

**EAST CAROLINA UNIVERSITY
2002-2003 FACULTY SENATE**

The eighth regular meeting of the 2002/2003 Faculty Senate will be held on **Tuesday, April 22, 2003**, at 2:10 p.m. in the Mendenhall Student Center Great Room.

FULL AGENDA

Please note that this is the last meeting of the year for the 2002/2003 Faculty Senate.

Newly elected Faculty Senators and Alternates will begin their service on Tuesday, April 29, 2003, with an agenda forthcoming.

- I. Call to Order**
- II. Approval of Minutes**
 - March 25, 2003
- III. Special Order of the Day**
 - A. Roll Call
 - B. Announcements
 - C. William Muse, Chancellor
 - D. Vice Chancellor's Report
 - E. Bob Morrison, Chair of the Faculty
 - F. Question Period
- IV. Unfinished Business**
- V. Report of Committees**
 - A. University Curriculum Committee, Dale Knickerbocker
 - 1. Curriculum matters contained in the minutes of the March 27, 2003, Committee Meeting.
 - 2. Curriculum matters contained in the minutes of the April 10, 2003, Committee Meetings.
 - 3. Revision to the *University Undergraduate Catalog*, Section 5: Academic Regulations, Subsection: Double or Second Major (attachment 1).
 - B. Admission and Retention Policies Committee, Jan Tovey
 - Discontinuation of the Advising Survey (attachment 2).

- C. Educational Policies and Planning Committee, George Bailey
 - 1. Revisions to the *ECU Faculty Manual*, Part V. Section III. Curriculum Development (attachment 3).
 - 2. For Information Only:
 - a. Request for Permission to Plan an Undergraduate Minor in Worksite Health Promotion, School of Health and Human Performance.
 - b. Request for Authorization to Establish a PhD Program in Technical and Professional Discourse, English Department.
 - c. Request for Authorization to Plan a PhD Program in Health Psychology, Psychology Department.
 - d. Request for Authorization to Plan an Undergraduate Minor in Art History, School of Art.
- D. Faculty Governance Committee, Dee Dee Glascoff
 - 1. Revision to the *ECU Faculty Manual*, Appendix D. Section IV. (attachment 4).
 - 2. Addition to the *ECU Faculty Manual*, Part II. New Section VI. Guidelines for Organizing into Code Units (attachment 5).
 - 3. Editorial revisions to the *ECU Faculty Manual*, Appendix L. Sections C & D (attachment 6).
 - 4. Interpretation to the *ECU Faculty Manual*, Appendix D. Section IV. A.3. Personnel Committee (attachment 7).
- E. Faculty Welfare Committee, Tracy Carpenter-Aeby
 - Resolution on the Principles of Salary Adjustments (attachment 8).
- F. Unit Code Screening Committee, Ralph Scott
 - Revised Unit Codes of Operation:
 - 1. College of Business.
 - 2. Health Sciences Library.
 - 3. College of Education.

VI. New Business

UNIVERSITY CURRICULUM COMMITTEE REPORT

Revision to the *University Undergraduate Catalog*,
Section 5: Academic Regulations, Subsection: Double or Second Major

Add the following to the text in this section:

"The number of hours applicable toward a second major should not be limited."

ADMISSION AND RETENTION POLICIES COMMITTEE REPORT

Discontinuation of the Advising Survey

The Admission and Retention Policies Committee recommends that the advising survey be discontinued until the reorganization of the Advising Center is complete. We further recommend that the development and use of an advising survey be reevaluated on an annual basis.

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT

Revisions to the *ECU Faculty Manual*, Part V. Section III. Curriculum Development

III. Curriculum Development.

Curriculum development is a faculty responsibility. Curriculum development in the academic affairs division is under the authority of the chancellor and the provost. Curriculum development in the health sciences division comes under the authority of the chancellor and the vice chancellor for health sciences. Actions that require the approval of the University of North Carolina Office of the President (OP) and the University of North Carolina Board of Governors (BOG) are indicated below.

A. Who May Initiate Curriculum Change?

Curriculum changes include planning and establishing new programs, changing a program's name, moving programs, discontinuing programs, developing new courses and revising courses and degree requirements. These changes may be initiated, prepared and presented for review to all relevant ECU campus bodies by:

1. The curriculum committee or faculty of the department or school that will house the program.
2. The department chairperson, school director or college dean of the department, school or college that will house the program.
3. The provost or the vice-chancellor of health sciences.
4. The chancellor.

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EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT (continued)

B. Steps to follow in seeking campus approval to plan or establish new programs, change a program's name, move programs or discontinue programs:

Solicit approval from the following:

1. Curriculum committee of the department or school in which the new program will be housed. Interdisciplinary programs will solicit approval of curriculum committees in each of the units supporting a program.
2. Voting faculty of the department or school in which the new program will be housed and from the code unit voting faculty, if not identical with the department voting faculty.
3. Chairperson or director of the department or school in which the program will be housed.
4. Curriculum committee of the college in which the program will be housed.
5. Dean of the college in which the program will be housed.
6. Provost or the vice-chancellor for health sciences, as appropriate.
7. Academic Council.
8. Educational Policies and Planning Committee:
 - (a) for a Notice of Intent to Plan, a Request for Authorization to Plan a Degree Program or a Request for Authorization to Establish a Degree Program the Educational Policies and Planning Committee makes a recommendation to the chancellor and reports its recommendation to the Faculty Senate.
 - (b) for a request to change the name of a program, move a program or discontinue a program, the Educational Policies and Planning Committee reports its recommendation to the Faculty Senate. The Faculty Senate reports its recommendation to the Chancellor.
9. Chancellor.

The chancellor shall, at his or her discretion, communicate to the OP his or her intention or request with respect to instructional program developments and changes whose implementation requires authorization by the OP and BOG.

Final approval of the Certificate of Advanced Studies rests with the chancellor, after he or she receives notification of approval of the program by the State Board of Education. The chancellor of the institution then notifies the OP senior vice president for academic affairs of the approval of the Certificate of Advanced Studies.

C. Program Development.

Program development is governed by policies and procedures of the OP. These policies and procedures are stated in OP Administrative Memorandum 406. Memorandum 406 can be found at the OP web site at http://intranet.northcarolina.edu/docs/aa/reports/plan_intent/Mem406.pdf.

To assist institutions preparing to plan new programs, OP Division of Academic Affairs provides a link to the CIP taxonomy (an up-to-date Academic Program Inventory for UNC institutions at <http://www.northcarolina.edu/content.php/aa/index.htm>). Institutions planning a new degree program will be expected to contact other institutions awarding the proposed degree during the planning process regarding their experience with program productivity (applicants, majors, job market, placement, etc.).

C-1. Kinds of Programs:

Degree Programs:

A degree program is a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a particular level of instruction. All degree programs are categorized individually in the University's academic program inventory at the six-digit CIP code level. As a general rule, in order to be considered for degree program status, a course of study should require coursework in the proposed program area of at least: 27 semester hours at the undergraduate level; half the total hours required at the master's level; 21 semester hours at the doctoral level. Anything less than this within an existing

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degree program should be designated a concentration, a decision that can be made at the campus level.

