

**MEETING OF FACULTY OFFICERS
WITH CHANCELLOR AND VICE CHANCELLORS**

Wednesday, November 8, 2000

1:30 p.m. in Spilman, room#103

AGENDA

- A. Chancellor Richard Eakin's Remarks
- B. Vice Chancellor Richard Ringeisen's Remarks
- C. Vice Chancellor James Hallock's Remarks
- D. Vice Chancellor Tom Feldbush's Remarks
- E. Faculty Officers' Remarks
 - 1. Funding for Alumni Distinguished Professor for Teaching Awards
 - 2. Annual Teaching Awards Ceremony
- F. 14 November 2000, Faculty Senate Agenda (attached)
- G. Miscellaneous

EAST CAROLINA UNIVERSITY 2000-2001 FACULTY SENATE

The third regular meeting of the 2000/2001 Faculty Senate will be held on Tuesday, 14 November 2000, at 2:10 in the Pendenhall Student Center Great Room.

FULL AGENDA

- I. Call to Order
- II. Approval of Minutes
10 October 2000
- III. Special Order of the Day
 - A. Roll Call
 - B. Announcements
 - C. Richard Eakin, Chancellor
 - D. Phil Dixon, Chairman of ECU Board of Trustees
Activities of the Chancellor Search Committee
 - E. Vice Chancellor's Report
 - F. Tom Powell, Director of Admissions
Information on this year's incoming freshman class
 - G. Approval of Fall 2000 Graduation Roster, including honors program graduates.
- IV. Unfinished Business
- V. Report of Committees
 - A. Admissions and Recruitment Committee, John Cope
Support for International Programs (attachment 1)
 - B. Committee on Committees, Henry Ferrell
 1. Overview of Committee's Activities (attachment 2)
 2. Second Reading of the following Academic Committee Charges:
 - a. Academic Awards (attachment 3)
 - b. Admission and Retention Policies (attachment 4)
 - c. Calendar (attachment 5)
 - d. Faculty Information Technology (attachment 6)
 - e. University Curriculum (attachment 7)
 3. First Reading of the following Academic Committee Charges:
 - a. Academic Standards and Honors (attachment 8)
 - b. Faculty Welfare (attachment 9)
 - c. Libraries (attachment 10)
 - d. Lifelong Learning (attachment 11)
 - e. Student Academic Appellate (attachment 12)
 - f. Student Scholarships, Fellowships, and Financial Aid (attachment 13)
 - g. Unit Code Screening (attachment 14)
 - C. Faculty Governance Committee, Henry Ferrell
 1. Policy on Requesting a Professional Leave of Absence (attachment 15)
 2. Interpretation to the *ECU Faculty Manual*, Appendix D (attachment 16)
 - D. University Curriculum Committee, James Smith
Curriculum matters contained in the minutes of the 28 September 2000, and 12 October 2000, Committee Meetings (Copies of these minutes have been distributed to all units and are available on the Faculty Senate web page.)
- VI. New Business

ADMISSIONS AND RECRUITMENT COMMITTEE REPORT

Resolution Supporting International Programs

- Whereas, it is the goal of East Carolina University to become an Outstanding national university; and
- Whereas, national universities in the United States have a substantial percentage of International students; and
- Whereas, East Carolina University is committed to diversity as widely noted in the University Strategic Plan; and
- Whereas, the present number of international students (about 1% in the fall 2000) falls short of the enrollment of international students at comparable institutions such as UNC-G, UNCC in the UNC system; and
- Whereas, the income from international and out-of-state enrollment provides additional revenue for the university; and
- Whereas, the current level of support for the International Affairs Office does not allow for effective international recruiting; and
- Whereas, East Carolina University does not offer an English language program;

Therefore Be It Resolved, that the Admissions and Recruitment Committee recommends that East Carolina University implement strategies to increase the number of international students.

Overview of Committee on Committees' Activities

25 standing Academic Committees combined and/or revised to create 18 standing Academic Committees.

