

PLEASE POST FOR ALL FACULTY TO READ!

**EAST CAROLINA UNIVERSITY
1998-1999 FACULTY SENATE**

The seventh regular meeting of the 1998/1999 Faculty Senate will be held on **Tuesday, 30 March 1999**, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

- I. **Call to Order**
- II. **Approval of Minutes**
23 February 1999
- III. **Special Order of the Day**
 - A. Roll Call
 - B. Announcements
 - C. Richard Eakin, Chancellor
 - D. Vice Chancellor's Report
 - E. Bruce Flye, Director of Facility Planning
Discussion of University plans for the new technology building and parking.
 - F. Approval of Spring 1999 Graduation Roster.
- IV. **Unfinished Business**
- V. **Report of Committees**
 - A. Committee on Committees, Mark Taggart
 - 1. First reading of proposed addition to the Admissions and Recruitment Committee charge (attachment 1).
 - 2. First reading of proposed revisions to the Faculty Computer Committee charge (attachment 2).
 - B. Admissions and Recruitment Committee, John Cope
Resolution supporting International Programs (attachment 3).
 - C. Educational Policies and Planning Committee, George Bailey
 - 1. Requests for Permission to Plan New Degree Programs.
(Copies of the proposals may be viewed in the Faculty Senate office.)
 - a. Ph.D. in Engineering/Industrial Management
 - b. B.S. in Civil Engineering Technology
 - c. B.S. in Electronics Engineering Technology
 - d. B.S. in Environmental Engineering Technology
 - 2. Request for Authorization to Establish a New M.S. Degree Program in Occupational Therapy. (A copy of the proposal may be viewed in the Faculty Senate office.)

- D. Faculty Governance Committee, Patricia Anderson
 - 1. Proposed Revisions to the *ECU Faculty Manual*, Appendix C. Personnel Policies and Procedures for the Faculty of East Carolina University (attachment 4).
 - 2. Proposed Addition to the *ECU Faculty Manual*, Part I. Introduction, Relating to Proposed Procedures for Requests for Interpretation of the *ECU Faculty Manual* (attachment 5).
 - 3. Interpretation of the *ECU Faculty Manual*, Appendix D, Section IV.G. Initiation of Recommendations, Relating to Search Committees (attachment 6).
 - 4. Editorial Change to *ECU Faculty Manual*, Appendix D. Section VI. Due Process Before Discharge or Imposition of Serious Sanction (attachment 7).

- E. Research/Creative Activity Policies Committee, Bodo Nischan
Revisions to the University Research Award Procedures (attachment 8).

- F. University Curriculum Committee, James Smith
Curriculum matters contained in the minutes of the 11 February 1999, and 25 February 1999, Committee Meeting. (Copies of these minutes have been distributed to all units and are available on the Faculty Senate web page.)

VI. New Business

East Carolina University Faculty Senate
ADMISSIONS AND RECRUITMENT COMMITTEE CHARGE
Faculty Senate Resolution : pending

Proposed addition is noted in bold print.

1. Name: Admissions and Recruitment Committee

2. Membership:

7 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Director of Admissions, the Director of Continuing Education and Summer School, the Dean of Undergraduate Studies, and a **representative from International Programs**, or their appointed representatives.

3. Quorum: 4 elected members exclusive of ex-officio.

4. A. Committee Responsibilities:

1. The committee considers matters related to the admission and recruitment of entering students.
2. The committee recommends policies, procedures, and standards governing undergraduate admissions and recruitment.
3. The committee serves as an appellate board for entering students who, for sufficient reason, cannot meet admission requirements.

B. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate. The committee reports its appellate decisions to the office of Undergraduate Studies.

C. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

D. Power Of The Committee To Act Without Faculty Senate Approval:

The committee suggests to the Director of Admissions research studies that are helpful in evaluating the efficiency of current admission practices. The committee is empowered to make appellate decisions regarding entering students who, for sufficient reasons, cannot meet admission requirements, and to report these decisions to the office of Undergraduate Studies.

