

FULL AGENDAS WITH ATTACHMENTS ARE DISTRIBUTED TO ACADEMIC ADMINISTRATORS, SENATORS, ALTERNATES, CHAIRS OF ACADEMIC COMMITTEES, AND AVAILABLE ELECTRONICALLY THROUGH FSONLINE.

EAST CAROLINA UNIVERSITY  
FACULTY SENATE FULL AGENDA

The eighth regular meeting of the Faculty Senate for academic year 1992/1993 will be held on Tuesday, April 20, 1993, at 2:10 in the Mendenhall Student Center Great Room.

Please note that this is the last meeting for those Senators whose terms expire in 1993.

- I. Call to Order
- II. Approval of Minutes of March 30, 1993.
- III. Special Order of the Day
  - A. Roll Call
  - B. Announcements
  - C. Richard Eakin, Chancellor
  - D. Vice Chancellors' Reports
  - E. Ernie Schwarz, Chair  
University Athletic Committee and Academic Review Subcommittee
  - F. George Bailey, Faculty Assembly Report  
April 2, 1993, Meeting
- IV. Unfinished Business
- V. Report of Committees
  - A. Committee on Committees, Caroline Ayers  
Standard Meeting Schedule for Faculty Senate Academic Committees, for information only (attachment 1).
  - B. Curriculum Committee, Bill Grossnickle  
Undergraduate Curriculum matters contained in the March 25, and April 1, 1993, meetings including:
    1. Revise BS Health and Physical Education (Teacher Preparation Option).
    2. Drop LIBS 1000 as a General Education requirement.
    3. Revise International Studies minor.
    4. Revise Gerontology minor.
    5. Revise Academic concentration in Nutrition.
    6. Revise BA, BS Prof in INDT, Tech Inst/Comm College Transfer Program, and INDT minor.
    7. Revise minor in Military Science.
    8. Revise Ethnic Studies minor.
    9. Revise Classics minor.



10. Revise BA, BS, BS Professional in French, French minor, Academic concentration in French.
11. Revise BS Middle Grades Education, thereby revising Alcohol and Drug Studies minor.
12. New BS in Rehabilitation Services. Revised minor in Alcohol and Drug Studies.
13. Revise BA and BS majors in Political Science and minors in Public Administration, Political Science, and Comparative Government and International Relations.
14. Revise BA Psychology major and minor, thereby revising numerous other majors and minors. (The full list may be obtained in the Faculty Senate office.)
15. Revise BS Urban and Regional Planning
16. Revise BA in History, BS in Public History (including deleting Maritime History Option), BS History, and Historical Preservation and Museum Administration minor.
17. Revise admission requirements for BS in Social Work and revise major in Social Welfare.
18. Revise admission requirements for BS in Criminal Justice and revise degree.
19. Revise minor in Sociology.

C. Faculty Affairs Committee, Henry Ferrell

Follow-up reports on the following:

1. Legal Counsel
2. Extended Leave

(Prior to the meeting, information will be distributed to academic administrators, senators, alternates, chairs of academic committees and available electronically through FSONLINE.)

D. Faculty Governance Committee, Tinsley Yarbrough

1. Second Reading of the proposed revised Appendix A: Faculty Constitution of ECU (attachment 2 for Faculty Senators and Alternates and available electronically through FSONLINE).
2. Proposed revised By-Laws of the Faculty Constitution of ECU (attachment 3 for Faculty Senators and Alternates and available electronically through FSONLINE).
3. Proposed revised Appendix L: East Carolina University Code (attachment 4 for Faculty Senators and Alternates and available electronically through FSONLINE).

E. Unit Code Screening Committee, Don Sexauer

School of Medicine Unit Code (The revised unit code is available for review in the Faculty Senate office.)

VI. New Business



STANDARD MEETING SCHEDULE FOR FACULTY SENATE ACADEMIC COMMITTEES

Recommended scheduled meeting times are from 3:00 - 5:00 each month.

<u>Committee</u>	<u>Recommended Meeting Day</u>
Admissions and Recruitment .	1st Monday
Career Education .	1st Tuesday
Continuing Education	1st Wednesday
Credits	1st Thursday
Faculty Affairs	2nd Monday
Faculty Computer	2nd Tuesday
Faculty Governance	2nd Wednesday
Faculty Welfare	2nd Thursday
General Education	3rd Monday
Honors Program	3rd Tuesday
Libraries	3rd Wednesday
Student Retention	3rd Thursday
Student Scholarships, Fellowships, and Financial Aid	4th Monday
Teaching Effectiveness	4th Wednesday
Writing Across the Curriculum	4th Thursday

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Calendar Committee will meet as many times as necessary to finalize upcoming University calendars.

Course Drop Appeals Committee will meet when student appeals are presented.

Curriculum Committee will meet 2nd & 4th Thursdays of each month.

Educational Policies & Planning Committee will meet when convenient for chairs of the other committees.

Readmission Appeals Committee will meet during school breaks and in the summer.

Research/Creative Activities Committee will meet as many times as necessary during the year to review and recommend grant proposals.

Teaching Grants Committee will meet as many times as necessary during the year to review and recommend grant proposals.

Unit Code Screening Committee will meet as many times as necessary during the year to review departmental and school unit codes.

Committee on Committees will meet as many times as necessary during the year.



**FACULTY AFFAIRS COMMITTEE REPORT**

Legal Counsel

In response to the Chair of the Faculty's memorandum, dated October 13, 1992, the Faculty Affairs Committee reviewed the issue of legal counsel available to ECU faculty and faculty committees involved in faculty grievances. The Committee discussed this issue with representatives from the appellate committees and the Assistant University Attorney.

The Faculty Affairs Committee recommends the following information be incorporated into the Faculty Manual, Part II, Organization and Administration of the University of North Carolina, subsection "University Attorney" (page 4):

"Faculty, administrators, and committees may contact the ECU University Attorney's office at any time to obtain information regarding grievance procedures.

Aggrieved administrators are entitled to legal counsel from the University Attorney's office, which acts on behalf of the University in such matters.

Faculty bringing grievances against other faculty or administrators must seek outside counsel. To ask the University or UNC system to provide substantive advice is to ask same to assist in grieving against themselves.

In the case of aggrieved administrators seeking advice, at such time that it becomes apparent that a grievance is pending in which the university attorney or his assistant may be involved as legal counsel to that administrator, the attorneys will refrain from discussion of the case in order to ensure that the chancellor can be advised freely in deciding the case.