Original Committee

Committee Changed to Create

Admissions and Recruitment

Admission and Retention Policies
 and Student Academic Appellate (for appeals)

Agenda

stays the same - no changes to charge

Calendar

revised charge - committee remains intact

Career Education

Lifelong Learning

Committee on Committees

stays the same - no changes to charge

Continuing Education

Lifelong Learning

Course Drop Appeals

Student Academic Appellate (for appeals)

Credits

Admission and Retention Policies
 and Student Academic Appellate (for appeals)

Educational Policies & Planning

pending action

Faculty Governance

pending action

Faculty Information Technology

revised charge - committee remains intact

Faculty Welfare

revised charge - committee remains intact

General Education

Academic Standards and Honors

Honors Program

Academic Standards and Honors

Libraries

revised charge - committee remains intact

Readmission Appeals

Admission and Retention Policies
 Student Academic Appellate (for appeals)

Research/Creative Activity Grants

pending action

Research/Creative Activity Policies

Academic Awards

Student Advising and Retention

Admission and Retention Policies

Student Scholarships, Fellowships,
 and Financial Aid

revised charge - committee remains intact
 and Student Academic Appellate (for appeals)

Teaching Effectiveness

Academic Standards and Honors
 and Academic Awards

Teaching Grants

pending action

Unit Code Screening

revised charge - committee remains intact

University Curriculum

revised charge - committee remains intact

Writing Across the Curriculum

Academic Standards and Honors

East Carolina University Faculty Senate
ACADEMIC AWARDS COMMITTEE CHARGE
Second Reading
Faculty Senate Resolution pending

1. Name: Academic Awards Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Research or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge.

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

4. Committee Responsibilities:

A. The committee recommends, when required, policies and procedures governing the granting of awards for meritorious teaching and advising, research, and service.

B. The committee recommends candidates for receipt of awards in the various categories to include, but not limited to, the Alumni Distinguished Professor for Teaching Awards, Research Awards, and the Max Ray Joyner Award.

5. To Whom The Committee Reports:

The committee recommends to the Faculty Senate policies and procedures governing awards in the various categories. The committee recommends candidates for awards to the appropriate issuing body.

6. How Often The Committee Reports:

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

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

The committee is empowered to recommend candidates for awards.

8. Standard Meeting Time:

The committee meeting time is scheduled for the first Thursday of each month.

This new committee would replace the award functions of the Research/Creative Activity Policies Committee and the Teaching Effectiveness Committee.

East Carolina University Faculty Senate
ADMISSION AND RETENTION POLICIES
COMMITTEE CHARGE
Second Reading
Faculty Senate Resolution pending

1. Name: Admission and Retention Policies Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge.

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

4. Committee Responsibilities:

- A. The committee considers matters related to undergraduate recruitment, admission, advising, and retention of students.
- B. The committee recommends to the Faculty Senate policies and procedures governing undergraduate recruitment, admissions, advising, retention, and readmission.
- C. The committee considers and proposes to the Faculty Senate policies and procedures pertaining to academic credits and standards. This includes, but is not limited to, auditing and repetition of courses, advanced placement credit, grading, course attendance, scholastic eligibility requirements, academic probation and suspension, degrees with distinction, honors listings (Honor Roll, Dean's List, Chancellor's List), schedule changes, withdrawal from the University, course-load limitation, residence requirements for graduation and other similar items.

5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:

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

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

None

8. Standard Meeting Time:

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

This new committee replaces the non-appellate functions of the Admissions and Recruitment, Credits, Readmission Appeals, and Student Advising and Retention Committees.

**East Carolina University Faculty Senate
CALENDAR COMMITTEE CHARGE**

*Second Reading
Faculty Senate Resolution pending*

1. Name: Calendar Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge.

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

4. Committee Responsibilities:

- A. The committee considers calendar matters for university units, except the School of Medicine.
- B. The committee is concerned with the number of days the University shall be in session during the regular terms, each semester, and summer-session terms. The committee also recommends the beginning and closing dates of the regular terms, each semester, and summer-session terms.
- C. The committee schedules examination, holiday, and vacation periods.
- D. The committee develops and presents calendar guidelines to the Faculty Senate. The committee makes recommendations based on these approved guidelines and other matters affecting the calendar.

