

FULL FACULTY SENATE MINUTES ARE DISTRIBUTED TO ACADEMIC ADMINISTRATORS, SENATORS,
ALTERNATES, CHAIRS OF ACADEMIC COMMITTEES, UPON REQUEST,
AND ELECTRONICALLY THROUGH FSONLINE.

EAST CAROLINA UNIVERSITY
FACULTY SENATE

EXECUTIVE MINUTES OF FEBRUARY 22, 1994

The sixth regular meeting of the 1993-94 Faculty Senate was held on Tuesday, February 22, 1994, in the Mendenhall Student Center Great Room.

The Faculty Senate minutes of the January 25, 1994, meeting were approved as distributed.

Senators absent were: Chancellor Eakin, Vice Chancellor Springer, Faculty Assembly Representative Bailey, Professors Walsh, Pokorny, and Engelke (Nursing), and a representative from Continuing Education.

Alternates present were: Professors Chenoweth for Glascoff (Health and Human Performance), and Nasea for Winstead (Health Sciences Library).

Announcements:

1. The Chancellor has approved the following Resolutions:
December 7, Faculty Senate meeting:
#93-44 Peer Review Procedures and a Sample Copy of a Peer Review Instrument.
January 25, Faculty Senate meeting:
#94-01 Revision to Admissions Requirement
#94-02 *Appendix U. Policy and Procedures on Ethics in Research and Creative Activities*
2. A special thanks was extended to John Bort, Department of Anthropology who served as a Teller during the meeting.
The Chair of the Faculty has formed an ad hoc Committee to formulate guidelines, in accordance with the newly revised *Appendix L, East Carolina University Code*. Such guidelines will assist the faculty of a professional school who may democratically decide to organize into self-governing, autonomous units at the departmental level. The following faculty members have agreed to serve on this Committee: Judy Bernhardt (Nursing), Tom Johnson (Health and Human Performance), Jim Joyce (Physics), and Sandra Wurth-Hough (Political Science). These guidelines will be presented to the Faculty Senate in September, 1994.
4. In order to begin preparation for the 1994-1995 academic year, it was necessary for units to fill any Faculty Senate vacancies which occur at the close of this academic year. Election results were to be forwarded to the Faculty Senate office by Tuesday, March 1.
5. The Educational Policies and Planning Committee's report on the Request to Plan a New Degree Program in Information Technology, API #1601 was withdrawn. The Request to Plan a New Degree Program in Coastal Resource Management, API #4902 was added.
6. Units are reminded that all curriculum matters to be acted upon by the Faculty Senate this academic year must be forwarded to Professor Donald Neal, Chair of the Curriculum Committee, no later than Thursday, March 17.
7. Chancellor Eakin was out of town attending a meeting of the UNC Presidents in Chapel Hill.
8. Vice Chancellor Marlene Springer was out of town attending a meeting of the American Council on Education in Washington, D.C.

James Hallock, Vice Chancellor for Health Sciences, had no formal remarks.

Dr. Robert Herrington, Assistant Vice Chancellor for Human Resources, began his remarks by noting that the Department of Human Resources has worked to streamline the various activities of the department and to provide better quality service for faculty, staff, and the university. He noted that the department had relocated to the corner of 1st and Reade Street. Dr. Herrington closed his remarks by outlining some of his goals for the Department: to increase credibility; to provide better quality support for the University's faculty and staff; and to remain responsive to faculty needs.

Professor Larry Hough (Political Science), Faculty Assembly Delegate, presented a report of the Faculty Assembly meeting of February 4, 1994. The complete report is available for review in the Faculty Senate office, 140 Rawl Annex.

Professors Brenda Killingsworth (Business), Conner Atkeson (History), Mark Taggart (Music), Linda Wolfe (Anthropology), and Maury York (Academic Library Services) were elected by acclamation to serve on the Nominating Committee for Faculty Officers. The Committee will present their slate of nominees for Chair, Vice-Chair, and Secretary to the Faculty Senate on April 20, 1994.

There was no unfinished business to come before the Faculty Senate.

Brian Harris (Foreign Languages and Literatures), Chair of the Committee on Committees, requested permission to withdraw the Committee's report. He explained that the Committee needed more time to consider the proposed revisions to the academic committee charges and would present a report to the Faculty Senate in March.

