

PLEASE POST FOR ALL FACULTY TO READ!

EAST CAROLINA UNIVERSITY 1996-1997 FACULTY SENATE

The second regular meeting of the 1996/1997 Faculty Senate will be held on **Tuesday, 15 October 1996**, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

- I. Call to Order
- II. Approval of Minutes
10 September 1996
- III. Special Order of the Day
 - A. Roll Call
 - B. Announcements
 - C. Richard Eakin, Chancellor
 - D. Richard Ringeisen, Vice Chancellor for Academic Affairs
 - E. James Hallock, Vice Chancellor for Health Sciences
 - F. Thomas Feldbush, Vice Chancellor for Research
 - G. Gerry Clayton, Associate Director of Admissions
Breakdown of 1996-97 Freshman Class
 - H. Henry Ferrell, Faculty Assembly Delegate
Report on 27 September 1996, Faculty Assembly Meeting
- IV. Unfinished Business
- V. Report of Committees
 - A. Committee on Committees, Bob Woodside
Nominees to fill 6 vacancies on the Research/Creative Activity Grants Committee (attachment 1).
 - B. Calendar Committee, Nancy Moss
 - 1. Revised 1997-1998 University calendars (attachment 2).
 - 2. Proposed revision to the *Guidelines for Setting University Calendars* (attachment 3).
 - C. Faculty Governance Committee, Jeff Jarvis
Post-tenure review (attachment 4).
 - D. Student Scholarships, Fellowships, and Financial Aid Committee, Saeed Dar
Scholarships and grants for sophomore-level and above students (attachment 5).
 - E. Teaching Effectiveness Committee, Janna Brendell
Proposed revisions to the *Selection Procedures for Robert and Lina Mays and Robert L. Jones Alumni Distinguished Professor for Teaching Awards* (attachment 6).
 - F. Unit Code Screening, Bill Grossnickle
Revision to the School of Allied Health Science's Unit Code of Operations. (This document may be viewed in the Faculty Senate office, 140 Rawl Annex.)
 - G. Faculty Grievance Committee, Ken Wilson
Overview of 1995-96 Committee Activities.
- VI. New Business

Faculty Senate Agenda
15 October 1996
Attachment 1.

COMMITTEE ON COMMITTEES REPORT

Nominees to fill 6 Vacancies on the
Research/Creative Activity Grants Committee

<u>Nominee</u>	<u>Department/School</u>	<u>Ext.</u>	<u>Term</u>
Ed Stellwag	Biology	6302	1999
Randy Joyner	Education	6175	1999
William McPherson	Industry & Tech.	6103	1999

Committee to provide 3 additional nominees at meeting.

Faculty Senate Agenda
15 October 1996
Attachment 2.

PROPOSED
FALL SEMESTER 1997

(Actual class days: 14 Mondays, 15 Tuesdays, 16 Wednesdays, 15 Thursdays, 15 Fridays, and 13 Saturdays.
Effective class days: 15 Mondays, 15 Tuesdays, 15 Wednesdays, 15 Thursdays, 15 Fridays, 13 Saturdays.)

June 2, Monday	Last day to apply for admission to Graduate School for the fall semester
August 5, Tuesday	Last day to pay or secure fall semester fees without penalty
August 18, Monday	Faculty meetings; schedules canceled for all who have not paid fees by 4:00 P.M.
August 19, Tuesday	Registration and schedule changes
August 20, Wednesday	Classes begin; late registration; schedule changes
August 26, Tuesday	Last day for late registration and schedule changes (drop and add)
August 27, Wednesday	Last day for schedule changes (add only)
September 1, Monday	Labor Day holiday (no classes)
September 3, Wednesday	Last day to apply for graduation in December
October 1, Wednesday	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 4-7 Saturday- Tuesday	Fall break
October 8, Wednesday	8:00 A.M. Classes resume.
October 8, Wednesday	State holiday makeup day. (Classes which normally would have met on Monday, September 1, will meet on this day so that there will effectively be the same number of Mondays and Wednesdays as every other weekday during the semester. Wednesday classes will not meet.)
November 10, Monday	Early registration for spring semester 1998 begins
November 19, Wednesday	Last day to remove incompletes given during spring and/or summer session 1997
November 26-30 Wednesday - Sunday	Thanksgiving break
December 1, Monday	8:00 A.M. Classes resume. Last day for graduate students to drop courses without grades
December 2, Tuesday	Last day to submit thesis to Graduate School for completion of degree in this term
December 10, Wednesday	Classes end
December 11, Thursday	Reading Day
December 12, Friday	Regular exams begin
December 13, Saturday	Commencement
December 19, Friday	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 12 - December 19). 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 Friday, December 19, 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:

