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April 1, 2002

Professor Bob Morrison
Chair
Faculty Senate
East Carolina University

Dear Professor Morrison:

Faculty Senate Resolutions 02-09, 02-10, and 02-13 that were adopted by the Faculty Senate on March 19, 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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March 26, 2002

Chancellor William Muse
East Carolina University
Spilman Building

Dear Dr. Muse:

On March 19, 2002, the Faculty Senate adopted the following resolutions for your consideration.

- 02-09 Spring 2002 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.
- 02-10 Curriculum matters contained in the February 14, 2002, and February 28, 2002, (excluding action on EHST 2110/2111 for Natural Sciences General Education Credit) University Curriculum Committee minutes (attachment 1).

02-13 Revised *ECU Faculty Manual*, Part VI. Section VIII. (attachment 2).

The Faculty Senate also acted on other Committee reports and voted to forward them to standing Academic Committees for further review.

- 02-11 Request to have the Educational Policies and Planning Committee examine the University's general education policy before EHST 2110/2111 or any other non-natural science general education course is approved.
- 02-12 Proposed 2003-2004 University Calendar returned to the Calendar Committee for further discussion.

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

Faculty Senate Resolution #02-13

Approved by the Faculty Senate: March 19, 2002

Approved by the Chancellor: pending

Revisions to the *ECU Faculty Manual*, Part VI., Section VIII.
(additions noted in **bold print**)

FACULTY PERSONNEL FILE CHECKLIST
(Division of Academic Affairs)

Your primary personnel file is located in the office of your Code Unit Administrator, Dr./Dean _____, and may be reviewed at any time during regular business hours with advance notice to the custodian of records or his/her designee. Advance notice is required so that your files can be gathered from other offices, if necessary, and so that confidential documents, like references for initial employment or certain medical information, as described in the General Statutes of North Carolina, can be removed. The custodian of records will need to make arrangements to have office staff available to oversee the review process to ensure the integrity and safekeeping of the records and to assist in making copies, if you request same. While reasonable efforts will be made to provide you with quick access to your file, it may take some time to make the necessary arrangements. Multiple copies of the same document may be limited.

Please note that you cannot add to or remove documents from your personnel files at the time you review your files. If you have concerns about documents in your files, please bring them to the attention of the custodian of records. You can object to inaccurate or misleading information in your files by putting your objections in a written statement to your Code Unit Administrator, who will add your statement to the file(s) you are concerned about. Removal of offensive materials may be sought in accordance with the procedures in Appendix Y of the *ECU Faculty Manual*.

Location of Records Related to Employment:

- Code Unit Administrator's Office
- Dean's Office
- Academic Department Chair's Office in Professional Schools
- Vice Chancellor for Academic Affairs' Office
- Department of Human Resources

Other Files Containing Personnel Records May be Located:

- Equal Employment Opportunity/Affirmative Action Office
- University Attorney's Office
- Faculty Senate Office**

Please note that reference letters solicited prior to employment and medical records that a prudent physician would not disclose to his/her patient shall not be disclosed to you and should be kept in a sealed envelope that can be easily removed from your file. Additionally, medical records related to a medical condition or disability should be maintained in a separate envelope. Questions about your personnel records should be directed to the Faculty Senate office or the University Attorney's office.

This entire section is new.

FACULTY PERSONNEL FILE CHECKLIST
(Division of Health Sciences)

Your primary personnel file is located in the office of your Code Unit Administrator, Dr./Dean _____, and may be reviewed at any time during regular business hours with advance notice to the custodian of records or his/her designee. Advance notice is required so that your files can be gathered from other offices, if necessary, and so that confidential documents, like references for initial employment or certain medical information, as described in the General Statutes of North Carolina, can be removed. The custodian of records will need to make arrangements to have office staff available to oversee the review process to ensure the integrity and safekeeping of the records and to assist in making copies, if you request them. A reasonable number of copies will be provided at no cost to the faculty member. While reasonable efforts will be made to provide you with quick access to your file, it may take some time to make the necessary arrangements. _____ will serve as the custodian of personnel records for the Brody School of Medicine and the Office of the Vice Chancellor for Health Sciences.

Please note that you cannot add to or remove documents from your personnel files at the time you review your files. If you have concerns about documents in your files, please bring them to the attention of the custodian of records. You can object to inaccurate or misleading information in your files by putting your objections in a written statement to your Code Unit Administrator, who will add your statement to the file(s) which concern(s) you. Removal of inaccurate or misleading materials may be sought in accordance with the procedures in Appendix Y of the *ECU Faculty Manual*.

Location of Records Related to Employment:

- Code Unit Administrator's Office
- Dean's Office
- Academic Department Chair's Office
- Center Administrator's Office (ex. Center for Advancement of Health)
- Department Section Head's Office
- Vice Chancellor for Health Sciences' Office
- Department of Human Resources
- Health Sciences Personnel Office

Other Files Containing Personnel Records May be Located:

- Equal Employment Opportunity/Affirmative Action Office
- University Attorney's Office
- Faculty Senate Office

Additional Records for Physician Faculty - located at Brody SOM and Pitt County Memorial Hospital:

- Medical Faculty Practice Plan Benefits Office
- Managed Care Office
- ECU Physicians Credentialing Office
- PCMH Credentials Verification Office (Medical Staff Support)

This notifies you that certain Brody School of Medicine or other ECU offices (including, but not limited to, University Attorney, Equal Employment Opportunity, Compliance, BSOM Risk Management, CME, etc.) may maintain records (including, but not limited to, attendance records for mandatory training sessions, orientation, and CME programs; routine audits of medical records and billing documentation; Quality Assurance; malpractice; etc.) related to your employment and which may constitute personnel records. Should you wish to verify whether such offices maintain records related to your employment, you may contact the specific office for further information regarding your records and/or _____ within the Office of the Vice Chancellor for Health Sciences.

Please note that reference letters solicited prior to employment and medical records that a prudent physician would not disclose to his/her patient shall not be disclosed to you and should be kept in a sealed envelope that can be easily removed from your file. Additionally, medical records governed by General Statute, if any, would be maintained in a separate envelope. Questions about your personnel records should be directed to the Faculty senate office or to the University Attorney's office.