

**EAST CAROLINA UNIVERSITY
2004-2005 FACULTY SENATE**

The seventh regular meeting of the 2004/2005 Faculty Senate will be held on
Tuesday, March 22, 2005, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

- I. Call to Order**
- II. Approval of Minutes**
February 22, 2005
- III. Special Order of the Day**
 - A. Roll Call
 - B. 40th Anniversary Recognition
Resolution to Commend the Past Chairs of the Faculty, Mark Sprague
(attachment 1)

Roster of Past Chairs of the Faculty
 - C. Announcements
 - D. Steve Ballard, Chancellor
 - E. Garrie Moore, Vice Chancellor for Student Life
 - F. Catherine Rigsby, Chair of the Faculty
 - G. A Brief Moment in History, Henry Ferrell
 - H. Approval of Spring 2005 Graduation Roster, including honors program graduates,
subject to the completion of degree requirements.
 - I. Question Period
- IV. Unfinished Business**
- V. Report of Committees**
 - A. University Curriculum Committee, Timothy Hudson
Curriculum matters contained in the minutes of the February 24, 2005, and March 10,
2005, meetings.
 - B. Calendar Committee, Jeff Phipps
Proposed Summer 2006 – Spring 2007 University Calendars (attachment 2).
 - C. Committee on Committees, Henry Ferrell
 - 1. Second Reading of a Proposed Addition to the Charges of all Faculty Senate
Academic Committees (attachment 3).
 - 2. Second Reading of the University Athletics Committee Charge (attachment 4).

- D. Faculty Governance Committee, Dee Dee Glascoff
 - 1. Second Reading of Proposed Revisions to the *ECU Faculty Manual*, Appendix A. Constitution (attachment 5).
 - 2. Second Reading of Proposed Revisions to the *ECU Faculty Manual*, Appendix A. By-Laws (attachment 6).
- E. Faculty Welfare Committee, Melissa Nasea
 - 1. Resolution on Domestic Partners (attachment 7).
 - 2. Proposed ECU Serious Illness and Disability Policy (attachment 8).
 - 3. Proposed addition to the *ECU Faculty Manual*, Part V. relating to Mace Bearer (attachment 9).
 - 4. Proposed revision to the *ECU Faculty Manual*, Part VI. relating to parking privileges for retired faculty members (attachment 10).
- F. Libraries Committee, Marianna Walker
2004/2005 Summary Budget for the Joyner Library, Virtual Library, and Health Sciences Library (attachment 11).
- G. Unit Code Screening Committee, Garris Conner
Approval of the New College of Technology and Computer Science Unit Code of Operation.

VI. New Business

- A. Approval of the Spirit of the Resolution on the Internationalization Goals for 2009 and a Plan for Achieving Them, Seodial Deena

This report was discussed at the January 25, 2005, Faculty Senate meeting. The minutes are available at:

http://www.ecu.edu/fsonline/FacultySenate/MINUTES/fsm1_05.htm.

- B. Resolution on Campus Greenspace, Ralph Scott
(attachment 12).

RESOLUTION TO COMMEND THE PAST CHAIRS OF THE FACULTY

- Whereas,** Professors Adler, Anderson, Atkeson, Ayers, Benjamin, Davis, Ellen, Ferrell, Finch, Johnson, Joyce, Killingsworth, McDaniel, Morrison, Moskop, Niswander, Poindexter, Price, Rosenfeld, Sexauer, Smith, Wilson, and Woodside have served with distinction as Chair of the Faculty from the 1965 through 2004 academic years; and
- Whereas,** These distinguished former chairs have dedicated their time and effort to activities that have benefited all faculty at East Carolina University, and who have led our efforts in that fragile balancing act called shared governance as we tried, in the words of Don Sexauer, "to solve problems and implement policies in a manner that benefits all constituencies of the university;" and
- Whereas,** Under these distinguished former chairs East Carolina University has moved from a regional teachers' college to the university we know today.

THEREFORE BE IT RESOLVED as we commemorate the 40th anniversary of the first meeting of the East Carolina University Faculty Senate, the 2004-2005 Faculty Senate thanks these distinguished former chairs for their leadership, professionalism and efforts on our behalf and on behalf of all the students and faculty of East Carolina University.