Although in general a discipline specialty is represented by a four-digit CIP, the level of disaggregation in some of the CIP codes is such that consultation through Academic Affairs with the appropriate staff person in the OP is recommended before submitting any request for a new degree program if there are any questions about its classification or categorization.

Certificate of Advanced Study Programs (C.A.S.):

These programs usually require one year of study beyond the master's degree and provide a higher level of licensure for public school teachers and administrators. The basic licensure requirements for public school teachers and administrators are defined by the State Board of Education. It is the policy of the Board of Governors to use the designation "Certificate of Advanced Study" with respect to all sixth-year programs established for public school personnel and to authorize no Ed.S. (Specialist in Education) degree programs beyond those now in existence.

Other Certificates:

These other certificates combine specific degree-credit courses at the graduate or undergraduate level to provide professional development for practitioners.

Teacher Licensure Areas (T.L.A.)

These are specific course clusters in approved teacher licensure areas which meet licensure requirements of the State Board of Education but do not lead to the conferral of a particular degree or a Certificate of Advanced Study. These may be at the entry level or advanced level of teacher licensure. When an institution receives authorization to offer a T.L.A. from the State Board of Education, the senior vice president for Academic Affairs should be notified. A current inventory of teacher licensure programs approved by the State Board of Education is available from the North Carolina Department of Public Instruction.

C-2. The Review Required for Creating Different Kinds of Programs:

Kinds of programs addressed herein: Minors and Concentrations, Certificates of Advanced Study and Other Certificate Programs, Baccalaureates and Master's degrees, Doctoral degrees and First Professional degrees in law, education, dentistry, medicine, pharmacy, and medicine. For the procedure to be followed by the body seeking to plan or establish one or more of the kinds of programs covered herein see the appropriate subsection below and Section III.B, above.

For Strategic Planning, a letter of intent to plan a new program should be submitted to the provost or to the vice chancellor for health sciences, as appropriate, prior to preparing a Notice of Intent to Plan or a Request for Authorization to Plan a new program.

(i) Minors and concentrations:

- (a) Campus approval is not required in order to plan.
- (b) Campus review of the material presented in a proposal to establish a minor or concentration that states the requirements of and justification for the minor or concentration (see the steps listed in III.B, above).
- (c) The authority to establish new minors and concentrations is delegated to the ECU chancellor by the OP.

(ii) Certificates of Advanced Studies or other certificate programs:

- (a) Campus review and approval of the material presented in a Notice of Intent to Plan document (see Section C-3, below) is required prior to beginning to plan. To initiate campus review, follow the steps listed in Section III.B, above. Upon approval by the chancellor, a

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Notice of Intent to Plan is submitted to the OP. (See Administrative Memorandum 406, Appendix A.)

- (b) Notification of intent to plan may be sent to the OP Division of Academic Affairs at any time but must be sent at least six months prior to the date of establishment.
- (c) Authorization to establish new Certificates of Advanced Study is delegated to the chancellor, who should notify the OP senior vice president for Academic Affairs when the program has been approved by the State Board of Education and the date of program implementation established. The chancellor should also notify the senior vice president when other certificates (e.g., the combination of specific degree-credit courses to provide professional development for practitioners) are established, providing the title of the certificate and the title and level of courses included in the certificate.

(iii) Baccalaureate and Master's programs:

- (a) Campus review and approval of the material presented in a Notice of Intent to Plan document (see Section C-3, below) is required prior to beginning to plan. To initiate campus review, follow the steps listed in Section III.B, above. Upon approval by the chancellor, a Notice of Intent to Plan is submitted to the OP. (See Administrative Memorandum 406, Appendix A.)
- (b) Notification of intent to plan may be sent to the OP Division of Academic Affairs at any time but must be sent at least six months prior to the proposed date of establishment. Following submission of the Notice of Intent to Plan to the OP, East Carolina University has one year to complete planning and to submit a request to the OP for authorization to establish the program. The Board of Governors receives semi-annual reports on programs being planned.
- (c) Campus review and campus, OP and BOG approval of the material presented in a Request for Authorization to Establish a New Degree Program document is required prior to establishing a new baccalaureate or master's program (see Section C-4, below, and OP Administrative Memorandum 406, Appendix C.). To initiate review, follow the steps listed in Section III.B, above. A request to establish a master's or C.A.S. program also will be submitted to the Graduate Curriculum Committee and the Graduate School Administrative Board for approval. The Graduate Administrative Board may require an external review as part of its approval process.
- (d) Upon approval by the chancellor, the chancellor notifies the OP senior vice president. The BOG has final statutory responsibility to authorize changes in the academic programs of the constituent institutions.

(iv) Doctoral and First Professional programs:

- (a) Campus review and approval of the material presented in a Request for Authorization to Plan document is required prior to beginning to plan (see Section C-3, below and OP Administrative Memorandum 406, Appendix B). To initiate campus review, follow the steps listed in Section III.B, above. With the approval of the chancellor, a Request for Authorization to Plan may be submitted to the OP.
- (b) Requests for authorization to plan may be submitted annually to the OP by a fixed date established by the OP senior vice president for Academic Affairs. Upon approval by the chancellor, the OP senior vice president receives the plan and the Board of Governors decides whether to grant authorization to plan. Following authorization to plan, East Carolina University will have two years to complete its planning and to submit a request to establish the proposed program. If the request to establish is not completed within this period, the campus may request a one-year extension. If the institution fails to submit a proposal within its allotted time, it must wait three years before resubmitting a request to plan that program. Similarly, if the request to plan is denied, the institution may not resubmit

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this request for three years. The Board of Governors receives semi-annual reports on programs being planned.

- (c) Campus review and campus, OP and BOG approval of the material presented in a Request for Authorization to Establish a New Degree Program document is required prior establishing a new program (see Section C-4, below, and OP Administrative Memorandum 406, Appendix B.). To initiate review, follow the steps listed in Section III.B, above. A request to establish a doctoral or first professional program will be submitted to the Graduate Curriculum Committee and the Graduate School Administrative Board for approval. The Graduate Administrative Board may require an external review as part of its approval process.
- (d) Upon approval by the chancellor, the chancellor notifies the senior vice president in the OP. The BOG has final statutory responsibility to authorize changes in the academic programs of the constituent institutions.

(v) New Degree Program Classified with the Same Six-Digit CIP Code as a Currently Authorized Program at the Same Level:

Requests for authorization to establish a new degree program that would be properly classified with the same six-digit CIP code as a currently authorized program at the same level, provided it will require no additional resources, may be made at any time by letter from the chancellor to the OP senior vice president for Academic Affairs. The review process is the same as listed in C-2(iv) immediately above. (See Section C-4, below, and OP Administrative Memorandum 406, Appendix D.)

