

PLEASE POST FOR ALL FACULTY TO READ!

**EAST CAROLINA UNIVERSITY
1994-1995 FACULTY SENATE**

The seventh regular meeting of the 1994/1995 Faculty Senate will be held on **Tuesday, 28 March 1995**, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

- I. **Call to Order**
- II. **Approval of Minutes**

21 February 1995
- III. **Special Order of the Day**
 - A. Roll Call
 - B. Announcements
 - C. Tinsley Yarbrough, Interim Vice Chancellor for Academic Affairs
 - D. James Hallock, Vice Chancellor for Health Sciences
 - E. Ernie Schwarz, Chair
University Athletic Committee and Academic Review Subcommittee
 - F. Approval of the Spring 1995 Graduation Roster
- IV. **Unfinished Business**
- V. **Report of Committees**
 - A. Calendar Committee, Ruth Jones
Proposed Summer 1997, Fall 1997, and Spring 1998 University Calendars (attachment 1).
 - B. Educational Policies and Planning Committee, Worth Worthington
 1. Request for Authorization to Establish a New Ph.D. Degree Program in Speech Pathology and Audiology, API #1220 (A copy is available for review in the Faculty Senate office, 140 Rawl Annex.)
 2. Proposed revisions to the *ECU Faculty Manual*, Part III. (attachment 2).

- C. Faculty Governance Committee, Don Sexauer
 - 1. Recommended "Editorial" Amendments to the *ECU Faculty Manual*, Appendix D (attachment 3).
 - 2. Permission to revise *ECU Faculty Manual*, Parts I-IV (attachment 4).
- D. Honors Program Committee, Doug McMillan
Resolution concerning the Honors Program (attachment 5).
- E. Libraries Committee, Johnathan Bascom
Discussion of Joyner Library's Marquis System.
- F. Research/Creative Activity Policies Committee, Uma Gupta
Addition to the *ECU Faculty Manual*, Part IV. (attachment 6).
- G. Unit Code Screening Committee, Bill Grossnickle
Revisions to the Health Sciences Library's Unit Code of Operations.
(A copy is available for review in the Faculty Senate office.)

VI. New Business

SUMMER SESSIONS 1997

FIRST TERM

(Actual class days: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for Registration, 1 day for Final Exams)

| | |
|-------------------|---|
| March 17, Monday | Last day to apply for admission to Graduate School for first summer term |
| May 16, Friday | Schedules canceled for all who have not paid fees by 4:00 P.M. |
| May 19, Monday | Registration and schedule changes |
| May 20, Tuesday | Classes begin; late registration; schedule changes |
| May 21, Wednesday | Last day for late registration and schedule changes (drop and add) for first term |
| May 22, Thursday | Last day for schedule changes (add only) |
| June 2, Monday | Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings. |
| June 17, Tuesday | Last day for graduate students to drop courses without grades |
| June 23, Monday | Classes end |
| June 24, Tuesday | Final examinations |

SECOND TERM

(Actual class days: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 6 Thursdays, 4 Fridays, 1 day for Registration, 1 day for Final Exams)

| | |
|--------------------|---|
| May 1, Thursday | Last day to apply for admission to Graduate School for second summer term |
| June 24, Tuesday | Schedules canceled for all who have not paid fees by 4:00 P.M. |
| June 25, Wednesday | Registration and schedule changes |
| June 26, Thursday | Classes begin; late registration; schedule changes |
| June 27, Friday | Last day for late registration and schedule changes (drop and add) for second term |
| June 30, Monday | Last day for schedule changes (add only) |
| July 4, Friday | State Holiday |
| July 10, Thursday | Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings. |
| July 21, Monday | Last day to submit thesis to Graduate School for completion of degree in the summer session |
| July 25, Friday | Last day for graduate students to drop courses without grades |
| July 31, Thursday | Classes end |
| August 1, Friday | Final examinations |

FALL SEMESTER 1997

(Actual class days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, and 14 Saturdays)

| | |
|--------------------------------------|---|
| June 2, Monday | Last day to apply for admission to Graduate School for the fall semester |
| August 6, Wednesday | Last day to pay or secure fall semester fees without penalty |
| August 19, Tuesday | Faculty meetings; schedules canceled for all who have not paid fees by 4:00 P.M. |
| August 20, Wednesday | Registration and schedule changes |
| August 21, Thursday | Classes begin; late registration; schedule changes |
| August 27, Wednesday | Last day for late registration and schedule changes (drop and add) |
| August 28, Thursday | Last day for schedule changes (add only) |
| September 1, Monday | Labor Day holiday (no classes) |
| September 4, Thursday | Last day to apply for graduation in December |
| October 2, Thursday | Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings. |
| October 16-19 Thursday - Sunday | Fall break |
| October 20, Monday | 8:00 A.M. Classes resume |
| November 10, Monday | Early registration for spring semester 1998 begins |
| November 14, Friday | Last day to remove incompletes given during spring and/or summer session 1997 |
| November 24, Monday | Last day for graduate students to drop courses without grades |
| November 25, Tuesday | Last day to submit thesis to Graduate School for completion of degree in this term |
| November 26-30 Wednesday - Sunday | Thanksgiving break |
| December 1, Monday | 8:00 A.M. - classes resume |
| December 6, Saturday | Classes end |
| December 6, Saturday | Commencement |
| December 8, Monday | Regular exams begin |
| December 13, Saturday | 7:00 P.M. Exams for fall semester close |