If the university attorneys perceive a potential conflict of interest in advising an administrator, faculty member, or committees, questions will be deferred to UNC system attorneys, or to the state attorney general's office."

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**FACULTY AFFAIRS COMMITTEE REPORT**

For Information Only

Extended Leave

In response to Faculty Senate Resolution #91-09 (Ad Hoc Committee to Evaluate Faculty Governance recommendation), the Faculty Affairs Committee reviewed the issue of developing a policy which would allow for temporary removal from tenure-track for a period of time.

The Faculty Affairs Committee believes that the new revised Appendix D: Tenure Policies and Regulations of ECU, treats the subject of special faculty leave adequately in Section III. Academic Tenure, subsection C.1.f. "Leaves of Absence", which states:

"Special leaves for relief from all employment obligations for a specified period may be included in an appointment or reappointment to a faculty rank, or may be added by a written memorandum of amendment by the unit administrator during the term of an appointment. For compassionate reasons of health, or requirements of childbirth or child care, or other compelling reasons, such terms may, with the concurrence of the faculty member, include extensions of the period of the probationary term of appointment. The probationary period may be extended by increments of one or more academic years. Such special leaves must be expressly stated in initial appointment documents or, if added by memorandum of amendment, must be approved in writing by the Chancellor or the Chancellor's designee.

These provisions do not apply to informal temporary adjustments of the regularly assigned duties of faculty members by their unit administrators."

The Faculty Affairs Committee believes that this subsection does not address the pay status of the faculty member availing him or her of this special leave provision but presumedly, pay status would be addressed during the negotiations. Eventually negotiations must be approved by the Chancellor.

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6 **FACULTY GOVERNANCE COMMITTEE REPORT**  
7

8 **PROPOSED REVISED APPENDIX A**  
9 **FACULTY CONSTITUTION**  
10 **EAST CAROLINA UNIVERSITY**  
11

12 I. Purpose

13 The purpose of the faculty organization shall be to provide the means  
14 by which the faculty is enabled to fulfill its function with respect  
15 to academic and educational policies and other affairs of East  
16 Carolina University. The faculty organization shall be comprised of  
17 the general faculty and the Faculty Senate. The general faculty shall  
18 be the general electorate, and the Faculty Senate shall be a  
19 legislative and advisory body representing the general faculty and  
20 shall consist of elected and ex-officio members. The functions,  
21 duties, and privileges of these two bodies, stipulated in the  
22 following document, shall be exercised under the authority of the  
23 Chancellor of East Carolina University.  
24

25 The Faculty Senate and the various committees on which the faculty  
26 serve shall be the primary media for the essential joint effort of  
27 faculty and administration in the government of East Carolina  
28 University. The Chancellor and the Chair of the Faculty shall  
29 facilitate communication which will enable continuing and effective  
30 faculty participation.  
31

32 II. Organization of the General Faculty

33 The general faculty shall consist of all full-time members of the  
34 teaching, research, or administrative staff who hold an academic  
35 title, including those on special faculty appointment.  
36

37 The general faculty shall have as its presiding officer the Chair of  
38 the Faculty, who shall be responsible for calling its meetings and for  
39 keeping a record of its proceedings. The presence of a majority of  
40 the members shall constitute a quorum, except in special cases  
41 provided for in this constitution. Each member of the general faculty  
42 shall have one vote. A vote by voice will be the regular method of  
43 voting on any motion that does not require more than a majority vote  
44 for its adoption. Upon the request of ten percent of those present,  
45 a secret ballot will be in order.  
46

47 III. Functions of the General Faculty

48 The general faculty shall be empowered to perform the following  
49 functions: consider reports from and make recommendations to the  
50 Chancellor, the appropriate Vice Chancellor, and the Faculty Senate;  
51 discuss any matter relating to the welfare of East Carolina University  
52 or of the members thereof; amend or rescind the articles establishing  
53 the Faculty Senate as provided for in this constitution; amend or  
54 rescind the action of the Faculty Senate as provided for in this  
55 constitution.  
56

57 IV. Meetings of the General Faculty

58 The general faculty shall meet at the pleasure of the  
59 Chancellor or the Faculty Senate of East Carolina University or upon



1 petition to the Chancellor by at least fifteen percent of the general  
2 faculty.

3  
4 V. Organization of the Faculty Senate

5 All full-time faculty members of East Carolina University are eligible  
6 to vote for Faculty Senators. All full-time faculty members of East  
7 Carolina University in at least their second year of appointment to  
8 the unit which they will represent are eligible for election to the  
9 Faculty Senate. The membership of the Faculty Senate shall consist  
10 of elected representatives and of ex-officio members.

11  
12 The number of elected Faculty Senators shall not exceed 52 nor be  
13 fewer than 44. Prior to the election in the spring of each academic  
14 year, the ratio of faculty members to elected Faculty Senators will  
15 be determined by the Chair, Vice Chair, and the Secretary. The number  
16 of faculty within each department/school will be gathered from part  
17 of a personnel data file that is prepared and submitted to the UNC  
18 General Administration by the Department of Planning and Institutional  
19 Research in November of each year. Each electoral unit represented  
20 will then be informed as to the number of elected Faculty Senators to  
21 which that electoral unit is entitled. No electoral unit will be  
22 allocated more than ten percent of the elected Faculty Senate members.  
23 Electoral units for the purpose of this constitution shall be the  
24 various professional schools, the Division of Continuing Education and  
25 Summer School, Academic Library Services, Health Sciences Library,  
26 and the departments of the College of Arts and Sciences. In the event  
27 that an electoral unit must reduce its existing number of Faculty  
28 Senators, it shall do so by following democratic procedures.

29  
30 Each department of the College of Arts and Sciences shall have at  
31 least one elected Faculty Senator and will elect its Faculty Senator  
32 as an electoral unit. The various professional schools, the Division  
33 of Continuing Education and Summer School, Academic Library Services,  
34 Health Sciences Library, and the departments of the College of Arts  
35 and Sciences will have at least one elected Faculty Senator. Each  
36 school may choose to elect its Senators from the school as a whole or  
37 in the alternate manner described as follows. Each department within  
38 the school shall be allowed to nominate the number (less the number  
39 whose terms are not expired) to which it would be entitled if it were  
40 considered as a separate electoral unit. The persons nominated by  
41 each department shall be placed on a ballot for the election of the  
42 number allotted to the electoral unit by the faculty of the electoral  
43 unit.

44  
45 The count of faculty members for the purpose of apportionment shall  
46 include those members who are absent from the campus because of  
47 illness or leave of absence, unless replaced by a full-time instructor  
48 or above under annual contract.

