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

The seventh regular meeting of the 2000/2001 Faculty Senate will be held on **Tuesday, 20 March 2001**, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

- I. **Call to Order**
- II. **Approval of Minutes**
27 February 2001
- III. **Special Order of the Day**
 - A. Roll Call
 - B. Announcements
 - C. Richard Eakin, Chancellor
 - D. Vice Chancellor's Report
 - E. Dana Espinosa, Assistant Vice Chancellor for Academic Affairs
and Director of Enrollment Management
 - F. Brenda Killingsworth, East Carolina University's SACS Self Study Director
 - G. Approval of Spring 2001 Graduation Roster, including honors program graduates,
subject to the completion of degree requirements.
- IV. **Unfinished Business**
- V. **Report of Committees**
 - A. Faculty Governance Committee, Henry Ferrell
 - 1. Proposed Revisions to the *ECU Faculty Manual*, Appendix D (attachment 1).
 - 2. Proposed Addition to the *ECU Faculty Manual*, Part XII. (attachment 2).
 - B. Student Advising and Retention Committee, Michael Brown
Support for Career Counseling (attachment 3).
 - C. Teaching Effectiveness Committee, Rose Allen
Proposed Implementation of the SOIS in the Summer Sessions (attachment 4).
 - D. University Curriculum Committee, James Smith
Curriculum matters contained in the minutes of the 22 February 2001, and 8 March
2001, Committee Meetings.
- VI. **New Business**

**Full Faculty Senate Agenda
20 March 2001
Attachment 1.**

FACULTY GOVERNANCE COMMITTEE REPORT
Proposed Revisions to the *ECU Faculty Manual*, Appendix D

Revise the *ECU Faculty Manual*, Appendix D., Section IV., Subsection F. Documentation for Personnel Actions to read as follows (deletions noted in strikethrough, additions noted in bold):

F. Documentation for Personnel Actions

1. Employment Applications

Information on job applicants is to be kept in a file available to the appropriate committee (see Section IV.A).

2. Personnel Action Dossier for Reappointment, Promotion, and Permanent Tenure

The Personnel Action Dossier is a file containing materials for evaluating a faculty member's **professional activity**. ~~teaching, research and creative activities, and service.~~ The dossier is compiled by candidates for reappointment, promotion, and/or permanent tenure in consultation with the unit administrator and the chair of the Unit Personnel Committee. The dossier will be used by the appropriate committee in making personnel recommendations. **A fixed-term faculty member seeking to be recommended for a second or subsequent fixed-term appointment need not compile the dossier.** ~~The dossier need not be compiled by a fixed-term faculty member seeking to be recommended for a second or subsequent fixed-term appointment.~~

3. Disagreements as to inclusion or removal of documents

The dossier shall include the required documents and lists relevant to the faculty member's teaching, research/creative activity, and service as described above. If the faculty member disagrees with the unit administrator and/or the unit personnel committee as to the inclusion of relevant documents, the documents will be included and each may include a statement about the document in the dossier.

For details on organization, content and limitations of the dossier, see Part XII. of the *ECU Faculty Manual*.

The dossier shall include the following items:

~~a. Written communications with the candidate on progress toward tenure including annual evaluations over the period of time appropriate to the decision and a final evaluation of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit administrator in consultation with the Unit Personnel Committee.~~

~~b. A complete resume.~~

~~c. For evaluation for promotion to associate professor or professor or for evaluation for permanent tenure, copies of the external peer reviews and a listing of the documents reviewed.~~

~~d. Teaching portfolio.~~

~~If appropriate to the nature of the instruction in a unit, the teaching portfolio shall include the results of the university administered student opinion of instruction survey, including unit and university norms, the results of unit peer review, and other evidence of teaching effectiveness such as classroom observation, analysis of instructional materials, and measures of student achievement over the period of time appropriate to the decision. When a unit has its own formal process of evaluating instruction, results of this process shall be included at least in summary form.~~

~~e. Research and creative activity portfolio.~~

~~The research and creative activity portfolio shall include appropriate evidence of creative activity and copies of all publications over the period of time appropriate to the decision, either in print or accepted for publication. If accepted but not in print, appropriate documentation of acceptance must be included.~~

~~f. Patient care portfolio.~~

~~For those faculty who provide patient care as part of their duties, the patient care portfolio shall include a summary of relevant activities and, if appropriate, evaluations of patient care quality.~~

~~g. Service portfolio.~~

~~The service portfolio shall consist of a summary of all service by the faculty member over the period of time appropriate to the decision.~~