CALENDAR COMMITTEE REPORT

Very few changes in the proposed 2006-2007 calendar relative to earlier calendars:

- The sentence concerning the exam schedule for classes starting on the half hour and lasting longer than one hour was reworded for greater clarity
- The days for last day of drop/add, add only, and dropping classes added a deadline time of 5:00 p.m. which is when the Registrars Office closes and locks the system. Students using Onestop had complained about not being able to make changes late at night on those days.
- Fall commencement was moved to follow the exam period (the Faculty Senate required this when the 2005-2006 calendar was approved last year).
- Another feature of the Spring semester is having two Reading days at the end of the semester; this was done to allow more flexibility in making up missed class days caused by weather conditions earlier in the semester (the Reading days could be used to make up the days rather than extending class time or using Saturdays). (same as last year but bears noting.)
- Starting Spring classes on Friday means that there is no need for a holiday make-up day and allows the extra Reading day with exams ending on the Thursday before Commencement. (same as last year but bears noting.)

Summer Session 2006 **11-Week Summer Session**

(Actual class days: 9 Mondays, 10 Tuesdays, 10 Wednesdays, 11 Thursdays, 10 Fridays, 1 day for Final Exams.)

March 15, Wednesday	Last day to apply for admission to Graduate School for summer term
May 12, Friday	Schedules canceled for all who have not paid fees by 4:00 pm.
May 15, Monday	Registration and schedule changes
May 16, Tuesday	Classes begin; late registration; schedule changes
May 17, Wednesday	Last day for late registration and schedule changes (drop and add) by 5:00 pm.
May 18, Thursday	Last day for schedule changes (add only) by 5:00 pm.
May 29, Monday	Memorial Day Break (no classes)
June 13, Tuesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
June 21, Wednesday	Midsummer Break (no classes)
July 4, Tuesday	State Holiday (no classes)
July 17, Monday	Last day to submit thesis to Graduate School for completion of degree in the summer session
July 21, Friday	Last day for graduate students to drop courses without grades
July 27, Thursday	Classes end. Last day for submission of grade replacement requests.
July 28, Friday	Final examinations; last day to submit appeals for readmission for Fall semester.

Summer Session 2006

First Term

(Actual days First Term: 4 Mondays, 6 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for registration, 1 day for final examinations.)

March 15, Wednesday	Last day to apply for admission to Graduate School for first summer term.
May 12, Friday	Schedules canceled for all who have not paid fees by 4:00 pm.
May 15, Monday	New student registration; schedule changes.
May 16, Tuesday	Classes begin; late registration; schedule changes.
May 17, Wednesday	Last day for late registration and schedule changes (drop and add) for first term by 5:00 pm.
May 18, Thursday	Last day for schedule changes (add only) by 5:00 pm.
May 29, Monday	Memorial Day Break (no classes).
May 30, Tuesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
June 14, Wednesday	Last day for graduate students to drop courses without grades.
June 20, Tuesday	Classes end. Last day for submission of grade replacement requests
June 21, Wednesday	Final examinations.

Second Term

(Actual days Second Term: 5 Mondays, 4 Tuesdays, 5 Wednesdays, 6 Thursdays, 5 Fridays, 1 day for new student registration, 1 day for final examinations.)

May 1, Monday	Last day to apply for admission to Graduate School for second summer term.
June 19, Monday	Schedules canceled for all who have not paid fees by 4:00 pm.
June 21, Wednesday	New student registration; schedule changes.
June 22, Thursday	Classes begin; late registration; schedule changes.
June 23, Friday	Last day for late registration and schedule changes (drop and add) for second term by 5:00 pm.
June 26, Monday	Last day for schedule changes (add only) by 5:00 pm.
July 4, Tuesday	State holiday (no classes).
July 6, Thursday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
July 17, Monday	Last day to submit thesis to Graduate School for completion of degree in the summer session.
July 21, Friday	Last day for graduate students to drop courses without grades.
July 27, Thursday	Classes end. Last day for submission of grade replacement requests
July 28, Friday	Final examinations; last day to submit appeals for readmission for Fall semester.