49  
50 The ex-officio members of the Faculty Senate shall include the  
51 following representatives of the East Carolina University  
52 administration: Chancellor, Vice Chancellor for Academic Affairs,  
53 Vice Chancellor for Health Sciences, and one additional member elected  
54 by the Council of Academic Deans in a manner determined by the  
55 Council. The immediate past Chair of the Faculty and the elected  
56 representatives of East Carolina University to the Faculty Assembly  
57 of the University of North Carolina who are not members of the Faculty  
58 Senate shall also be ex-officio members. These ex-officio members  
59 shall have a vote in all Senate matters except the election of



1 .officers and committee members.

2 VI. Method of Election of the Faculty Senate

3 The Secretary of the Faculty shall request that each electoral unit  
4 proceed to elect its representatives. Elections shall be held in  
5 February of each year with members-elect to take office on the day  
6 following the last regular meeting of the Faculty Senate in the spring  
7 semester.

8  
9 To obtain nominations, each school or department shall develop a  
10 ballot that lists every eligible member of that school or department.  
11 Each member of the faculty shall vote by secret ballot for twice as  
12 many nominees as that faculty member's school or department is  
13 entitled to elect. That group of nominees equal to twice the number  
14 of representatives to be elected that receive the largest number of  
15 votes shall then be placed on a separate ballot for the election of  
16 representatives. An alternate method of nominating Senators by the  
17 schools is found in Section V.

18  
19 To elect representatives each faculty member shall then vote by secret  
20 ballot for the number of representatives allotted that electoral unit.  
21 Votes shall be counted in accordance with procedures agreed upon by  
22 the electoral unit.

23  
24 The administrative officer of each electoral unit shall report the  
25 results of the election to the Secretary of the Faculty.

26  
27 Each Senator shall serve a two-year term. Senators may be elected to  
28 succeed themselves twice. After a lapse of one year following the  
29 expiration of this third term, they will again be eligible for  
30 election. The seat of an elected Senator who fails to attend more  
31 than three consecutively held meetings of the Faculty Senate shall be  
32 declared vacated by the Chair of the Faculty.

33  
34 Each electoral unit concerned shall hold special elections to fill  
35 unexpired or vacated terms.

36  
37 The Senate may establish and promulgate procedures for selecting  
38 alternates for elected and ex-officio members.

39  
40 The administrative office of each electoral unit so affected shall  
41 certify to the Secretary of the Faculty the credentials of individuals  
42 thus elected.

43  
44 VII. Officers of the Faculty and Faculty Senate

45 The officers of the Faculty and Faculty Senate shall consist of the  
46 following: the Chair of the Faculty, the Vice Chair of the Faculty,  
47 the Secretary of the Faculty. Other officials may be established as  
48 they become advisable or necessary.

49  
50 All officers shall be elected by a majority vote of the elected  
51 members of the Faculty Senate present. All full-time, permanently  
52 tenured faculty are eligible to serve as Chair or Vice Chair of the  
53 Faculty. All full-time faculty members of East Carolina University  
54 in at least their second year of appointment are eligible to serve as  
55 Secretary of the Faculty. In the event that a Faculty Officer is also  
56 a Faculty Senator, the unit having elected the Senator is invited to  
57 elect a replacement. The term of Faculty Officers shall be one year  
58 with the privilege of reelection.



1. At the second regular meeting of the spring semester the elected  
2 members of the Faculty Senate shall nominate and elect a nominating  
3 committee to consist of five members. The nominating committee shall  
4 be elected from the ranks of elected members of the Faculty Senate by  
5 a majority of those present and voting. Voting for members of the  
6 nominating committee shall be by written, secret ballot.  
7

8 The nominating committee elected by the Faculty Senate shall submit  
9 to the Secretary of the Faculty a slate of candidates for each office  
10 of the Faculty Senate at an organizational meeting to be held on the  
11 day following the last regular meeting of the spring semester.  
12

13 Further nominations, from the ranks of the elected membership and by  
14 the elected members, will be accepted from the floor. Officers will  
15 be elected by a majority of those present and voting. They shall  
16 assume their duties on August 1 following election.  
17

18 If the office of the Chair of the Faculty shall become vacant, the  
19 position shall be assumed by the Vice Chair of the Faculty. If other  
20 offices shall become vacant, they shall be filled by a special  
21 election conducted by the Faculty Senate.  
22

23 Voting for all officers shall be by written, secret ballot.  
24

25 VIII. Duties of the Officers of the Faculty Senate

26 The Chair of the Faculty shall preside at all meetings. He or she is  
27 empowered to call special meetings as hereinafter provided. The Chair  
28 is an ex-officio member of all academic committees and various  
29 administrative committees. The Chair may delegate to the Vice Chair  
30 or an appointed representative his or her seat on any of the academic  
31 or various administrative committees. He or she shall appoint  
32 persons to fill unexpired terms of committees.  
33

34 Before the first regular meeting of the Faculty Senate, the Chair will  
35 appoint the Parliamentarian of the Faculty. The Parliamentarian need  
36 not be a member of the Faculty Senate, but shall advise the Chair and  
37 the faculty on the parliamentary matters according to the latest  
38 edition of Robert's Rules of Order, Newly Revised and the Faculty  
39 Constitution and its By-Laws.  
40

41 The Chair of the Faculty supervises the Faculty Senate office  
42 personnel, and with their assistance, plans the General Faculty  
43 Convocation. The Chair is responsible for conveying greetings of the  
44 Faculty at commencement exercises and representing the Faculty at  
45 university functions and Board of Trustee meetings.  
46

47 The Vice Chair of the Faculty shall perform all of the duties of the  
48 Chair in the absence or incapacity of the Chair. The Vice Chair of  
49 the Faculty shall serve, at the request of the Chair of the Faculty,  
50 as the Chair's representative on faculty committees. The Vice Chair  
51 of the Faculty shall succeed to the office of Chair of the Faculty in  
52 the event that office should become vacant during the term of the  
53 incumbent.  
54

55 The Secretary of the Faculty shall keep accurate minutes of all  
56 regular and special meetings, ensure distribution of copies of the  
57 minutes to all members of the general faculty, keep an accurate list  
58 of membership of the Faculty Senate, keep an accurate record of  
59 attendance, inform the Chair of the Faculty when a seat becomes



1 vacant, serve, at the request of the Chair of the Faculty, as the  
2 Chair's representative on faculty committees, and perform such other  
3 appropriate duties as directed by the Faculty Senate.  
4