5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at the March meeting and at other times as necessary.

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

None

8. Standard Meeting Time:

The committee does not have a standard meeting time.

East Carolina University Faculty Senate
**FACULTY INFORMATION TECHNOLOGY
COMMITTEE CHARGE**
Second Reading
Faculty Senate Resolution pending

1. Name: Faculty Information Technology Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge.

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

4. Committee Responsibilities:

- A. The committee recommends policy related to the academic use of information technology.
- B. The committee participates in the strategic planning for the academic usage of information resources.
- C. The committee reviews Information Resources Coordinating Council policy recommendations that affect academic usage of information technology.
- D. The committee represents faculty opinion on information technologies and related policies.
- E. The committee pursues new University technology initiatives, reviews funding priorities, and makes recommendations as appropriate.
- F. The committee reviews issues related to the academic use of information technology brought to it by faculty members.

5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:

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

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

None

Standard Meeting Time:

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

East Carolina University Faculty Senate
UNIVERSITY CURRICULUM COMMITTEE CHARGE

Second Reading
Faculty Senate Resolution pending

1. Name: University Curriculum Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge.

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

4. Committee Responsibilities:

- A. The committee considers undergraduate courses (through 4000-level) and programs and has the responsibility of assuring the quality of course offerings.
- B. The committee recommends policies and procedures governing the acceptability of programs and courses.
- C. The committee reviews requests for permission to establish new degree programs and requests to establish new minors.
- D. The committee reviews and acts on proposals for new courses and programs and modifications of existing programs, the banking and deletion of courses (and programs), and standards and requirements for admission to, and retention in, degree programs.
- E. The committee considers other items that affect the curriculum of undergraduate programs.
- F. The committee acts on recommendations from the Council of Teacher Education regarding proposed changes in teacher education requirements.

5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate. The committee reports on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.

6. How Often The Committee Reports:

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

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

The committee is empowered to report on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.

8. Standard Meeting Time:

The committee meeting time is scheduled for the second and fourth Thursday of each month.

East Carolina University Faculty Senate
ACADEMIC STANDARDS and HONORS
COMMITTEE CHARGE
First Reading
Faculty Senate Resolution pending

1. Name: Academic Standards and Honors Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge.

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

Committee Responsibilities:

- A. The committee recommends policies to improve and advance faculty teaching and student learning.
- B. The committee promotes teaching excellence and recommends means to identify faculty teaching success. The committee assists units requesting aid in developing teaching evaluation instruments for personnel decisions. The Committee recommends policies and programs to improve the physical environment in which teaching occurs. The committee provides a forum for faculty opinion concerning the design of new academic buildings and renovation of existing academic buildings.
- C. The committee makes recommendations concerning general education policies and requirements, students' entry into, tenure in, and egress from the General College. The committee makes recommendations to the University Curriculum Committee regarding proposed changes in the general education requirements.
- D. The committee recommends policies and guidelines governing the development and offering of courses and seminars designated as writing-intensive courses. The committee recommends semester course offerings and curricular changes in the Writing Across the Curriculum Program.
- E. The committee recommends policies and guidelines governing the development and offering of courses and seminars designated as Honors Courses, Honors Sections, and Honors Seminars. The committee recommends semester course offerings and curricular changes in the Honors Program.
- F. The committee recommends the criteria which undergraduate students must meet in order to be designated an "Honors Program Graduate" and recommends to the Faculty Senate the students to be awarded this designation.
- G. The committee reviews the annual report of the Director of the Writing Across the Curriculum Program and the Director of the Honors Program.