5. Standard Meeting Time:

The committee meeting time is scheduled for the 1st Monday of each month.

Full Faculty Senate Agenda

30 March 1999

Attachment 2.

East Carolina University Faculty Senate
FACULTY COMPUTER INFORMATION TECHNOLOGY COMMITTEE CHARGE

Faculty Senate Resolution: pending

Proposed revisions are noted in bold print and items to be deleted in ~~strikethrough~~.

1. Name: Faculty ~~Computer~~ Information Technology Committee
 2. Membership:
9 faculty members, ~~at least 6 of whom are from academic units that are bona fide users of the University computation facilities,~~ that represents a cross section of the university, and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences, ~~Director of Computing and Information Systems, and Manager of Academic Computing,~~ **Associate Vice Chancellor for Administration and Finance-Information Technology, Director of Strategic Initiatives, Director of IT Consulting, and Chair of the Information Resources Coordinating Council** or their appointed representatives.
 3. Quorum: 5 elected faculty members exclusive of ex-officio.
 4. A. Committee Responsibilities:
 1. **The committee develops and maintains a vision and plan for present and future faculty uses of information technology.**
 2. **The committee represents faculty opinion on information technologies and related policies.**
 3. **The committee should identify campus technology committees and seek representative membership.**
 4. **The committee pursues new University technology policies, initiatives, and related funding priorities and makes recommendations as appropriate.**
 1. ~~The committee serves as a resource of faculty opinion on computer services and policies.~~
 2. ~~The committee interprets the problems and policies of the Computer and Information Systems to the faculty and brings faculty opinions and needs to the attention of the Computer and Information Systems' staff.~~
 3. ~~The committee reviews and recommends to the Vice Chancellor for Academic Affairs and the Vice Chancellor for Health Sciences priorities for allocation by the Faculty Microcomputer program.~~
 - B. To Whom The Committee Reports:
The committee makes its recommendations of ~~computer policies and procedures of technology policies and procedures~~ to the Faculty Senate. ~~The committee makes its recommendations on priorities for allocation by the Faculty Microcomputer program to the appropriate vice chancellor.~~
 - C. How Often The Committee Reports:
The Committee reports to the Faculty Senate at least once a year and at other times as necessary.
 - D. Power of the Committee To Act Without Faculty Senate Approval:
~~The Committee is empowered to recommend proposals to be allocated by the Faculty Microcomputer program.~~ **The committee regularly communicates with campus technology committees through its appointed representative(s) on the committees.**
5. Standard Meeting Time:
The committee meeting time is scheduled for the 2nd Tuesday of each month.

ADMISSIONS AND RECRUITMENT COMMITTEE REPORT

Resolution Supporting International Programs

- Whereas,** it is the mission of East Carolina University to become an outstanding national University; and
- Whereas,** there is no national University in the United States which is not at the same time an international University; and
- Whereas,** East Carolina University has substantially strengthened the office of International Affairs since 1995 and brought the recruitment of international students under the latter; and
- Whereas,** the present number of international students (158 in the Fall 1998 semester) though nearly twice the number in 1995, is still a very small percentage of ECU's total enrollment, and falls short of the enrollment of international students even at our peer institutions, ASU and UNC Wilmington; and
- Whereas,** additional resources are needed in the office of International Affairs for an increase in the recruitment of international students; and
- Whereas,** the presence of international students on ECU's campus provides many intangible and qualitative benefits for our students and the Greenville community at large; and
- Whereas,** East Carolina University is committed to diversity as noted in the University Strategic Plan.

Therefore Be It Resolved, that the Admissions and Recruitment Committee recommends that ECU substantially increase the number of international students by addressing the following issues:

1. provide additional resources for the training of the existing office recruitment staff, for hiring additional recruitment personnel, and for sending well-trained recruitment teams to different regions of the world,
2. provide an equitable mechanism for tuition waivers for international graduate students,
3. diversify the geographic profile of international students,
4. increase the number of countries currently represented, and
5. provide for intensive language training and assistance with English as a second language.

