Teaching Effectiveness Committee: Delete from 2. Membership: "All faculty members shall serve....elected annually." In 4.A. re-evaluate the phrase: "...shall assist individual faculty members.." and clarify type of involvement.
- (t) Teaching Grants Committee: In 2. Membership, delete: "All faculty members shall serve staggered three-year terms." In 4.C. How Often the Committee Reports, need to state a deadline for reporting (such as in the Research/Creative Activity Charge).
- (u) Unit Code Screening Committee: No changes.