5 IX. Meetings of the Faculty Senate

6 Four regular meetings of the Faculty Senate will be held each fall and  
7 spring semester according to a schedule prepared by the Agenda  
8 Committee and approved by the Senate in the Fall Semester of the  
9 preceding year.  
10

11 The organizational meeting of the Faculty Senate will be held on the  
12 day following the last regular meeting of the spring semester.  
13

14 Upon written petition of fifteen members of the Faculty Senate, the  
15 Chair shall call a special session of the Faculty Senate within four  
16 days. In an exceptional situation in which the regular procedures for  
17 scheduling a meeting of the Faculty Senate are clearly inadequate and  
18 would occasion undue delay, the Chair of the Faculty shall be  
19 empowered to call a special session of the Faculty Senate. A notice  
20 stating the purpose of the special session shall be distributed to the  
21 members of the Faculty Senate and the general faculty twenty-four  
22 hours prior to the meeting.  
23

24 Meetings of the Faculty Senate shall be open to all members of the  
25 general faculty. The general faculty shall be informed of the time,  
26 place, and agenda of all regular and special meetings.  
27

28 X. Functions of the Faculty Senate

29 The Faculty Senate may, at its own discretion, seek the advice and  
30 counsel of any member of the general faculty. In exercising its  
31 function the Faculty Senate shall establish whatever procedures are  
32 necessary.  
33

34 The Faculty Senate shall be authorized to set up such committees as  
35 are necessary for the performance of its duties.  
36

37 The legislative powers of the general faculty are delegated to the  
38 Faculty Senate and the Faculty Senate shall have the powers of the  
39 general faculty, subject to the limitations stated in this  
40 constitution, in formulating the policies of East Carolina University.  
41

42 The Faculty Senate shall ratify, amend, or remand all matters of  
43 academic policy or faculty welfare which have been recommended by any  
44 standing or special committee of East Carolina University, or initiate  
45 any policies in such matters which it deems desirable.  
46

47 XI. Agenda of the Faculty Senate

48 The Faculty Senate shall be free to establish its own agenda, provided  
49 that all matters of academic policy brought before the Agenda  
50 Committee by action of the general faculty, any Senator, or any  
51 standing or special committee shall be placed on the agenda not later  
52 than the time of the second regular meeting of the Faculty Senate  
53 after receipt of the recommendation.  
54

55 Matters to be brought before the Faculty Senate shall ordinarily be  
56 considered in the order set forth by the Agenda Committee. Matters  
57 for consideration may be taken out of order and/or new matters  
58 considered in any order upon a two-thirds vote of Faculty Senators  
59 present and voting at any meeting of the Faculty Senate.



1 The Agenda Committee collects all recommendations from academic  
2 committees, including all standing and ad hoc committees of the  
3 Faculty Senate. The committee draws up the agenda, on the basis of  
4 the recommendations and reports received from the committees, as well  
5 as from the officers and members of the Faculty Senate, for each  
6 regular and special meeting of the Faculty Senate. The committee has  
7 the responsibility of seeing that each member of the faculty receives  
8 a copy of the agenda for each meeting of the Faculty Senate one week  
9 before the date of the meeting.

10  
11 The membership of the Agenda Committee shall consist of five elected  
12 Senators, elected to the Committee by the Faculty Senate for one-year  
13 terms at the organizational meeting of the Faculty Senate each spring  
14 semester, plus ex-officio: Chair and Vice Chair of the Faculty and  
15 Secretary of the Faculty. The immediate past Chair of the Faculty,  
16 in residence, the Parliamentarian of the Faculty, and the Faculty  
17 Assembly Delegates shall serve as members without vote. The Chair and  
18 Secretary of the Agenda Committee shall be chosen by the members from  
19 among its elected membership. The quorum shall be three elected  
20 committee members.

21  
22 The Agenda Committee is empowered to draw up, and arrange for the  
23 distribution of, the agenda for each meeting of the Faculty Senate.  
24 The Committee reports the agenda directly to the members of the  
25 faculty and the Faculty Senate. It also reports to the Faculty Senate  
26 on any other matter within its charge requiring Faculty Senate action.  
27

28 XII. Order of Business for the Faculty Senate

29 The following order of business shall be observed in meetings of the  
30 Faculty Senate unless Senators vote to change the procedures as  
31 provided in this constitution: (I) call to order, (II) approval of the  
32 minutes, (III) special order of the day, (IV) unfinished business, (V)  
33 reports of committees, (VI) new business.

34  
35 Each elected member of the Faculty Senate shall have one vote. Unless  
36 otherwise indicated, the ex-officio members shall have one vote each.  
37 Voting by the Faculty Senate shall ordinarily be by voice vote. All  
38 matters shall be decided by a majority vote of those Senators present  
39 and voting except as stated in this constitution.

40  
41 A quorum shall consist of three-fifths of the elected faculty members  
42 of the Faculty Senate.

43  
44 XIII. Limitations Upon Functions of the Faculty Senate

45 The general faculty shall be empowered to amend or rescind any act of  
46 the Faculty Senate, provided that a majority of the total membership  
47 of the general faculty at a regular or special meeting at which a  
48 quorum of at least two-thirds of the general faculty shall be present  
49 and voting, so votes.

50  
51 Acts or decisions of the Faculty Senate shall be considered approved  
52 unless vetoed within thirty days of the action by the Chancellor of  
53 East Carolina University by written notice to the Chair of the Faculty  
54 or unless the Chancellor notifies the Chair of the Faculty in  
55 writing that the proposal has been forwarded to the Board of Trustees  
56 or to the Board of Governors.

