

PLEASE POST FOR ALL FACULTY TO READ!

**EAST CAROLINA UNIVERSITY
2000-2001 FACULTY SENATE**

The fourth regular meeting of the 2000/2001 Faculty Senate will be held on
Tuesday, 5 December 2000, at 2:10 p.m. in the Mendenhall Student Center, Great Room.

FULL AGENDA

- I. Call to Order**
- II. Approval of Minutes**
14 November 2000
- III. Special Order of the Day**
 - A. Roll Call
 - B. Announcements
 - C. Richard Eakin, Chancellor
Report on employment category of all faculty
 - D. Phil Dixon, Chairman of ECU Board of Trustees
Activities of the Chancellor Search Committee
 - E. Vice Chancellor's Report
 - F. Allan Rosenberg, Faculty Assembly Delegate
Faculty Assembly Meeting of 17 November 2000
- IV. Unfinished Business**
- V. Report of Committees**
 - A. Agenda Committee, Ralph Scott
Proposed 2001-2002 Faculty Senate and Agenda Committee meeting dates
(attachment 1).
 - B. Committee on Committees, Henry Ferrell
 - 1. Second Reading of the following Academic Committee Charges:
 - a. Academic Standards and Honors (attachment 2)
 - b. Faculty Welfare (attachment 3)
 - c. Libraries (attachment 4)
 - d. Lifelong Learning (attachment 5)
 - e. Student Academic Appellate (attachment 6)
 - f. Student Scholarships, Fellowships, and Financial Aid (attachment 7)
 - g. Unit Code Screening (attachment 8)

2. First Reading of the following Academic Committee Charges:
 - a. Faculty Governance (attachment 9)
 - b. Research/Creative Activity Grants (attachment 10)
 - c. Teaching Grants (attachment 11)
 - d. University Budget (to be distributed at the meeting)
- C. Educational Policies and Planning Committee, George Bailey
This report is being presented to the Faculty Senate for information only.
 1. Permission to Plan Three B.S. Engineering Technology Programs:
 - a. Environmental and Pollution Control Technology/Technician
 - b. Civil Engineering/Civil Technology/Technician
 - c. Electronics Engineering Technology
 2. Permission to Plan a B.S. in Allied Health Sciences
- D. Unit Code Screening Committee, Ralph Scott
 1. Revised School of Business' Unit Code of Operation.
 2. Revised General Guidelines for Writing and Revising a Unit Code of Operation (attachment 12).
- E. University Curriculum Committee, James Smith
Curriculum matters contained in the minutes of the 9 November 2000, Committee Meeting. (Copies of these minutes are available on the Faculty Senate web page.)

VI. New Business

Faculty Senate Agenda
5 December 2000
Attachment 1.

AGENDA COMMITTEE REPORT
2001-2002 Faculty Senate and Agenda Committee Meeting Dates

Fall 2001 University Calendar

August 15	Classes Begin
September 3	State Holiday
October 13-16	Fall Break
November 5-9	Early Registration
November 21-25	Thanksgiving Break
December 5	Classes End
December 6	Reading Day
December 7-15	Exams

Spring 2002 University Calendar

January 7	Classes Begin
January 21	State Holiday
March 10-17	Spring Break
March 25-29	Early Registration
March 29	State Holiday
April 30	Classes End
May 1	Reading Day
May 2-9	Exams

Agenda Committee will meet:

August 28, 2001
September 25, 2001
October 30, 2001
November 27, 2001
January 15, 2002
February 12, 2002
March 5, 2002
April 9, 2002

Faculty Senate will meet:

September 4, 2001
October 9, 2001
November 13, 2001
December 4, 2001
January 29, 2002
February 26, 2002
March 19, 2002
April 23, 2002
April 30, 2002, Organizational Meeting

Faculty Senate Agenda
5 December 2000
Attachment 2.

East Carolina University Faculty Senate
ACADEMIC STANDARDS and HONORS
COMMITTEE CHARGE
Second 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.

4. 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**
Second 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.

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.

Faculty Senate Agenda
5 December 2000
Attachment 4.

East Carolina University Faculty Senate
LIBRARIES COMMITTEE CHARGE
Second 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**
Second 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.

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**
Second 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.

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**
Second 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.

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.

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**
Second 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.

Quorum: 4 elected members exclusive of ex-officio.

4. 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 Senate Agenda
5 December 2000
Attachment 9.

<p>East Carolina University Faculty Senate</p> <p>FACULTY GOVERNANCE COMMITTEE CHARGE</p> <p><i>First Reading</i></p> <p><i>Faculty Senate Resolution pending</i></p>
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1. Name: Faculty Governance 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, and one faculty senator selected by the Chair of the Faculty.