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed Revisions to the *ECU Faculty Manual*, Appendix C. Personnel Policies and Procedures for the Faculty of East Carolina University

Revise Section I. D. Specific Criteria for Appointment (pages C-3 and C-4) to read as follows (additions are noted in **bold print** and deletions are noted by ~~strike-through~~):

"D. Specific Criteria for Appointment

Among the many qualifications which may be considered when making appointments, the following are essential:

Instructor - Evidence of character traits which contribute decidedly to the professional advancement of the well-trained person; evidence of a sound educational background for the specific position, including as a minimum the master's degree or equivalent as evaluated by the academic unit and affirmed by the appointing officer; and evidence of teaching capacity.

Assistant Professor - Qualifications of the previous rank; an appropriate terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned; evidence of potential for continued professional growth which shall be in part measured by teaching effectiveness, creative activity/research; and membership in professional organizations.

Associate Professor - Qualifications of the previous ranks; evidence of ~~quality teaching at the university level~~ **teaching effectiveness**; a record of creative or research activity resulting in publication or comparable ~~results~~ **productivity**; a record of participation in professional organizations; ~~and~~ effective service on departmental, school, college, academic, **and/or** administrative committees; and a record of effective service to the profession.

Professor - Qualifications of the previous ranks; an established record of excellence in teaching; a record of significant publication or creative activity, or research activity; and a record of significant service to the profession, **such as contributions to the development of public forums, institutes, continuing education projects, and patient services; consulting in the private and public sectors; and a record of significant contribution as a member of academic and/or administrative committees.**

Notwithstanding any previous statement that has appeared herein, competence for appointment to a specific rank may be attested to by advanced study, culminating in appropriate graduate degrees, or by extensive work experience in the teaching fields or in a professional practice which is demonstrably of highest quality."

Revise Section I. E. Initial Appointment (page C-4) to read as follows (addition is noted in **bold int**):

"Appointment to the faculty is made by the chancellor or his/**her** designee."

FACULTY GOVERNANCE COMMITTEE REPORT

Revise Section I. V. Professional Advancement (page C-5) to read as follows (deletions are noted by ~~strike-through~~ and additions are noted in **bold print**):

"Upon request by the faculty member, the unit administrator and the unit personnel committee shall evaluate the faculty member for promotion. Following such evaluation, the unit administrator and the personnel committee shall inform the faculty member of their respective recommendations. Promotion shall be based primarily upon the faculty member's total demonstrated professional competence and achievement. Procedures to be followed for promotion are found in *ECU Faculty Manual*, Appendix D. Among the many qualifications which may be considered when making recommendations for promotion, the following are essential:

Assistant Professor - Qualifications necessary to be appointed to the rank of instructor, an appropriate terminal degree, as evaluated by the academic unit and affirmed by the appropriate administrative officer and the profession concerned; a record of progress toward teaching **effectiveness** excellence; and evidence of a potential for continued professional growth which shall, in part, be measured by creative activity/research and membership in professional organizations.

Associate Professor - Qualifications of the previous rank; evidence of teaching **effectiveness** excellence; a record of creative or research activity resulting in publication or comparable productivity; a record of participation in professional organizations; and effective service on departmental, school, college, academic, **and/or** administrative committees, **and a record of effective service to the profession.**

Professor - Qualifications of the previous ranks; an established record of excellence in teaching; a record of significant publication, creative activity, or research activity; a record of significant service to the profession, such as contributions to the development of public forums, institutes, continuing education projects, **and patients services;** ~~and consulting in the private and public continuing education projects, and patients services~~ **and consulting in the private and public sectors;** and a record of significant contribution as a member of an academic school, college, **and/or** administrative committees.