**EXAMINATION SCHEDULE
FALL SEMESTER 1997**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour courses will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in undergraduate courses meeting at night will be held at 7:30-9:30 p.m. on the first night of their usual meeting during the examination period (December 8 - December 13). Graduate courses meeting at night will hold their examination during their regular class times the first class night during the examination period. Courses meeting on Saturday morning will have the final examination on Saturday, December 6, at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examinations at the time scheduled of the hour during which the class begins (e.g., a 9:30-11:00 a.m., TTH class will meet the examination schedule of the 9:00 a.m. TTH class; an 8:00-10:00 a.m. MWF class will meet the examination schedule of the 8:00 a.m. MWF class)

EXAM SCHEDULE ROTATIONS

Common examinations will be held according to the following schedule:

| | | |
|---|-----------|------------------------|
| PHYS 1251, 1261, MATH 1065 | 5:00-7:00 | Monday, December 8 |
| FREN 1002, SPAN 1002, 1003, GERM 1002 | 5:00-7:00 | Tuesday, December 9 |
| ECON 1000, 2113, 2133 | 5:00-7:00 | Wednesday, December 10 |
| CHEM 1121, 1151, 1161, 2621 | 5:00-7:00 | Thursday, December 11 |
| CHEM 0150, 1120, 1150, 1160, 2620 | 5:00-7:00 | Friday, December 12 |
| FREN 1001, 1003, SPAN 1001, 1004, GERM 1001 | 5:00-7:00 | Saturday, December 13 |

| Times class regularly meets | Time and day of examination |
|-----------------------------|-------------------------------------|
| 8:00 MWF | 8:00 - 10:00 Monday, December 8 |
| 8:00 TTH | 8:00 - 10:00 Tuesday, December 9 |
| 9:00 MWF | 8:00 - 10:00 Wednesday, December 10 |
| 9:00 TTH | 8:00 - 10:00 Thursday, December 11 |
| 10:00 MWF | 8:00 - 10:00 Friday, December 12 |
| 10:00 TTH | 8:00 - 10:00 Saturday, December 13 |
| 11:00 MWF | 11:00 - 1:00 Monday, December 8 |
| 11:00 TTH | 11:00 - 1:00 Tuesday, December 9 |
| 12:00 MWF | 11:00 - 1:00 Wednesday, December 10 |
| 12:00 TTH | 11:00 - 1:00 Thursday, December 11 |
| 1:00 MWF | 11:00 - 1:00 Friday, December 12 |
| 1:00 TTH | 11:00 - 1:00 Saturday, December 13 |
| 2:00 MWF | 2:00 - 4:00 Monday, December 8 |
| 2:00 TTH | 2:00 - 4:00 Tuesday, December 9 |
| 3:00 MWF | 2:00 - 4:00 Wednesday, December 10 |
| 3:00 TTH | 2:00 - 4:00 Thursday, December 11 |
| 4:00 & 5:00 MWF | 2:00 - 4:00 Friday, December 12 |
| 4:00 & 5:00 TTH | 2:00 - 4:00 Saturday, December 13 |

SPRING SEMESTER 1998

(Actual class days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 13 Fridays, 14 Saturdays. Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 14 Saturdays)

| | |
|-------------------------------|--|
| October 15, Wednesday | Last day to apply for admission to Graduate School for the spring semester |
| December 19, Friday | Last day to pay or secure spring semester fees without penalty |
| January 8, Thursday | Schedules canceled for all who have not paid fees by 4:00 P.M. |
| January 9, Friday | Registration and schedule changes |
| January 12, Monday | Classes begin; late registration; schedule changes |
| January 16, Friday | Last day for late registration and schedule changes (drop and add) |
| January 19, Monday | State Holiday (no classes) |
| January 20, Tuesday | Last day for schedule changes (add only) |
| January 27, Tuesday | Last day to apply for graduation in May |
| February 23, Monday | Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings. |
| March 8-15 Sunday - Sunday | Spring break |
| March 16, Monday | 8:00 A.M. Classes resume |
| March 30, Monday | Early registration for summer sessions and fall semester 1998 |
| April 7, Tuesday | Last day to remove incompletes given during fall semester 1997 |
| April 7, Tuesday | State holiday makeup day (Classes which normally would have met on Friday, April 10, will meet on this day so that there will effectively be the same number of Tuesdays and Fridays as every other weekday during the semester.) Classes which normally meet on this day will not meet. |
| April 10, Friday | State holiday (no classes) |
| April 16, Thursday | Last day for graduate students to drop courses without grades |
| April 17, Friday | Last day to submit thesis to Graduate School for completion of degree in this term |
| April 28, Tuesday | Classes end |
| April 29, Wednesday | Reading day |
| April 30, Thursday | Regular exams begin |
| May 7, Thursday | 7:00 P.M. - Exams for spring semester close |
| May 9, Saturday | Commencement |

**EXAMINATION SCHEDULE
SPRING SEMESTER 1998**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour courses will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in undergraduate courses meeting at night will be held at 7:30-9:30 p.m. on the first night of their usual meeting during the examination period (April 30 - May 7). Graduate courses meeting at night will hold their examination during their regular class times the first class night during the examination period. Courses meeting on Saturday morning will have the final examination on Saturday, May 2, at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examinations at the time scheduled of the hour during which the class begins (e.g., a 9:30-11:00 a.m., TTH class will meet the examination schedule of the 9:00 a.m. TTH class; an 8:00-10:00 a.m. MWF class will meet the examination schedule of the 8:00 a.m. MWF class)