57  
58 XIV. Amendments to the Faculty Constitution

59 All proposed amendments to the Faculty Constitution shall be presented



1 first at a regular meeting of the Faculty Senate for discussion,  
2 amendment or substitution. At the next regular meeting of the Faculty  
3 Senate the amendment will be voted upon for submission to the general  
4 faculty for approval.  
5

6 An amendment to the Faculty Constitution shall be effected only by  
7 action of the general faculty.  
8

9 As the creating body, the general faculty shall be empowered to amend  
10 or abolish these articles establishing the Faculty Senate. Any  
11 amendment to these articles or any action abolishing them shall  
12 require a majority of the total membership of the general faculty, at  
13 a regular or special meeting at which a quorum of at least two-thirds  
14 of the general faculty shall be present and voting.  
15

16 XV. Adoption and Changing of By-Laws of the Faculty Constitution

17 The Faculty Senate shall establish whatever by-laws are  
18 necessary. A motion to amend the by-laws shall be presented first at  
19 a regular meeting of the Faculty Senate for discussion only. At the  
20 next regular meeting of the Faculty Senate the motion to amend the  
21 by-laws will be acted upon, requiring a vote of two thirds of those  
22 elected senators present and voting for approval.  
23  
24



6 **FACULTY GOVERNANCE COMMITTEE REPORT**  
7

8 **PROPOSED REVISED BY-LAWS OF THE FACULTY CONSTITUTION**  
9 **EAST CAROLINA UNIVERSITY**  
10

11 **I. Attendance, Seating, and Participation**

- 12 A. To facilitate the efficient flow of business, Senators shall be  
13 seated as follows:  
14 1. Ex-officio members shall be assigned seats on the first row.  
15 2. Elected members shall be assigned seats in alphabetical order  
16 by school and/or departments.  
17 B. Only elected and ex-officio members (including alternates, if  
18 representing their units) may answer the roll call, vote, or  
19 occupy seats assigned to senators.  
20 C. Faculty members visiting the Senate shall seat themselves behind  
21 the seats assigned to Senate members.  
22 D. Visitors may not participate in Senate discussions and business  
23 except by advance invitation of the Senate Agenda Committee or the  
24 Chair of the Faculty.  
25 E. Each unit of the University may elect one alternate representative  
26 to the Faculty Senate, said alternate being elected in the same  
27 manner as Faculty Senators and serving until the time of the next  
28 election within the unit. Those units that have more than one  
29 Senator may elect two alternates. If more than one alternate  
30 is elected, they should be elected to two-year staggered terms.  
31 Thereafter, the alternate(s) will be elected at the time of  
32 regular election of Faculty Senators, and will serve for a two  
33 -year term.  
34

35 Alternates shall be eligible for re-election. The alternate will  
36 represent that unit at the discretion of any Senator within the  
37 unit, and in such a situation, shall notify the Secretary of the  
38 Senate in writing that he or she is representing that unit and  
39 shall do so prior to the convening of the Senate session in  
40 question.  
41

42 **II. Minutes of the Faculty Senate**

- 43 A. There shall be a Faculty Senate Committee on Minutes composed of  
44 the Chair, Vice Chair, and Secretary of the Faculty.  
45 B. Minutes shall become official on approval by the Faculty Senate  
46 Committee on Minutes. The official minutes, or an abbreviated  
47 version thereof, shall be mailed to all faculty as soon as  
48 possible after a Senate meeting. Any corrections to the minutes  
49 by the Senate shall be made a part of the official minutes of the  
50 subsequent meeting.  
51 C. Incorporation into the official minutes of verbatim remarks shall  
52 be allowed or disallowed at the discretion of the Chair of the  
53 Faculty. The Chair of the Faculty may request that these verbatim  
54 remarks be submitted in writing to the Secretary of the Faculty.  
55

56 **III. Special Committees**

- 57 A. Special committees shall be established by the Senate at the  
58 discretion of the Chair of the Faculty.  
59 B. Members of the special committees may be appointed by the Chair



- 1 of the Faculty or he/she may ask the Senate to elect committee  
2 members.
- 3 C. The Chair of the Faculty may appoint the chair of special  
4 committees or these chairs may be elected by the committee  
5 members.
- 6 D. Non-Senate faculty members as well as Senators may serve on  
7 special committees. At least one Senator shall be on each  
8 committee.
- 9 E. Appellate Committee members must be permanently tenured, voting  
10 faculty holding no administrative title (see Appendix D).
- 11 F. The Process for election of Appellate Committees (see Appendix D)  
12 will be as follows:
- 13 1. The Appellate Committee preference form will be distributed  
14 to all faculty, by the Committee on Committees (via the  
15 Faculty Senate office), in January. The completed preference  
16 form is due in the Faculty Senate office in February.
  - 17 2. The Committee on Committees will review all preference forms  
18 and present to the Faculty Senate a slate of one or more  
19 nominees as there are vacancies to fill. Nominations may also  
20 be made from the Faculty Senate floor. Appellate Committee  
21 members will be elected at the Faculty Senate Organizational  
22 meeting in April. Election will be by majority present and  
23 voting.
  - 24 3. This by-law may be suspended in accordance with procedures  
25 specified in Robert's Rules of Order, Newly Revised.
  - 26 4. Members of the Faculty Affairs or Faculty Governance  
27 Committees can not be elected concurrently to an appellate  
28 committee.

29  
30 IV. Faculty Senate, Academic and Administrative Committees, Membership,  
31 and Structure

32 Membership: Membership of Faculty Senate Committees and Academic  
33 Committees shall consist of faculty holding academic rank  
34 (instructor, assistant and associate professor and professor). The  
35 Chancellor and the Chair of the Faculty are ex-officio members of all  
36 committees. Members of committees serve in accordance with their  
37 ability, training, and experience rather than as representatives of  
38 their several departments or schools.

39  
40 The process for election of academic and selective administrative  
41 committees will be as follows:

- 42 1. The Academic and Administrative Committee preference forms will  
43 be distributed to all faculty, by the Committee on Committees  
44 (via the Faculty Senate office), in January. The completed forms  
45 are due in the Faculty Senate office in February.
- 46 2. The Committee on Committees will review all preference forms and  
47 present to the Faculty Senate a slate of one or more nominees  
48 as there are vacancies to fill. Nominations may also be made from  
49 the floor of the Faculty Senate. Election of Academic and  
50 Administrative Committee members will take place at the Faculty  
51 Senate Organizational Meeting in April. Election will be by  
52 majority present and voting.

53  
54 Members are elected to staggered three-year terms, which extend to  
55 the beginning of the fall semester; faculty members are generally not  
56 elected to more than one academic committee. Service on a single  
57 academic or administrative committee is limited to election to two  
58 consecutive 3-year terms with ineligibility for election to the same  
59 committee for at least one year.



1 Student members are nominated by the Student Government Association  
2 for appointment by the Chancellor.

3  
4 Faculty Senate and Academic Committees meet on a standard schedule,  
5 set and revised by the Committee on Committees.

6  
7 When a Faculty Senate academic committee deals with matters which  
8 directly concern any administrative official, these matters should be  
9 discussed with the person during the development of a proposed policy.  
10 Further, the official should have adequate input before the finished  
11 resolution is presented to the Senate. This not only would involve  
12 ex-officio committee members but also would involve working with any  
13 administrator involved in a particular policy under consideration.