Promotion usually should be accompanied by a salary increment which shall be separate from any and all other increments to which the individual may be entitled. Notwithstanding any previous statement that has appeared herein, competence for promotion to a specific rank may be attested to by advanced study, culminating in appropriate graduate degrees, or by extensive work experience in the teaching fields or in a professional practice which is demonstrably of highest quality."

Full Faculty Senate Agenda
30 March 1999
Attachment 5.

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed Addition to the *ECU Faculty Manual*, Part I. Introduction, Relating to Proposed Procedures for Requests for Interpretation of the *ECU Faculty Manual*

Revise Part I. of the *ECU Faculty Manual*, by inserting the following as the second paragraph in this section.

"Requests for interpretation of the *ECU Faculty Manual*, will be submitted to the Chair of the Faculty or the Vice Chancellor for Academic Affairs. The Chair of the Faculty and the Vice Chancellor for Academic Affairs will provide a joint conditional interpretation. In matters pertaining to their purview, the Vice Chancellor for Academic Affairs will consult with the Vice Chancellor for Health Sciences or the Vice Chancellor for Research. This conditional interpretation will be in effect until a permanent interpretation is adopted through normal procedures. The office of the Faculty Senate will maintain an index of such interpretations, identified in the appropriate section of the *ECU Faculty Manual*."

Full Faculty Senate Agenda
30 March 1999
Attachment 6.

FACULTY GOVERNANCE COMMITTEE REPORT

Interpretation of the *ECU Faculty Manual*, Appendix D, Section IV.G. Initiation of Recommendations, Relating to Search Committees

A search committee may fulfill the responsibilities of reviewing applications, selecting candidates, interviewing candidates, and recommending one or more candidates for the position to the unit's Personnel Committee.

Full Faculty Senate Agenda

30 March 1999

Attachment 7.

FACULTY GOVERNANCE COMMITTEE REPORT

Editorial Change to *ECU Faculty Manual*, Appendix D. Section VI. Due Process Before Discharge or Imposition of Serious Sanction

(Deletions are noted in ~~strike through~~ and additions are noted in **bold print**.)

Changes in the University's discharge procedures are mandated by the changes in the UNC Board of Governors Code. In order to make the University's procedures consistent with the Code as amended, the Faculty Governance Committee provides the following revisions to Appendix D of the *ECU Faculty Manual*.

In Appendix D. Section VI. Due Process Before Discharge or Imposition of Serious Sanction, Subsection B. Notice, change "chancellor or chancellor's designee" to "vice chancellor with supervisory authority" as follows:

"B. Notice

*Written notice of intent to discharge or to suspend from employment or to diminish in rank (these penalties hereinafter in Section VI are referred to as "the penalty") shall be sent by the ~~chancellor or by the chancellor's designee~~ **vice chancellor with supervisory authority or by the vice chancellor's designee** to the faculty member by registered mail, return receipt requested. The statement shall include notice of the faculty member's right, upon request, to both written specification of the reasons for the intended penalty and a hearing by the Due Process Committee (Section VI.E)."*

In Appendix D. Section VI. Due Process Before Discharge or Imposition of Serious Sanction, Subsection D. Specification of Reasons and Hearing Request, change "chancellor" wherever it appears to "vice chancellor with supervisory authority" as follows:

"D. Specification of Reasons and Hearing Request

*If, within 10 working days after the faculty member receives notice referred to in Section VI.B. above, the faculty member makes a written request to the ~~chancellor~~ **vice chancellor with supervisory authority**, by registered mail, return receipt requested, for a specification of reasons, the ~~chancellor or the chancellor's designee~~ **vice chancellor with supervisory authority or the vice chancellor's designee** shall supply such specification in writing by registered mail, return receipt requested, within 10 working days after receiving the request.*

