

**EAST CAROLINA UNIVERSITY  
2003-2004 FACULTY SENATE**

The sixth regular meeting of the 2003/2004 Faculty Senate will be held on  
**Tuesday, February 24, 2004, at 1:00 in the Mendenhall Student Center Great Room.**

**Please note the change in meeting time to 1:00 p.m.**

**FULL AGENDA**

**I. Call to Order**

**II. Approval of Minutes**

December 9, 2003

**III. Special Order of the Day**

**A. Roll Call**

**B. Announcements**

**C. William Shelton, Interim Chancellor and Vice Chancellor for University Advancement  
Reports on Faculty Employment (in pdf format).**

Longitudinal Profile of Faculty Tenure Status of all ECU units

Longitudinal Profile of Faculty Tenure Status, excluding School of Medicine

Tenure Status of Permanent and Temporary Faculty by Unit

**D. Jim Smith, Interim Vice Chancellor for Academic Affairs**

**E. John Lehman, Interim Vice Chancellor for Research and Graduate School**

**F. Charles Lyons, Director of International Affairs**

**G. Brenda Killingsworth, Faculty Assembly Delegate**

Report on Faculty Assembly meetings of January 23, 2004, and February 20, 2004.

**H. Election of Faculty Officers Nominating Committee**

According to *ECU Faculty Manual*, Appendix A, Section VII.

**I. Question Period**

**IV. Unfinished Business**

**V. Report of Committees**

**A. Election of a member to the Agenda Committee (attachment 1).**

**B. Committee on Committees, Henry Ferrell**

Election of one delegate and two alternates to the UNC Faculty Assembly Delegation  
(attachment 2).

*January meeting  
canceled due to  
snow.*

- C. University Curriculum Committee, Timothy Hudson
  - 1. 'Curriculum matters contained in the minutes of the December 11, 2003, and January 22, 2004, meetings.
  - 2. Recommendation concerning "official" University Undergraduate Catalog (attachment 3).
- D. Academic Awards Committee, Mark Taggart
  - Proposed Revisions to the Annual Lifetime and Five-Year University Research/Creative Activity Award Procedures (attachment 4).
- E. Academic Standards Committee, Catherine Rigsby
  - Progress Report on the Review of the University's General Education Course Goals and Objectives
- F. Educational Policies and Planning Committee, Mike Brown
  - 1. Permission to Establish a BS Degree in Engineering.
  - 2. Permission to Establish an Undergraduate Minor in Asian Studies.
  - 3. Permission to Plan a BS Degree in Mathematics.
  - 4. Permission to Establish a BS Degree in Mathematics.
- G. Faculty Welfare Committee, David Lawrence
  - 1. Resolution on Non-Tenure Track Faculty (attachment 5).
  - 2. Proposed Policy on Serious Illness and Disability Leave for Faculty (attachment 6).
  - 3. Resolution on Seeking Reduced Health Insurance Costs for University Employees (attachment 7).
- H. Teaching Grants Committee, Harold Stone
  - Proposed Revisions to the Teaching Grants Proposal Process (attachment 8.)
- I. Unit Code Screening Committee, Linda Wolfe
  - 1. Revised Department of Economics' Unit Code of Operation.
  - 2. Revised School of Nursing's Unit Code of Operation.

## **VI. New Business**

- A. Resolution Recognizing the Contributions of Dr. Tom Feldbush to ECU, Jeff Phipps (attachment 9).
- B. Resolution on the Status of Faculty Salaries at ECU, Paul Gares (attachment 10).

### Election of One Member to the Agenda Committee (one year term)

#### Current Agenda Committee Roster

##### Regular Members:

Steve Estes, Health and Human Performance  
Mark Sprague, Physics  
Louis Warren, Education  
Mark Taggart, Music

**Open position (Puri Martinez resigned as of 12-31-03)**

##### Ex-Officio Members:

Rick Niswander, Chair of the Faculty  
Catherine Rigsby, Vice Chair of the Faculty  
Janice Tovey, Secretary of the Faculty  
Patricia Anderson, Parliamentarian  
Bob Morrison, Faculty Assembly Delegate  
John Cope, Faculty Assembly Delegate  
Brenda Killingsworth, Faculty Assembly Delegate

### COMMITTEE ON COMMITTEES REPORT

Election of one Faculty Assembly Delegate and two Faculty Assembly Alternates

#### Nominee for Faculty Assembly Delegate

Connie Ciesielski Technology and Computer Science

#### Nominees for Faculty Assembly Alternates

Michael Felts	Health and Human Performance
Gregg Givens	Allied Health Sciences

#### UNC Faculty Assembly Delegates

#### UNC Faculty Assembly Alternates

Name	Unit	Term	Name	Unit	Term
Rick Niswander	Business	2004*	Mary Glascoff	Health & Human Perf.	2004
Brenda Killingsworth	Business	2005	David Long	History	2004
John Cope	Psychology	2005	Michael Duffy	Art	2005
Bob Morrison	Chemistry	2006	Mark Taggart	Music	2005
<b>open</b>		2006	James Holloway	Business	2006

\*Chair of the Faculty terms begin and end with term in office.