Upon receipt of the notification of intent to plan or request for authorization to plan, the OP division of academic affairs will 1) acknowledge receipt of the notification; 2) provide any additional information not yet posted regarding location of similar programs; and 3) add this program-planning activity to a list that will be maintained by Academic Affairs and made accessible to all UNC institutions. All UNC institutions are expected to consult this list periodically to remain informed about programs being planned by other UNC institutions.

Authorization from the OP to plan a new degree program does not constitute a commitment on the part of the Board of Governors to approve a subsequent request to establish the program. Such authorization constitutes clearance for the institution to document and further justify the need and demand for the proposed program. After an institution receives authorization to establish a new degree program from the OP, it must submit two progress reports to the OP senior vice president. The first such report will cover the first one to two years of implementation, and the second report will cover the first three to four years of operation of the program. Both reports will include information on the extent to which an institution has met projected enrollments and degrees conferred and, if start-up funds were provided, will report on the readiness of the program to continue once start-up funds are discontinued (generally, at the end of the third year). These reports will be submitted as a part of the institution's biennial long-range planning submission.

C-3. The Notice of Intent to Plan and the Request for Authorization to Plan:

To request permission to plan a new program, a document entitled "Notice of Intent to Plan" is prepared for undergraduate, master's, C.A.S. and other certificate programs (see OP Memorandum 406 Appendix A). A document entitled Request for Authorization to Plan is prepared for doctoral and first professional degree programs (see OP Memorandum 406 Appendix B). The appropriate document is submitted to the curriculum committee of the department in which the program will be housed. See section III.B, above, for a list of the steps to be followed when seeking campus approval of a request for permission to plan or a request for authorization to plan a new program. The Notice of Intent to Plan or Request for Authorization to Plan shall describe the proposed degree program and how it fits into the institution's mission and strategic plan. This document shall present a justification for the program's duplication of other programs if similar programs already exist in the UNC system.

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A Notice of Intent to Plan or Request for Authorization to Plan document shall include all information requested by the OP as well as evidence that the planned degree activity is a priority in the unit's strategic/operational plan, the relevant school and college strategic plan, the appropriate division strategic plan (academic affairs or health sciences), and the ECU strategic plan. In addition, preliminary budget projections must indicate that the proposed program will generate at least enough student credit hours to support itself or explain how it will generate additional non-enrollment based resources to cover the balance needed to support the program. Finally, the document shall include evidence that the administrators of other academic and administrative units that may be affected by the implementation of the new program have been consulted. These administrators include, but are not limited to, department chairs, school directors and college deans, the library director(s) (Joyner and/or Laupus), the director of information technology and computing services, and the director of planning and institutional research. If the request is for a post-baccalaureate program, additional information may be required by the Graduate School Administrative Board.

C-4. The Request for Authorization to Establish:

After the Notification of Intent to Plan has been filed with the OP or when the OP grants a Request for Authorization to Plan, the provost will advise the group responsible for the Notice of Intent to Plan or for the Request for Authorization to Plan to create a proposal requesting authorization to establish the new degree program (excepting minors, concentrations and C.A.S. programs, none of which requires OP approval). The proposal shall address the following concerns: program description, program justification, projected enrollment, degree requirements, faculty required to deliver the program, library resources required, facility resources required, and budget resources required to deliver the program. Budget projections must indicate that the proposed program will generate enough student credit hours to support itself or explain how it will generate additional non-enrollment based resources to support itself.

In general, the OP expects that funding to support new degree programs will be provided through a combination of internal reallocations, enrollment increase funds, and external grants. Where appropriate (i.e., in cases where there is convincing evidence of potential for program success if initial support is provided) and when central funds are available, start-up funds may be provided, generally for no more than three years, with the expectation that the program will ultimately be self-sustaining and the start-up funds will be returned and recycled for the use of other UNC programs. In cases where the allocation of start-up funds is appropriate but they are not immediately available, recommendation from the OP of approval of the program may be delayed until such funds are available.

The persons responsible for creating the proposal requesting permission to establish a new program shall consult with the administrators of other academic and administrative units that may be affected by the implementation of the new program. These administrators include, but are not limited to, department chairs, school directors and college deans, the library director(s) (Joyner and/or Laupus), the director of information technology and computing services, and the director of planning and institutional research. A record of the outcome of said consultations will be included in the proposal.

If the request is for a post-baccalaureate program, additional information may be required by the Graduate School Administrative Board. In addition to submitting the proposal to establish a new degree program for approval, the proposed degree requirements and any new and/or revised courses must be submitted to the appropriate curriculum committees for approval.

Requests for authorization to establish a new degree program that would be properly classified with the same six-digit CIP code as a currently authorized program at the same level, provided it will require no additional resources, may be made at any time by letter from the chancellor to the senior vice president for Academic Affairs. (This category of program is comparable to what was formerly called a "track." To avoid the confusion that prevailed in the past over this designation, that term will no longer be used. However, programs with the characteristics of a track [e.g., a common "core" of courses shared with the other program in that CIP code, but differentiating by as much as 27 s.h. (baccalaureate) or 50 percent (graduate)] may be authorized by the

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senior vice president.) A copy of the curriculum of the current degree program should be submitted along with the curriculum of the proposed new degree program. It should be consistent with the guidelines for the number of semester hours in the program area (OP Administrative memorandum 406, Appendix C, Section 3). The format for requesting authorization to establish a new degree program in the same area as a previously authorized degree program is included in Appendix D of Administrative memorandum 406.

D. Changes to Existing Programs.

D-1. Request for authorization to change the name or title of an existing program.

- (i) The campus review of a request to change a name or title of a degree program follows the steps in Section III.B, above.
- (ii) Authorization to establish new minors and concentrations is delegated to the chancellor by the OP.

D-2. Moving an Academic Degree or Certificate Program

- (i) The review of a request to move a program follows the steps in Section III.B, above.
- (ii) After the request for authorization to move a degree program goes through the campus review procedures and is approved by the chancellor, the chancellor notifies the OP senior vice president.

D-3. Discontinuation of an Academic Degree or Certificate Program

Recommendations to discontinue initiated on campus (see III.A, above) follow the procedures in (a), below. Recommendations to discontinue a program identified by the BOG as failing to meet its productivity criteria follow the procedures in (b) below.

(a) Discontinuation recommendation initiated on campus:

- (i) The review of a request to discontinue a degree program follows the steps in Section III.B, above.
- (ii) After the request for authorization to discontinue a degree program goes through the campus review procedures and is approved by the chancellor, the chancellor notifies the senior vice president in the Office of the President.
- (iii) Requests for authorization to discontinue a degree program may be made by letter from the chancellor to the OP senior vice president at any time, giving the effective date of discontinuation and explaining the reason for the request. The senior vice president will request the concurrence of the Committee on Educational Planning, Policies, and Programs and (through it) the approval of the Board of Governors. Students enrolled in discontinued degree programs must be allowed to complete their courses of study within a reasonable period of time. Notice of discontinuation of C.A.S. programs or other certificates may be submitted to the senior vice president for Academic Affairs at any time. The party initiating the request to discontinue a program will prepare a statement of justification.