14  
15 All University Academic Committees are Standing Committees of the  
16 Faculty Senate. The official list of committee membership shall be  
17 distributed by the Faculty Senate office in the fall of each year.

18  
19 Officers: Officers of each committee are elected from the  
20 membership of the committee, excluding ex-officio, by the members of  
21 the committee, for a term of one year. Previous service as a committee  
22 officer shall not prejudice a member's election to any committee  
23 office. Under normal circumstances each committee shall have a  
24 chairperson, a vice chairperson, and a secretary. Upon organization  
25 of the new committee, at the Faculty Senate and Academic Committees'  
26 Organizational meeting in August, the former chairperson will turn  
27 over committee records to the new chairperson. A committee chair may  
28 declare an elected member's seat vacant upon the occurrence of three  
29 consecutive absences of that member. Interim elections may be held  
30 to fill an office that has become vacant or to replace an officer that  
31 two-thirds of the full committee membership deems is not fulfilling  
32 the obligations of the office.

33  
34 The charge of each Faculty Senate and academic committee is on file  
35 in the Faculty Senate office and available electronically (FSONLINE).  
36 Administrative committee charges are on file in the Chancellor's  
37 office.

38  
39 Each committee shall operate according to the latest version of  
40 Robert's Rules of Order, Newly Revised.

41  
42 Minutes of each Committee shall be sent to members of the committee,  
43 the Chair of the Faculty, the Faculty Senate office, and the Chair of  
44 the Committee on Committees.

45  
46 A file on each committee's activities, minutes, and other records  
47 shall be maintained in the Faculty Senate office. All committees and  
48 subcommittees, unless prohibited explicitly by the committee's charge,  
49 University policies, or state statutes, shall hold their regular and  
50 special meetings in open session, and the chairperson of committees  
51 shall inform the Senate office of the time and place of such meetings  
52 so they may be placed on the Senate calendar and publicized in order  
53 that interest faculty may attend.

54  
55 The committees' annual reports shall be composed according to the  
56 official form and submitted by April 30 to the Faculty Senate office  
57 for duplication and distribution to the Chair of the Faculty, the  
58 Chair of the Committee on Committees, the present members of the  
59 committee, and the new members of the committee whose terms begin next



1. academic year. Copies of the committees' annual reports will be kept  
2 on file in Joyner Library and the Faculty Senate office. Upon  
3 request, copies of committees' annual reports shall be made available  
4 by the Faculty Senate office.

5  
6 The Chair of the Faculty shall each year compile the Annual Report of  
7 the Faculty Senate. This report, among other things, shall contain a  
8 summary of Senate and Senate committees' activities for the immediate  
9 past year.

10  
11 The Chair's Annual Report will be distributed to the Chancellor, the  
12 Vice Chancellor for Academic Affairs, the Vice Chancellor for Health  
13 Sciences, the Vice Chancellor for Student Life, the Vice Chancellor  
14 for Institutional Advancement, and Chairs of all Faculty Senate and  
15 Academic Committees. Copies of the report will also be kept on file  
16 in Joyner Library and the Faculty Senate office. In addition, copies  
17 of the Chair's Annual Report will be distributed to the members of the  
18 Faculty Senate not later than the first regular Faculty Senate  
19 meeting of the next academic year.

20  
21 Currently there are two Faculty Senate committees (Agenda Committee  
22 and Committee on Committees), four appellate committees (Due Process  
23 Committee, Hearing Committee, Reconsideration Committee, and Grievance  
24 Board), and 23 academic committees as follows:

- 25 Admissions and Recruitment Committee
- 26 Calendar Committee
- 27 Career Education Committee
- 28 Continuing Education Committee
- 29 Course Drop Appeals Committee
- 30 Credits Committee
- 31 Curriculum Committee
- 32 Educational Policies and Planning Committee
- 33 Faculty Affairs Committee
- 34 Faculty Computer Committee
- 35 Faculty Governance Committee
- 36 Faculty Welfare Committee
- 37 General Education Committee
- 38 Honors Program Committee
- 39 Libraries Committee
- 40 Readmission Appeals Committee
- 41 Research/Creative Activity Committee
- 42 Student Retention Committee
- 43 Student Scholarships, Fellowships, and  
44 Financial Aid Committee
- 45 Teaching Effectiveness Committee
- 46 Teaching Grants Committee
- 47 Unit Code Screening Committee
- 48 Writing Across the Curriculum Committee

49  
50 As the need arises, additional committees are created to assist in  
51 the academic policy-making process.

52  
53 V. Graduate Council Representatives

54 The Chair of the Faculty shall serve as an ex-officio member of the  
55 Graduate Council, if a member of the Graduate Faculty; if not, the  
56 Vice Chair of the Faculty, if a member of the Graduate Faculty; if  
57 not, the Secretary of the Faculty, if a member of the Graduate  
58 Faculty; if not, a duly-elected member of the Faculty Senate who is  
59 a member of the Graduate Faculty, appointed by the Chair of the



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Faculty for a term of one year.

VI. Faculty Assembly Delegates and Alternates

The process for election of Faculty Assembly Delegates and Alternates (see Appendix B) will be as follows:

1. The Faculty Assembly nomination form will be distributed to all faculty by the Committee on Committees (via the Faculty Senate office), in November. The completed nomination forms are due in the Faculty Senate office in December.
2. The Committee on Committees will review the nominations and present to the Faculty Senate a slate of one or more nominees as there are vacancies to fill. Nominations may also be made from the Faculty Senate floor. Faculty Assembly representatives will be elected by the Faculty Senate at its January regular meeting. Election will be by majority present and voting.



6 **FACULTY GOVERNANCE COMMITTEE REPORT**  
7

8 **PROPOSED REVISED APPENDIX L**  
9 **EAST CAROLINA UNIVERSITY CODE**  
10

11 **PREAMBLE**

12  
13 In order to establish a mutual understanding which produces an essential  
14 joint effort in the government of East Carolina University, the faculty,  
15 administration, and trustees adopt the following code of regulations of  
16 university government.  
17

18 **A. Voting Faculty Member**

19 As pertains to faculty voting for the unit's nominating committee for  
20 appointment of administrative officials, for making recommendations on  
21 code content to the permanently tenured unit faculty members, in  
22 quadrennial evaluations of the effectiveness of unit programs, and in  
23 quadrennial evaluations of the effectiveness of unit administrators, a  
24 voting faculty member is someone who is appointed to a full-time faculty  
25 position; who has regular academic faculty rank (cf. Appendix D, Section  
26 III. Academic Tenure, p. D-2); and who is in at least the twelfth  
27 consecutive calendar month of appointment (counting all intervening  
28 summer months, if any) to the faculty of the unit in which the voting is  
29 to occur and who must, except as noted below for faculty on leaves of  
30 absence, be carrying at East Carolina University, at the time of the  
31 voting, not less than half the normal teaching/research program as  
32 practiced in the unit of appointment.  
33