## UNIVERSITY CURRICULUM COMMITTEE

### Recommendation concerning the "official" University Undergraduate Catalog

Faculty Chair Rick Niswander requested that we study and make a recommendation to the Faculty Senate regarding what should constitute the *official* ECU catalog. We have discussed and deliberated upon this matter at our past several meetings. The committee thanks Professor Rita Reaves for her work in collecting and disseminating to us the data upon which we based some of our conclusions. In addition, the UCC has received input from the ECU Registrar, University Attorney, and our student representative. Moreover, we have studied what various other UNC system institutions regard as their official catalog. Based upon this data, we make the following recommendations regarding what should constitute the *official* catalog of East Carolina University:

#### Recommendations

- 1) The online/CD version should be the official ECU catalog beginning with the 2005 – 2006 academic year. Thus, we recommend that the catalog for the next academic year (2004 – 2005) be the last official paper catalog. This recommendation assumes that recommendation 2 (below) will be accepted and completed at the time of implementation (2005 – 2006).
- 2) We believe the current online catalog is of unacceptable quality. It lacks functionality and a user interface that is of professional quality. We recommend that an action plan be prepared to significantly upgrade the online catalog so that it is intuitive, functional, and aesthetic. We recommend that ECU contract with an appropriate (experienced) vendor to achieve an acceptable upgrade prior to the installation of the online catalog as the official version. We recommend that the upgrade design be evaluated by a committee of faculty, students, and administrators prior to installation.
- 3) After the official catalog becomes the online/CD version, we recommend that a limited number of paper copies be printed for internal use (advising, departmental offices, library, University Curriculum Committee, etc.).
- 4) Curricular changes will go into effect the semester following their approval by all campus and UNC-OP authorities. This has actually been the practice over the past decade, so this makes official our current procedures for activating new courses, changes in pre-requisites and course titles, and new programs.

#### Rationale

- We believe that the move to an official online/CD version of the catalog is inevitable, so the main issue is when to make this change. UNC-Charlotte already considers their official catalog as the online/CD version, and NC State plans to move in that direction in the next few years.
- Printing the 2003 – 2004 ECU undergraduate catalog cost the university \$31,331 (18,750 copies @ \$1.67 per copy).
- Our evidence indicates that going to a "real-time" official catalog that reflects all current curricular changes is not a manageable concept. The ECU University Attorney has recommended against such a move.
- We do not recommend moving to a "more frequent" printed catalog than our current academic year version. Publication semester by semester seems unmanageable and unwise. In fact, our annual academic catalogs are already more "current" than many of our fellow UNC system institutions who still follow a two-year publication cycle.
- The current deadline in place for curriculum approved by the UCC to be included in the subsequent year's catalog should remain the same (February of the preceding academic year). It is important to have a snapshot date in order for the faculty and staff compiling the catalog, whether paper or electronic, for the following year. That being said, this does not keep curriculum changes from going into effect the semester after they are approved (see recommendation 4). Once ECU has produced its first electronic catalog, the deadline for UCC approval of curriculum that will be included in the subsequent year's catalog can be revisited if appropriate.

## ACADEMIC AWARDS COMMITTEE

Proposed Revisions to the

Annual Lifetime and Five-Year University Research/Creative Activity Award Procedures  
(Additions are noted in **bold** print and deletions by ~~strikethrough~~.)

### Objective

To reward originality and excellence in research and creative activities as evidenced by sustained high quality ~~meaningful~~ work **performed while contributing to the academic functions of East Carolina University as any rank or status.**

### Awards Per Year

Two Lifetime Achievement Research/Creative Activity Awards

Two Five-Year Achievement Research/Creative Activity Awards

### Review Procedures

In early September, all academic units will be notified of the opportunity to nominate applicants for either a Lifetime or a Five-Year Achievement University Research/Creative Activity Award.

**Department-level academic units (to include 'areas of concentration' in the School of Art) may select candidates for each award (Lifetime or Five-Year) for consideration at the University level. Nominations may also be forwarded directly from the individual candidate or any collegial representative of the candidate's field of work.**

**Each nomination must include a cover letter detailing the contributions of the nominee to his or her field of work over the period of the intended award. The nominating letter must specify for which award the candidate is to be considered (Lifetime or Five-Year).**

**Consideration for the five-year award must focus on the candidate's research or creative achievements during five years of continuous service at East Carolina University.**

**Nominations arising from academic units must be put in perspective of the unit's stated criteria for evaluating faculty research and creative activities. Independent nominations must include a similar statement of perspective, specifying criteria against which the applicant may wish to be judged. The core of the submission will be the presented evidence of the candidate's productivity and of the value and influence of the work according to peer review and any other help that can be provided for the committee's considerations.**

**The nominator must request and include three letters of recommendation from outside of ECU, on institutional stationery, providing evaluations of the candidate's accomplishments and contributions to the field of work for purposes of these award considerations. The request for outside reference letters must require that any present or past relationships between the referee and the candidate be specified.**