(b) Discontinuation recommendation resulting from BOG low productivity review:

(1) Review Criteria:

As part of its preparations for revision of the UNC BOG, Plan the Office of the President conducts a review of academic program productivity. This review is conducted in the spring of odd-numbered years. The Guidelines and Criteria used by the OP to identify programs with low productivity are as follows:

- (i) Bachelor's degree programs: the number of degrees awarded in the last two years is 19 or fewer -- unless upper division enrollment in the most recent years exceeds 25, or degrees awarded in the most recent year exceeds 10.
- (ii) Terminal master's degrees: the number of degrees awarded in the last two years is 15 or fewer -- unless enrollment in the most recent years exceeds 9. Ed.S. and CAS programs: the number of certificates awarded in the last two years is 15 or fewer -- unless enrollment in the most recent year exceeds 9.

(iii) Doctoral degree programs: the number of degrees awarded in the last two years is 5 or fewer -- unless enrollment in the most recent year exceeds 18, or the number of degrees awarded in the most recent year exceeds 2.

(II) Review Procedures:

- (2) Notification of the programs to be reviewed usually occurs in February of odd-numbered years with the full campus response being due to OP in mid-May.
- (3) Once the campus is notified that a program needs be reviewed at the system level, the administrator of the unit housing the program is asked to prepare a response to the low productivity notification.
- (4) The faculty associated with the program shall be consulted by the unit administrator in preparing the response.
- (5) The response is forwarded to the provost or to the vice chancellor for health sciences, as appropriate.
- (6) If a decision is made by the provost or to the vice chancellor for health sciences to discontinue a program, the response and the justification for the decision is forwarded to the Educational Policies and Planning Committee.
- (7) The Educational Policies and Planning Committee makes a recommendation to the chancellor and reports its recommendation to the Faculty Senate.
- (8) The chancellor shall communicate to the OP his or her recommendation with regard to any program whose discontinuation requires OP and BOG authorization.

E. Development of New Courses and Revision of Courses and Degree Program Requirements

Recommendations for new courses, course revisions, changes in degree requirements, new and revised degree concentrations/options, academic concentrations, changes in admission requirements to degree programs, creation, deletion or revisions to minors and honors courses and programs may originate in the various departments, schools and colleges, within interdepartmental committees, or at the dean or provost level.

Undergraduate programs and courses (numbered 4999 and below) require approval by the following: code unit curriculum committee and voting faculty, the college or school curriculum committee (if the college or school is not the code unit and has a curriculum committee), the University Curriculum Committee, the Faculty Senate, the provost or the vice-chancellor for health sciences, as appropriate, and the chancellor. If general education credit is requested for a course outside a currently approved general education prefix area, a recommendation from the Academic Standards Committee and the Faculty Senate to the chancellor is required prior to submission of the request to the University Curriculum Committee. The Council on Teacher Education should approve new or revised teacher education degrees or courses prior to their submission to the college or school curriculum committee.

Graduate programs and courses (numbered 5000 and above) require review by the following: code unit graduate curriculum committee, the Graduate Curriculum Committee, the Graduate Administrative Board, the provost or the vice-chancellor for health sciences, as appropriate, and the chancellor.

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Attachment 4.

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed Revision to the *ECU Faculty Manual*, Appendix D. Section IV.
(Additions are noted in **bold** print and deletions are noted by ~~strikethrough~~)

"IV. Procedures for Initiation, Review, and Approval of Appointments, Reappointments, Promotions, and the Conferral of Permanent Tenure

Recommendations for appointments, reappointments, promotion, and the conferral of permanent tenure to faculty are the responsibility of unit committees and the unit administrator. Evaluation of faculty for appointment, reappointment, promotion, and the conferral of permanent tenure shall be initiated by the appropriate unit committee on notice from the unit administrator and higher administrative authority. The appropriate unit committee shall also evaluate faculty for promotion and the early conferral of permanent tenure at the request of the faculty member. Once the evaluation has been completed, the committee's recommendation and the recommendation of the unit administrator shall be forwarded to the next higher administrator above the unit level for initiation of administrative review of the recommendations. The pertinent structures and processes are set forth in this section.

Description of "voting faculty"

For the purposes of Section IV, **voting faculty members are determined by the permanently tenured faculty of the unit using the following criteria;**

A voting faculty member of a unit is someone who:

Please refer to interpretation #100-14.]

- holds a full-time faculty position with East Carolina University and a greater than one/half time position in the unit, and
- ~~holds regular professorial rank (instructor, assistant professor, associate professor, or professor), and~~
- **is either a probationary term (tenure track) faculty member or a permanently tenured faculty member.**
- has at least one/half of the teaching/research duties normally assigned in the unit, ~~and as determined by~~ **the permanently tenured faculty of the unit using standards appropriate to their discipline.**
- is in at least the twelfth consecutive calendar month of appointment to the faculty of the unit **as either a probationary term (tenure track) faculty member or a permanently tenured faculty member.**
- **is not a unit administrator or an individual with one half or more of his/her load assigned to administrative duties as determined by the permanently tenured faculty in consultation with the unit administrator.**
- or **normally** meets the above conditions and is on leave of absence from all university duties but is in attendance at the meeting of the appropriate committee at the time of the committee's vote on a personnel action (reappointment, promotion, or tenure recommendation).

G. Initiation of Recommendations

[Please refer to interpretation #199-11.]

1. The unit administrator shall give timely notice to the chair of the Unit Personnel Committee when personnel actions are to be initiated, and of the date by which the committee's recommendation must be communicated to the unit administrator. After being notified by the unit administrator that a personnel action is required, the chair of the Unit Personnel Committee shall make at least three attempts at intervals of no less than five working days each to hold a committee meeting. In order to conduct business a committee shall not meet without a quorum (a majority of the members of a committee must be in

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Proposed Revision to the *ECU Faculty Manual*, Appendix D. Section IV.

attendance for the committee to have a quorum). A faculty member on leave and not in attendance at a meeting shall not be counted for the purposes of determining a quorum for that meeting. A faculty member on leave but in attendance at a meeting shall be counted for the purposes of determining a quorum for that meeting. If the committee fails to meet the unit administrator's deadline for receipt of the committee's recommendation, this outcome shall count as a recommendation by the committee against appointment, reappointment, promotion, or tenure. In such a case, the chair of the Unit Personnel Committee shall report in writing to the unit administrator that after at least three attempts the committee has failed to meet due to a lack of a quorum, and that this outcome constitutes a recommendation against appointment, reappointment, promotion, or tenure. The unit administrator shall forward the committee's recommendation and the unit administrator's recommendation to the candidate and to the next higher administrator.