Fall Semester 2006

(Actual class days: 13 Mondays, 14 Tuesdays, 15 Wednesdays, 14 Thursdays, 14 Fridays, 13 Saturdays. Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 13 Saturdays)

June 1, Thursday	Last day to apply for admission to Graduate School for the Fall semester.
July 28, Friday	Last day to submit appeals for readmission for Fall semester.
August 11, Friday	Fall semester fees accepted with late processing fee.
August 14, Monday	Schedules canceled for all who have not paid fees by 4:00 pm.
August 21, Monday	Faculty meetings.
August 22, Tuesday	Advising, registration, and schedule adjustments.
August 23, Wednesday	Classes begin; late registration; schedule changes.
August 29, Tuesday	Last day for late registration and schedule changes (drop and add) by 5:00 pm.
August 30, Wednesday	Last day for schedule changes (add only) by 5:00 pm.
September 4, Monday	Labor Day holiday (no classes).
September 6, Wednesday	Last day to apply for graduation in December.
September 29, Friday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
October 14-17 Saturday-Tuesday	Fall Break.
October 18, Wednesday	8:00 am - Classes resume.
October 18, Wednesday	State holiday makeup day (classes which would have met on <u>Monday</u> , September 4, will meet on this day so there will effectively be the same number of Mondays and Wednesdays as every other weekday during the semester; Wednesday classes will <u>not</u> meet.)
October 23-27 Monday-Friday	Advising for Spring Semester 2007.
October 30, Monday	Registration for Spring Semester 2007 begins.
November 15, Wednesday	Last day to remove incompletes given during Spring and/or Summer session 2006.
November 22-26 Wednesday-Sunday	Thanksgiving break.
November 27, Monday	8:00 am - Classes resume. Last day for graduate students to drop courses without grades.
November 28, Tuesday	Last day to submit thesis to the Graduate School for completion of degree in this term.
December 6, Wednesday	Classes end. Last day for submission of grade replacement requests.
December 7, Thursday	Reading day.
December 8, Friday	Final Examinations begin.
December 15, Friday	Exams for Fall semester close at 4:30 pm; last day to submit appeals for readmission for Spring semester.
December 16, Saturday	Commencement.

EXAMINATION SCHEDULE FALL SEMESTER 2006

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. The final examination is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 8-December 15). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 8- December 15). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December 8- December 15). Classes meeting on Saturday morning will have the final examination on Saturday, December 9, at the usual hour at which the class meets.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the class begins (e.g., a 9:30-11:00 am, TTh class will meet the examination schedule of the 9:00 am TTh class; an 8:00-10:00 am MWF class will meet the examination schedule of the 8:00 am MWF class)

Common examinations will be held according to the following schedule:

CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Friday, December 8
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Monday, December 11
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Tuesday, December 12
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Wednesday, December 13
MATH 1065	5:00 - 7:30 Thursday, December 14

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, December 8
8:00 TTh	8:00 - 10:30 Tuesday, December 12
9:00 MWF	8:00 - 10:30 Monday, December 11
9:00 TTh (9:30)	8:00 - 10:30 Thursday, December 14
10:00 MWF	8:00 - 10:30 Wednesday, December 13
10:00 TTh	8:00 - 10:30 Friday, December 15
11:00 MWF	11:00 - 1:30 Friday, December 8
11:00 TTh	11:00 - 1:30 Friday, December 15
12:00 MWF	11:00 - 1:30 Monday, December 11
12:00 TTh (12:30)	11:00 - 1:30 Thursday, December 14
1:00 MWF	11:00 - 1:30 Wednesday, December 13
1:00 TTh	11:00 - 1:30 Tuesday, December 12
2:00 MWF	2:00 - 4:30 Friday, December 8
2:00 TTh	2:00 - 4:30 Tuesday, December 12
3:00 MWF (3:30)	2:00 - 4:30 Monday, December 11
3:00 TTh (3:30)	2:00 - 4:30 Friday, December 15
4:00 MWF	2:00 - 4:30 Wednesday, December 13
4:00 TTh	2:00 - 4:30 Thursday, December 14
5:00 MWF	5:00 - 7:30 Monday, December 11
5:00 TTh	5:00 - 7:30 Tuesday, December 12

Spring Semester 2007

(Actual class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 14 Saturdays. Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 14 Saturdays.)