Common examinations will be held according to the following schedule:

| | | |
|---|-----------|--------------------|
| FREN 1002, SPAN 1002, 1003, GERM 1002 | 5:00-7:00 | Thursday, April 30 |
| ECON 1000, 2113, 2133 | 5:00-7:00 | Friday, May 1 |
| CHEM 1121, 1151, 1161, 2621 | 5:00-7:00 | Monday, May 4 |
| CHEM 0150, 1120, 1150, 1160, 2620 | 5:00-7:00 | Tuesday, May 5 |
| FREN 1001, 1003, SPAN 1001, 1004, GERM 1001 | 5:00-7:00 | Wednesday, May 6 |
| PHYS 1251, 1261, MATH 1065 | 5:00-7:00 | Thursday, May 7 |

| Times class regularly meets | Time and day of examination |
|-----------------------------|---------------------------------|
| 8:00 MWF | 8:00 - 10:00 Wednesday, May 6 |
| 8:00 TTH | 8:00 - 10:00 Thursday, May 7 |
| 9:00 MWF | 8:00 - 10:00 Friday, May 1 |
| 9:00 TTH | 8:00 - 10:00 Thursday, April 30 |
| 10:00 MWF | 8:00 - 10:00 Monday, May 4 |
| 10:00 TTH | 8:00 - 10:00 Tuesday, May 5 |
| 11:00 MWF | 11:00 - 1:00 Wednesday, May 6 |
| 11:00 TTH | 11:00 - 1:00 Thursday, May 7 |
| 12:00 MWF | 11:00 - 1:00 Friday, May 1 |
| 12:00 TTH | 11:00 - 1:00 Thursday, April 30 |
| 1:00 MWF | 11:00 - 1:00 Monday, May 4 |
| 1:00 TTH | 11:00 - 1:00 Tuesday, May 5 |
| 2:00 MWF | 2:00 - 4:00 Wednesday, May 6 |
| 2:00 TTH | 2:00 - 4:00 Thursday, May 7 |
| 3:00 MWF | 2:00 - 4:00 Friday, May 1 |
| 3:00 TTH | 2:00 - 4:00 Thursday, April 30 |
| 4:00 & 5:00 MWF | 2:00 - 4:00 Monday, May 4 |
| 4:00 & 5:00 TTH | 2:00 - 4:00 Tuesday, May 5 |

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT

Revisions to the *ECU Faculty Manual, Part III*.
(Additions are noted in bold and deletions in strike-through.)

Curriculum Development

Curriculum development is a faculty responsibility. Recommendations for new courses and course revisions originate within the various schools and departments and within interdepartmental committees. Courses are approved by the unit faculty in accordance with unit code provisions and by the Council for Teacher Education, when appropriate. Undergraduate and 5000-level courses require consideration by the following bodies: the College or School Curriculum Committee; the University Curriculum Committee; the Faculty Senate; and the chancellor. In addition to unit approval and, when appropriate, teacher education council approval, 5000-level and other graduate courses require consideration by the Graduate Curriculum Committee and the Graduate Council. New and revised areas of concentration and options and revised minors, etc., which do not require UNC-General Administration approval, are also approved by this procedure. New minors must follow the campus procedures for new degree programs.

The development of new degree programs is a shared responsibility of the faculty, the administration at East Carolina University, the ECU Board of Trustees, the UNC-General Administration, and the UNC Board of Governors; the Board of Governors has final statutory responsibility to determine the functions, educational activities, and academic programs of the constituent institutions.

Recommendations for new degree programs originate within the various schools and departments or within interdepartmental committees. **Academic programs desiring to plan new degree programs must submit a "Notification of Intent" to the appropriate dean(s) (e.g. school, college, Graduate School), the director of the library (Joyner and/or Health Sciences), appropriate vice chancellor, director of planning and institutional research, and the director of computer services by January 1 of odd-numbered years. In addition to the "Notification of Intent", the program will show evidence that the planned degree is a priority in the unit's strategic/operational plan. Before making any formal request to plan a new program, the unit must consult with all other units that may be affected, including Joyner Library, Health Sciences Library, and Computing and Information Systems. Requests for authorization to plan are reviewed on campus by the undergraduate or graduate committee in the faculty governance curriculum review procedures depicted in chart form, as follows. Requests for Authorization to Plan a new degree program must be submitted to appropriate oversight committees (e.g. curriculum, educational policies and planning) on or before October 1 of odd-numbered years. Evidence that a "Notification of Intent" has been submitted must be given. Through administrative channels, the unit dean recommends to the vice chancellor for academic affairs or the vice chancellor for health sciences, as appropriate, who recommends to the chancellor. For graduate programs, the graduate dean will forward his or her recommendations with those of the unit dean and the Graduate Council to the appropriate vice chancellor, who will recommend to the chancellor. Requests for authorization to plan new degree programs are forwarded to the president of the University of North Carolina by the chancellor. Proposals for new degree programs require authorization to plan from the president of the University of North Carolina and the Committee on Educational Planning, Policies, and Programs of the Board of Governors.**

Requests to establish new degree programs that have received authorization to plan must be approved by the unit faculty according to unit code requirements. **Programs that have received authorization to plan must submit their Requests to Establish a New Degree Program to appropriate oversight committees at least four months prior to the expiration of the two-year planning period set by the University of North Carolina. Before making any formal request to establish a new program, the unit must again consult with all other units that may be affected, including Joyner Library, Health Sciences Library, and Computing and Information Systems. The requests to establish are then reviewed according to the faculty governance curriculum review procedures depicted in chart**

form, as follows. The administrative approval process is the same as that described above for requests for authorization to plan. The chancellor forwards the proposed new degree programs with the requests for authorization to establish to the president of the University of North Carolina for approval. The president submits the proposed program to the UNC Committee on Educational Planning, Policies, and Programs, which recommends to the Board of Governors. If the new degree program requires new resources, the Committee on Educational Planning, Policies, and Programs, acting jointly with the board's Committee on Budget and Finance, will so recommend to the board. The president will communicate to the chancellor the decision of the board and, in the event of favorable action, an approximate date for the initiation of the program.