2. Faculty recommendations for appointment, reappointment, promotion, and conferral of permanent tenure shall come from the appropriate committee (see Section IV.A). ~~If the appropriate committee consists of ten or more eligible voting members,~~ The committee members may choose to vote by mail according to the latest edition of *Robert's Rules of Order, Newly Revised*. Within ten working days of notification by the unit administrator of the need to initiate a personnel action, the chair of the Unit Personnel Committee shall convene a meeting of the appropriate committee to ascertain whether or not the committee will vote by mail. If a motion to vote by mail is approved by a majority of the committee members present and voting, voting shall be by mail. If a committee chooses to vote by mail, all members must vote by mail. If a committee votes by mail, the ballots shall be sent by certified mail or distributed by the committee chair. If ballots are distributed, the committee chair shall assure that recipients acknowledge receipt in writing. The acknowledgment must include the date of receipt. A ballot either shall be returned by certified mail or shall be personally returned by hand to the committee chair, at the discretion of the individual committee member. Committee members returning ballots by hand shall sign a confirmation form that is retained by the committee chair. Ballots not returned within twenty working days of certified receipt shall count as a vote against recommending appointment, reappointment, promotion, or tenure. If a committee votes by mail, a faculty member on leave may choose either to vote or not to vote, at his or her discretion. The unit administrator shall ascertain and shall inform the chair of the Unit Personnel Committee in writing as to whether or not a faculty member on leave will participate in a mail ballot. If a faculty member on leave chooses to participate in a mail ballot, the faculty member shall count in determining what is required for a majority vote in favor of the recommendation. If the faculty member on leave chooses not to participate in a mail ballot, the faculty member shall not count in determining what is required for a majority vote in favor of the recommendation.
3. In the case of initial appointment recommendations, each member of the Unit Personnel Committee will indicate by secret ballot his or her choice for the appointment. A candidate who receives a majority vote of the membership of the committee shall be recommended for appointment.
4. In the case of re-employment recommendations for faculty members holding fixed-term appointments, each member of the Unit Personnel Committee will indicate by secret ballot his or her choice for or against recommending re-employment. **This vote may be taken at a committee meeting or by mail ballot as described in section IV.G.II.** ~~A vote for the recommendation by a majority of the membership of the committee shall constitute a recommendation for re-employment. A member of a committee who is not present when a vote is taken counts as part of the membership of the committee for the purposes of determining what constitutes a majority vote of the membership of the committee.~~ Failure to obtain a majority vote of the entire membership of the appropriate committee shall constitute a recommendation against re-employment.
5. In the case of reappointment, promotion, and conferral of permanent tenure, each member of the appropriate committee will indicate by secret ballot his or her vote for or against recommending that the

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FACULTY GOVERNANCE COMMITTEE REPORT (continued)

Proposed Revision to the *ECU Faculty Manual*, Appendix D. Section IV.

candidate be reappointed, promoted, and/or granted permanent tenure. **This vote may be taken at a committee meeting or by mail ballot as described in section IV.G.II.** ~~A vote for the recommendation by a majority of the membership of the committee (see IV.A.1.b., IV.A.2.b. and IV.A.3.b.), which includes those voting faculty members on leave but in attendance at the meeting at the time of the committee's vote, shall constitute a recommendation for reappointment, promotion, and/or conferral of permanent tenure. A member of a committee who is not present when a vote is taken and who is not on leave at the time of the vote or who is present when a vote is taken but who does not vote counts as part of the membership of the committee for the purposes of determining what constitutes a majority vote of the membership of the committee. Failure to obtain a majority vote of the entire membership of the appropriate committee shall constitute a recommendation against reappointment, promotion, and/or the conferral of permanent tenure.~~

6. The recommendation of the appropriate committee shall be communicated by the chair of the Unit Personnel Committee to the unit administrator.

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FACULTY GOVERNANCE COMMITTEE REPORT

Addition to the *ECU Faculty Manual*, Part II.,
New Section VI. Guidelines for Organizing into Code Units

These guidelines are being provided to assist faculty who democratically decide to organize into self-governing autonomous units at the department, school or college level. Following approval, these guidelines will be placed on the Faculty Governance Committee's web site and included in the *ECU Faculty Manual*, located on the Faculty Senate web site.

General Instructions

Submit via the Faculty Senate office to the Faculty Governance Committee a proposal cover page and letter with the complete document on numbered lines as described in this process. In the evolution from department/s, and/or school/s, and/or college/s to self-governing autonomous unit or units, the following sources should be consulted/are recommended:

- *ECU Faculty Manual*, Part II., Section VI. Guidelines for Organizing into Code Units
- *ECU Faculty Manual*, Appendix L., Section C. Development, Screening and Implementation of Unit Codes
- Unit Code Screening Committee's General Guidelines for Writing and Revising a Unit Code of Operation

Process to Organize

Consistent with the amendment procedures of the Unit Code of the department/school, the faculty of a school/college may democratically decide to organize into self-governing autonomous units and to develop rules for the internal organization and operation of their departments. A cover page and letter should be submitted to the Faculty Governance Committee requesting approval to draft a code of unit operations. This proposal to organize should include:

- Cover page: include name of school/college, name of proposed unit, East Carolina University, and a flow chart for each stage of development with signatures and dates of approval, i.e.,

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FACULTY GOVERNANCE COMMITTEE REPORT (continued)

Addition to the *ECU Faculty Manual*, Part II., New Section VI. Guidelines for Organizing into Code Units

- Cover letter:
 1. A statement requesting approval to organize for the purpose of drafting a code of operation to become a self-governing autonomous unit.
 2. A rationale/s for requested reorganization
 3. A description of the democratic process used to decide to organize into self-governing autonomous units (who voted, when, and by what percentage).
 4. A school/college chart of organization clearly indicating:
 - a) The proposed autonomous departments by name and relationship/responsibility to other units and the School/College
 - b) The total number of permanently tenured and tenure-track faculty in the unit

Criteria for Establishment of a Self-Governing Autonomous Unit at the Department Level

The driving force for forming self-governing departments within a school or college should be the degree programs and the curricula. Self-governing departments may be formed when they want the authority for the curriculum to reside at the department level rather than the school or college level. A self-governing unit must have a code of operation with rules for the internal organization and operation of the unit. The code will become operational when approved by the tenured faculty of the unit, submitted to the appropriate dean for advice, and approved by the Unit Code Screening Committee, the Faculty Senate and the Chancellor.

The self-governing autonomous unit will:

1. Have at least 7 full-time tenure-track or permanently tenured faculty members,
2. Be self governing in regard to all internal matters, including the authority and responsibility for at least one degree program,
3. Autonomously administer a financial budget, subject to the usual legal requirements,
4. Conduct the quadrennial evaluation of the chair/director.