Donald Neal (Geology), Chair of the Curriculum Committee, presented curriculum matters contained in the minutes of January 27, and February 10, 1994. The curriculum matters were approved as presented. **RESOLUTION #94-03**

Ken Wilson (Sociology), Chair of the Educational Policies and Planning Committee, presented for Faculty Senate information, the Committee's action on several requests to plan new degree programs. The following programs, once prioritized by the Committee, will be presented to the Chancellor to decide whether to request authorization to plan from the UNC-General Administration: Physician Assistant (API #1299), Rehabilitation Counseling (API #1281), Biological Sciences (API #0499), Letters (English, General) (API #1599), History, Maritime (API #2205), Instructional Systems, Curriculum, and Research (API #0829), Counselor Education (API #0826), Coastal Resource Management (API #4902) and a new track in Family Relations and Child Development (API #1305).

Professor Wilson then presented, for Faculty Senate approval, the request to establish a new degree program in Mathematical Statistics (API #1702). The request to establish was approved as presented. **RESOLUTION #94-04** (A copy of this request to establish is available for review in the Faculty Senate office, 140 Rawl Annex.)

Henry Ferrell (History), Chair of the Faculty Affairs Committee, presented three items of business. He began with the proposed revisions to *Appendix C. Personnel Policies and Procedures for the Faculty of East Carolina University* which were approved as presented. As

requested, it is noted that McPherson (Industry & Technology) voted against the proposed revisions to *Appendix C. RESOLUTION #94-05*. Professor Ferrell then presented the second item of business which was the proposed revision to *Appendix J. Informal Faculty Grievance Procedure for Grievances Involving Sex Discrimination and Other Equal Employment Opportunity Complaints*. The proposed revision to *Appendix J.* was approved as presented. **RESOLUTION #94-06** Professor Ferrell ended his committee report with the proposed revision to *Appendix K. Equal Employment Opportunity/Affirmative Action Policy of East Carolina University*. There was no discussion. The proposed revision to *Appendix K.* was approved as presented. **RESOLUTION #94-07**

Don Guest (Business), Chair of the Faculty Welfare Committee, presented three items of business. He began with the proposed revision to the *Faculty Manual, Part IV. Personnel Policies, subsection Retirement* (cf. page 45) to include that the rank of lecturer may be granted emeritus status by the appropriate vice chancellor upon written request by the unit personnel committee, unit head, and appropriate dean. Following several questions, the proposed revision to the *Faculty Manual, Part IV. Personnel Policies* (cf. page 45) was recommitted to the Faculty Welfare Committee for further study and to investigate the question of "Can a lecturer retire?". **RESOLUTION #94-08** Professor Guest then presented the second item of business which was the proposed revision to the *Faculty Manual, Part III. Academic Information*, to include a subsection on the privileges granted to retired faculty. Following several questions clarifying specific provisions, the proposed revision to the *Faculty Manual, Part III. Academic Information*, concerning privileges granted to retired faculty was approved as presented. **RESOLUTION #94-09** (Please refer to the list of resolutions at the conclusion of this report for the list of privileges.) Professor Guest concluded his committee report with the proposed revision to the *Faculty Manual, Part III. Academic Information*, to include a subsection on the privileges granted to faculty with emeritus status. The proposed revision to the *Faculty Manual* concerning privileges granted to faculty with emeritus status was approved as amended. **RESOLUTION #94-10** (Please refer to the list of resolutions at the conclusion of this report for the list of privileges.)

Gerhard Kalmus (Biology), Chair of the General Education Committee, presented three items of business. He began by requesting to withdraw the proposed revised procedure for new courses. He stated that this procedural revision would be acted upon by the Faculty Senate when the Committee on Committee's report on revisions to Academic Committee charges was brought back to the Faculty Senate. Professor Kalmus also requested to withdraw the proposed revisions to the Curriculum Course Proposal form and stated that this form revision would be presented again at a later date, following the Faculty Senate's action on the proposed revisions to the Academic Committee charges. Professor Kalmus concluded his committee's report by presenting the restatement of the General Education Goals and Objectives. Following discussion, the restatement of the General Education Goals and Objectives, to be considered a working document and to be amended as needed, was approved as amended. **RESOLUTION #94-11**