~~h. Other material.~~

~~Other materials may be added to the dossier by the faculty member providing the unit administrator, in consultation with the Unit Personnel Committee, has an opportunity to include a response to such materials. In the event a response is deemed appropriate and the unit administrator and Unit Personnel Committee cannot agree, both may include a response.~~

~~i. Disagreements as to inclusion or removal of documents.~~

~~The dossier shall include the required documents relevant to the faculty member's teaching, research, and service. If the faculty member disagrees with the unit administrator and/or the unit personnel committee as to the inclusion of relevant documents, each may attach a statement to the document in the dossier.~~

Full Faculty Senate Agenda
20 March 2001
Attachment 2.

FACULTY GOVERNANCE COMMITTEE REPORT
Proposed Addition to the *ECU Faculty Manual*

Revise the *ECU Faculty Manual*, by adding a new section, entitled Part XII. Personnel Action Dossier and include the following in this new section.

Part XII. Personnel Action Dossier

The Personnel Action Dossier shall include the following items:

- a. All written communications with the candidate on progress toward tenure including all annual evaluations over the period of time appropriate to the decision and a final evaluation of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit administrator in consultation with the Unit Personnel Committee.
- b. A complete resume.
- c. For evaluation for promotion to associate professor or professor or for evaluation for permanent tenure, copies of the external peer reviews and a listing of the documents reviewed.
- d. Teaching portfolio.
If appropriate to the nature of the instruction in a unit, the teaching portfolio shall include the results of the university administered student opinion of instruction surveys (including unit and university norms) and the results of unit peer reviews over the period of time appropriate to the decision. When a unit has its own formal process of evaluating instruction, results of this process shall be included at least in summary form.

Other evidence of teaching effectiveness not included in this document may also be listed with annotation. Annotated references may be made to funding activities described in section h. of this document. It is the responsibility of the faculty member to have the listed evidence available if requested by reviewers at any level.

- e. Research and creative activity portfolio.
The research and creative activity portfolio shall include appropriate evidence of research/creative activities over the period of time appropriate to the decision.

The following should be included:

Publications

- Name of publisher and date of acceptance for –
 - Books
 - Monographs
 - Journal Articles
 - Presentations at professional meetings
 - Posters

An abstract of each publication or presentation

Level of authorship

List of authors and locations of reviews

If accepted but not in print, documentation of acceptance must be included.

Visual Arts – exhibitions, identifying the following:

Level (local, regional, national, international) and date

Location

Sponsoring organization

Juried, invited

Lists of authors and locations of reviews

Visual Arts – workshops, demonstrations, presentations, identifying the following:

Level (local, regional, national, international) and date

Location

Sponsoring organization

Juried, invited

Lists of authors and locations of reviews

Performing Arts – performance, identifying the following:

Level (local, regional, national, international) and date

Location

Sponsoring organization

**Full Faculty Senate Agenda
Attachment 2. (continued)**

Juried, invited
Lists of authors and locations of reviews

Performing Arts - workshops, demonstrations, presentations, identifying the following:

Level (local, regional, national, international) and date

Location

Sponsoring organization

Juried, invited

Lists of authors and locations of reviews

Other evidence of research and creative activity not included in this document may also be listed with annotation. Annotated references may be made to funding activities described in section h. of this document. It is the responsibility of the faculty member to have the listed evidence available if requested by reviewers at any level.

f. Patient care portfolio.

For those faculty who provide patient care as part of their duties, the patient care portfolio shall include a summary of relevant activities and evaluations of patient care quality. Other evidence of patient care not included in this document may also be listed with annotation. Annotated references may be made to funding activities described in section h. of this document. It is the responsibility of the faculty member to have the listed evidence available if requested by reviewers at any level.

g. Service portfolio.

The service portfolio shall consist of a summary of all service by the faculty member over the period of time appropriate to the decision. In a list format, include names of committees or organizations, length of service, and offices held. Arrange the information employing the following categories.

Code unit committees, ad hoc committees, task forces

University committees, ad hoc committees, task forces

UNC system committees, ad hoc committees, task forces

Professional organizations

Civic organizations

Other evidence of service not included in this document may also be listed with annotation. Annotated references may be made to funding activities described in section h. of this document. It is the responsibility of the faculty member to have the listed evidence available if requested by reviewers at any level.

h. Funding Portfolio

The funding portfolio shall consist of a list of all grants applied through the office of Sponsored Programs, the Division of Institutional Advancement or as University Grants. For each grant listed, provide the following information:

a. Funding period and source

b. Amount

c. Title

d. Your status as well as a list of co-investigators

e. Is funding in support of teaching, research/creative activity, patient care or service

f. Status of funding: dollar amount if different from request, pending, rejected

g. List reports to granting agency(ies)

i. Other material.

