

announcements



Office of the Chancellor

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February 8, 2002

Professor Bob Morrison  
Chair  
Faculty Senate  
East Carolina University

Dear Professor Morrison:

Faculty Senate Resolutions 02-01, 02-02, 02-03, 02-04, and 02-05 that were adopted by the Faculty Senate on January 29, 2002 are approved as submitted.

Sincerely,

William V. Muse  
Chancellor

RRE/ra

cc: Robert Thompson  
Phyllis Horns  
Tom Feldbush



## Faculty Senate

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February 5, 2002

Chancellor William Muse  
East Carolina University  
Spilman Building

Dear Dr. Muse:

On January 29, 2002, the Faculty Senate adopted the following resolutions for your consideration.

- ✓ 02-01 Curriculum matters contained in the minutes of the November 8, 2001, University Curriculum Committee meeting (attachment 1).
- ✓ 02-02 Revised Administrative University Athletics Committee charge (attachment 2).
- ✓ 02-03 Request for Permission to Plan for a Great Books Minor – Request for Permission to Establish a Clinical Audiology Concentration within the Communication Sciences PhD program – Request for Authorization to Establish a Masters of Public Health  
  
(As directed in the Educational Policies and Planning Committee's charge, they have reported to you earlier about their actions on these requests.)
- ✓ 02-04 Revised *ECU Faculty Manual*, Part VI., Section VIII. Frequently Asked Questions About Faculty Personnel Records (attachment 3).
- ✓ 02-05 Revised *ECU Faculty Manual*, Appendix D., Section II. Faculty Appointments (attachment 4).

The Faculty Senate postponed action on the proposed revision to the *ECU Faculty Manual*, Appendix D., Section IV.A.3.b. Composition of Personnel Committee until the February 26, 2002, meeting.

Thank you for your consideration of the above mentioned resolutions.

Sincerely,

Bob Morrison  
Chair of the Faculty

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attachments

c: Faculty Officers  
Bob Thompson, Interim Vice Chancellor for Academic Affairs  
Phyllis Horns, Interim Vice Chancellor for Health Sciences  
Tom Feldbush, Vice Chancellor for Research

**Minutes of the University Curriculum Committee  
Meeting of 8 November 2001  
2:00, Brewster B-104**

**ATTACHMENT # 1**

*In attendance:* D. Batie, S. Estes, T. Huener, D. Knickerbocker, G. Lapicki, B. Markowski, R. Reaves, E. Smith

- I. Batie moved approval of the minutes and catalogue minutes of 11 October 2001. Estes seconded. The motion passed unanimously.
- II. Professor Rick Bamberg presented new CLSC courses 4001, 4002, and 4003. Estes moved approval, Batie seconded. The motion passed unanimously.
- III. Professor Mark McCarthy presented changes in the BSA/MSA curriculum for the School of Business. Estes moved approval, Huener seconded. The motion passed unanimously. McCarthy then presented revisions to FINA 1904. Huener moved approval, Estes seconded. The motion passed unanimously.

There being no other business before the Committee, it adjourned at 2:30

Respectfully submitted,  
Dale Knickerbocker, Chair

**Faculty Senate Resolution #02-02**

Approved by the Faculty Senate: January 29, 2002

Approved by the Chancellor: pending

**Administrative University Athletics Committee Charge**Name: University Athletics Committee

Membership: 8 faculty members and 1 student member. 5 elected by the Faculty Senate, 3 appointed by the Chancellor, and 1 student appointed by the Student Government Association. The NCAA Faculty Athletics Representative will serve as Chair. Ex-officio members (with vote): Chair of the Faculty, President of the Alumni Association, and President of the Pirate Club or their alternates. Ex-officio member (without vote but with all other parliamentary privileges): Chancellor, Director of Athletics, Assistant Director of Athletics for Student Development, Director of Compliance, Chair of the University Academic Standards Committee; or their alternates, the President of the Student Government Association, and the President of the Student Athlete Advisory Council.

Quorum: 5 faculty members.Committee Functions:

The Committee is concerned with issues pertaining to intercollegiate athletics at East Carolina University. Primary functions of the Committee are oversight responsibility in the area of academic integrity, compliance with NCAA rules and regulations, and the overall development of student athletes. General issues such as budget, conference matters, fund-raising, and public relations are inclusive in the charge, but not restricted to those cited. The Academic Integrity Subcommittee, composed of the faculty members on the committee, will report on the academic quality of the athletic program.