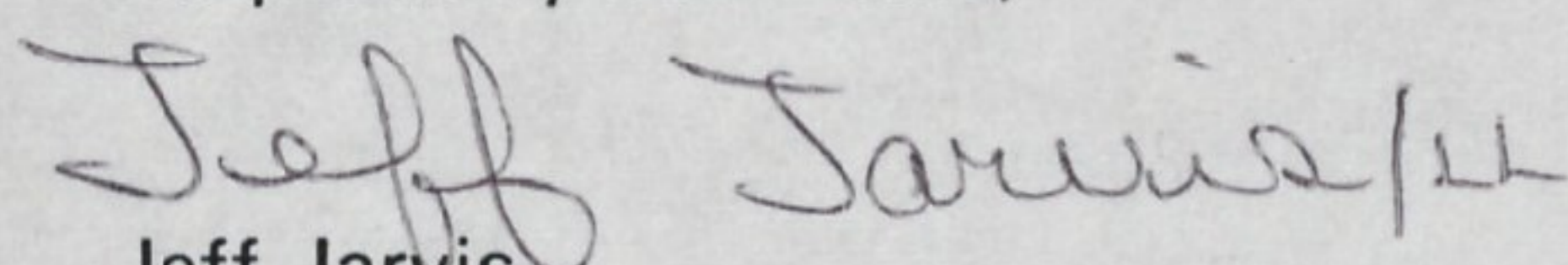
Phyllis Hawk (Education), Chair of the Teaching Effectiveness Committee, presented the proposed parking privileges for recipients of Teaching Excellence Awards. As requested by Atkeson (History), it is noted that he proposed the following amendment (which failed): "that recipients of Teaching Excellence Awards be given a salary merit increment specifically for teaching excellence beyond any other salary increment for that year." Following a brief discussion, the proposed parking privileges for recipients of Teaching Excellence Awards failed.

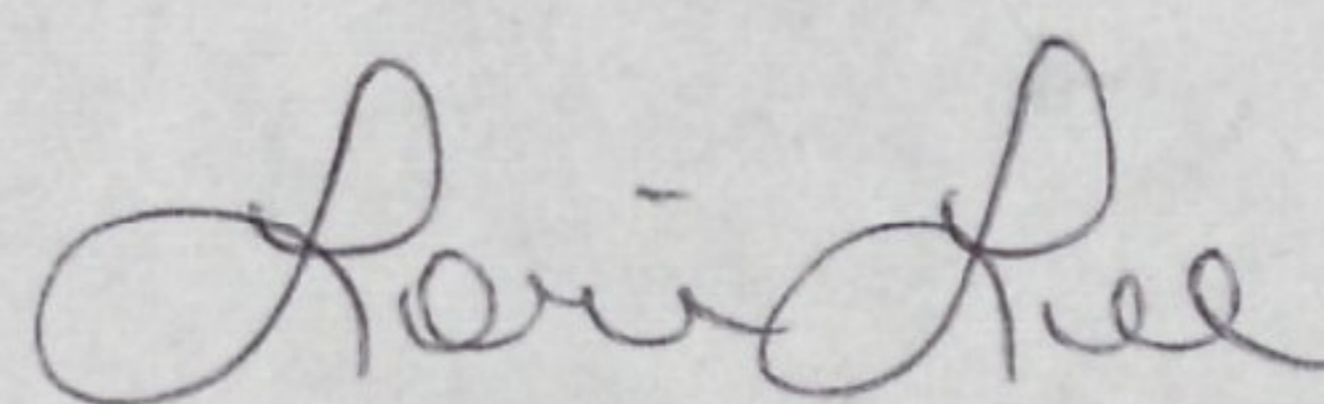
Bill Grossnickle (Psychology), Secretary of the Unit Code Screening Committee, presented the revised Department of Mathematics Code of Operations. There was no discussion. The revised Department of Mathematics Code of Operations was approved as presented. **RESOLUTION #94-12** (A copy of the unit code is available for review in the Faculty Senate office, 140 Rawl Annex.)

Linda Allred (Psychology) and Jeff Johnson (Sociology) members of the Ad Hoc Committee to Review Administrative Evaluations presented the committee's recommendations concerning the department chair evaluations. The recommendations were approved as presented. **RESOLUTION #94-13** (Please refer to the list of resolutions at the conclusion of this report for the full recommendations.)

There being no further business, the meeting adjourned at 5:15 p.m.