PHYS 1251, 1261, MATH 1065	5:00-7:00	Friday, December 12
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00-7:00	Monday, December 15
ECON 1000, 2113, 2133	5:00-7:00	Tuesday, December 16
CHEM 1121, 1151, 1161, 2621	5:00-7:00	Wednesday, December 17
CHEM 0150, 1120, 1150, 1160, 2620	5:00-7:00	Thursday, December 18
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00-7:00	Friday, December 19

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:00 Friday, December 12
8:00 TTH	8:00 - 10:00 Tuesday, December 16
9:00 MWF	8:00 - 10:00 Monday, December 15
9:00 TTH	8:00 - 10:00 Thursday, December 18
10:00 MWF	8:00 - 10:00 Wednesday, December 17
10:00 TTH	8:00 - 10:00 Friday, December 19
11:00 MWF	11:00 - 1:00 Friday, December 12
11:00 TTH	11:00 - 1:00 Tuesday, December 16
12:00 MWF	11:00 - 1:00 Monday, December 15
12:00 TTH	11:00 - 1:00 Thursday, December 18
1:00 MWF	11:00 - 1:00 Wednesday, December 17
1:00 TTH	11:00 - 1:00 Friday, December 19
2:00 MWF	2:00 - 4:00 Friday, December 12
2:00 TTH	2:00 - 4:00 Tuesday, December 16
3:00 MWF	2:00 - 4:00 Monday, December 15
3:00 TTH	2:00 - 4:00 Thursday, December 18
4:00 & 5:00 MWF	2:00 - 4:00 Wednesday, December 17
4:00 & 5:00 TTH	2:00 - 4:00 Friday, December 19

Faculty Senate Agenda
15 October 1996
Attachment 2.

PROPOSED
SPRING SEMESTER 1998

(Actual class days: 14 Mondays, 16 Tuesdays, 16 Wednesdays, 15 Thursdays, 14 Fridays, 13 Saturdays.
Effective class days: 15 Mondays, 15 Tuesdays, 15 Wednesdays, 15 Thursdays, 15 Fridays, 13 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 9, Friday	Schedules canceled for all who have not paid fees by 4:00 P.M.
January 12, Monday	Registration and schedule changes
January 13, Tuesday	Classes begin; late registration; schedule changes
January 19, Monday	State Holiday (no classes)
January 20, Tuesday	Last day for late registration and schedule changes (drop and add)
January 21, Wednesday	Last day for schedule changes (add only)
January 28, Wednesday	Last day to apply for graduation in May
February 24, Tuesday	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 15-22 Sunday - Sunday	Spring break
March 23, Monday	8:00 A.M. Classes resume
March 30, Monday	Early registration for summer sessions and fall semester 1998
April 10, Friday	State holiday (no classes)
April 15, Wednesday	Last day to remove incompletes given during fall semester 1997
April 24, Friday	Last day for graduate students to drop courses without grades
April 27, Monday	Last day to submit thesis to Graduate School for completion of degree in this term
May 5, 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.
May 6, Wednesday	State holiday makeup day (Classes which normally would have met on Monday, January 19, will meet on this day so that there will effectively be the same number of Wednesdays and Mondays as every other weekday during the semester.) Classes which normally meet on this day will not meet.
May 6, Wednesday	Classes end
May 7, Thursday	Reading Day
May 8, Friday	Regular exams begin
May 14, Thursday	7:00 P.M. - Exams for spring semester close
May 16, 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 (May 8 - May 14). 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 9, 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	Friday, May 8
ECON 1000, 2113, 2133	5:00-7:00	Saturday, May 9
CHEM 1121, 1151, 1161, 2621	5:00-7:00	Monday, May 11
CHEM 0150, 1120, 1150, 1160, 2620	5:00-7:00	Tuesday, May 12
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00-7:00	Wednesday, May 13
PHYS 1251, 1261, MATH 1065	5:00-7:00	Thursday, May 14