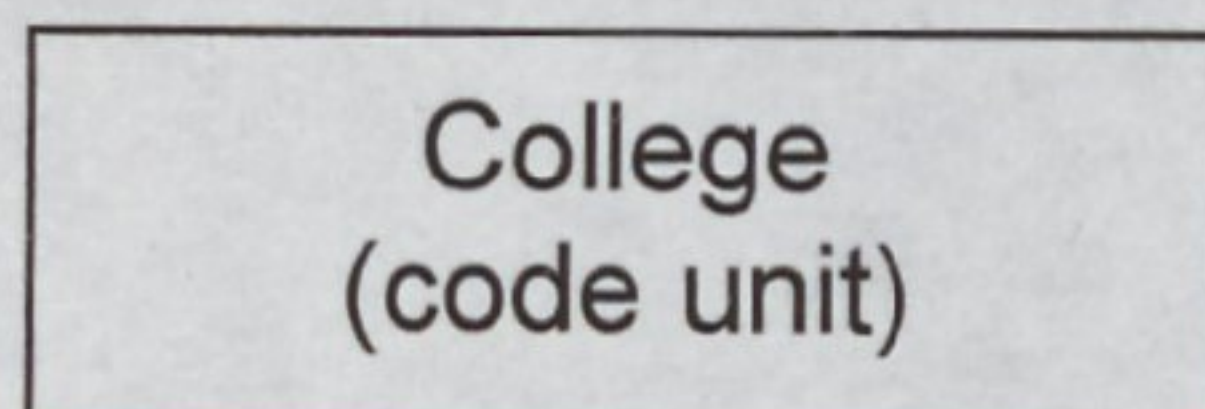
The unit chair/director will be responsible for:

1. Faculty assignments, personnel and student files, and preparations of the annual report,
2. The annual evaluation of faculty members.

The following diagram illustrates acceptable models for the formation of self-governing units within colleges and schools.

Acceptable Models for Code Units in Reorganization Plan

1. College Level (one code for all schools and departments within College).

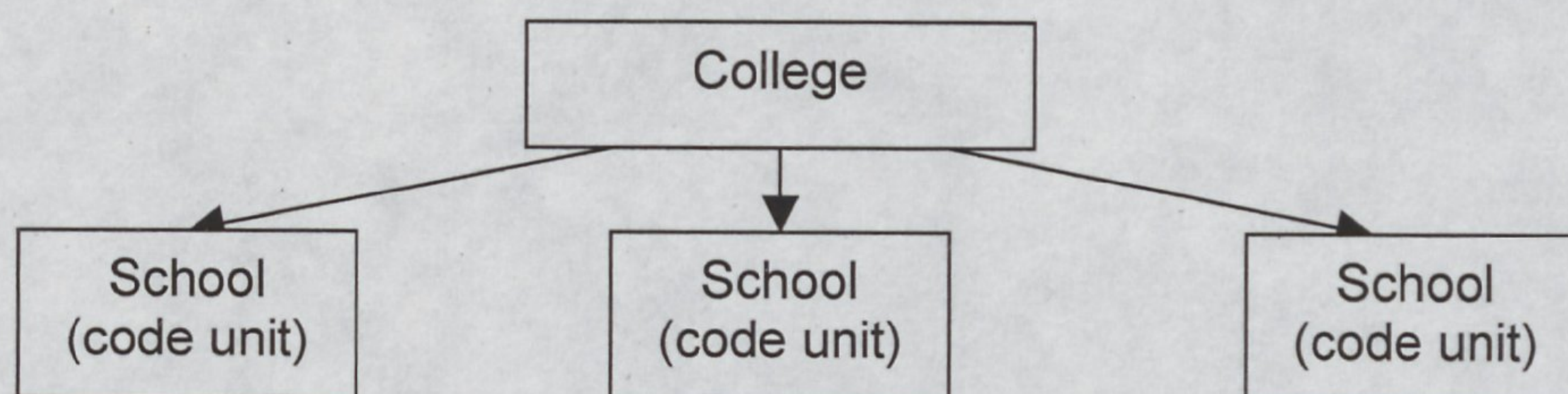


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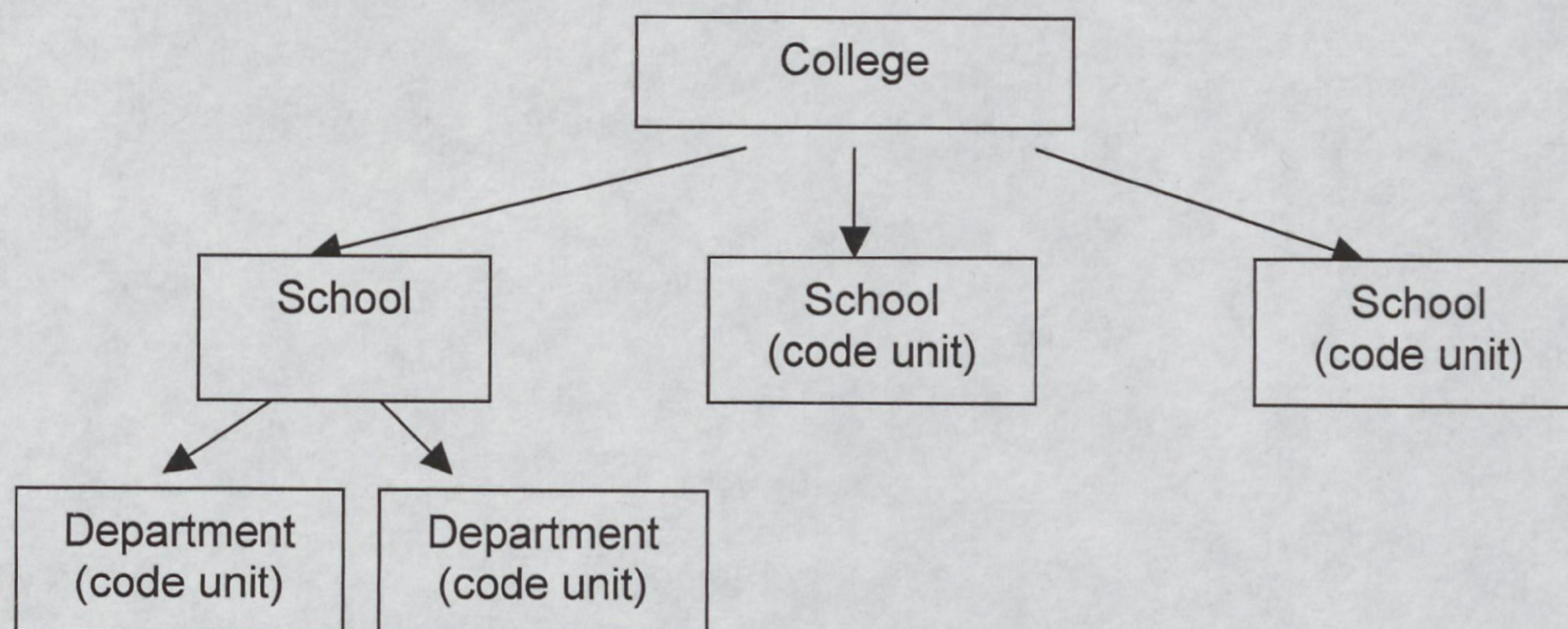
FACULTY GOVERNANCE COMMITTEE REPORT (continued)

Addition to the *ECU Faculty Manual*, Part II., New Section VI. Guidelines for Organizing into Code Units