To Whom the Committee Reports:

The Committee makes recommendations concerning the implementation and administration of policies and procedures pertaining to intercollegiate athletics at East Carolina University to the Chancellor. The Committee makes recommendations concerning academic policies that impact the academic integrity of the athletic programs to the Faculty Senate. The Academic Integrity Subcommittee will report its evaluations of the academic integrity of the athletic programs to the Chancellor and to the Faculty Senate.

How Often the Committee Reports:

The Committee reports to the Faculty Senate at least once a year and other times as necessary. The Academic Integrity Subcommittee will report to the Chancellor and to the Faculty Senate each spring.

Power of the Committee to Act:

The Committee makes recommendations concerning the implementation and administration of policies and procedures regarding academic oversight to the Chancellor. The Committee makes recommendations concerning academic policies and procedures that impact the academic quality of the athletic program to the Faculty Senate.

**Faculty Senate Resolution #02-04**

Approved by the Faculty Senate: January 29, 2002

Approved by the Chancellor: pending

**Revised ECU Faculty Manual, Part VI., Section VIII.  
Frequently Asked Questions About Faculty Personnel Records**

## 4. Where is my personnel file located?

Faculty will have a primary personnel file located in his/her Code Unit Administrator's Office. In addition, there may be other files containing personnel records that are located in approved University offices. The Department of Human Resources will have only documents about faculty employment that reflect basic employment and benefits information. Please consult the Personnel File Checklist that has been attached to the inside cover of your primary personnel file to confirm the offices where your personnel records are located.

## 6. Is there any truth to rumor about the existence of secret files?

No. Personnel files should only be kept in University offices and should always be accessible to you during regular business hours with reasonable advance notice. Administrators shall not keep secret files and shall not include anonymous material in personnel files, except student opinion surveys. See Frequently Asked Question #4 for the file locations.

**Faculty Senate Resolution #02-05**

Approved by the Faculty Senate: January 29, 2002

Approved by the Chancellor: pending

Approved by the Board of Trustees: pending

Approved by the Office of the President: pending

ATTACHMENT # 4

**Revised ECU Faculty Manual, Appendix D., Section II. Faculty Appointments**

Add the following as new text to this section:

**E. Joint Appointments**

Joint appointments are made when faculty members are appointed with responsibilities in more than one unit. The source of funds for joint appointments may come solely from one unit, or it may come separately from two or more units to which the faculty member has a joint appointment.

Faculty members who hold joint appointments in more than one unit or center within East Carolina University shall be assigned to a primary academic unit with a greater than half-time appointment in the primary academic unit. The letter of appointment will specify the terms of the appointment, will identify the primary academic unit and will reference all units in which the faculty member holds joint appointments. A single appointment letter signed by all supervising administrators is preferable, but in instances where a jointly appointed faculty member has disparate duties in the various units, a separate joint appointment letter may be issued by the administrators of the units in which the faculty member holds joint appointments, provided that a copy of each joint appointment letter is forwarded to the unit administrator(s) of the other supervising unit(s).

Each appointment letter issued by the primary and joint appointment units will specify the faculty member's responsibilities, performance expectations, and compensation, if any, for that department and/or program. Annual, written evaluations of the faculty member will be prepared by the unit administrator of the faculty member's primary academic unit, in consultation with the administrator(s) of the unit(s) to which the faculty member is jointly appointed. If the administrators of the units to which the faculty member is jointly appointed disagree on the annual evaluation, the next higher administrator to the primary academic unit will arbitrate the disagreement and will write the final annual faculty evaluation, if agreement cannot be reached among all joint appointment units.

For probationary faculty appointments and permanently tenured faculty appointments, the policies and procedures of the primary academic unit shall be used for reappointment, tenure, and promotion of the faculty member, as appropriate to the appointment type. Annual progress toward tenure letters for probationary faculty will be prepared by the unit administrator of the primary academic unit, in consultation with the administrator(s) of the unit(s) to which the faculty member is jointly appointed, and in consultation with the Personnel Committee of the primary academic unit. If there is disagreement on the progress toward tenure letter, the next higher administrator of the primary academic unit will confer with the Personnel Committee of the primary academic unit and with the administrators of the units to which the faculty member is jointly appointed, determine at his or her discretion the content of the letter, and prepare the progress toward tenure letter.

For all faculty on joint appointments, annual salary increase recommendations will be made on each funding source of the appointment according to the guidelines of the units, the Office of the President, and those of the University. If there is one source of funding, the administrators of the separate portions of the appointment will consult and recommend together. If there is disagreement, it will be appealed to the next higher administrator of the primary academic unit.

All faculty members who hold joint appointments are governed by the *ECU Faculty Manual*, and all provisions of each faculty appointment must be consistent with relevant sections of the *ECU Faculty Manual*.