**The nominating letter, the nominee's complete curriculum vitae, and three letters from outside referees must be submitted to the Academic Awards Committee on or before December 1st of each year.**

**The selection committee (composed of members of the Academic Awards Committee) will review applicants' materials in the perspective of the criteria governing evaluation of research or creative activity in the academic unit/s most closely representing the candidates' respective fields of work. The primary criterion of the committee's evaluation will be the impact of the body of work on the applicant's field of scholarship.**

~~Each code unit should select no more than one candidate for each award (Lifetime or Five Year) for consideration at the University level. The code unit should prepare a cover letter that details the contributions of their candidates to their respective field. If nominating an individual for the five year award, the unit chair should include in his or her nomination letter, a summary of the candidate's main research achievements within the past five years. The code unit should obtain three outside letters of recommendation (on institutional stationery) for inclusion in the nomination packet. In the request for recommendations, the code unit should ask the referees to evaluate the candidates' accomplishments and contributions to their field. The letter to the outside referees should ask that any professional relationships between referees and the candidate be disclosed.~~

~~The code unit's nominating letter, the nominee's complete curriculum vitae, and three letters from outside referees should be submitted to the Academic Awards Committee on or before December 4<sup>st</sup> of each year. The code unit's nominating letter should specify for which award the candidate is to be considered (Lifetime or Five Year) and should present the criteria used by the unit for evaluating faculty research and creative activities. The candidate's submission should include evidence of productivity and peer review in accordance with the policy established by the academic code unit.~~

~~The selection committee (comprised of members of the Academic Awards Committee) will review applicants' research materials in light of their code unit's research/creative activity criteria. The primary criterion used to award these research awards will be the impact on the individual's field.~~

~~In February, the Academic Awards Committee will forward the names of those selected for the four awards (two Lifetime Achievement and two Five-Year Achievement) to the Vice Chancellor for Research. The Vice Chancellor for Research will review the candidates' research materials prior to the public announcement of these awards.~~

**FACULTY WELFARE COMMITTEE REPORT**  
Resolution on Non-Tenure Track Faculty

On March 6, 2002, the UNC Board of Governors approved the recommendations of the Committee on Non-Tenure Track Faculty. There were eight major recommendations made to all of the campuses of the UNC System; the full text is available under the Faculty Welfare Committee at the ECU Faculty Senate site. The eight recommendations are summarized at follows:

1. Each UNC institution should develop a staffing plan defining the desired mix of various types of faculty appointments and monitor its progress in moving toward its staffing goals.
2. Each campus, whenever possible, should offer multi-year contracts (for three or more years, with eligibility for reappointment) to full-time non-tenure track faculty who have successfully completed a probationary period or otherwise demonstrated their effectiveness and contributions.
3. The Office of the President should develop a policy and guidelines for non-tenure track appointments, requiring each institution to develop the following:
  - A. a definition of "full time" faculty load
  - B. a definition of assignments and responsibilities that constitute 50%, 75%, and 100% loads.
  - C. A policy determining under what circumstances if any faculty on part-time appointments can be assigned full-time loads.
  - D. A policy determining under what circumstances part-time faculty should be issued two-semester continuing contracts with accompanying eligibility for benefits.
  - E. A policy for timely notice of appointment or reappointment of part-time faculty.
4. Each campus should develop a set of clearly defined position descriptions for full- and part-time non-tenure track positions.
5. At campuses that have not done so, full-time and part-time non-tenure track faculty should be provided a specific description of the evaluation process and criteria by which their performance will be judged and how the evaluations will be linked to reappointment and salary determination; training should be provided to department chairs on effective means of evaluating and supervising non-tenure track faculty.
6. Each campus should
  - A. Provide non-tenure track faculty adequate orientation to their responsibilities and access to office space, telephones, computers, email, clerical support, and other assistance necessary to fulfill their responsibilities.
  - B. Develop guidelines for the proper compensation, either through stipends or adjusted teaching loads, for advising and administrative activities assigned to non-tenure track faculty.
  - C. Include non-tenure tract faculty as appropriate in decision-making processes at the department, college, and university level, particularly in decisions affecting their own responsibilities and employment conditions.

7. Each campus should provide opportunities to non-tenure track faculty for professional development activities and for recognition of their accomplishments through campus awards.

8. As part of their staffing plans, institutions should

- A. analyze the compensation of full-time and part-time non-tenure track faculty and weigh this compensation against the duties and responsibilities of these positions.
- B. Increase compensation where appropriate to ensure the continued employment of qualified, experienced, and professional faculty
- C. Develop policies for the eligibility of full-time non-tenure track faculty for regular salary increases and for increases in part-time faculty stipends, both across-the-board within disciplines and for individual faculty based on experience and performance.