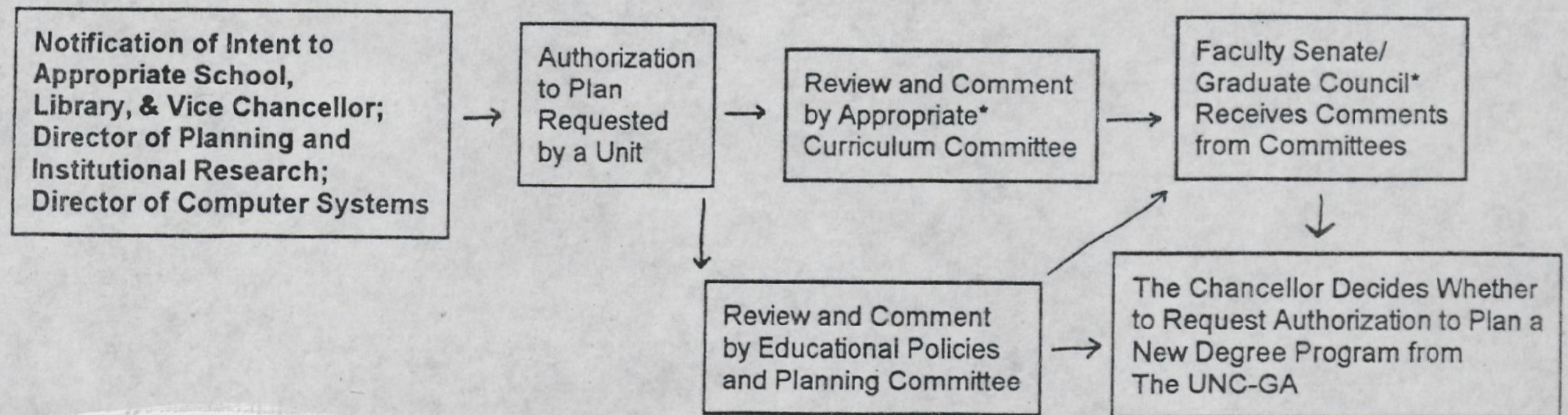
~~Authorization to establish new tracks in already established degree programs follows the same procedure as that outlined in the above paragraph for authorization to establish new degrees. It is not necessary to request authorization to plan a track.~~

Degree programs that wish to establish new tracks must submit a Request to Establish at least one year prior to the date of intended implementation. Evidence that the new track is a priority in the unit's strategic/operational plan must be shown.

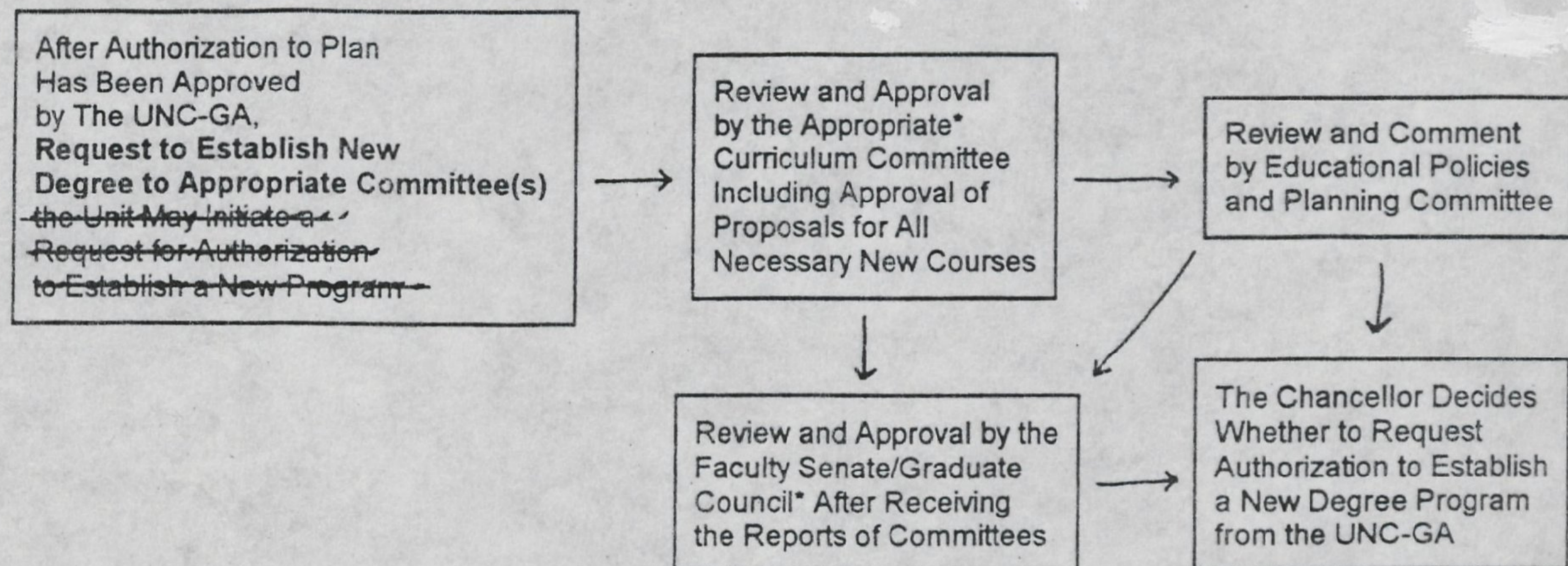
Formats for requests for authorization to plan and to establish new degree programs and tracks are available in the offices of deans and vice chancellors.