34 The teaching/research requirement does not apply to unit administrators,  
35 librarians, or other university officers who may hold tenured positions  
36 in home units. Voting rights within individual units on matters addressed  
37 in their codes, other than those referred to in this document, should be  
38 a topic addressed in individual unit code development. The School of  
39 Medicine and Division of Continuing Education and Summer School may  
40 define voting faculty for the purpose of this code in accordance with  
41 their unique structures, subject to the approval of the Faculty Senate.  
42

43 A faculty member on leave of absence who satisfies the aforementioned  
44 criteria for a voting faculty member shall be eligible to participate in  
45 the election of the unit's nominating committee for appointment of  
46 administrative officials, in making recommendations on code content to  
47 the unit's permanently tenured faculty, and in quadrennial evaluations  
48 of the effectiveness of unit programs and/or administrators, provided  
49 that the absence of the member on leave shall not have exceeded twelve  
50 months duration at the time of the voting and provided that the member  
51 on leave returns to East Carolina University to participate.  
52

53 In the event that return to the East Carolina University campus is  
54 impractical, the member on leave shall be eligible to participate only  
55 in quadrennial evaluations of the effectiveness of unit programs and/or  
56 administrators. In either case, the member on leave shall be informed of  
57 the nature of the pending issue by the unit administrator, who shall  
58 forward by registered mail to the member on leave appropriate reports,  
59 information, date and time of the vote, and, whenever the pending issue



1 is a quadrennial evaluation, ballot(s). In the event that the member on  
2 leave is unable to return to the campus to participate, then the  
3 ballot(s) must be returned by the member within a thirty-day period from  
4 the time that the ballot(s) had been posted in Greenville, NC. If the  
5 member chooses to return to the campus to participate, then the member  
6 shall destroy the posted ballot(s).

8 B. Appointment of Administrative Officials

9 Each administrative official (exclusive of the Chancellor, the Vice  
10 Chancellor for Academic Affairs, the Vice Chancellor for Health Sciences,  
11 the Vice Chancellor for Business Affairs, the Vice Chancellor for Student  
12 Life, the Vice Chancellor for Institutional Advancement, the Director of  
13 Athletics, and their assistants) whose direct concern is with academic  
14 matters will be appointed according to the following procedure:

- 15 1. The immediately superior administrative official will convene a  
16 nominating committee which will be formed in the following way:
  - 17 a. The officer will designate a committee of at least five persons.
  - 18 b. At least three-fifths of this committee will be faculty members  
19 belonging to the entire constituency of the office to be filled,  
20 elected by secret ballot by a majority of the members of that  
21 constituency present and voting at a meeting called for that  
22 purpose by the convening officer.
  - 23 c. The remainder of the committee will be chosen from permanently  
24 tenured faculty members or administrators in a manner designated  
25 by the appointing officer.
- 26 2. This nominating committee shall:
  - 27 a. establish criteria that the new official must meet,
  - 28 b. solicit and screen applicants for the position, and
  - 29 c. submit to the appointing officer one or more nominees. The  
30 committee shall determine by secret ballot that the nominees are  
31 acceptable to a majority of the permanently tenured faculty of the  
32 school, department, or college.
- 33 3. The appointing officer may accept one of the committee's nominees or  
34 may reject all of them. If the appointing officer should reject them,  
35 the committee must produce an additional nominee or nominees.

37 C. Development, Screening, and Implementation of Unit Codes

- 38 1. Each autonomous, self-governing unit (the various professional  
39 schools, the Division of Continuing Education and Summer School,  
40 Academic Library Services, Health Sciences Library, and the  
41 departments of the College of Arts and Sciences) shall, democratically  
42 develop a code of operations. This code must be approved by a majority  
43 of the permanently tenured faculty members of the unit. The code will  
44 provide for the conduct of unit affairs according to Robert's Rules  
45 of Order, Newly Revised. Each code will be submitted to the Faculty  
46 Senate and the Chancellor for review and ratification.
- 47 2. The faculty of a professional school may democratically decide  
48 to organize into self-governing, autonomous units at the departmental  
49 level in accordance with guidelines established by the Faculty Senate.  
50 A professional school's proposal to organize into self-governing,  
51 autonomous units will be reviewed by the Faculty Governance Committee.  
52 If the Faculty Governance Committee finds the proposal conforms to the  
53 guidelines, the proposal will be forwarded to the Faculty Senate for  
54 their consideration. If the Faculty Senate acts favorably, the  
55 proposal will be forwarded to the Chancellor. With the Chancellor's  
56 approval, codes of operation for the individual units shall be  
57 democratically developed. Upon approval of the codes, the code of the  
58 school will become null-and-void. Said school may democratically  
59 develop a constitution as a governance document. However, this



- 1 constitution may not conflict with the authorities, responsibilities,  
2 and characteristics of the constituent units. If faculty members of  
3 professional schools do not choose to organize into self-governing,  
4 autonomous units at the departmental level, faculty in individual  
5 departments may democratically develop rules for the internal  
6 organization and operation of their departments.
- 7 3. To provide consistency unit codes should be developed following an  
8 approved outline that includes at least:
    - 9 a. a preamble
    - 10 b. definitions of the unit's faculty, its voting faculty, its graduate  
11 faculty
    - 12 c. the administrative organization of the unit
    - 13 d. the membership, terms, and duties of standing committees
    - 14 e. a section that addresses relative weights and regulations that  
15 govern evaluation of faculty for promotions (see Appendix C)
    - 16 f. procedures for meetings within the unit
    - 17 g. procedures for their faculty members to indicate in a timely  
18 fashion and by vote their approval or disapproval of the unit's  
19 SACS report, major planning documents, and other assessments of  
20 unit operations prior to their submission to person(s) outside the  
21 unit
    - 22 h. procedures for discussing with its unit administrator the unit's  
23 annual budget request and annual report
    - 24 i. amendment procedures.
  - 25 4. Each faculty member within a unit should have the most recent version  
26 of the unit's code.
  - 27 5. With each quadrennial evaluation the unit administrator and the  
28 appropriate committee reviewing the unit's code should report to the  
29 Faculty Senate that the unit's code meets the current Faculty Senate  
30 guidelines for codes.
  - 31 6. Unit codes that have been reviewed and approved by the Unit Code  
32 Screening committee, the Faculty Senate, and the Chancellor should be  
33 deposited in the Faculty Senate office. The original should include  
34 a page containing the signatures of the chair of each reviewing body  
35 and the Chancellor or the Chancellor's delegate. If the Chancellor  
36 upon reviewing the unit's code requires changes in the code, the  
37 document should be returned to the unit for the required revisions and  
38 should continue through the review cycle until no further changes are  
39 required.
  - 40 7. Immediately prior to the unit's quadrennial evaluation of its unit  
41 administrator, the Chancellor shall remind the unit's faculty and  
42 administrator that they must follow the unit's code.
  - 43 8. The Chair of the Faculty and the Chancellor, or the Chancellor's  
44 delegate, shall arrange and schedule an orientation program for newly  
45 appointed administrators, to be conducted during the fall semester of  
46 each academic year.