### **Resolution**

Whereas, at East Carolina University there are ever-increasing numbers of non-tenure track faculty, and

Whereas, policies affecting non-tenure track faculty are somewhat vague across the ECU campus, and

Whereas, on March 6, 2002, the UNC Board of Governors approved eight major recommendations of the Committee on Non-Tenure Track faculty, and

Whereas, the work of the Non-Tenure Track Faculty Task Force of 2002-2003 is not completed.

Therefore Be It Resolved, that the Faculty Senate supports the creation of policies that are consistent with the recommendations of the Office of the President and the UNC Board of Governors, and

Be It Further Resolved, that a faculty and administrative working group be jointly appointed by the Chair of the Faculty and the Chancellor to further study the Board of Governors major recommendations and to provide recommendations and draft documents and policies pertaining to non-tenure track faculty to the Faculty Senate by September 2004.

## **FACULTY WELFARE COMMITTEE REPORT**

### **Proposed Policy on Serious Illness and Disability Leave for Faculty**

The Faculty Welfare Committee has carefully read and helped edit the Policy on Serious Illness and Disability Leave for Faculty of East Carolina University. ECU is required to have such a policy in place by Fall 2004, and the policy must be consistent with guidelines from the Board of Governors (Guidelines 300.2.11(G)). Since there is no formal policy in place now, the Committee believes that this policy is an important benefit that will support and protect the faculty. Paid leave will be provided for a faculty member who does not earn sick leave, for up to 60 days, with a possible extension up to 15 weeks. The policy provides for leave during illness or disability of the faculty member or for the faculty member to care for a member of their immediate family. This policy has the advantage that a faculty member does not have to depend on the ability of fellow faculty to shoulder an extra load for long periods of time while the faculty member is ill, and recognizes that the faculty member may be an indispensable care-giver for a family member such as a child, spouse, or parent.

The policy, once approved by the Faculty Senate, Chancellor, Board of Trustees and UNC General Administration, will be placed in the *ECU Faculty Manual* under Part VI. Section VII. and referenced in Section I.D.

#### Introduction and Purpose

The purpose of this policy is to provide permanent faculty who do not currently earn sick leave with up to 60 calendar days of paid leave for cases of a serious health condition, maternity leave, or parental leave as defined under the Family and Medical Leave Act (FMLA). The purpose of this policy is also to coordinate leaves granted under federal and state acts such as the FMLA [29 U.S.C. § 2601, et seq.], the North Carolina Family Illness Act (NCFIA) [SB1115, Section 28.3B], and the UNC Policy on Serious Illness and Disability Leave for Faculty [UNC Policy 300.2.11(G)]. All three policies cover the same serious health conditions, maternity leave or parental leave. This policy supplements the FMLA and NCFIA to provide for a period of paid leave rather than such leave being unpaid. This policy does not apply to brief absences of 14 calendar days or less that are usually accommodated informally.

It is the responsibility of the faculty member to request the use of leave provided for by this policy as soon as possible upon learning of the need for the leave. This request will routinely be made to the faculty member's immediate supervisor (e.g., department head or equivalent administrator).

Granting or denial of a request for a leave under this policy shall be made without regard to the faculty member's race, color, national origin, religion, gender, age, sexual orientation, political affiliation, disability, or personal malice.

#### I. Definitions

For purposes of this policy a brief absence is defined as fourteen (14) calendar days or less.

The following definitions are applicable to the Family and Medical Leave Act (FMLA), the North Carolina Family Illness Act (NCFIA) and ECU's Policy on Serious Illness and Disability Leave for faculty:

A serious health condition is defined as (a) an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential medical care facility, or that involves continuing treatment by a health care provider; (b) any period of incapacity

requiring absence from work of more than fourteen calendar days that also involves continuing treatment by a health care provider; or (c) continuing treatment by a health care provider for conditions so serious that, if not treated would likely result in an absence of more than ten workdays. Prenatal care is also included. The period of actual physical disability associated with childbirth is considered a serious health condition and must be taken as family/medical leave, whether as paid or unpaid leave.

Immediate Family - spouse, parents, children - including step relationships, who reside (or must reside because of the illness) in the faculty member's home, or other legal dependents living in the faculty member's household and who require the faculty member's care.

Parent - a biological or adoptive parent or an individual who stood *in loco parentis* (a person who is in the position or place of a parent) to an employee when the employee was a child.

Child - a son or daughter who is under 18 years of age or is 18 years of age or older and incapable of self-care because of a mental or physical disability. Child would include: (a) biological, (b) adopted, (c) foster, (d) step-child, (e) legal ward, and (f) child of an employee standing *in loco parentis* as defined above.

Immediate Supervisor - With respect to personnel matters, academic units are defined as departments as described in unit codes in the colleges and professional schools without departments, academic library services, health sciences library, and any other units in which faculty appointments are made. In the colleges and schools which unit codes describe department structures, department heads/chairs are the immediate supervisor. In academic areas that do not have departments described in their unit codes, the director or dean is the immediate supervisor.

FMLA provides for a period of up to 12 weeks of paid or unpaid leave for a serious health condition, maternity leave, or parental leave.