PROCEDURES FOR DEVELOPING A NEW DEGREE PROGRAM

Authorization to *Plan* a New Degree Program



Authorization to *Establish* a New Degree Program



*Undergraduate degree programs are reviewed by the University Curriculum Committee and forwarded to the Faculty Senate; Graduate degree programs are reviewed by the Graduate Curriculum Committee and forwarded to the Graduate Council.

FACULTY GOVERNANCE COMMITTEE REPORT

Recommended "Editorial" Amendments to the *ECU Faculty Manual*, Appendix D.

4 Calling the amendments to the new *Appendix D* of the *East Carolina University Faculty Manual*
5 suggested herein "editorial" while placing this word in scare quotes indicates that in formulating these
6 recommendations the Governance Committee attempted to follow the principle presently being used by
7 the Vice-Chancellor for Academic Affairs, the Vice-Chancellor for Health Sciences, the chair of the
8 Faculty Senate, and the Faculty Senate Governance Committee in rendering interpretations of unclear
9 passages and in addressing unintended implications of the new *Appendix D*. The "editorial" intention is
10 to word the amendments to express what a majority of those involved in creating the new D and
11 presenting the new D at faculty forums and before the Senate agree was the document's original intent
12 or the intent expressed in faculty forums and before the Faculty Senate. The Governance Committee
13 takes this approach in order to expedite bringing amendments that are (hopefully) not controversial but
14 that are much needed before the University of North Carolina Board of Governors for its approval prior
15 to the beginning of the 1995-96 academic year. Among other things, failing to accomplish this will result
16 in a rather interesting "initiation" for the new Vice-Chancellor for Academic Affairs and the new Vice-
17 Chancellor for Research. In some cases, both the current text of the new D and the original intent are
18 unclear. In such cases, the recommendations made herein aim to conform as much as possible to the
19 general approach taken elsewhere in the document.
20

21 Problems with the new Appendix D and recommended "editorial" amendments:

22
23 **1. It is unclear who is responsible for discussing criteria for evaluating faculty performance with**
24 **initial fixed-term appointees and with probationary-track appointees initially and in the year of a**
25 **reappointment or tenure decision. It is unclear exactly what is required (this requirement was mandated**
26 **by the UNC General Administration late in the process of our creating the new D) (II.A.3, D-2, D-3)):**
27

28 **Recommendation 1:** Replace the sentence beginning "Prior to" at the bottom of D-2 with: "Prior to
29 initial appointment the unit administrator shall provide a copy of the unit's criteria for evaluating
30 faculty performance to persons offered a faculty appointment in the unit. Criteria for evaluating
31 faculty performance shall be discussed by the unit administrator in a meeting with each fixed-term
32 and probationary-track faculty member at the beginning of the first term of employment. Criteria for
33 evaluating faculty performance shall be discussed by the unit administrator in a meeting with each
34 probationary-track faculty member at the beginning of an academic year in which a reappointment
35 or tenure decision is made. A record of the discussion shall be placed in the faculty member's
36 personnel file."
37

38 **2. The expression "tenure-track" is used in Section II.A.3. on D-3, whereas "probationary-term"**
39 **and "probationary-Track" is used elsewhere in D.**
40

41 **Recommendation 2:** Replace "tenure-track" with "probationary-track" in the last sentence of the
42 top paragraph on D-3, and replace "probationary-term" with "probationary-track throughout."
43

44 **3. "Professor" is unintentionally included in Section II.C.2. (D-5), Reduction of the Normal**
45 **Probationary-track for Previous Academic Employment, which makes this section inconsistent with the**
46 **statement on D-6 that "for a candidate at the rank of professor, no reduction is allowed."**
47

48 **Recommendation 3:** delete ", or professor" from sentence one at II.C.2. on D-5.

1
2 **4. It is unclear what "adjudicate" in Section II.c.4. on D-6 means.**

3
4 **Recommendation 4:** replace "adjudicate the disagreement" with "confer jointly with the Personnel
5 Committee and unit administrator, determine at his or her discretion the content of the letter,"
6

7 **5. It is unclear what happens when the Chair of the Unit Personnel Committee, who also chairs the**
8 **Promotion Committee, holds a professional rank lower than that to which someone has requested**
9 **promotion (D-9 and D-10).**

10
11 **Recommendation 5:** insert "If the chair of the Unit Personnel Committee holds an professional
12 rank lower than that to which a faculty member requests promotion, the Unit Personnel Committee
13 chair shall chair the Promotion Committee but shall not have a vote on that committee." before the
14 last line of the paragraph at IV.C (D-10).
15

16 **6. It is unclear whether an external peer reviewer must be someone from outside the university or**
17 **can be someone from another unit within the university (see IV.E., D-11)**

18
19 **Recommendation 6:** Insert "'External peer review" means a review of a candidate's research
20 and creative activity by persons who are not faculty of East Carolina University." before the first
21 sentence of IV.E. (D-11)
22