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:00 Wednesday, May 13
8:00 TTH	8:00 - 10:00 Thursday, May 14
9:00 MWF	8:00 - 10:00 Friday, May 8
9:00 TTH	8:00 - 10:00 Tuesday, May 12
10:00 MWF	8:00 - 10:00 Monday, May 11
10:00 TTH	8:00 - 10:00 Saturday, May 9
11:00 MWF	11:00 - 1:00 Wednesday, May 13
11:00 TTH	11:00 - 1:00 Thursday, May 14
12:00 MWF	11:00 - 1:00 Friday, May 8
12:00 TTH	11:00 - 1:00 Tuesday, May 12
1:00 MWF	11:00 - 1:00 Monday, May 11
1:00 TTH	11:00 - 1:00 Saturday, May 9
2:00 MWF	2:00 - 4:00 Wednesday, May 13
2:00 TTH	2:00 - 4:00 Thursday, May 14
3:00 MWF	2:00 - 4:00 Friday, May 8
3:00 TTH	2:00 - 4:00 Tuesday, May 12
4:00 & 5:00 MWF	2:00 - 4:00 Monday, May 11
4:00 & 5:00 TTH	2:00 - 4:00 Saturday, May 9

CALENDAR COMMITTEE REPORT
PROPOSED REVISION TO THE
GUIDELINES FOR SETTING UNIVERSITY CALENDARS
(Deletion is noted in strike-through.)

1. Fall and spring semesters will include at least 15** Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays. Each summer session will have 25 class days.
2. When appropriate, fall semester will include Labor Day as a holiday, a two-day break appended to a weekend in October, a Thanksgiving holiday beginning no later than 1:00 P.M. Wednesday before Thanksgiving and continuing through Saturday, and a Reading Day between the last day of classes and the beginning of exams.
3. There will be a minimum of a three-week break between fall and spring semesters ~~and a minimum of a one-week break between spring semester and the first session of summer school.~~
4. When appropriate, spring semester will include Martin Luther King, Jr.'s Birthday and Good Friday as holidays, a break of one week, and a Reading Day between the last day of classes and the beginning of exams.
5. Commencement will be scheduled at appropriate times at the end of both fall and spring semesters.
6. When appropriate, fall and spring semester exams will be scheduled on seven days including Saturday according to a rotation schedule. Exams for each summer session will be held on the day after the last class day.
7. Independence Day will be scheduled as a summer session holiday.
- 8.* The calendar shall include two semesters of seventeen weeks each and a summer session of eleven weeks divided into two terms of approximately five and one-half weeks.
- 9.* You shall have the advice of a student-faculty committee on the calendar.
- 10.**The calendar shall provide a minimum of 75 class days per semester - excluding final examinations, Reading Days, Saturdays, Sundays, and holidays - for a total of 150 class days per academic year.

*Mandated UNC-General Administration on 3 February 1971.