NCFIA provides for up to 52 weeks in a 5 year period of paid or unpaid leave for a serious health condition, maternity leave or parental leave.

Start Date - The period of paid leave under this policy begins with the first day of the absence from University contractual duties resulting from such illness or disability.

## II. Eligibility

This policy applies to persons holding regular full-time faculty appointments (both 9 and 12 month appointments) who are eligible for participation in either the North Carolina Teachers and State Employees Retirement System or the Optional Retirement Program, and who are not eligible to earn sick leave under any other state or institutional leave policy. Consistent with FMLA, a faculty member must have been employed at least one year and have worked at least 1,040 hours within the last 12 months to be eligible to apply for leave under this policy. If a faculty member has been in a previous leave-earning position and has an accumulated sick leave balance, the faculty member must exhaust any previous sick leave balance prior to requesting coverage under this policy. Part-time permanent faculty holding appointments of at least 75% are also covered under this policy and must meet the same eligibility requirements as full-time faculty.

## III. Benefit

(A) A faculty member who has a medically verifiable illness or disability as defined under FMLA, or whose immediate family member has a medically verifiable illness, may request a paid leave of absence for up to sixty (60) calendar days.

If the illness or disability requires an absence from faculty duties in excess of the sixty calendar days, the faculty member may petition for an extension of paid leave or for a leave of absence without pay under procedures described in the *Faculty Manual* and in University policies

implementing the FMLA or under statutory regulations of the NCFIA. The faculty member may also apply to Human Resources for salary continuation through the Disability Income Plan or through another salary continuation plan that may be offered to University employees on an optional basis.

(B) At the discretion of the University, a faculty member who provides the appropriate medical documentation and whose illness or disability extends beyond the 60 days provided for under this Policy, may submit a written request to the unit administrator for an extension of leave with pay up to a maximum of 15 weeks (or the equivalent of one academic semester) during a 12 month period (determined by counting forward 12 months from the date the leave begins), but such requests must be approved by the appropriate vice chancellor and the Associate Vice Chancellor for Human Resources.

(C) In addition, the North Carolina Family Illness Act allows for an extension of up to a total of 52 weeks of unpaid leave during a five-year period in cases of a personal illness or disability or the serious illness of a child, spouse, or parent. FMLA leave and leave used under this policy will count as part of the 52 week allowable total under the NCFIA and will run concurrently.

More than one serious illness or disability leave may be granted in a 12-month period, so long as the second illness or disability for which leave is sought is unrelated to the first. There may be circumstances where a major illness or disability is involved that would justify paid leave in excess of that covered by this policy, but the total maximum allowable paid leave for all such serious illnesses may not exceed one year in length. Such exceptions must be approved by the immediate supervisor (e.g., department head or equivalent administrator), the dean (where the dean is not the immediate supervisor), the appropriate vice chancellor and the Associate Vice Chancellor for Human Resources.

Leave taken under this policy shall run concurrently with FMLA leave and/or with the statutory provisions of the North Carolina Family Illness Act. The immediate supervisor (e.g., department head or equivalent administrator) may require such medical documentation or certifications, second or third medical opinions (at its expense) or other documentation of the need for leave, probable length of absence from normal duties, ability to return to work, or intent to return to work as it may deem necessary. The University may also require satisfactory evidence that the faculty member will exercise primary responsibility for the care of those who would qualify the faculty member for leave under this policy.

Leave offered under this policy is not allowable as terminal leave payment when the faculty member leaves the employment of the University. Unused leave shall not accumulate nor be carried forward from one academic year or calendar year to the next. It may not be used to extend years of creditable state service for retirement benefits. However, it may be exhausted prior to participation in the Disability Income Plan of North Carolina that is provided to state employees.

In all cases, leave granted under this policy shall be in increments that are appropriate to the facts and circumstances surrounding the illness or disability, the academic calendar, the needs of the unit, and the responsibilities of the faculty member.

It is the intent of this Policy that faculty receive the benefits defined herein during the period(s) in which they have a contractual commitment to the University.

#### IV. Use of Leave

The period of leave provided under this policy may be used for medically verifiable sickness or injury as defined under the FMLA. Use of such leave includes the birth of a child and to care for the newborn child after birth or for temporary disability connected with childbearing and recovery, which prevents the faculty member from performing usual duties. Leave also may be used for the

placement of or to care for a child placed with the employee for adoption or foster care, and/or for a serious health condition of the employee that prevents the employee from performing the essential functions of his/her job. In accordance with ECU's policy on leave granted under the Family and Medical Leave Act, a faculty member may seek leave needed as a consequence of a medically verifiable illness/disability of a member of the immediate family, as defined in Section I. of this policy.

If the request is for the purpose of caring for a faculty member's family member or dependent, the immediate supervisor (e.g., department head or equivalent administrator) may request medical verification of the illness or disability of that person and may also inquire about the circumstances which make it impossible or difficult for the faculty member to carry on with normal duties.

When the request is for the care of the faculty member's family member or dependent, the immediate supervisor may base the recommendation on other factors, including the needs of the unit, timing within the academic year, effect on students, ability of the unit to compensate for the absence, etc.