Respectfully submitted,


Jeff Jarvis
School of Music
Secretary of the Faculty


Lori Lee
Faculty Senate Office

RESOLUTIONS PASSED AT THE FEBRUARY 22, 1994, FACULTY SENATE MEETING.

- #94-03 Undergraduate Curriculum Committee matters contained in the minutes of January 27, and February 10, 1994.
Disposition: Chancellor
- #94-04 Request to establish a new degree program in Mathematical Statistics (API #1702). A copy of this request is available for review in the Faculty Senate office.
Disposition: Chancellor
- #94-05 Revisions to *Appendix C. Personnel Policies and Procedures for the Faculty of East Carolina University* as follows:
Appendix C, Section III, page C-4.
Replace: "The unit administrator's annual performance evaluation of faculty members shall employ criteria approved by the unit and by the vice chancellor for academic affairs, the vice chancellor for health sciences, or the vice chancellor for student life, as appropriate, which shall be based upon that year's assigned duties and responsibilities (except, as earlier noted, for the previous year's Spring semester survey of student opinion) and shall take into account the nature of the assignments in terms of"

with: "The unit administrator's annual performance evaluation of faculty members shall employ **the criteria contained in the unit code approved by the chancellor (see Appendix L, Section C).** The evaluation shall be based upon that year's assigned duties and responsibilities (except, as earlier noted, for the previous year's Spring semester survey of student opinion) and shall **consider:**"
Appendix C, Section IV, page C-5, 1st paragraph.
Replace: ". . . Evaluation of faculty for purposes of promotion shall be governed in each unit by regulations established in an under the units code of operations subject to *Appendix C*. With the approval of the vice chancellor for academic affairs, the vice chancellor for health sciences and dean of the School of Medicine, and the vice chancellor for student life, as appropriate, specific regulations governing evaluation of faculty for purposes of promotion may vary from unit to unit. As a minimum each unit shall.."

with: ". . . Evaluation of faculty for purposes of promotion shall accord with the regulations established in accordance with the unit code and shall employ the criteria contained in the unit code approved by the chancellor (see *Appendix L, Section C*). Specific regulations and criteria governing evaluation of faculty for purposes of promotion may vary from unit to unit. As a minimum each unit shall."

Disposition: Chancellor

#94-06 Revision to *Appendix J. Informal Faculty Grievance Procedure for Grievances Involving Sex Discrimination and Other Equal Employment Opportunity Complaints* as follows:

Appendix J, Section A. page J-1, 1st paragraph,

Replace: ". . . Therefore, it is university policy that no member of the faculty will suffer discrimination in his or her employment status as a member of the faculty on the basis of race, color, religion, sex, age, national origin, creed, handicap, or political affiliation...."

with: ". . . Therefore, it is university policy that no member of the faculty will suffer discrimination in his or her employment status as a member of the faculty on the basis of race, color, religion, sex, **sexual orientation**, age, national origin, creed, handicap, or political affiliation...."

Disposition: Chancellor

#94-07 Revision to *Appendix K. Equal Employment Opportunity/Affirmative Action Policy of East Carolina University* as follows:

Appendix K., page K-1, 3rd paragraph,

Replace: "East Carolina University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age, or handicap."

with: "East Carolina University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, **sexual orientation**, age, or handicap."

Disposition: Chancellor

#94-08 Re commitment of proposed revision to *Faculty Manual, Part IV. Personnel Policies* concerning the rank of lecturer to the Faculty Welfare Committee.

Disposition: Faculty Welfare Committee

#94-09 Revision to *Faculty Manual, Part III. Academic Information* to include the following:

RETIRED FACULTY

The following privileges are awarded to retired faculty:

1. Use of campus mailbox for a period of one year, subject to availability.
2. Right to be included in the University catalogues and directories.
3. Continuance of eligibility to take one course per semester without fees, subject to class availability.
4. Access to library services under the same conditions as active faculty, including the use of the shuttle bus, subject to space availability.
5. Continuance of eligibility to purchase tickets to inter-collegiate athletic, cultural, and entertainment events under the same conditions as active faculty.
6. Access to the University Employee Assistance Program (EAP) when such services are available. This will include information on Social Security, financial, insurance, and retirement assistance.
7. University identification card upon request.
8. Membership in the University Credit Union under the same conditions as active members, subject to the University Credit Union By-Laws.
9. Free campus parking decal, valid in all locations, with the exception of private parking lots.