23 **7. The wording of Section F 2. (D-12) on the contents of the Personnel Action Dossier requires**
24 **external review for re-appointment of probationary-track faculty members, and requires external review**
25 **for promotion from instructor to assistant professor. These requirements are unintentional.**

26
27 **Recommendation 7:** replace F. 2. c. (D-12) with: "c. For evaluation for promotion to associate
28 professor or professor or for evaluation for permanent tenure, copies of the external peer reviews
29 and a listing of the documents reviewed. "
30

31 **8. The description of the Personnel Action Dossier at IV.F.2.a. (D-12) requires the inclusion of**
32 **evaluations from earlier years yet fails to mention the inclusion of a final written evaluation of a**
33 **candidate's teaching, research, service and other duties that was part a each candidates file prior to**
34 **adopting the new D. This is unintentional, and leaves it unclear as to whether an up-to-date evaluation**
35 **of the candidate is part of the dossier or not.**

36
37 **Recommendation 8:** Add "and a final evaluation of the candidate's teaching, research, service,
38 and any other relevant duties, prepared by the unit administrator in consultation with the Unit
39 Personnel Committee.." to the sentence at IV.F.2.a. on D-12.
40

41 **9. The meaning of "the entire membership of the committee" in the top paragraph on D-14,**
42 **occurring as it does several pages from the definitions of the membership of the committees to which it**
43 **refers (which are on D-8 and D-9), is unclear.**

44
45 **Recommendation 9-A:** Insert "entire membership of the" ahead of "Tenure Committee," and
46 "Promotion Committee," respectively at IV.A.1.b on D-8 and at IV.A.2.b. (D-9), and at "Personnel
47 Committee" at IV.A.3.b (D-9) replace "The Committee" (second sentence) with "The entire
48 membership of the committee."
49

1 **Recommendation 9-B:** Replace sentence two on D-14 with "A vote for the recommendation by a
2 majority of the entire membership of the committee (see IV.A.1.b., IV.A. 2.b, and IV.A.3.b), which
3 includes those voting faculty members on leave but in attendance at the meeting at the time of the
4 committee's vote, shall constitute a recommendation for reappointment, promotion, and/or conferral
5 of permanent tenure. "
6

7 **10. It is unclear that giving fixed-term faculty member a second or more** new appointment is not
8 reappointing them. Only probationary-track faculty members are reappointed. It is unclear that fixed-
9 term faculty members are not required to prepare a Personnel Action Dossier prior to being considered
10 for recommendation for another appointment (D-12). In part this may be due to the fact that fixed-term
11 faculty members are required to be evaluated annually in accordance with the provisions of the
12 employment contract (D-4).
13

14 **Recommendation 10-A:** insert "A second or subsequent appointment of a fixed-term faculty
15 member does not constitute a reappointment of the faculty member. Only probationary-track
16 faculty members are entitled to consideration for reappointment." after the fourth sentence in II.B.1
17 on D-4.
18

19 **Recommendation 10-B:** insert "However, a fixed-term faculty member does not have to submit a
20 Personnel Action Dossier prior to the Personnel Committee and unit administrator recommending a
21 second or subsequent fixed-term appointment." after sentence one under II.B.2 on D-4.
22

23 **Recommendation 10-C:** insert "The dossier need not be compiled by a fixed-term faculty member
24 seeking to be recommended for a second or subsequent fixed-term appointment." after the last
25 sentence in IV.F.2 on D-12.
26

27 **11. It is unclear in the second and subsequent appointment** of a fixed-term faculty member
28 whether the unit administrator recommends appointment after consulting with the Personnel Committee,
29 without the necessity for a vote and written recommendation from the Personnel Committee, or the
30 Personnel Committee votes to recommend the appointment with the unit administrator and next higher
31 administrator indicating his or her recommendation on the letter signed by the Personnel Committee. The
32 memorandum of November 21, 1994 reporting on the Appendix D orientation sessions states: "If the
33 fixed term faculty member makes an initial request, then it is all right for the unit administrator to initiate
34 the paperwork for the Unit Personnel Committee. Appendix D entitles the faculty member to know if the
35 unit is planning on rehiring him/her."
36

37 **Recommendation 11-A:** Revise sentences five and six of B. 1 (D-4) to read "However, if the
38 fixed-term faculty member, not earlier than 180 calendar days nor later than 90 calendar days
39 before the current term expires, provides the unit administrator with a written request for an
40 appointment for the following academic year, the unit administrator shall so notify the chair of the
41 Unit Personnel Committee. Within 30 calendar days of receiving the request, the Personnel
42 Committee and the unit administrator shall notify the faculty member in writing of their respective
43 recommendations and that any recommendation is subject to the availability of position, funding, and
44 administrative approval. The Unit administrator may but is not required to respond to a written
45 request for an appointment for the following academic year that is received later than 90 calendar
46 days before the current term expires."
47

48 **Recommendation 11-B:** Insert "initial and additional" in front of "special fixed-term appointments"
49 in 3.a. p. D-9. Insert "initial and additional" in front of "fixed-term appointments" in B on D-10. Delete
50 B.1. on D-10.

