



February 20, 1996

Office of the Chancellor
103 Spilman
919-328-6212

Professor Donald Sexauer
Chair
Faculty Senate
East Carolina University

Dear Professor Sexauer:

I have reviewed the resolutions of the Faculty Senate as adopted on January 23, 1996. I am pleased to inform you that resolutions #96-1, #96-2, #96-3, #96-4, #96-5, #96-7, and #96-8 are approved.

There may be a need to make a judgment relative to resolution #96-5 and its applicability to ongoing evaluation processes which may be in conflict with the resolution. I ask that you examine this issue and propose a remedy to any conflicts which could arise. Dean Harold Jones of the School of Allied Health Sciences would be a good source of information on this matter.

Sincerely,

Richard R. Eakin
Chancellor

RRE/ra



1 February 1996

Chancellor Richard Eakin
East Carolina University
Spilman Building

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system
notebook
H.S. to chs*

Dear Dr. Eakin:

On 23 January 1996, the Faculty Senate adopted the following resolutions for your consideration:

Faculty Senate
140 Rawl Annex

919-328-6537
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FSLEE@ECUVM1

- #96-1 Revise the *Faculty Manual*, Part V., section J. Grade Appeals (page V-4) and add a new section to the *Undergraduate Catalog*, Section 5: Academic Regulations, following the section entitled Policy on Posting Grades (attachment 1).
- ✓ #96-2 Requests for authorization to plan new degree programs in the following areas: Religious Studies, Multi-Interdisciplinary Studies, Construction Management, Occupational Safety, English, Maritime Studies, Bioenergetics, Nursing, and Counseling Education.
- ✓ #96-3 That the *ECU Undergraduate Catalog* include a statement that each academic unit assure that its majors complete at least one course exposing them to cultural diversity. The unit will have responsibility for determining which courses may be used to satisfy this requirement.
- #96-4 Revise *ECU Faculty Manual*, Appendix C. Personnel Policies and Procedures for the Faculty of ECU, Section IV. Professional Advancement (attachment 2).
- #96-5 Revise *ECU Faculty Manual*, Appendix L. ECU Code, Section F. Quadrennial Unit Administrator Evaluation (attachment 3).
- ✓ #96-7 Department of Sociology Unit Code of Operations (attachment 4).
- ✓ #96-8 Undergraduate curriculum matters contained in the meeting minutes of 7 December 1995. (attachment 5).

The Faculty Senate also approved the following resolution, not requiring your approval:

- #96-6 The General Education Committee report, listing courses that meet general education requirements, will be included in an Undergraduate Studies Student Orientation/Academic Information Packet, but not in the *University Undergraduate Catalog*. The listing of courses will be preceded by a statement that reads: "Some of the courses that meet this general education requirement are:".

Thank you for your consideration of the above mentioned resolutions.

Sincerely,

Don Sexauer
Don Sexauer
Chair of the Faculty

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attachments

c: Tinsley Yarbrough, Interim Vice Chancellor for Academic Affairs
James Hallock, Vice Chancellor for Health Sciences

Greenville,
North Carolina
27858-4353

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Memorandum
6 February 1996
Attachment 1.

Faculty Senate Resolution #96-1

Revise the *Faculty Manual*, Part V., section J. Grade Appeals (page V-4) and add as a new section to the *Undergraduate Catalog*, Section 5: Academic Regulations, following the section entitled Policy on Posting Grades:

"A student wishing to contest a course grade should first attempt to resolve the matter with the instructor who determined the grade. The student may appeal the instructor's decision by submitting a written appeal to the instructor's department chairperson or dean, as appropriate, not later than the last day for undergraduate students to drop semester-length courses during the next regular semester. The instructor's department chairperson or dean, as appropriate, shall review the student's request with the faculty member and either concur with the grade or request that the faculty member reassess the grade. The final decision shall rest with the faculty member responsible for the course grade."

Memorandum
6 February 1996
Attachment 2.

Faculty Senate Resolution #96-4

Revise *ECU Faculty Manual*, Appendix C. Personnel Policies and Procedures for the Faculty of ECU, Section IV. Professional Advancement, by adding the following boldfaced type to the first paragraph, so that the new paragraph will read as follows:

*"Promotion is a means through which professional achievement is encouraged, recognized, and rewarded by the university. 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 (ECU Faculty Manual, Appendix L). **Departments in professional schools may also establish guidelines for evaluation of faculty for promotion consistent with the criteria in their school's unit code.** Specific regulations and criteria governing evaluation of faculty for purposes of promotion may vary from unit to unit. As a minimum each unit shall:...."*

Faculty Senate Resolution #96-5

Revise *ECU Faculty Manual*, Appendix L. ECU Code, Section F. Quadrennial Unit Administrator Evaluation, by replacing all of the material in that section with the following:

- "1. The voting faculty of each unit shall vote on the effectiveness of the unit administrator. During September of the unit administrator's fourth year of appointment and every fourth year thereafter¹, the voting faculty shall discuss and vote by secret ballot on the effectiveness of the unit administrator.*
- 2. Each unit will elect a Faculty Leader for the Quadrennial Unit Administrator Evaluation. For units with only one Personnel Committee, the elected chair of the Personnel Committee will serve as the Faculty Leader for the Quadrennial Unit Administrator Evaluation. For units with more than one Personnel Committee, the unit administrator will call a meeting of the chairs of the Personnel Committees during the spring semester preceding the Quadrennial Unit Administrator Evaluation. At that meeting, a voting faculty member of the unit will be nominated and elected by the chairs of the Personnel Committees within the unit to serve as the Faculty Leader for the Quadrennial Unit Evaluation.*
- 3. The Faculty Leader of the Quadrennial Unit Administrator Evaluation will call a meeting of the voting faculty during September of the following academic year. At that meeting, with the unit administrator absent, the faculty will discuss and vote by secret ballot on the effectiveness of the unit administrator. Absentee ballots must be made available for voting faculty members in advance of this meeting; ballots must be deposited with the Faculty Leader for the Quadrennial Unit Administrator Evaluation prior to the meeting so that those ballots may be intermingled with and then counted along with ballots of faculty members present for the meeting. It is the responsibility of the Faculty Leader for the Quadrennial Unit Administrator Evaluation to ensure that absentee ballots and all other ballots are kept secret and confidential.*
- 4. The balloting will be conducted by the Faculty Leader for the Quadrennial Unit Administrator Evaluation, assisted by members of the Personnel Committee(s) from the unit. They shall distribute, collect, and count the ballots after adding any absentee ballots cast prior to the meeting. The unit administrator shall not vote in this procedure.*
- 5. Before adjourning the meeting, the Faculty Leader for the Quadrennial Unit Administrator Evaluation shall announce the results of the balloting to the voting faculty members. Immediately following the meeting, the Faculty Leader for the Quadrennial Unit Administrator Evaluation shall convey to the unit administrator the results of the balloting. A copy of this correspondence shall also be submitted to the next higher administrative official by the Faculty Leader for the Quadrennial Unit Administrator Evaluation.*
- 6. A negative vote by a majority of the voting faculty, excluding the unit administrator, shall constitute a recommendation that the unit administrator be removed. A decision to terminate an administrative officer's appointment shall be made by the Chancellor."*

¹ Unit administrators, scheduled to be evaluated in 1996, 1997, or 1998 under the current system, will be evaluated in that year and every fourth year thereafter.