October 16, Monday	Last day to apply for admission to Graduate School for the Spring semester.
December 15, Friday	Last day to submit appeals for readmission for Spring semester.
January 2, Tuesday	Spring semester fees accepted with late processing fee.
January 3, Wednesday	Class schedules canceled for all who have not paid fees by 4:00 pm.
January 4, Thursday	Advising and schedule adjustments.
January 5, Friday	Classes begin; late registration; schedule changes.
January 11, Thursday	Last day for late registration and schedule changes (drop and add) by 5:00 pm.
January 12, Friday	Last day for schedule changes (add only) by 5:00 pm.
January 15, Monday	State holiday (no classes).
January 19, Friday	Last day to apply for graduation in May.
February 14, Wednesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 40 percent of their regularly scheduled class meetings.
March 5-9 Monday-Friday	Advising for Summer session and Fall semester 2007.
March 11-18 Sunday – Sunday	Spring Break.
March 19, Monday	8:00 am - Classes resume.
March 19, Monday	Registration for Summer session and Fall semester 2007 begins.
March 26-30 Monday-Friday	Founders week.
April 2, Monday	Last day to remove incompletes given during Fall semester 2006.
April 6-7 Friday-Saturday	State holiday (no classes).
April 12, Thursday	Last day for graduate students to drop courses without grades.
April 13, Friday	Last day to submit thesis to the Graduate School for completion of degree in this term.
April 23, Monday	Classes end. Last day for submission of grade replacement requests.
April 24-25 Tuesday-Wednesday	Reading days.
April 26, Thursday	Final examinations begin.
May 3, Thursday	Exams for Spring semester close at 4:30 pm.
May 5, Saturday	Commencement.

EXAMINATION SCHEDULE SPRING SEMESTER 2007

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. The final examination is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 26-May 3). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 26-May 3). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second night of their usual meeting during the examination period (April 26-May 3). Classes meeting on Saturday morning will have the final examination on Saturday, April 28, at the usual hour at which the class meets.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the class begins (e.g., a 9:30-11:00 am, TTh class will meet the examination schedule of the 9:00 am TTh class; an 8:00-10:00 am MWF class will meet the examination schedule of the 8:00 am MWF class)

Common examinations will be held according to the following schedule:

FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Thursday, April 26
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Friday, April 27
MATH 1065	5:00 - 7:30 Monday, April 30
CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Tuesday, May 1
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Wednesday, May 2

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Wednesday, May 2
8:00 TTh	8:00 - 10:30 Thursday, May 3
9:00 MWF	8:00 - 10:30 Friday, April 27
9:00 TTh (9:30)	8:00 - 10:30 Thursday, April 26
10:00 MWF	8:00 - 10:30 Monday, April 30
10:00 TTh	8:00 - 10:30 Tuesday, May 1
11:00 MWF	11:00 - 1:30 Wednesday, May 2
11:00 TTh	11:00 - 1:30 Tuesday, May 1
12:00 MWF	11:00 - 1:30 Friday, April 27
12:00 TTh (12:30)	11:00 - 1:30 Thursday, April 26
1:00 MWF	11:00 - 1:30 Monday, April 30
1:00 TTh	11:00 - 1:30 Thursday, May 3
2:00 MWF	2:00 - 4:30 Wednesday, May 2
2:00 TTh	2:00 - 4:30 Thursday, May 3
3:00 MWF (3:30)	2:00 - 4:30 Friday, April 27
3:00 TTh (3:30)	2:00 - 4:30 Tuesday, May 1
4:00 MWF	2:00 - 4:30 Monday, April 30
4:00 TTh	2:00 - 4:30 Thursday, April 26
5:00 MWF	5:00 - 7:30 Monday, April 30
5:00 TTh	5:00 - 7:30 Thursday, April 26

Faculty Senate Agenda
March 22, 2005
Attachment 3.

COMMITTEE ON COMMITTEES REPORT

Second Reading of a Proposed Addition to the Charges of all Faculty Senate Academic Committees

Add to all of the charges of the Faculty Senate Academic Committees the following additional responsibility:

"The Committee reviews at least annually those sections within the *University Undergraduate Catalog* that correspond to the Committee's charge and recommend changes as necessary."

COMMITTEE ON COMMITTEES

Second Reading of the Academic University Athletics Committee Charge

1. Name: University Athletics Committee

2. Membership:

8 faculty members and 1 student member. 5 elected by the Faculty Senate, 3 appointed by the Chancellor, and 1 student appointed by the Student Government Association.

Ex-officio members (with vote): The Chair of the Faculty, NCAA Faculty Athletics Representative, President of the Alumni Association, and President of the Pirate Club or their alternates.

Ex-officio member (without vote but with all other parliamentary privileges): Chancellor, Provost/Vice Chancellor for Academic Affairs, Director of Athletics, Assistant Director of Athletics for Student Development, Director of Compliance, Chair of the University Academic Standards Committee; or their designees, the President of the Student Government Association, and the President of the Student Athlete Advisory Council.