1
2 **12. The definition of voting faculty member and the meaning of "is physically present at the**
3 **time of a vote" on D-8 and at IV. A.1. b. on D-8 and IV. A. 3. c. on D-9 is unclear:** This has turned out
4 to be a more complex problem than initially thought. Several "new" ways to interpret or find problems
5 with the wording "physically present" or with "physically present in Greenville" have surfaced since I
6 circulated the original version of this draft. The original intent in introducing this revision to our old
7 Appendix D now appears to have been to allow a faculty member on leave to vote if he or she wants to,
8 and not to vote if he or she does not want to. The idea is that If a faculty member on leave who would
9 meet the definition of a voting faculty member if he or she were not on leave (and who would be required
10 to attend a committee meeting if not on leave) is present at a committee meeting at which a vote on a
11 personnel action (reappointment, promotion, or tenure recommendation) occurs, this faculty member is
12 entitled to vote and must be counted for the purpose of determining what constitutes a majority yes vote,
13 without the absence of this person from such meetings counting as a vote against for the purposes of
14 determining what constitutes a majority yes vote, and without the absence of this person counting in
15 determining what constitutes a quorum for the purpose of holding the meeting.
16

17 **Recommendation 12:** Replace ""yet physically present" in IV.A.1.b on D-8, and IV A.3.b. on D-9
18 with "but in attendance at the meeting."
19

20 **13. In conjunction with the problem stated above, it is difficult to define "voting faculty**
21 **member" without in-fact preventing someone from being a voting faculty member whom it was not**
22 **intended to prevent from being a voting faculty member. (For example, a tenured full-time faculty**
23 **member holding a 2/3rds position in one unit and a 1/3 position in another unit.). Also, It is unclear**
24 **that "professorial ranks" (or "rank") is supposed to mean the same thing as "academic**
25 **ranks."** "Professorial rank" occurs nine times between D-1 and D- 8; "academic rank" occurs once on
26 D-8. (Note: we must be consistent within D. It would nice if we were consistent in our wording
27 throughout the Faculty Manual, but this is not a practical goal at this time.) With all of these problems in
28 mind:
29

30 **Recommendation 13:** replace paragraph two on D-8 with "For the purposes of Section IV., a
31 voting faculty member of a unit is someone who:
32

33 a. holds a full-time faculty position with East Carolina University and a greater than one/half time
34 position in the unit,
35

36 b. holds regular professorial rank (instructor, assistant professor, associate professor, or
37 professor),
38

39 c. has at least one/half of the teaching/research duties normally assigned in the unit or is on leave
40 of absence from all university duties but is in attendance at the meeting of the appropriate
41 committee at the time of the committee's vote on a personnel action (reappointment, promotion, or
42 tenure recommendation),
43

44 d.. is in at least the twelfth consecutive calendar month of appointment to the faculty of the unit.

1
2 **14. Unlike the Definition of the Tenure Committee and the Personnel Committee**, the definition of
3 the membership of the Promotion Committee on D-9 does not address people on leave. This is
4 unintentional, and creates a conflict with the paragraph defining what constitutes a majority vote on all
5 three committees that occurs at the top of D-14.
6

7 **Recommendation 14:** Insert "including those on leave but in attendance at the committee's
8 meeting at the time of the committee's vote" after "The Promotion Committee shall be composed of
9 those permanently tenured and probationary-track voting faculty members who hold rank at least
10 equal to the rank for which the candidate is being considered" at IV. A. 2. b. (D-9)
11

12 **15. Because committee meetings are governed by Robert's Rules of Order** except where explicitly
13 stated otherwise in D, a committee cannot meet without a quorum. This in itself is not sufficiently clear.
14 It also is unclear how someone on leave impacts on a quorum. It also is unclear what happens if a
15 committee fails to obtain a quorum prior to the deadline for receipt of the committee's recommendation
16 by the unit administrator.
17

18 **Recommendation 15:** Replace the first sentence at IV. G. (D-13) with the following: "The unit
19 administrator shall give timely notice to the chair of the Unit Personnel Committee when personnel
20 actions are to be initiated, and of the date by which the committee's recommendation must be
21 communicated to the unit administrator. In order to conduct business a committee shall not meet
22 without a quorum (a majority of the members of a committee must be in attendance for the
23 committee to have a quorum). A faculty member on leave and not in attendance at a meeting shall
24 not be counted for the purposes of determining a quorum for that meeting. A faculty member on
25 leave but in attendance at a meeting shall be counted for the purposes of determining a quorum for
26 that meeting. After being notified by the unit administrator that a personnel action is required, the
27 chair of the Unit Personnel Committee shall make at least three attempts at intervals of no less than
28 five working days each to hold a committee meeting. If the committee fails to meet the unit
29 administrator's deadline for receipt of the committee's recommendation, this outcome shall count as
30 a recommendation by the committee against appointment, reappointment, promotion, or tenure. In
31 such a case, the chair of the Unit Personnel Committee shall report in writing to the unit
32 administrator that after at least three attempts the committee has failed to meet due to a lack of a
33 quorum, and that this outcome constitutes a recommendation against appointment, reappointment,
34 promotion, or tenure."
35

36 Note: the last part of the above recommendation is required by the UNC General Administration, which
37 will not allow us to have a policy that makes it possible for a committee to prevent a personnel action
38 from going forward by refusing to meet. If we are going to have a quorum requirement, then we must
39 say what will happen if we are unable to meet. The recommendation made here is consistent with our
40 counting a failure to vote for a recommendation because of abstention or non-attendance at the meeting
41 as a vote against the recommendation.
42

43 **16. The text at the top of D-14 fails to make it sufficiently clear that someone** who is part of the
44 entire membership of a committee and who fails to attend a meeting where a vote is taken (and who is
45 not on leave) or who attends but does not vote is counted as part of the entire membership of the
46 committee for the purpose of determining what constitutes a majority vote of the entire membership of
47 the committee.
48

49 **Recommendation 16:** Insert "A member of a committee who is not present when a vote is taken
50 and who is not on leave at the time of the vote or who is present when a vote is taken but who does

1 not vote counts as part of the entire membership of the committee for the purpose of determining
2 what constitutes a majority vote of entire membership of the committee." immediately prior to the
3 last sentence of the paragraph at the top of D-14.