**Mandated by UNC-General Administration on 2 July 1996.

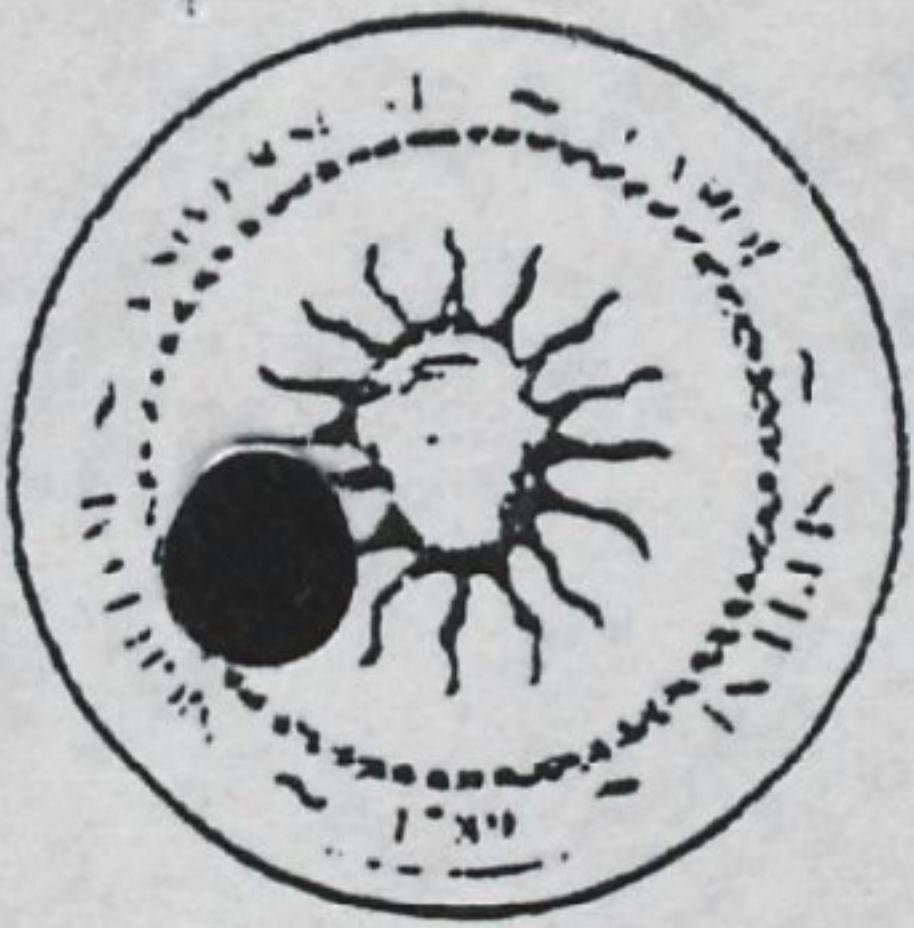
Faculty Senate Agenda
15 October 1996
Attachment 4.

FACULTY GOVERNANCE COMMITTEE REPORT
Principal Features of a Meaningful
System of Post-Tenure Review

This report is a response to the attached memo from President Spangler to Chancellor Eakin on 7 August 1996, requesting *"a list describing what the principal features of a meaningful system of post-tenure review of faculty performance should include from the point of view of your faculty."* This list will be forwarded to the Chancellor and then to the UNC Ad Hoc Committee to Study Post-Tenure Review.

The Faculty Governance Committee recommends that the Faculty Senate adopt the following six items as "principal features of a meaningful system."

1. Unit administrator's initiation of possible review based on a permanently tenured faculty member's negative annual evaluations by the administrator.
2. Unit administrator's consultation with the unit tenure committee with respect to whether post-tenure review of the faculty member in question should be undertaken.
3. Where found appropriate by the unit administrator in consultation with the unit tenure committee, initiation of an in-depth, post-tenure review of the faculty member's credentials.
4. Where found appropriate by the unit administrator and the tenure committee, creation of a faculty development plan by the unit administrator in consultation with the tenure committee and faculty member.
5. Review by the unit administrator in consultation with the tenure committee of the faculty member's progress under the development plan.
6. Where found appropriate by the unit administrator and tenure committee, recommendation to the Chancellor to initiate procedures for the imposition of serious sanction.