*A faculty member's request for a hearing is to be directed to the ~~chancellor~~ **vice chancellor with supervisory authority** in writing by registered mail, return receipt requested. Upon receipt of such a request the ~~chancellor~~ **vice chancellor with supervisory authority** shall, within ten working days, notify the chair of the Due Process Committee of the need to convene a hearing in accordance with Section VI.F.1. If the faculty member makes no written request to the ~~chancellor~~ **vice chancellor with supervisory authority** for a hearing within 10 working days after receiving the specification, the faculty member may be penalized without recourse to any institutional grievance or appellate procedures."*

In Appendix D. Section VI. Due Process Before Discharge or Imposition of Serious Sanction, Subsection E. Due Process Committee, change "chancellor or chancellor's designee" to "vice chancellor with supervisory authority" as follows:

"When the committee is convened to consider any matter associated with a faculty member's request for a hearing, those committee members who hold an appointment in the faculty member's academic unit, those who might reasonably expect to be called as witnesses, or those who may have any other conflict of interest should disqualify themselves from participation in the activities of the committee related to this specific

FACULTY GOVERNANCE COMMITTEE REPORT

request for a hearing. The faculty member and the ~~chancellor~~ vice chancellor with supervisory authority are permitted to challenge committee members for cause. The other members of the committee will decide on any potential disqualifications if a committee member is so challenged but wishes to remain."

"Upon notification by the ~~chancellor or the chancellor's~~ vice chancellor with supervisory authority or by the vice chancellor's designee that a faculty member has requested a hearing, the chair of the committee shall determine the availability of the elected members and alternates, and shall select from those available one or more alternates, as necessary (see Part XI of the ECU Faculty Manual, UNC Code, Section 603). The ranking of the available alternates for selection shall be determined by their years of service to the University. That available alternate who is most highly ranked shall attend all sessions of the hearing and shall replace a regular member should that member be unable to attend the entire hearing."

In Appendix D. Section VI. Due Process Before Discharge or Imposition of Serious Sanction, Subsection F. Procedures for the Hearing, change "chancellor or the chancellor's delegate (hereinafter the chancellor), and counsel for the chancellor" to "vice chancellor with supervisory authority and his/her counsel" as follows:

"F. Procedures for the Hearing

1. Time and Date of Hearing

The Due Process Committee shall set the time, date, and place for the hearing. The date for the hearing must be within 30 working days of the time the committee receives the ~~chancellor's~~ vice chancellor with supervisory authority's notification of the faculty member's written request for a hearing. The committee shall notify the affected faculty member, the ~~chancellor~~ vice chancellor with supervisory authority, and the chair of the faculty of the time, date, and place of the hearing. The committee may, upon the faculty member's written request and for good cause, postpone the date of the hearing by written notice to the faculty member.

2. Conduct of Hearing

The hearing shall be on the written specification of reasons for the intended penalty. The chair of the Due Process Committee is responsible for conducting the hearing and for maintaining order during the hearing. Attendance at the hearing is limited to the committee's members and alternates, the faculty member requesting the hearing, counsel for the faculty member, the ~~chancellor or the chancellor's delegates~~ (hereinafter, the chancellor), and counsel for the ~~chancellor~~ vice chancellor with supervisory authority, and counsel for the vice chancellor. Other persons (witnesses) providing information to the committee shall not be present throughout the hearing, but shall be available at a convenient location to appear before the committee as appropriate. An audio recording or a "court reporter's" transcript of the proceedings shall be made.

The hearing shall begin with an opening statement by the chair of the committee limited to explaining the purpose of the hearing and the procedures to be followed during the hearing. Following the opening remarks by the committee chair, the ~~chancellor or the chancellor's~~ counsel vice chancellor with supervisory authority or his/her counsel shall present the university's contentions and any supporting witnesses and documentary evidence. The faculty member or the faculty member's counsel may then reply and present any supporting witnesses and documentary evidence. During these presentations, the ~~chancellor~~ vice chancellor with supervisory authority or his or her counsel, and the faculty member or his or her counsel, may cross-examine opposing witnesses. Committee members may question witnesses for purposes of clarification."