4
5 **17. It is unclear (since the text here is made clear only by reading Robert's Rules of Order) that if a**
6 **committee of ten or more members chooses to vote by mail, all members must vote by mail (top of**
7 **page, D-14)**

8
9 **Recommendation 17:** insert "If a committee of ten or more members chooses to vote by mail, all
10 members must vote by mail." after the first full sentence of the paragraph at the top of D-14.

11
12 **18. It is unclear as to the status of someone on leave when it comes to voting by mail.**

13
14 **Recommendation 18:** Insert in the first paragraph at the top of D-14 "If a committee chooses to
15 vote by mail, a faculty member on leave may choose either to vote or not to vote, at his or her
16 discretion. The unit administrator shall ascertain and shall inform the chair of the Unit Personnel
17 Committee in writing as to whether or not a faculty member on leave will participate in a mail ballot.
18 If a faculty member on leave chooses to participate in a mail ballot, the faculty member shall count in
19 determining what is required for a majority vote in favor of the recommendation. If the faculty
20 member on leave chooses not to participate in a mail ballot, the faculty member shall not count in
21 determining what is required for a majority vote in favor of the recommendation." Make the
22 remainder of the paragraph after this insertion a separate paragraph.

23
24 **19. The expression "and the unit administrator's concurrence or non-concurrence" in the**
25 **second paragraph on D-14 conflicts with "the unit administrator's recommendation," which is used to**
26 **describe the unit administrator's response to a recommendation of a committee.**

27
28 **Recommendation 19.** replace "concurrence or non-concurrence" with "recommendation" in line
29 one of the first full paragraph on D-14.

30
31 (This change also clarifies the heading of the next two sections" "H. Procedure for Concurring
32 Recommendations," (D-14) and "I. Procedure for Non-Concurring Recommendations. (D-15).

33
34 **20. The statement describing the procedure to follow when the vice-chancellor or chancellor fails**
35 **to concur with the recommendation of the appropriate committee leaves it open that the vice-chancellor**
36 **meet with the committee even though the vice-chancellor concurred with the committee but the**
37 **chancellor did not (IV.J. (D-15).**

38
39 **Recommendation 20:** Revise IV.J (D-15) to read "In the event that the vice-chancellor's
40 recommendation is contrary to the vote of the appropriate unit committee, the vice-chancellor shall
41 meet with the committee to discuss the recommendation. If the vice-chancellor concurs with the
42 committee vote but the chancellor's recommendation is contrary to the vote, the chancellor shall
43 meet with the committee to discuss the chancellor's recommendation."

44
45 **21. The reference to Section VII on D-15 is incorrect.**

46
47 **Recommendation 21:** Replace "Section VII" with "Appendix Y" in the top paragraph on D-15.

Faculty Senate Agenda
28 March 1995
Attachment 4.

FACULTY GOVERNANCE COMMITTEE REPORT

Revisions to the *ECU Faculty Manual*, Parts I-IV.

The Faculty Governance Committee requests permission to revise the *ECU Faculty Manual*, Parts I-IV, as the need arises, to reflect current University policies and practices as adopted by the Faculty Senate and UNC General Administration.

Faculty Senate Agenda
28 March 1995
Attachment 5.

HONORS PROGRAM COMMITTEE REPORT

Resolution Concerning the Honors Program

- WHEREAS** the Faculty Senate in its Resolution #94-22 approved a Four-Year Honors Program at East Carolina University, and
- WHEREAS** the Chancellor approved said Resolution (Announcements Faculty Senate Full Minutes of 13 September 1994), and
- WHEREAS** said Resolution stipulates in B.4. that "The new four-year Honors Program will be administered by the Honors Program Director and an Assistant Director to be appointed when the program is implemented," and
- WHEREAS** said Resolution further stipulates in C.6. that "The Honors Program office will provide small stipends to deserving Honors students and each year the Honors Program Committee will make an award for the best Honors Project," and
- WHEREAS** the "Strategies for Distinction University Directions 1995-2000" (Goal 1. Strategy D) stipulates "Expand the scope and quality of the Honors Program," and
- WHEREAS** the new four-year Honors Program at East Carolina University has now been implemented and is handicapped by lacking these resources.

THEREFORE BE IT RESOLVED, that the Faculty Senate requests the university administration to:

- 1) appoint an Assistant Honors Program Director and
- 2) authorize permanent funds in the minimum amount of \$10,000 annually (to provide small stipends (\$500-\$1,000) to deserving Honors students and to make an award for the best Honors Project).

Faculty Senate Agenda
28 March 1995
Attachment 6.

RESEARCH/CREATIVE ACTIVITY POLICIES COMMITTEE REPORT

Addition to the *ECU Faculty Manual*, Part IV.

Under Part IV. Personnel Policies (page 43), following the section entitled *Leaves of Absence*, add the following section:

"Manuscript Authorship

Graduate students must be authors on publications that result from their masters thesis and/or doctoral dissertation. The chair and/or members of graduate student's thesis or dissertation committee should encourage the student to prepare a manuscript(s) for publication based on his or her thesis or dissertation research. If a student prepares a manuscript for publication based on a thesis or dissertation, he or she should be the first author on the resulting publication."