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 relating to Appendix A. Faculty Constitution and By-Laws, where there is no conflict with the functions of the Committee on Committees.
 - B. The committee considers matters relating to Appendix C. Personnel Policies and Procedures for the Faculty of East Carolina University, Appendix L. East Carolina University Code, and other governance documents not specified in other committee charges.
 - C. The committee considers policies and procedures related to initial faculty appointment, tenure, promotion in rank, merit, (see Appendix D. Tenure Policies and Regulations of East Carolina University), and other such matters as may pertain to the general well-being of the faculty, e.g. sexual harassment policy.
 - D. The committee advises the Chair of the Faculty regarding the contents of the Faculty Manual.
 - E. The committee considers matters relating to unit re-evaluations.
5. To Whom The Committee Reports:
The committee recommends to the Faculty Senate revisions to Appendix A, Faculty Constitution and By-Laws, Appendix C. Personnel Policies and Procedures for the Faculty of East Carolina University, Appendix D. Tenure Policies and Regulations of East Carolina University, and Appendix L. East Carolina University Code. The committee makes recommendations concerning unit re-evaluations to the Faculty Senate. The committee makes its recommendations on policies concerning initial faculty appointment, tenure, promotion, and merit 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 advise the Chair of the Faculty regarding the contents of the *Faculty Manual*.
8. Standard Meeting Time:
The committee meeting time is scheduled for the 2nd Wednesday of each month.

East Carolina University Faculty Senate
**RESEARCH/CREATIVE ACTIVITY GRANTS
COMMITTEE CHARGE**

First Reading
Faculty Senate Resolution pending

1. Name: Research/Creative Activity Grants Committee

2. Membership:

14 elected 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 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 membership of the committee shall serve according to their disciplinary expertise. Ideally this would include seven members from the College of Arts and Sciences, with at least two each from Humanities, Social Sciences, and the Sciences/Math, and seven members from the Professional Schools and other academic units, with no more than one from each professional school. Each member shall have demonstrated accomplishment in scholarship, research, or creative activity, as evidenced by data submitted for each person nominated by the Committee on Committees or from the floor of the Faculty Senate.

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

3. Quorum: 8 elected members exclusive of ex-officio.

4. Committee Responsibilities:

A. The committee recommends policies and procedures governing the grant application process, criteria for the awarding of grants, guidelines for the use of research funds, and procedures for annual reporting by grant recipients.

B. The committee recommends the funding of meritorious research/creative activity proposals. Members of the committee are permitted to submit proposals for the committee's consideration. No member of the committee may vote on his or her own proposal, but no member is prohibited from voting on any other proposal before the committee. That member of the committee shall not be present when his or her proposal is being considered by the committee.

5. To Whom The Committee Reports:

The committee submits recommendations of proposals to be funded to the appropriate vice chancellor and reports the final list of funded proposals to the Faculty Senate. The committee makes recommendations concerning the policies and procedures governing research/creative activity proposals 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 regarding the funding of research proposals.

8. Standard Meeting Time:

The committee does not have a standard meeting time.

East Carolina University Faculty Senate
TEACHING GRANTS COMMITTEE CHARGE
First Reading
Faculty Senate Resolution pending

1. Name: Teaching Grants Committee

2. Membership:

14 elected 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 membership of the committee shall serve according to their disciplinary expertise. Ideally this would include seven members from the College of Arts and Sciences, with at least two each from Humanities, Social Sciences, and the Sciences/Math, and seven members from the Professional Schools and other academic units, with no more than one from each professional school.

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

3. Quorum: 8 elected members exclusive of ex-officio.

Committee Responsibilities:

- A. The committee recommends policies and procedures governing the grant application process, criteria for the awarding of grants, guidelines for the use of teaching grant funds, and procedures for annual reporting by grant recipients.
- B. The committee recommends teaching grant proposals to be funded, based on the merit of the proposals. Members of the committee are permitted to submit proposals for the committee's consideration. No member of the committee may vote on his or her own proposal, but no member is prohibited from voting on any other proposal before the committee. That member of the committee shall not be present when his or her proposal is being considered by the committee.

5. To Whom The Committee Reports:

The committee submits recommendations of proposals to be funded to the appropriate vice chancellor and reports the final list of funded proposals to the Faculty Senate. The committee makes recommendations concerning the policies and procedures governing teaching grant proposals 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 regarding the funding of research proposals.

8. Standard Meeting Time:

The committee does not have a standard meeting time.