Disposition: Chancellor

#94-10 Revision to *Faculty Manual, Part III. Academic Information* to include the following:

EMERITUS STATUS FOR FACULTY

Upon the recommendation of the unit personnel committee, unit head, and appropriate dean, the appropriate vice chancellor may grant the faculty retiree emeritus status. The following privileges are awarded to this individual:

1. Lifetime use of departmental address.
2. Free campus parking decal, valid in all locations, with the exception of private parking lots.
3. Voting membership of the general faculty in convocation and entitled to the privileges of such membership. Emeritus faculty will not have voting privileges within their respective units.
4. Support services within their respective unit, subject to the availability of resources and discretion of unit head.
5. Right to be named as an ex-officio member of a University standing Faculty Senate Academic Committee, including ad-hoc committees, task forces, and subcommittees.
6. Right to be named as an ex-officio member of a University standing Graduate School Committee, including ad-hoc committees, task forces, and subcommittees.
7. Right to be included in the University catalogues and directories.
8. Continuance of eligibility to take one course per semester without fees, subject to class availability and space.
9. Access to library services under the same conditions as active faculty, including the use of the shuttle bus, subject to space availability.
10. Access to recreational facilities under the same conditions as active faculty and covered by the same liability insurance.
11. Continuance of eligibility to purchase tickets to inter-collegiate athletic, cultural, and entertainment events under the same conditions as active faculty.
12. Access to the University Employee Assistance Program (EAP) when such services are available. This will include information on Social Security, financial, insurance, and retirement assistance.
13. Continuance of eligibility to march, wearing appropriate regalia, in University commencement exercises and other University formal processions, as active faculty.
14. University identification card upon request.
15. Membership to the University Credit Union under the same conditions as active members, subject to the University Credit Union By-Laws.

Disposition: Chancellor

#94-11 Restatement of the General Education Goals and Objectives, to be considered a working document and to be amended as needed. (A copy of this full report will be distributed to all Academic Unit Heads following action by the Chancellor. During the interim, copies are available in the Faculty Senate office, 140 Rawl Annex.)

Disposition: Chancellor

#94-12 Revised Department of Mathematics Code of Operations. (A copy for review is available in the Faculty Senate office, 140 Rawl Annex.)

Disposition: Chancellor

#93-13 Recommendations concerning department chair evaluations as follows:

1. This committee recommends that the DECAD be adopted as instrument to gather faculty input on department chair performance.
2. The committee also recommends that an open-ended, semi-structured series of questions be attached to the DECAD such that faculty can augment their ratings of department chairs with more in-depth comments. The responses to this section of the faculty survey would be returned to the department chair for feedback purposes only; individual department chairs could at their own volition forward these responses to their deans, if they so wish.
3. The committee suggests that the open-ended questions follow the format used in an early version of the DECAD. These are:
 - A. Which matters need attention in the department during the next year or two?
 - B. Identify any departmental policies or procedures which:
 - 1) you feel need immediate improvement
 - 2) are particularly effective and should be emphasized.
 - C. What is the most important observation you can make about your department chair's:
 - 1) administrative effectiveness?
 - 2) administrative style?
 - D. Other comments:
4. Two schools (Art and Social Work) are not organized into departments and thus do not have formal department chairs. Both schools do, however, have associate deans or coordinators, serving under the respective deans, who have many of the same responsibilities of more traditional department chairs. After examining the university organizational chart and consulting with the respective deans, the committee recommends the following:
 - A. The Associate Deans for Graduate Studies, and Undergraduate Studies, and the Directors of Criminal Justice, and Field Education in the School of Social Work should be rated by faculty on the DECAD since their responsibilities more closely resemble those of department chairs in other schools;
 - B. Coordinators in the School of Art should *not* be rated by faculty on the DECAD since:
 - 1) their responsibilities are quite different from department chairs in other schools, and;
 - 2) the School of Art currently uses an in-house instrument for regularly collecting faculty ratings of these coordinators.

(Copies of the DECAD Chairperson Information Form and DECAD Survey Form -- Faculty Reactions to Chairperson Activities are available for review in the Faculty Senate office, 140 Rawl Annex.)

Disposition: Chancellor