Academic Standards and Honors Committee Charge (continued)

5. To Whom The Committee Reports:

The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited above. The committee also recommends semester course offerings in the Writing Across the Curriculum Program to the Director of the Writing Across the Curriculum Program and semester course offerings in the Honors Program to the Director of the Honors Program. The committee recommends curricular changes in the Writing Across the Curriculum Program, Honors Program, and General Education to the University Curriculum Committee.

6. How Often The Committee Reports:

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

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

The committee is empowered to make reports to the program directors as indicated above and to the University Curriculum Committee as appropriate.

8. Standard Meeting Time:

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

This new committee replaces the General Education, Teaching Effectiveness, Honors Program, and Writing Across the Curriculum Committees.

East Carolina University Faculty Senate
**FACULTY WELFARE
COMMITTEE CHARGE**
First Reading
Faculty Senate Resolution pending

1. Name: Faculty Welfare Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge.

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

4. Committee Responsibilities:

A. The committee considers programs and policies relating to insurance, annuities, leaves of absence, and all other programs and policies which affect the general welfare of the faculty or of specific faculty members.

B. The committee reviews policies related to faculty salaries and fringe benefits and reports annually to the Faculty Senate on these topics.

C. The committee recommends new programs and policies related to faculty welfare and revisions to existing ones.

5. To Whom The Committee Reports:

The committee recommends new programs and policies related to faculty welfare, or revisions to existing ones, to the Faculty Senate.

6. How Often The Committee Reports:

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

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

None

8. Standard Meeting Time:

The committee meeting time is scheduled for the second Thursday of each month.

East Carolina University Faculty Senate
LIBRARIES COMMITTEE CHARGE
First Reading
Faculty Senate Resolution pending

1. Name: Libraries Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Director of Academic Library Services, the Director of Health Sciences Library, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge.

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

4. Committee Responsibilities:

- A. The committee considers the development of collections of books, periodicals, and other materials; library services; and the apportionment of University library budgets.
- B. The committee recommends policies and procedures concerning the development of library collections, services, facilities, and apportionment of library budgets.
- C. The committee interprets the problems and policies of both libraries to the faculty and conveys faculty opinion and needs to the library staff.

5. To Whom The Committee Reports:

The committee makes recommendations to the Faculty Senate concerning policies and procedures relating to the development of library collections and apportionment of library budgets. The committee makes recommendations to the Director of Academic Library Services and the Director of Health Sciences Library on matters relating to the services and facilities of the libraries and reports their recommendations to the Faculty Senate.

6. How Often The Committee Reports:

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

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

The committee is empowered to make recommendations concerning the policies and procedures relating to the development of library collections, services, facilities, and the apportionment of library budgets.

8. Standard Meeting Time:

The committee meeting time is scheduled for the third Wednesday of each month.

East Carolina University Faculty Senate
**LIFELONG LEARNING
COMMITTEE CHARGE**
First Reading
Faculty Senate Resolution pending

1. Name: Lifelong Learning Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge.

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

4. Committee Responsibilities:

- A. The committee reviews program quality, faculty, student services, support services, and policies and future directions relating to continuing education, distance education, summer school, weekend university, and lifelong learning.
- B. The committee examines and recommends policies relating to continuing education, distance education, and summer school teaching, including qualifications, number of hours, and compensation.
- C. The committee reviews career and cooperative education programs of the University.

5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:

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

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

None

8. Standard Meeting Time:

The committee meeting time is scheduled for the second Wednesday of each month.

**This new committee replaces the Continuing Education
and Career Education Committees.**

East Carolina University Faculty Senate
**STUDENT ACADEMIC APPELLATE
COMMITTEE CHARGE**
First Reading
Faculty Senate Resolution pending

1. Name: Student Academic Appellate Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge.

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

4. Committee Responsibilities:

A. The committee serves as an appeals board for entering students who do not meet admission requirements.

B. The committee serves as an appeals board for students denied permission to drop a course.

C. The committee serves as an appeals board for students who wish to appeal administrative decisions involving the interpretation and enforcement of policies pertaining to academic credits and standards.