East Carolina University Faculty Senate
**EDUCATIONAL POLICIES AND PLANNING
COMMITTEE CHARGE**

First Reading
Faculty Senate Resolution pending

1. Name: Educational Policies and Planning 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 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. The chair may appoint such subcommittees as they deem necessary.
3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
 - A. The committee considers the adequacy, balance, and excellence of the University's undergraduate and graduate programs relative to accepted academic standards. This consideration shall cover the undergraduate and graduate programs as problems or concerns arise.
 - B. The committee advises the Chancellor on the educational policies and organizations, goals, standards, and procedures of the University following such consideration, as outlined in Section 4.A., or as requested otherwise by the Chancellor or the Faculty Senate.
 - C. The committee reviews information concerning proposals for new curricula, programs, and academic policies, or for revisions in existing policies, prior to the implementation of such proposals in the long-range planning of academic programs in the College of Arts and Sciences, the various professional schools, the Graduate School, and the Division of Continuing Studies. The Committee uses the University academic standards as the basis for its reviews.
 - D. The committee acts upon requests for permission to plan and establish new degree programs and requests for permission to establish new minors. The committee shall use University academic standards as the basis for its review.
 - E. The committee advises the Chancellor of action to be taken if the University experiences financial exigency, or in the event that a major curtailment of an existing teaching, research, or public service program is considered (*ECU Faculty Manual*, Appendix D. Tenure and Promotion Policies and Procedures).
5. To Whom The Committee Reports:
The committee advises the Chancellor as described in 4.B. above. The committee reports to the Faculty Senate concerning its recommendations to the Chancellor and/or requests it has received from the Chancellor.

The committee reports to the Faculty Senate the action it has taken on requests for permission to plan and establish new degree programs and requests for permission to establish new minors. This report may be made by electronic means through the Faculty Senate 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.
7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to advise the Chancellor as described in 4.A.2. above.
8. Standard Meeting Time:
The committee meeting time is scheduled for the second Friday of each month.

East Carolina University Faculty Senate

**UNIVERSITY BUDGET
COMMITTEE CHARGE**

First Reading

Faculty Senate Resolution pending

1. Name: University Budget 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 Vice Chancellor for Research or an appointed representative, the Vice Chancellor for Administration and Finance 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 form subcommittees and 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 a communication link between the Faculty Senate and the Chancellor for budgetary matters. The committee informs the Faculty Senate about changes and proposed changes in the university budget.
- B. The committee receives information and advises the Chancellor regarding budgetary and reallocation decisions including the lapsed salary budget, the carryover budget, and the biennium budget requests.
- C. The committee advises the Chancellor on annual budget priorities and policy, biennial budget requests and priorities, tuition changes, and the relationship of budget decisions to the university's mission.

5. To Whom The Committee Reports:

The committee advises the Chancellor. The committee reports to the Faculty Senate concerning its recommendations to the Chancellor.

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 advise the Chancellor as described in section 4.A.1 above.

8. Standard Meeting Time:

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

UNIT CODE SCREENING COMMITTEE REPORT
Revised General Guidelines for Writing and Revising A Unit Code of Operation

**EAST CAROLINA UNIVERSITY
UNIT CODE SCREENING COMMITTEE
GENERAL GUIDELINES FOR
WRITING AND REVISING A UNIT CODE OF OPERATION**

Unit codes should be developed according to *ECU Faculty Manual*, Appendix L. East Carolina University Code. Units should include descriptions of procedures followed in the unit that are not covered in Appendix L and other Appendices of the *ECU Faculty Manual*. In addition:

1. Codes should be submitted on line numbered paper. All pages should include page number and date: e.g., new codes: 1:10/05/94; revised codes: 1: 10/10/94 rev.
2. Amendments must be made by following the amendment procedure of the current unit code. When submitting amendments, Unit Code Committees should briefly describe the reason for the change and indicate the line numbers affected, as well as provide copies of the affected pages in the current code with proposed changes underlined. They should also submit the revised amendments along with the original text. Amendments will be treated by the Faculty Senate Unit Code Screening Committee in isolation.