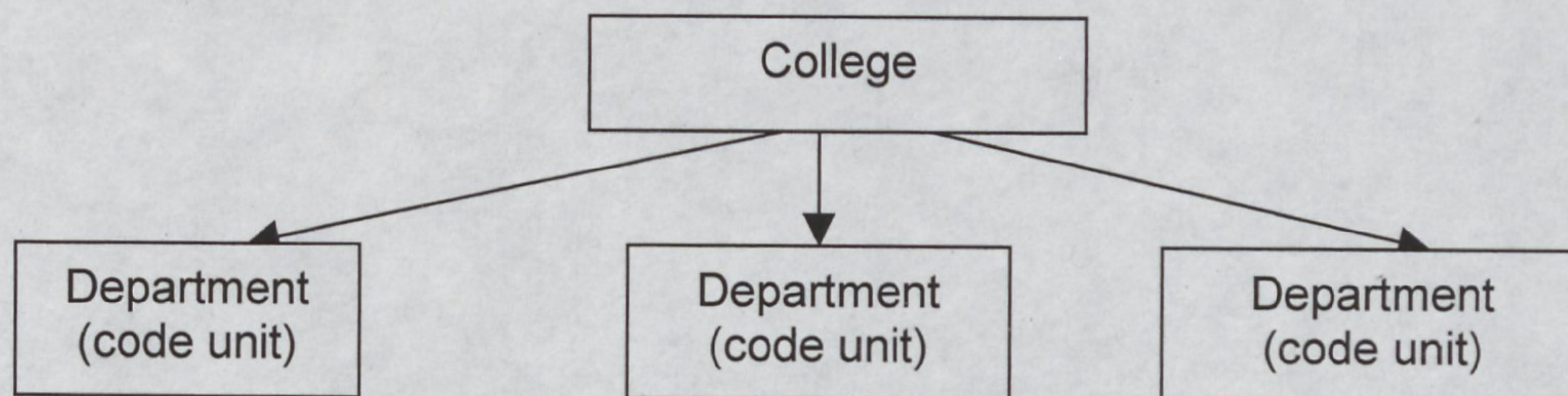
2. Separate Codes for all schools in a college.



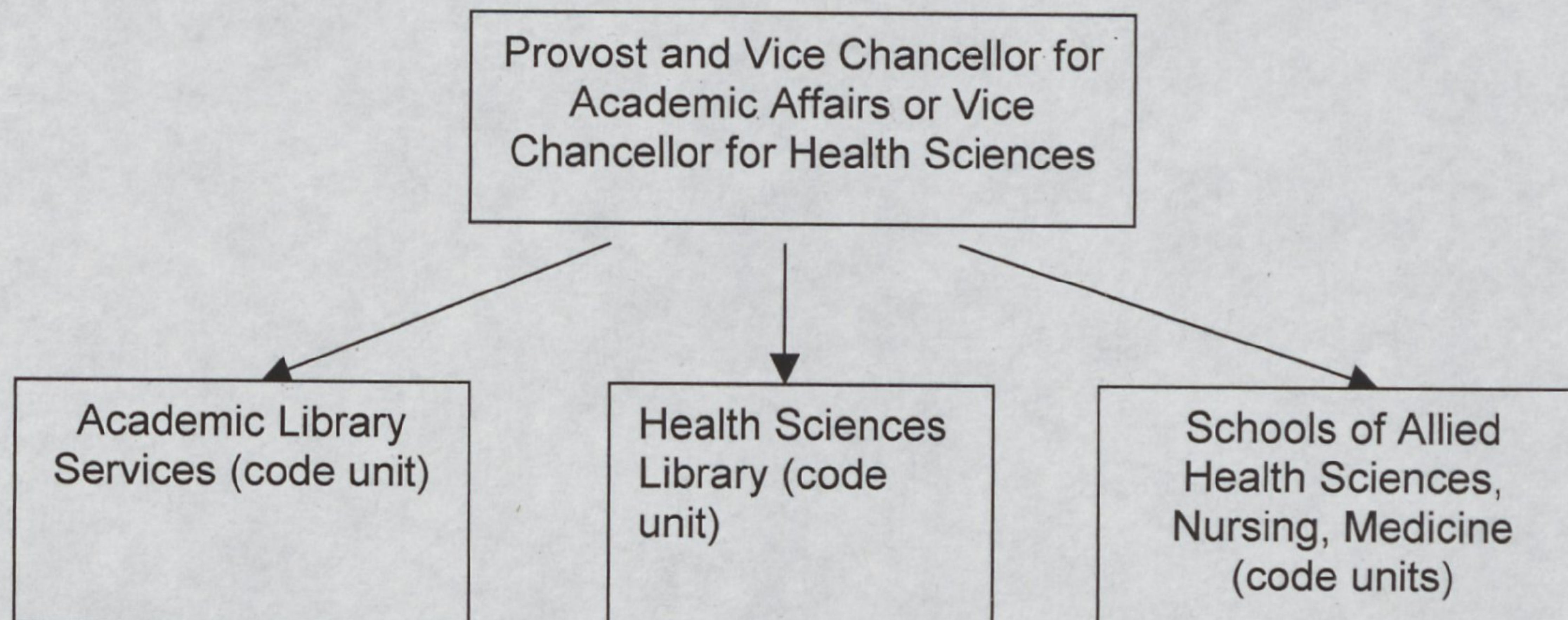
3. Separate Codes for schools and departments within a college (Mixed Model).



4. All Departments in a College: Separate Codes.



5. Code Units not in Colleges.



Faculty Senate Agenda

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Attachment 6.

FACULTY GOVERNANCE COMMITTEE REPORT

Editorial revisions to the *ECU Faculty Manual*, Appendix L. Sections C & D

(Additions are noted in **bold** print and deletions are noted by ~~strikethrough~~)

C. Development, Screening, and Implementation of Unit Codes

1. Each autonomous, self-governing unit (~~the various professional schools, Academic Library Services, Health Sciences Library, and the departments of the College of Arts and Sciences~~) shall, democratically develop a code of operations. This code must be approved by a majority of the permanently tenured faculty members of the unit. The code will provide for the conduct of unit affairs according to *Robert's Rules of Order, Newly Revised*. Each code will be submitted to the Faculty Senate and the chancellor for review and ratification. In the ~~College of Arts and Sciences~~ **colleges** and in those professional schools electing to organize into self-governing, autonomous units at the department level, codes shall be submitted to the appropriate dean for advice prior to submission to the Faculty Senate. After consultation with the **Provost or Vice Chancellor for Health Sciences**, ~~appropriate vice chancellor~~, the chancellor shall ratify a code or shall return the code document to the code unit for revision and appropriate approval.
2. The faculty of a professional **college or** school may democratically decide to organize into self-governing, autonomous units at the departmental level in accordance with guidelines established by the Faculty Senate. **[Once approved, a link to the new guidelines will be added here.]** A professional school's **or college's** proposal to organize into self-governing, autonomous units will be reviewed by the Faculty Governance Committee. If the Faculty Governance Committee finds the proposal conforms to the guidelines, the proposal will be forwarded to the Faculty Senate for their consideration. If the Faculty Senate acts favorably, the proposal will be forwarded to the Chancellor. With the Chancellor's approval, codes of operation for the individual units shall be democratically developed. Upon approval of the codes, the code of the school **or college** will become null-and-void. Said school **or college** may democratically develop a constitution as a governance document. However, this constitution may not conflict with the authorities, responsibilities, and characteristics of the constituent units. If faculty members of professional schools **or colleges** do not choose to organize into self-governing, autonomous units, ~~at the departmental level~~ faculty in individual departments may democratically develop rules for the internal organization and operation of their departments.
3. To provide consistency unit codes should be developed following an approved outline that includes at least:
 - a. a preamble
 - b. definitions of the unit's faculty, its voting faculty, its graduate faculty
 - c. the administrative organization of the unit
 - d. the membership, terms, and duties of standing committees
 - e. a section that states regulations, criteria, and weights governing 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 (*ECU Faculty Manual, Appendices C and D*).
 - f. procedures for meetings within the unit
 - g. procedures for the unit's 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 operations prior to their submission to person(s) outside the unit
 - h. procedures for discussing with its unit administrator the unit's annual budget request and annual report
 - i. amendment procedures.
4. Each faculty member within a unit should have the most recent version of the unit's code.
5. With each quadrennial evaluation the unit administrator and the appropriate committee reviewing the unit's code should report to the Faculty Senate that the unit's code meets the current Faculty Senate guidelines for codes.