A faculty member who anticipates the need for a temporary disability leave shall notify his or her immediate supervisor in writing as soon as possible.

Female faculty shall not be penalized because they require time away from work caused by or contributed to by pregnancy, miscarriage, abortion, childbirth or recovery. Disabilities resulting from pregnancy shall be treated the same as any other temporary disability. The type and nature of the faculty member's duties during pregnancy shall be determined by the faculty member's immediate supervisor in consultation with the faculty member and upon advice she receives from her physician.

#### V. Administration of Benefit

It is the responsibility of the faculty member to request, in writing, the use of leave provided by this policy as soon as possible upon learning of the need for the leave. This request will be made to the faculty member's immediate supervisor. Such requests must be in writing, but there may be instances where the employee is unable to make the request either via a letter or by completing the necessary forms. All conditions covered by this serious illness and disability leave policy cannot be anticipated. The policy provided herein is expected to be appropriate in most situations. However, in unusual cases, the faculty member or other responsible party may be unable to provide the necessary notification. In those rare instances where the employee or a member of the employee's family is unable to make the necessary request, it is the responsibility of the immediate supervisor to consult with a Human Resources benefits counselor for direction.

The immediate supervisor may request medical verification of the faculty member's illness or disability, including a physician's statement about the probable length of absence from normal duties. To facilitate the gathering and review of necessary medical documentation, the immediate supervisor may request the assistance of the Human Resources benefits staff.

The immediate supervisor will make a recommendation to the dean [where the dean is not the immediate supervisor] concerning whether or not to grant the request for leave. The dean is responsible for making a decision on whether or not to approve leave after reviewing the immediate supervisor's recommendation and consulting with the Office of Human Resources. The dean will provide written notification of the decision to the immediate supervisor, who will then advise the faculty member. The dean will provide a copy of the notice to the appropriate vice chancellor and to the Office of Human Resources. If leave is denied, the written notification will include the grounds for denial.

If the dean approves leave under this policy, the dean is responsible for working out with the immediate supervisor an arrangement for covering the duties of the person on leave. Units will no

longer be permitted to let other faculty members "cover" for the faculty member who cannot perform their regular duties and responsibilities for an extended period of time due to a serious illness or disability. When the immediate supervisor is made aware of the necessity for a faculty member to be absent because of a serious illness of the faculty member or a member of the faculty member's immediate family, it is the supervisor and dean's responsibility to ensure that any leave taken in connection with such illness or disability is in accordance with the terms and conditions of this policy.

Leave may be granted for up to a period actually required by the extended illness or disability, not to exceed sixty calendar days or the end of the faculty member's contract period, whichever occurs first. If an extension is granted, the period may not exceed 15 weeks (the equivalent of one academic semester) or the end of the faculty member's contract period, whichever occurs first.

#### VI. Appeals

A dean's decision not to grant a request for leave under this policy may be appealed to the appropriate vice chancellor. The vice chancellor's decision may be appealed to the chancellor. The chancellor's decision is final. Appeals of a negative decision must be made to the next higher level within ten (10) business days of receipt of the negative decision.

#### VII. Confidentiality

Communications concerning leave requested or granted under this policy are subject to the same confidentiality requirements as other personnel records. However, because these are deemed to be medical records, they must be kept separate and apart from regular personnel records. These medical records are generally not available except as specified under NCGS § 126-24.

#### VIII. Record-Keeping

Because this policy provides an important financial benefit, accurate records on all requests for leave, whether or not the request is granted, must be maintained. The immediate supervisor shall be responsible for forwarding all records pertaining to the use of this policy to the Office of Human Resources. The Office of Human Resources will maintain the official records concerning requests for leave under this Policy, and may, from time to time, be required to make general reports on its use to other University administrators and to the Faculty Senate.

#### IX. Coordination with Other Policies

ECU's *Faculty Manual* indicates that leaves from all employment obligations which are granted to probationary-term faculty may include extension of the length of the probationary term. It is the responsibility of the faculty member to review the pertinent sections and determine what the impact of such leave would have on their probationary term.

A permanently tenured faculty member granted leave under this policy may have his or her five-year cumulative review delayed by a period agreed upon by the faculty member, the faculty member's immediate supervisor, the dean, and the appropriate vice chancellor.

The terms of this policy pertain only to a leave for a specified period because of illness or disability. This policy has no effect on provisions for other types of leave as described in the *Faculty Manual*.

The leave provided for under this policy shall have no effect on the faculty member's other employment benefits.

#### X. Effective Date

This policy shall become effective immediately upon approval by the President of The University of North Carolina and shall supersede any previous authority granting leave for faculty who would not otherwise be eligible for paid leave.