The University of North Carolina

GENERAL ADMINISTRATION

POST OFFICE BOX 2688, CHAPEL HILL, NC 27515-2688

C. D. SPANGLER, JR. *President*

Telephone 919 962-1000

COPY

ATTACHMENT # 4

(continued)

August 7, 1996

MEMORANDUM

TO: The Chancellors

FROM: C. D. Spangler, Jr. *C. D. Spangler, Jr.*

RE: Review of Performance of Tenured Faculty

In September of 1993, the Board of Governors of the University of North Carolina issued a report entitled "Tenure and Teaching in the University of North Carolina." This report endorsed the University's historical commitment to tenure as presented in Section 602 of The Code of the Board of Governors of the University of North Carolina and noted that "by and large, tenure policies and procedures within the University are sound" (p.ii). It pointed out that detailed criteria for tenure and other faculty personnel decisions are delegated to the individual campuses subject to the approval of the President and the Board of Governors.

The report stressed that institutions should give careful attention to the evaluation of faculty performance and to the availability of faculty professional development opportunities. We have made a good beginning by implementing the recommendations of the Board of Governors' report on tenure and teaching, but the major focus of that report was almost exclusively on the effectiveness of teaching and on newly appointed and non-tenured faculty members in a probationary status.

Since no institution can be better than the quality of its faculty, we must turn our attention to evaluating the broader obligations of all faculty members, with special emphasis on those who are tenured. Nothing in the Code prohibits review of faculty performance following tenure. Tenure and rigorous evaluations of faculty performance are compatible concepts. Post-tenure reviews and evaluations of faculty are conducted in various formal and informal ways now in our constituent institutions. However, systematic review of the performance of tenured professors

Appalachian State University

East Carolina University

Elizabeth City State University

Fayetteville State University

North Carolina Agricultural and Technical State University

North Carolina Central University

North Carolina School of the Arts

North Carolina State University at Raleigh

Pembroke State University

University of North Carolina at Asheville

University of North Carolina at Chapel Hill

University of North Carolina at Charlotte

University of North Carolina at Greensboro

University of North Carolina at Wilmington

Western Carolina University

Winston-Salem State University

may not be carried out on a regular, recurring basis. I informed the Board of Governors in July that we will take a serious look at how, and when, and for what purpose we review the performance of faculty members after they receive tenure and will make a report to them by May 1, 1997. The purpose of the review and report will be to ensure that there is regular, systematic post-tenure evaluation of faculty performance throughout the University.

Therefore I am asking you to do the following:

1. By September 6, 1996, nominate a member of your Academic Affairs staff to serve on the Ad Hoc Committee to Study Post-Tenure Review in the University of North Carolina. This committee will plan to meet monthly throughout much of this academic year.
2. By October 30, have all appropriate units respond to the attached survey on evaluation of tenured faculty. Be sure that each unit attaches copies of its current policies and procedures for evaluation of tenured faculty.
3. By November 22, send a list describing what the principal features of a meaningful system of post-tenure review of faculty performance should include from the point of view of your faculty. *The list should be the result of a formal process of soliciting the views of the faculty.*

This information and materials are to be submitted to Vice President Roy Carroll by the dates indicated.

Enclosure

cc: Vice-President Roy Carroll
Chief Academic Officers
Dr. Peter Petschauer, Chair of the Faculty Assembly

STUDENT SCHOLARSHIPS, FELLOWSHIPS, AND FINANCIAL AID COMMITTEE REPORT

SCHOLARSHIPS AND GRANTS FOR SOPHOMORE-LEVEL AND ABOVE STUDENTS

- Whereas,** the number of students who receive financial assistance based on their academic performance is very small, and
- Whereas,** due to the importance of recruiting quality high school students, most of the scholarships and grants are given to incoming freshman students, and
- Whereas,** retention of quality students, whose academic performance has been outstanding should be a primary objective of the University, and
- Whereas,** there are many students having to work 20-30 hours a week to pay for school, books, or room and board and are still achieving excellent grades, and
- Whereas,** the University should reward as many of these hard working and gifted students as possible.

Therefore Be It Resolved, that the Student Scholarships, Fellowships, and Financial Aid Committee requests that the University provide scholarships and grants to sophomore-level and above students who have proven themselves academically at East Carolina University.

Be It Further Resolved, that the Student Scholarships, Fellowships, and Financial Aid Committee be kept abreast annually of the awarding of these new scholarships and grants through a report from the Financial Aid office.