D. The committee serves as an appeals board for students seeking readmission after being declared academically ineligible to return.

E. The committee serves as an appeals board for students appealing financial aid decisions.

5. To Whom The Committee Reports:

The committee reports its appellate decisions to the appropriate administrative office.

6. How Often The Committee Reports:

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

Student Academic Appellate Committee Charge (continued)

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

The committee is empowered to make appellate decisions regarding students as outlined in its committee responsibilities.

8. Standard Meeting Time:

The committee meeting time is scheduled for the first Wednesday of each month.

This new committee replaces the appellate functions of the following committees: Admissions and Recruitment, Course Drop Appeals, Credits, Readmission Appeals, and Student Scholarships, Fellowships, and Financial Aid Committees.

East Carolina University Faculty Senate
**STUDENT SCHOLARSHIPS, FELLOWSHIPS, AND FINANCIAL AID
COMMITTEE CHARGE**

First Reading
Faculty Senate Resolution pending

1. Name: Student Scholarships, Fellowships, and Financial Aid Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge.

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

4. Committee Responsibilities:

- A. The committee recommends policy guidelines for granting scholarships, fellowships, and other financial aid programs.
- B. The committee recommends recipients of specified student financial aid scholarships.
- C. The committee keeps up-to-date information on scholarships and fellowships available to students.
- D. The committee reviews periodically the overall operation of the Student Financial Aid Office.

5. To Whom The Committee Reports:

The committee makes its recommendations concerning policies and procedures to the Faculty Senate. The committee recommends recipients of specified student financial aid scholarships to the Director of Financial Aid.

6. How Often The Committee Reports:

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

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

The committee is empowered to make recommendations regarding the granting of specified student financial aid scholarships. The committee is also empowered to make decisions in appeals made to it concerning financial aid.

Standard Meeting Time:

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

East Carolina University Faculty Senate
**UNIT CODE SCREENING
COMMITTEE CHARGE**
First Reading
Faculty Senate Resolution pending

1. Name: Unit Code Screening Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge.

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

Committee Responsibilities:

A. The committee reviews academic unit codes and changes to existing academic unit codes to insure conformity with the East Carolina University Code and the Guidelines for Unit Codes established by the committee. The committee provides units the opportunity to ensure compliance with the ECU Code, the UNC Code, and other appropriate documents.

B. The committee revises the Guidelines for Unit Codes when necessary.

5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:

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

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

None

8. Standard Meeting Time:

The committee does not have a standard meeting time.

FACULTY GOVERNANCE COMMITTEE REPORT

Policy on Requesting a Professional Leave of Absence*

A faculty member who is requesting a professional leave of absence for one semester or more should forward a written request to the unit administrator. The request should include the reason(s) for the request and the dates the faculty member is requesting leave. The unit administrator will forward the request to the Personnel Committee, which will make a recommendation to the unit administrator. The unit administrator will make a recommendation and will forward both recommendations to the immediate supervisor. This procedure shall be repeated at each administrative level until the recommendation reaches the appropriate vice chancellor. After reviewing the recommendations, the vice chancellor will make a decision and will notify in writing the faculty member, the unit administrator, and the administrator's immediate supervisor.

*This does not include request for leave subject to the Family Medical Leave Act. For a copy of that procedure, contact the Department of Human Resources.

Following approval by the Chancellor, this policy would be added to the current Leaves of Absence policy stated in the ECU Faculty Manual, Part VI. General Personnel Policies, Section A. Employment Policies, subsection D. Leaves of Absence.

FACULTY GOVERNANCE COMMITTEE REPORT

Interpretation to the *ECU Faculty Manual*, Appendix D

The Faculty Governance Committee considered the meaning of the phrase "spring term" as it is used in the *ECU Faculty Manual*, Appendix D. The sense of the Committee is to understand the phrase to refer to the Spring semester that ends with Commencement exercises. Therefore, it is advised that all academic divisions use the same dates for nine and twelve month faculty when personnel issues are involved.