**Faculty Senate Agenda
Attachment 6.**

FACULTY GOVERNANCE COMMITTEE REPORT (continued)

Editorial revisions to the *ECU Faculty Manual*, Appendix L. Sections C & D

6. Unit codes that have been reviewed and approved by the Unit Code Screening Committee, the Faculty Senate, and the Chancellor should be deposited in the Faculty Senate office. The original should include a page containing the signatures of the chair of each reviewing body and the Chancellor or the Chancellor's delegate. If the Chancellor upon reviewing the unit's code requires changes in the code, the document should be returned to the unit for the required revisions and should continue through the review cycle until no further changes are required.
7. Immediately prior to the unit's quadrennial evaluation of its unit administrator, the Chancellor shall remind the unit's faculty and administrator that they must follow the unit's code.
8. The Chair of the Faculty and the Chancellor, or the Chancellor's delegate, shall arrange and schedule an orientation program for newly appointed administrators, to be conducted during the fall semester of each academic year.

D. Code Unit Changes

1. The policies and procedures set forth in this section apply to the following code unit changes:
 - a. dissolving a code unit without terminating faculty members' employment,
 - b. dividing a code unit into two or more code units,
 - c. merging a code unit with one or more code units,
 - d. moving a code unit,
 - e. changing a code unit's status from a department in the ~~College of Arts and Sciences~~ **a college** to a ~~professional~~ school, or from a ~~professional~~ school to one or more departments in the ~~a~~ college,
 - f. renaming a code unit, in addition, changes in unit nomenclature shall be approved by UNC General Administration before such changes become effective.
 - g. any combination of the above.

Changes will not occur until the faculty members in the units affected and the Faculty Senate have the opportunity to recommend to the Chancellor approval or disapproval of the proposed changes as originally presented or as amended by the affected units or the Faculty Senate.
(Faculty Senate Resolution #98-28, November 1998)

2. Proposals recommending code unit changes of the sort listed above may be initiated by:
 - a. at least one-fourth of a code unit's faculty members or
 - b. by administrators holding faculty status.

Proposals must include at least a vestigial code of operations reflecting the changes and detailed plans for any faculty who might be displaced by the change. [Please refer to interpretation #01-17.]

3. Procedures for making code unit changes are as follows:
 - a. The person(s) initiating a proposal will provide copies of the proposal to the faculty members and unit administrators of all code units to be altered by the proposed changes.
 - b. Within 15 working days after the proposal has been distributed the initiator(s) will meet to discuss the proposal with the faculty members of the unit(s) or with representatives elected by each affected unit, the unit administrators, and the appropriate deans and vice chancellors (or their representatives).
 - c. Within 10 working days after this meeting, the permanently tenured faculty members of each affected unit will meet and vote their approval or disapproval of the proposal in its original form or as amended and then will communicate in writing the results of their action to their unit administrator.
(Faculty Senate Resolution #00-20)

**Faculty Senate Agenda
Attachment 6.**

FACULTY GOVERNANCE COMMITTEE REPORT (continued)

Editorial revisions to the *ECU Faculty Manual*, Appendix L. Sections C & D

- d. Within 10 working days the unit administrator will forward to the next higher administrator the results of the unit's action and his or her concurrence or non-concurrence with the unit's action.
 - e. Within 10 working days the next higher administrator will communicate in writing to the initiator(s) and to the appropriate vice-chancellor(s) the following: the unit faculty's action, the unit administrator's concurrence or non-concurrence with that action, and his or her concurrence or non-concurrence with that action.
 - f. The initiator(s) shall present copies of the proposal, the affected units' faculty recommendations, and the relevant administrators' concurrence or non-concurrence to the chair of the Educational Policies and Planning Committee. The committee shall consult with appropriate deans and vice-chancellors, and, if it deems necessary, with other faculty members and administrators. Within 40 working days (during the regular academic year), the committee will report its recommendations to the Faculty Senate.
 - g. The Faculty Senate will vote in a timely manner to recommend to the Chancellor the approval or disapproval of the proposal as originally received by the Educational Policies and Planning Committee or as amended by the Faculty Senate.
 - h. If the changes are approved by the Chancellor (and higher authority if necessary), implementation of these changes will be overseen by a committee including a faculty member appointed by the Chancellor, a faculty member appointed by the Chair of the Faculty, and a faculty member appointed by the Educational Policies and Planning Committee. The committee will provide timely reports on progress to the Educational Policies and Planning Committee.
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**Faculty Senate Agenda
April 22, 2003
Attachment 7.**

FACULTY GOVERNANCE COMMITTEE REPORT

Interpretation to the *ECU Faculty Manual*, Appendix D. Section IV. A.3. Personnel Committee

"The unit personnel committee recommends the initial rank of faculty appointments."

Faculty Senate Agenda
April 22, 2003
Attachment 8.

FACULTY WELFARE COMMITTEE REPORT
Resolution on Principles of Salary Adjustments

Whereas, the Faculty Welfare Committee is charged with reviewing policies related to faculty salaries and fringe benefits, and

Whereas, Chancellor Muse received a correspondence (dated October 11, 2002) from Gretchen Bataille, Senior Vice President for Academic Affairs detailing the Principles of Salary Adjustments, and stating that the criteria for the distribution of salary funds must be clearly understood by the faculty, and that such decisions on the distribution of funds should be based on discussions of the criteria and the process by the faculty in the departments with the final criteria recommended by the chair and the dean.

Therefore Be It Resolved, that the Faculty Welfare Committee recommends that each academic unit develop processes for faculty to have input in future salary increases and report those processes to the Provost/Vice Chancellor for Academic Affairs.

Be It Further Resolved, that new and revised unit codes of operation include a provision for committee action on salary increases within the unit's committee structures.

Be It Further Resolved, that the Unit Code Screening Committee revise their code review procedures to incorporate a provision for committee action on salary increases.