3. Quorum: 5 faculty members exclusive of ex-officio.

4. Committee Functions:

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

5. To Whom the Committee Reports:

- A. The Committee makes recommendations concerning the implementation and administration of policies and procedures pertaining to intercollegiate athletics at East Carolina University to the Chancellor.
- B. The Committee reports to the Faculty Senate concerning its recommendations to the Chancellor and/or requests it has received from the Chancellor.
- C. The Committee makes recommendations concerning academic policies that impact the academic integrity of the athletic programs to the Faculty Senate.
- D. The Academic Integrity Subcommittee will report its evaluations of the academic integrity of the athletic programs to the Chancellor and to the Faculty Senate.

6. How Often the Committee Reports:

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

7. Power of the Committee to Act Without Faculty Senate Approval:

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

8. Standard Meeting Time:

The committee does not have a standard meeting time.

FACULTY GOVERNANCE COMMITTEE

Second Reading of Proposed Revisions to the *ECU Faculty Manual*,
Appendix A. Faculty Constitution of East Carolina University
(Additions are noted in **bold** print and deletions are noted in ~~striketrough~~)

I. Purpose

The purpose of the faculty organization shall be to provide the means by which the faculty is enabled to fulfill its function with respect to academic and educational policies and other affairs of East Carolina University. The faculty organization shall be comprised of the general faculty and the Faculty Senate. The general faculty shall be the general electorate, and the Faculty Senate shall be a legislative and advisory body representing the general faculty and shall consist of elected and ex-officio members. The functions, duties, and privileges of these two bodies, stipulated in the following document, shall be exercised under the authority of the Chancellor of East Carolina University.

The Faculty Senate and the various committees on which the faculty serve shall be the primary media for the essential joint effort of faculty and administration in the government of East Carolina University. The Chancellor and the Chair of the Faculty shall facilitate communication which will enable continuing and effective faculty participation.

II. Organization of the General Faculty

The general faculty shall consist of all full-time members of the teaching, research, or administrative staff who hold an academic title, including those on special faculty appointment.

The general faculty shall have as its presiding officer the Chair of the Faculty, who shall be responsible for calling its meetings and for keeping a record of its proceedings. The presence of a majority of the members shall constitute a quorum, except in special cases provided for in this constitution. Each member of the general faculty shall have one vote. A vote by voice will be the regular method of voting on any motion that does not require more than a majority vote for its adoption. Upon the request of ten percent of those present, a secret ballot will be in order.

III. Functions of the General Faculty

The general faculty shall be empowered to perform the following functions: consider reports from and make recommendations to the Chancellor, the appropriate vice chancellor, and the Faculty Senate; discuss any matter relating to the welfare of East Carolina University or of the members thereof; amend or rescind the articles establishing the Faculty Senate as provided for in this constitution; amend or rescind the action of the Faculty Senate as provided for in this constitution.

IV. Meetings of the General Faculty

The general faculty shall meet at the pleasure of the Chancellor or the Faculty Senate of East Carolina University or upon petition to the Chancellor by at least fifteen percent of the general faculty.

V. The academic units shall be organized into autonomous code units according to guidelines approved by the Faculty Senate and the Chancellor. Each code unit shall consist of at least seven faculty members and, except for the academic libraries, be responsible for at least one degree program.

VI. Organization of the Faculty Senate

Electoral units for the Faculty Senate shall be the academic code units. All full-time faculty members of East Carolina University are eligible to vote for faculty senators. All full-time faculty members of East Carolina University in at least their second year of appointment to the **electoral** unit which they will represent are eligible for election to the Faculty Senate. The membership of the Faculty Senate shall consist of elected representatives and of ex-officio members.

The number of elected faculty senators shall not exceed 58 nor be fewer than 52. Prior to the election in the ~~spring~~ **February** of each academic year, the ratio of faculty members to elected faculty senators will be determined by the Chair **of the Faculty**, Vice Chair **of the Faculty**, and the Secretary **of the Faculty**. The number of faculty within each department/school/**college** will be gathered from part of a personnel data file that is prepared and submitted to the UNC General Administration by the **Office of Institutional Planning, Research, and Effectiveness** ~~Department of Planning and Institutional Research~~ in November **January** of each year.