TEACHING EFFECTIVENESS COMMITTEE REPORT

Proposed revisions to the *Selection Procedures for Robert and Lina Mays and Robert L. Jones Alumni Distinguished Professor for Teaching Awards*

(Additions in bold print, deletions in strike-through)

1. Each faculty unit is invited to nominate candidates for the annual Alumni Distinguished Professor for Teaching Awards. Each unit is to develop its own nomination procedures based on Faculty Senate Resolution #91-29, "Seven Characteristics of Effective Teaching", and should allow consideration of any eligible faculty member who requests consideration for nomination. No more than one nominee for each ten faculty members in the academic unit can be nominated for the award. A call for nominees will be sent out to each academic unit from the Teaching Effectiveness Committee by October 1 of each year. The call will include a brief statement that each unit is to determine their own method for selecting nominees.
2. Any full-time faculty member who has taught at ECU for three or more years is eligible to be considered for a teaching award. Four years must have elapsed before a faculty member who has won can be considered again. The candidate is to turn in all evaluative materials to his or her unit administrator by November 15 each year. The unit administrator is to forward the candidate's materials to the Chair of the Teaching Effectiveness Committee by December 1.
3. The candidate, once nominated by the unit, will prepare a two page cover letter describing his/her assignments, approaches, and efforts for effective teaching and learning, plus the following required materials for the Ad Hoc Teaching Awards Committee:
 - A. List of all courses taught over the past three years, average credit/contact hours per semester, and representative samples of course outlines, tests, and teaching materials. Samples do not have to include all courses taught.
 - B. Student evaluations for three years, and the corresponding grade distributions for each course.
 - C. Peer evaluations, if available, or other approved evaluation methods as listed in Faculty Senate Resolution #91-28, "Methods for Assessing Teaching Effectiveness".
 - D. Three to five letters of support from former students (not to exceed two double-spaced pages each). Include names, addresses, phone

numbers of students, and the title and date of course attended.

The total packet of materials submitted to the Ad-Hoc Teaching Awards Committee is not to exceed 50 single-sided pages. Packets in excess of the page limitation will be eliminated from consideration. **The committee chair will forward format guidelines to each candidate.** Award recipients will be invited to place their portfolios and videotapes in the library set aside in the Faculty Development Center.

4. The Ad Hoc Teaching Awards Committee will be created by the Vice Chancellor for Academic Affairs and the Chair of the Teaching Effectiveness Committee. It will be chaired by a member of the Teaching Effectiveness Committee and have at least one member who is experienced in classroom observation and evaluation. The Committee will receive the materials, which will be read by at least three committee members, and evaluated using the criteria in Faculty Senate Resolution #91-29. The seven characteristics of effective teaching will all have equal weight.
5. A list of a maximum number of twelve finalists and their evaluations will be forwarded to the Vice Chancellor for Academic Affairs for review. The Committee will request that the unit administrator for each finalist forward a letter of support to the Vice Chancellor.
6. ~~Upon approval by the Vice Chancellor for Academic Affairs, the final pool of twelve applicants will be contacted and videotaped in class. An entire class will be videotaped, and then the candidate will select a twenty minute segment for review by the Committee. The video segment submitted to the committee must include at least one pan of the students.~~
Upon approval by the Vice Chancellor for Academic Affairs, the final pool of twelve applicants will be contacted. Finalists must provide a videotape showing them teaching a portion of a class. The video segment submitted to the committee may be up to twenty minutes in length, must include at least one pan of the students, and must have been recorded within the past two years. The finalists will be given three to four weeks to provide the videotape.
7. ~~The Committee plus two Alumni Association representatives will evaluate the materials, including the video tapes, and by scoring determine the two winning candidates.~~
The committee will evaluate the materials, including the video tapes, and by scoring determine the three winning candidates.
8. ~~The names of the winning candidates will not be announced until the Fall Convocation. The finalists will also be publicly recognized at that time.~~
The names of the winning candidates will be announced during the annual teaching awards ceremony. The finalists will be publicly recognized at that time.