Materials not included in the categories listed above may be added to the dossier by the faculty member providing the unit administrator, in consultation with the Unit Personnel Committee, has an opportunity to include a response to such materials. In the event the unit administrator and Unit Personnel Committee can not agree on a response, both may include a response.

j. Disagreements as to inclusion or removal of documents.

The dossier shall include the required documents and lists relevant to the faculty member's teaching, research/creative activity, and service as described above. If the faculty member disagrees with the unit administrator and/or the unit personnel committee as to the inclusion of relevant documents, the documents will be included and each may include a statement about the document in the dossier.

k. Size of Dossier

The total dossier must be contained in a single three ring binder (10 in. x 12 in.) with a thickness of no more than four inches (10 cm).

STUDENT ADVISING AND RETENTION COMMITTEE REPORT
Support for Career Counseling

- Whereas, one purpose of the University is to prepare citizens of the State of North Carolina for a productive career; and
- Whereas, having a clear and appropriate career goal increases the likelihood of a student remaining in the University and making satisfactory educational progress; and
- Whereas, a strong, effective and easily accessible system of career counseling, career education and career placement services will increase student retention, enhance student employment, and strengthen alumni satisfaction; and
- Whereas, the number of counseling staff has not increased proportionately as the number of students has increased.

Therefore Be It Resolved that the Faculty Senate:

Recognizes the critical role of faculty as mentors for students in their career development and encourages faculty collaboration with Student Support Services Staff to enhance students' career and personal development; and

Supports the integration of Career Services, Student Mental Health Services and the Center for Counseling and Student Development into a coordinated system of student assistance for career and personal counseling and career planning; and

Recognizes the important role of Cooperative Education in student career development and recommends continued collaboration between faculty, Cooperative Education and the Division of Student Life to further student career development; and

Suggests the allocation of resources to employ more professional counseling staff to provide counseling and career services to students; and

Commends the Division of Student Life for its commitment to providing high quality services to the ECU Community.

TEACHING EFFECTIVENESS COMMITTEE REPORT
Proposed Implementation of the SOIS in the Summer Sessions

Per the Chair of the Faculty's request of 9/27/00, the Teaching Effectiveness Committee (TEC) discussed the issues surrounding the use of the Student Opinion of Instruction Survey (SOIS) for the summer sessions. The committee has agreed that the SOIS should be implemented in the summer sessions, and PIR has indicated that, while it adds to their workload and would be difficult given the short time span of each summer session, it would be manageable for both sessions. Included in this report is the official recommendation that the Teaching Effectiveness Committee approved during its January 24, 2001, meeting. First, however, we would like to present the major points of our discussion that led to this recommendation.

1. Each student should have the opportunity to evaluate each of his/her instructors, regardless of semester.
2. Each faculty member should be willing to provide students with the opportunity for evaluation of the quality of instruction, regardless of the semester.
3. Each faculty member should be open to suggestions regarding the improvement of his/her course/s.
4. Summer course, unit, and university means are only compared to other summer course statistics. So, for faculty who are concerned about lower overall ratings in the summer sessions due to the nature and pace of presentation of material, course ratings will only be compared to other faculty in the same session.
5. Many faculty already request summer SOIS scores through PIR.
6. The question was raised regarding the availability of faculty to teach summer sessions and whether some faculty will refuse to teach if the SOIS is mandatory. Our committee can not address this issue for departments other than those represented by our members. We did not feel that this was an issue for our respective departments.
7. Although no other university in the UNC system conducts summer SOIS, we feel we should provide students this opportunity.

Based on the above comments, the Teaching Effectiveness Committee respectfully submits the following recommendation to the Faculty Senate. We believe that the Faculty Senators, as the official representatives of faculty within their departments, should obtain feedback from their respective faculty members before implementing the SOIS in the summer sessions.

The ECU Faculty Senate implement a policy for evaluation of faculty teaching in Summer Sessions that is consistent with the evaluation measures that are applied to teaching in the Fall and Spring Semesters. This policy will include the use of the Student Opinion of Instruction Survey in the evaluation of faculty members who teach in each of the Summer Sessions. Administrators should be cautioned to compare Summer Session scores for their faculty members with unit and university averages from that summer session, and not with scores from fall or spring semesters.