Comprehensive Code Review. Every seven (7) years, the Faculty Senate Unit Code Screening Committee will review a unit's entire code according to the following cycle: (latest current code in force approval date in parenthesis.):

2002/03	Geography (83), Chemistry (85), Physics (88), Industry & Tech (89)
2003/04	Nursing (92), Economics (95), Art (96), Business (96)
2004/05	Allied Health Sciences (96), Anthropology (97), English (97), Geology (97)
2005/06	Human Environmental Sciences (97), Medicine (97), Sociology (97), Social Work (98)
2006/07	Health Sciences Library (98), History (98), Philosophy (99), Political Science (99)
2007/08	Foreign Languages (99), Psychology (99), Health & Human Performance (99), Education (00)
2008/09	Music (00), Biology (00), Theatre and Dance (00), Academic Library Services (00)

One year prior to this date, code units will be asked by the Chair of the Faculty, to form a unit code committee to determine whether the current code still reflects current practice and is in compliance with university regulations, to propose changes (if any), to the tenured faculty of the unit. In the following year, representatives will be asked to meet with the Faculty Senate Unit Code Screening committee to discuss the current code and any amendments approved by the tenured faculty. All unit codes must comply with applicable portions of the Code of the University of North Carolina, the Code of East Carolina University, as well as relevant North Carolina and Federal Statutes.

4. Submit fourteen (14) copies of the code and amended code, if appropriate, to the Unit Code Screening Committee Chair. The new/amended code will be placed on the web at the Faculty Senate Unit Code Screening Committee site.
5. Codes should be submitted with a cover letter (see I. below)
- Codes should be submitted with a cover page (see II. below)

UNIT CODE SCREENING COMMITTEE REPORT (continued)

Revised General Guidelines for Writing and Revising A Unit Code of Operation

Cover letter

The cover letter should state that the code was approved by majority of permanently tenured faculty members of the unit. See Appendix L, Sect C 1.

- A. First Codes: Cover letter should state that it is the first code from the unit. Explain how the unit was established, for example by dividing one unit into two. See Appendix L, Sect D 2b "dividing a code into two or more code units."
- or
- B. Amended Codes: Clearly indicate the changes that are being proposed and why. Amended codes should include copies of the current code and the proposed code with amended sections underlined. Units may ask to amend only sections of the code.

II. Cover page

The cover page should include the name of the unit, Unit's school or college, East Carolina University, and the signatures of the appropriate university officials and chairs with the effective date of the unit's code. See "Cover Page Example". Refer to Appendix L, Sect C 6.

Note: The Unit Code Screening Committee should be notified when a code status is changed, for example when a Department from the College of Arts and Sciences is transferred to the School of Education, the smaller unit's code is no longer in use. Refer to Appendix L, Sect D Code Unit Changes.

III. Checklist

This checklist will be used by the Unit Code Screening Committee to insure that codes comply with the appropriate *ECU Faculty Manual* Appendices. Refer to Appendix L, Sect C 3. New or amended unit codes being submitted to the Unit Code Screening Committee should:

- ___A. Include a cover letter and cover page.
- ___B. Define the unit's faculty, graduate faculty, voting faculty, and who votes on a given issue.
- ___C. Define the unit's administrative organization.
- ___D. Define the membership, terms and duties of standing committees, and state to whom committees report or make recommendations.
- E. Include in the process of faculty evaluation:
 - ___ 1. procedures and criteria in the evaluation of faculty members annually and otherwise for all personnel actions, including recommendations for merit awards, reappointment, promotion, and the award of permanent tenure (see Appendices C, D, and L)
 - ___ 2. a statement regarding relative weights for teaching, creative activity/research, service, patient care/clinical and reassigned time to be used in the unit administrator's annual performance evaluation of faculty members.
- ___F. Include procedures for holding meetings within the unit.
- ___G. Define procedures for unit faculty members to indicate in a timely fashion and by vote their approval or disapproval of the unit's SACS report, major planning documents, and other assessments of unit operation prior to their submission to person(s) outside the unit.
- ___H. Include procedures for discussing with its unit administrator the unit's annual budget request and annual report.
- ___I. Include amendment procedure.

UNIT CODE SCREENING COMMITTEE REPORT (continued)
Revised General Guidelines for Writing and Revising A Unit Code of Operation

- ☐ J. Be as specific as possible when explaining procedures, for example if "input" is received explain the process used.
- ☐ K. State where recommendations are directed, to what person or body.
- ☐ L. State, "Unit administrators should ensure that code procedures are followed".