RESEARCH/CREATIVE ACTIVITY POLICIES COMMITTEE REPORT
Proposed

Revised University Research Awards Procedures

East Carolina University
Research/Creative Activity Policies Committee
Procedures for Yearly Lifetime and Five-Year
University Research Awards

Objective

To reward originality and excellence in research and creative activities as evidenced by sustained, high quality, meaningful work.

Awards Per Year

One Lifetime Achievement Research/Creative Activity Award
One Five-Year Achievement Research/Creative Activity Award

Each year, the two awards will be given to faculty in one of the three rotating categories:

Arts and Humanities
Social Sciences
Natural Sciences and Math

Review Procedures

In early September, all academic units will be notified of the opportunity to nominate applicants for either a Lifetime or Five-Year Achievement University Research Award.

The unit should select no more than one candidate for each award (Lifetime or Five-Year) for consideration at the University level. The unit should prepare a cover letter that details the contributions of their candidates to their respective field. If nominating an individual for the five-year award, the unit chair should include in his or her nomination letter, a summarization of the candidate's main research achievements within the past five years. The unit should obtain three outside letters of recommendation (on institutional stationery) for inclusion in the nomination packet. In the request for recommendations, the unit should ask the referees to evaluate the candidate's accomplishments and contributions to their field. The letter to the outside referees should ask that any professional relationships between referees and the candidate be disclosed.

The unit's nominating letter, complete CV, and three letters from outside referees should be submitted to the Research/ Creative Activity Policies Committee on or before December 1st of each year. The unit's nominating letter should specify which award the candidate is to be considered for (Lifetime or Five-Year). Candidates should include in their information, evidence of productivity and peer review in accordance with the policy established by their academic unit.

The Committee will review the applicant's research materials in light of their unit's research/creative activity criteria provided by the unit administrator.

The primary criteria used to award these research awards will be the impact on the individual's field.

In February, the Committee will forward their nominees for the Lifetime Achievement and Five-Year Achievement University Research Award to the Vice Chancellor for Research. The Chancellor will review the nominees' research materials prior to the public announcement of these awards.

CURRENT

UNIVERSITY RESEARCH AWARDS PROCEDURES (Faculty Senate Resolution #95-2, 24 January 1995)

The Vice Chancellor for Research will report annually to the Research/Creative Activity Policies Committee on the implementation of these awards.

Objective

To reward originality and excellence in research and creative activities as evidenced by sustained, high quality, meaningful work.

Number of Awards Per Year

Two awards per year.

During one year an award will be given within Academic Library Services and the School of Medicine and a second award within the professional schools of Education, Human Environmental Sciences, Industry and Technology, Social Work, Art, Business, and Music.

During the alternate year, an award will be given within Health Sciences Library and the College of Arts and Sciences and a second award within the professional schools of Allied Health Sciences, Nursing, and Health and Human Performance.

The same unit will not receive both awards in a given year. The two groups of units receiving awards the first year will be determined by a coin toss.

Activity Period Covered

Within the groups of units, the awards will alternate between lifetime achievement and a five-year period of research and creative activity. The initial award will be for a lifetime achievement.

Example: Year 1 - Lifetime - Academic Library Services + Medical School / 7 Professional Schools
Year 2 - Lifetime - Health Sciences Library + Arts and Sciences / 3 Professional Schools
Year 3 - 5-Year Period - Academic Library Services + Medical School / 7 Professional Schools
Year 4 - 5-Year Period - Health Sciences Library + Arts and Sciences / 3 Professional Schools

Categories Used to Judge Nominees

The categories used for consideration for the awards will be any combination of basic or applied research and/or artistic creativity and/or production.

The primary criteria used to award these research awards will be the impact on the individual's field.

Review Procedure

Nominees will submit evidence of productivity and peer review in accordance with the policy established by the unit. The peer review is to include both internal and external reviews.