#### 47 D. Code Unit Changes

- 48 1. Proposals recommending code unit changes of the sort listed below may  
49 be initiated by not less than one-fourth of a code unit's faculty  
50 members or by administrators holding faculty status. Changes will not  
51 occur until the faculty members in the units affected and the Faculty  
52 Senate have the opportunity to recommend to the Chancellor approval  
53 or disapproval of the proposal as originally presented or as amended  
54 by the affected units or the Faculty Senate.
- 55 2. The policies and procedures set forth in this section apply to the  
56 following code unit changes:
  - 57 a. dissolving a code unit without terminating faculty members'  
58 employment,
  - 59 b. dividing a code unit into two or more code units,
  - 60



- c. merging a code unit with one or more code units,
- d. moving a code unit,
- e. changing a code unit's status from a department in the College of Arts and Sciences to a professional school, or from a professional school to one or more departments in the College,
- f. renaming a code unit,
- g. any combination of the above.

3. Prior to the University's implementing a proposal recommending changes to a code unit of the sort listed in Section D.2., the person(s) initiating a proposal will provide copies of the proposal to the faculty members and unit administrators of all code units to be altered by the proposed changes. No less than fifteen working days after this notification the initiator(s) will meet to discuss the proposal with the faculty members of the unit(s) or with representatives elected by each affected unit, the unit administrators, and the appropriate deans and vice chancellors (or their representatives). Not later than ten working days after this meeting, the faculty members of each affected unit will meet and vote their approval or disapproval of the proposal in its original form or as amended and will communicate in writing the results of their action to their unit administrator. Within ten working days the unit administrator will forward to the next higher administrator the results of the unit's action and his or her concurrence or non-concurrence with the unit's action. Within ten working days that administrator will communicate in writing to the initiator(s) and to the appropriate vice-chancellor(s) the unit faculty's action, the unit administrator's concurrence or non-concurrence with that action, and his or her concurrence or non-concurrence with that action.

The initiator(s) shall present copies of the proposal, the affected units' faculty recommendations, and the relevant administrators' concurrence or non-concurrence to the chair of the Educational Policies and Planning Committee. The committee shall consult with appropriate deans and vice-chancellors, and, if it deems necessary, from other faculty members and administrators. Within forty working days (during the regular academic year), the committee will report its recommendations to the Faculty Senate. The Faculty Senate will vote in a timely manner to recommend to the Chancellor the approval or disapproval of the proposal as originally received by the Educational Policies and Planning Committee or as amended by the Faculty Senate.

#### E. Five-Year Unit Program Evaluation

1. Every fifth year, beginning with the 1993-1994 academic year, each unit shall complete a self-evaluation of its operation. The appropriate vice chancellor shall give notice to the voting faculty members of the unit that they shall meet and elect by secret ballot an evaluation committee. The committee shall supervise the unit evaluation ensuring full participation by all unit faculty members. The evaluation shall include, but not be limited to, all academic programs, budgets, teaching, research, creative activity, and service activities. Expressions of student opinion concerning academic programs and teaching shall be included.
2. The dean or unit administrator shall be ineligible to serve on the evaluation committee.
3. The unit faculty members shall meet to consider the report and recommendations of the evaluation committee not later than forty-five calendar days prior to the completion of the spring semester. The report and recommendations shall be distributed to the unit faculty members not later than one week prior to the meeting. The voting



1. faculty members of the unit shall vote by secret ballot whether or not  
2 to accept the evaluation committee's report and recommendations.  
3 Acceptance shall require three-fifths of the voting faculty members  
4 of the unit. The report and recommendations, whether accepted or not,  
5 and the vote of the unit shall be submitted to the next higher  
6 administrative official not later than thirty calendar days prior to  
7 the completion of the spring semester. The next higher administrative  
8 official shall review the report and the vote, and then forward the  
9 report through higher administrative offices to the Chancellor for  
10 review and comment. If any administrator above the unit level fails  
11 to concur with the unit's recommendation that administrator shall  
12 inform the faculty of the unit in writing of the reasons for his or  
13 her decision.  
14

15 F. Quadrennial Unit Administrator Evaluation

- 16 1. Following an evaluation procedure developed by the unit and approved  
17 by the appropriate vice chancellor, the voting faculty members, in a  
18 unit meeting chaired by the chairperson of the unit personnel  
19 committee with the unit administrator excluded from the meeting, shall  
20 discuss and vote by secret ballot on the effectiveness of the unit  
21 administrator during September of that administrator's fifth year of  
22 appointment and every fourth year thereafter. The personnel committee  
23 chairperson shall convey to the unit administrator in writing the  
24 results of the vote immediately following the meeting. A negative vote  
25 by a majority of the voting faculty, excluding the unit administrator,  
26 shall constitute a recommendation that the unit administrator be  
27 removed.
- 28 2. The balloting shall be conducted by the personnel committee of the  
29 unit who shall distribute, collect, and count the ballots. Absentee  
30 ballots shall be made available. The unit administrator shall not vote  
31 in this procedure.
- 32 3. The results of the balloting shall be announced by the personnel  
33 committee to the voting faculty members before adjournment, and shall  
34 be submitted by the personnel committee to the next higher  
35 administrative official.
- 36 4. A decision to terminate an administrative officer's position shall be  
37 made by the Chancellor.  
38

39 G. Annual Evaluation of University Administrators

40 Faculty shall evaluate administrators annually, employing an instrument  
41 approved by the Faculty Senate and the Chancellor. The results of such  
42 evaluations shall be made available to the administrator, and the  
43 administrator's supervisor.  
44  
45