(separate page)

COVER PAGE EXAMPLE

Effective date: _____ Latest Rev. date _____

UNIT CODE OF OPERATIONS
DEPARTMENT OF/UNIT NAME _____
SCHOOL/COLLEGE OF _____
EAST CAROLINA UNIVERSITY

Initial Code Approval

1. Approved by the tenured faculty of the Unit

Chair, Unit Code Committee: _____ Date: _____

2. Submitted to Dean: _____ Date: _____

3. If changed, reapproved by tenured faculty:

Chair, Unit Code Committee: _____ Date: _____

4. Reviewed/recommended by Faculty Senate Unit Code Screening Committee:

Chair: _____ Date: _____

5. Approved by the East Carolina University Faculty Senate:

Chair: _____ Date: _____

6. Approved by East Carolina University Chancellor/or designee:

Chancellor: _____ Date: _____
(Effective Date)

Revision of Code: _____ Complete; or _____ Part(s) Effective _____

UNIT CODE SCREENING COMMITTEE REPORT (continued)
Revised General Guidelines for Writing and Revising A Unit Code of Operation

CODE FORMAT

Name of Unit

PREAMBLE

THIS CODE ALLOWS FOR FACULTY PARTICIPATION IN AND ESTABLISHES
PROCEDURE FOR THE UNIT'S INTERNAL AFFAIRS AND IS CONSISTENT
WITH ALL APPLICABLE APPENDICES OF THE *EAST CAROLINA*
UNIVERSITY FACULTY MANUAL.

Section I. Objectives/Mission

Objectives/Mission may be stated here or reference made to another document.

Section II. Organization/Composition

A. Definitions of voting faculty members.

1. Pertains to the unit's nominating committee for appointment of administrative officials, for making recommendations on code content to the permanently tenured unit faculty members, and for evaluations of the effectiveness of unit administrators. Refer to Appendix L, Sect A and Appendix D, Sect IV.

2. Pertains to making recommendations for appointments, reappointments, promotion, and the conferral of permanent tenure to faculty. Refer to Appendix D, Sect IV.

B. Administrative organization of the unit and its subdivisions. Give the titles and responsibilities of administrative officials, including coordinators and directors. Also, for administrative officers, include appointment procedures, terms of office and evaluation procedures. Refer to Appendix L, Sect B.

C. Unit administrator will discuss with faculty the unit's annual budget request and annual report. Refer to Appendix L, Sect C 3h

Section III. Standing Committees

Include titles of committees, membership, method of selection, term of office duties/responsibilities/functions, where recommendations are forwarded. Committee membership should be included with each committee. Refer to Appendix L, Sect C 3d.

Section IV. Faculty Personnel Actions

(Do not repeat the procedures outlined in Appendices C or D)

A. Selection and Appointment of New Faculty. Refer to Appendix C, Sect I.

B. Teaching Assignments and Reassigned Time. Refer to Appendix C, Sect II.

UNIT CODE SCREENING COMMITTEE REPORT (continued)

Revised General Guidelines for Writing and Revising A Unit Code of Operation

C. Faculty Evaluation

1. Establish criteria for conducting procedures outlined in Appendix L, Sects C 5, E, F, and G.
2. Include a statement regarding relative weights and how they are used to evaluate faculty. Refer to Appendix C, Sect III and Appendix L, Sect 3e.

D. Reappointment and Professional Advancement. Establish criteria for each faculty rank. Refer to Appendix C, Sect III and Appendix L, Sect C 3e.

E. Merit Award/Salary. Establish criteria for the evaluation of faculty for merit salary raises. Refer to Appendix C, Sect V and Appendix L, Sect C 3e.

F. Personnel/Evaluation Files. Refer to Appendix C, Sect VI.

G. Tenure and Promotion. Refer to Appendix D and Appendix L, Sect C 3e

Section V. Meetings

Include requirements and procedures for calling meetings, and by whom, agenda requirements and reference to conduct by *Robert's Rules of Order, Newly Revised*. Refer to Appendix L, Sect C 1.

Section VI. Evaluation of Unit, Unit Administrator(s) and University Administrators

Develop procedures for:

A. Faculty to indicate in a timely fashion and by vote their approval or disapproval of the unit's SACS report, major planning documents, and other assessments of unit operations, such as evaluations of administrative officials. Refer to Appendix L, Sect C 3g.

B. Program evaluation. Refer to Appendix L, Sect C 3e.

C. Unit administrators evaluations. Refer to Appendix L, Sect C 3f.

D. University administrators evaluations. Refer to Appendix L, Sect C 3g.

Section VII. Other Policies and Documents

Include a list or summary of content and location of other governing policy documents used in the unit, if appropriate.

Section VIII. Enabling

Upon the approval by a majority of the permanently tenured faculty members of the unit by secret ballot and after approval by the Faculty Senate and the Chancellor. Refer to Appendix L, Sect D 1.

Section IX. Amendment of Code

Include procedures for amending code, how much prior notice is required, and what kind of vote is required (majority, 3/5, etc.). Refer to *Robert's Rules of Order, Newly Revised* "Bylaws," #55, Article IX. "This Code MUST be approved by a majority of the permanently tenured faculty members of the unit." (Appendix L. C. 1.)