### FACULTY WELFARE COMMITTEE REPORT

#### Resolution on Seeking Reduced Health Insurance Costs for University Employees

- Whereas, health insurance costs for employees of the University of North Carolina (UNC) system have continued to rise and are currently at an all-time high of \$427.48 per month for employee and family coverage, and
- Whereas, the health insurance deductible for each person in the current health insurance system is \$350.00, and
- Whereas, the co-pays for outpatient office visits, surgical procedures, emergency room visits, and prescription costs have continued to rise and are currently at an all-time high of up to \$100 for an emergency room visit and \$40 for prescriptions not on the preferred drug list.

Therefore Be It Resolved, that the Faculty Senate of East Carolina University recommends that the UNC Faculty Assembly and its appropriate committees actively promote and encourage the legislature to fund a substantial reduction in the portion of the health insurance costs paid by the employee, and

Be It Further Resolved, that the Faculty Senate of East Carolina University directs the Chair of the Faculty to notify his counterparts and the staff senates at the fifteen University of North Carolina campuses about this resolution and seek similar resolutions from these campuses.

### TEACHING GRANTS COMMITTEE REPORT

#### Proposed Revisions to the Teaching Grants Proposal (This report only includes the pages being revised.)

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

The purpose of these grants is to provide funding to improve teaching instruction at the University. Preference will be given to applications proposing creative and innovative projects. Please review the Teaching Grant Committee's evaluation criteria, which are included in this packet.

#### Application Process

Each grant proposal must include the application form signed by the applicant and the Chairperson (or Dean, as appropriate) of any unit involved. The original and 17 copies of the proposal (total of eighteen copies) should be submitted to the Teaching Grants Committee, c/o Faculty Senate Office, 140 Rawl Annex by the deadline of 12:00 noon on Wednesday, October 1, 2004. **NO PROPOSALS WILL BE ACCEPTED AFTER THIS DEADLINE.**

Remember that applicants must be full-time faculty members.

#### Completing the Form

All items 1-12 must be completed and submitted together. Grant applicants are asked to attach the proposal cover sheet and checklist only to the original proposal. The remaining 17 copies should not include a cover sheet or checklist.

Item 1: Self-explanatory.

Item 2: Please indicate:

- a) if you are requesting Summer Salary Stipend (Y/N); and

- b) if you are requesting Project Related Expenses, the amount requested. If not applicable please indicate by N/A.

Items 3 and 4: Self-explanatory.

Item 5: Because your proposal will be read by people from many disciplines, it should be clear and free of specialized terms. Since this is a blind review, the applicant's name should only be on the 1 cover sheet and checklist that is turned in to the committee.

- (a) Proposal Title and Abstract (Page 1) ~~Proposal title and one page abstract (100 to 200 words) of your proposed project.~~ **Abstract should be between 100 and 200 words and should be written using non-technical language.**

- (b) Proposal Description (Page 2 through 5)

The format of the proposal description must:

- Be no more than four 8 1/2 x 11" double-spaced pages. **No proposal with a description over four pages in length will be considered.**
- **Use a type face no smaller than 12 characters per inch.**
- Include each of the following sections:

1. Purpose/Objective

It is expected that the purpose of this project will be to increase the effectiveness of an applicant's course or courses. Give specific objectives.

2. Approach/Method/Procedure

3. Need and Impact

The need and impact section should show the percentage of each relevant course that will be impacted, the level of the course, the normal size of the course, and how often the course will be taught. The course must have already been approved by all relevant committees. Make it obvious how the project will affect the applicant's teaching.

4. **Schedule of Activities and Their Proposed Deadlines**

5. **Evaluation Plan**

Part of your evaluation plan should include a short list of questions that will be submitted to the students in impacted classes, and peer evaluations. Make your evaluation plan clear. Be specific as to what you intend to do to determine the effectiveness of your end product.

Item 6: **Budget - Complete the attached proposed budget for the Project Expense Grant.**

**Line items should be separately explained and fully justified. Travel requests must be directly related to the proposed project. Requests to attend regularly-held professional meetings or conferences should be thoroughly explained and justified. The proposed travel items may not replace or supplement academic-unit travel funds. List other sources for funding. Be specific on budget items. List to whom tuition or honoraria are to be paid; who is traveling where, how, and when; your source of price estimates. Student wages are not an allowable expense. If not applicable please indicate by N/A.**

Item 7: **Appendices**

1. **List courses you teach and your scholarly interests that are relevant to this proposal. If you have release time or compensatory time applicable during the proposed project period provide brief details.**
2. **List all proposal titles and dates of grants previously funded from the Committee.**
3. **If consultants are to be used in the Project Expense Grant, give credentials and your rationale for hiring them.**
4. **If project involves attending a workshop or seminar, attach a copy of the flyer or announcement.**

**Additional supporting materials and appendices are discouraged.**

Item 8: Attach this checklist to ensure that you have completed all the necessary items. One copy of the checklist must be submitted with the cover sheet and original proposal to the Committee.

Items 9 and 10: Self-explanatory.

The following will not be considered:

- a. Incomplete applications
- b. Proposals that do not meet guidelines and format.
- c. Proposals from individual(s) who have failed to carry out previously funded projects without adequate justification and timely notification to the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Sciences.
- d. Proposals from individuals who have failed to submit a report due from a previously funded project.
- e. Proposals that develop a program handbook or recruitment materials.
- f. Proposals that are not directly related to improved instruction at the University.