Faculty members included in the University's annual personnel data report who satisfy all of the following criteria shall be counted in determining the number of each electoral unit's faculty senators: (1) currently employed (as of the date of the report), (2) permanent employee (including those on leave with or without pay), (3) EPA employee, (4) full time employee, (5) included in the occupational activity categories of 10 (executive, administrative and managerial) or 20 (instructional faculty), (6) holding a professorial rank or title (modified or unmodified) of instructor, assistant professor, associate professor, or professor. Faculty members meeting these criteria will be counted as belonging to their department/school/college of rank (not home department) where these two differ. When a faculty member's department of rank is part of a professional school or college, and the school or college is the recognized electoral unit, the faculty member will, for purposes of Faculty Senate representation, be counted as a member of the school or college which is his or her electoral unit.

Each electoral unit represented will then be informed as to the number of elected faculty senators to which that electoral unit is entitled. No electoral unit will be allocated more than 15 percent of the elected Faculty Senate members. Electoral units for the purpose of this constitution shall be the various professional schools **and colleges**, Academic Library Services, Health Sciences Library, and the departments of the College of Arts and Sciences. In the event that an electoral unit must reduce its existing number of faculty senators, it shall do so by following democratic procedures.

Each department of the College of Arts and Sciences shall have at least one elected faculty senator and will elect its faculty senator as an electoral unit. The various professional schools **and colleges**, Academic Library Services, and the Health Sciences Library will have at least one elected Faculty Senator. Each **department/school/college** may choose to elect its senators from the **department/school/college** as a whole or in the alternate manner described as follows. Each department within the school/**college** shall be allowed to nominate the number (less the number whose terms are not expired) to which it would be entitled if it were considered as a separate electoral unit. The persons nominated by each department shall be placed on a ballot for the election of the number allotted to the electoral unit by the faculty of the electoral unit.

The count of faculty members for the purpose of apportionment shall include those members who are absent from the campus because of illness or leave of absence, unless replaced by a full-time instructor or above under annual contract.

The ex-officio members of the Faculty Senate shall include the following representatives of the East

Carolina University administration: Chancellor, **Provost**/Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences, Vice Chancellor for Research **and Graduate School**, ~~Economic Development and Community Engagement~~, and an academic dean elected by the ~~Administrative Council~~ **Chancellor's Cabinet** in a manner determined by the ~~Council~~ **Cabinet**. The immediate past Chair of the Faculty and the elected representatives of East Carolina University to the Faculty Assembly of the University of North Carolina who are not members of the Faculty Senate shall also be ex-officio members. These ex-officio members shall have a vote in all Senate matters except the election of officers and committee members.

~~VII~~ VII. Method of Election of the Faculty Senate

The Secretary of the Faculty shall request that each electoral unit proceed to elect its representatives. Elections shall be held in February of each year with members-elect to take office on the day following the last regular meeting of the Faculty Senate in the spring semester.

To obtain nominations, each ~~department/school/college or department~~ shall develop a ballot that lists every eligible member of that ~~department/school/college or department~~. Each member of the faculty shall vote by secret ballot for twice as many nominees as that faculty member's ~~department/school/college or department~~ is entitled to elect. That group of nominees equal to twice the number of representatives to be elected that receive the largest number of votes shall then be placed on a separate ballot for the election of representatives. An alternate method of nominating Senators by the schools is found in Section VI.

To elect representatives each faculty member shall then vote by secret ballot for the number of representatives allotted that electoral unit. Votes shall be counted in accordance with procedures agreed upon by the electoral unit.

The administrative officer of each electoral unit shall report the results of the election to the Secretary of the Faculty.

Each senator shall serve a two-year term. Senators may be elected to succeed themselves twice. After a lapse of one year following the expiration of this third term, they will again be eligible for election. The seat of an elected senator who fails to attend more than three consecutively held meetings of the Faculty Senate shall be declared vacated by the Chair of the Faculty.

Each electoral unit concerned shall hold special elections to fill unexpired or vacated terms. The Senate may establish and promulgate procedures for selecting alternates for elected and ex-officio members. The administrative office of each electoral unit so affected shall certify to the Secretary of the Faculty the credentials of individuals thus elected.

~~VIII~~ VIII. Officers of the Faculty and Faculty Senate

[Please refer to interpretation #193-2 located in the Index of ECU Faculty Manual Interpretations at <http://www.ecu.edu/fsonline/FacultyManual/interpretations.htm>.]