**East Carolina University**  
**TEACHING GRANTS COMMITTEE**  
**Application for 2005/2006 Teaching Grant**

Grant applicants are asked to attach this cover sheet only to the original proposal.  
 The remaining 17 copies should not include a cover sheet. This will ensure the anonymity of the proposal.

1. Name \_\_\_\_\_

2. a. Summer Salary Stipend (Y/N) \_\_\_\_\_ b. Project Related Expenses \_\_\_\_\_

3. Proposal Title \_\_\_\_\_

4. School/Department \_\_\_\_\_

5. Give a brief description of the project. Each of the following will be used to evaluate your proposal. The proposal must use these headings in the following order:

- (a) Proposal Title and Abstract
- (b) Project Description
  - 1. purpose/objective
  - 2. approach/method/procedure
  - 3. need and impact
  - 4. schedule of activities and their proposed deadlines
  - 5. evaluation plan

6. Complete the attached proposed budget for the Project Expense Grant.

**7. Appendices**

- 1. List courses you teach and your scholarly interests that are relevant to this proposal. If you have release time or compensatory time applicable during the proposed project period provide brief details.
- 2. List all proposal titles and dates of grants previously funded from the Committee.
- 3. If consultants are to be used in the Project Expense Grant, give credentials and your rationale for hiring them.
- 4. If project involves attending a workshop or seminar, attach a copy of the flyer or announcement.

8. Complete the attached checklist and attach it only to the original proposal. The remaining 17 copies should not include a checklist.

9. I understand and accept the terms and conditions set forth in the Teaching Grants Committee Grant Application Guidelines, including the requirement for a final report.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

10. I have reviewed this grant application and believe that the applicant/s is/are qualified and that this project will be of substantial benefit to this unit. I understand that the unit is responsible for processing grant expenditures.

\_\_\_\_\_  
(Signature of Unit Head)

\_\_\_\_\_  
(Date)

### NEW BUSINESS

#### Resolution Recognizing the Contributions of Dr. Tom Feldbush to ECU

Whereas, Dr. Thomas Feldbush served as Vice Chancellor at East Carolina University from August 1995 until November 2003, and

Whereas, under his leadership, research became an integral part of the University resulting in an increase in external funding from \$18 million in 1994 to \$33 million in 2003, and

Whereas, Dr. Feldbush promoted the establishment of PhD programs in Bioenergetics, Coastal Resource Management, Nursing, and Interdisciplinary Biological Sciences, a Master's program in Public Health as well as over 30 graduate certificate programs, and

Whereas, Dr. Feldbush increased the base stipend for graduate assistantships and the level of resources to support faculty research, and

Whereas, under his leadership, the University established new faculty research awards and increased funding for the Faculty Senate's Research and Creative Activity Grants program, and

Whereas, during his tenure, East Carolina University rose in Carnegie Classification to a Doctoral/Research University – Intensive, and

Whereas, Dr. Feldbush facilitated the establishment of the Office of Technology Transfer to help patent and commercialize ECU faculty inventions with 28 U. S. Patents issued to date, and

Whereas, Dr. Feldbush was instrumental in promoting ECU's role in economic development and has collaborated on a number of economic and community initiatives involving East Carolina University.

Therefore, Be It Resolved, that the Faculty Senate recognizes and thanks Dr. Feldbush for his leadership and many valuable contributions to East Carolina University in the areas of research, graduate studies, and economic and community development, and

Be It Further Resolved, that the Faculty of East Carolina University welcomes him as he joins the Department of Biology, and

Be it Further Resolved, that this resolution be forwarded to the East Carolina University Board of Trustees, the University of North Carolina Board of Governors, and the University of North Carolina President.

## NEW BUSINESS

### Resolution on the Status of Faculty Salaries at East Carolina University

- Whereas, faculty salaries at ECU appear affected by salary compression, and
- Whereas, salary compression results from low or no raises while the market demand increases for people in the same field so that new hires command higher salaries than earlier hires with comparable or even better qualifications, and
- Whereas, there is no stated ECU policy regarding salary increases associated with promotion in professorial rank which appears to result in inequities in promotion pay raises across university departments, and
- Whereas, salary issues create demoralization among the faculty and risks the loss of qualified faculty to institutions in other states.

Therefore Be It Resolved, that the Faculty Senate charge the Faculty Welfare Committee to do the following:

1. Initiate a review of salary conditions at ECU with the purpose of identifying the sources of inequity in faculty salaries.
2. Quantify the current extent of salary compression and promotional salary increase practices that exist at ECU.
3. Present a report to the Faculty Senate on salary conditions at ECU that includes recommendations to redress salary inequities and a target date for the resolution of any problems identified in the report.

Be It Further Resolved, that ECU administration implement hiring policies which will prevent future compression problems and launch a similar study, to end in a plan to address staff salary compression.