The officers of the faculty and Faculty Senate shall consist of the following: the Chair of the Faculty, the Vice Chair of the Faculty, and the Secretary of the Faculty. Other officials may be established as they become advisable or necessary. All officers shall be elected by a majority vote of the elected members of the Faculty Senate present. All full-time, permanently tenured faculty are eligible to serve as Chair or Vice Chair of the Faculty. All full-time faculty members of East Carolina University in at least their second year of appointment are eligible to serve as Secretary of the Faculty. In the event that a Faculty Officer is also a faculty senator, the **electoral** unit having elected the Senator is invited to elect a replacement. **Officers of the Faculty, who are not members of the Faculty Senate will not have vote, count toward a quorum, or vote and occupy a seat assigned to a**

Faculty Senator. The term of faculty officers shall be one year with the privilege of reelection.

At the second regular meeting of the spring semester the elected members of the Faculty Senate shall nominate and elect a nominating committee to consist of five members. The nominating committee shall be elected from the ranks of elected members of the Faculty Senate by a majority of those present and voting. Voting for members of the nominating committee shall be by written, secret ballot. The nominating committee elected by the Faculty Senate shall submit to the Secretary of the Faculty a slate of candidates for each office of the Faculty Senate at an organizational meeting to be held on a Tuesday following the last regular meeting of the spring semester but before the beginning of the examination period.

Further nominations, from the ranks of the elected membership and by the elected members, will be accepted from the floor. Officers will be elected by a majority of those present and voting. They shall assume their duties on ~~August~~ **July** 1 following election. If the office of the Chair of the Faculty shall become vacant, the position shall be assumed by the Vice Chair of the Faculty. If other offices shall become vacant, they shall be filled by a special election conducted by the Faculty Senate. Voting for all officers shall be by written, secret ballot.

~~VIII~~ **IX.** Duties of the Officers of the Faculty Senate

The Chair of the Faculty shall preside at all meetings. He or she is empowered to call special meetings as hereinafter provided. The Chair is an ex-officio member of all academic committees and various administrative committees. The Chair may delegate to the Vice Chair or an appointed representative his or her seat on any of the academic or various administrative committees. He or she shall appoint persons to fill unexpired terms of committees.

Before the first regular meeting of the Faculty Senate, the Chair will appoint the Parliamentarian of the Faculty. The Parliamentarian need not be a member of the Faculty Senate, but shall advise the Chair and the faculty on the parliamentary matters according to the latest edition of *Robert's Rules of Order, Newly Revised* and the *Faculty Constitution* and its *By-Laws*.

The Chair of the Faculty supervises the Faculty Senate office personnel, and with their assistance, plans the General Faculty Convocation. The Chair is responsible for conveying greetings of the Faculty at commencement exercises and representing the Faculty at university functions and Board of Trustee meetings. For the length of his/her term as Chair, the Chair of the Faculty serves as a Delegate to the Faculty Assembly (but not exceeding six consecutive years), with duties as a delegate described in the Bylaws of the Faculty Assembly of the University of North Carolina, Part X of the ECU Faculty Manual. ~~Section II.A., Members of the Assembly.~~

The Vice Chair of the Faculty shall perform all of the duties of the Chair in the absence or incapacity of the Chair. The Vice Chair of the Faculty shall serve, at the request of the Chair of the Faculty, as the Chair's representative on faculty committees. The Vice Chair of the Faculty shall succeed to the office of Chair of the Faculty in the event that office should become vacant during the term of the incumbent.

The Secretary of the Faculty, **with assistance of the office personnel**, shall keep accurate minutes of all regular and special meetings, ensure distribution of copies of the minutes to all members of the general faculty, keep an accurate list of membership of the Faculty Senate, keep an accurate record of attendance, inform the Chair of the Faculty when a seat becomes vacant, serve, at the request of the Chair of the Faculty, as the Chair's representative on faculty committees, and perform such other appropriate duties as directed by the Faculty Senate.

~~IX~~ **X.** Meetings of the Faculty Senate

Four regular meetings of the Faculty Senate will be held each fall and spring semester according to a schedule prepared by the Agenda Committee and approved by the Senate in the Fall Semester of the preceding year.

The organizational meeting of the Faculty Senate will be held on a Tuesday following the last regular meeting of the spring semester but before the beginning of the examination period.

Upon written petition of fifteen members of the Faculty Senate, the Chair shall call a special session of the Faculty Senate within four days. In an exceptional situation in which the regular procedures for scheduling a meeting of the Faculty Senate are clearly inadequate and would occasion undue delay, the Chair of the Faculty shall be empowered to call a special session of the Faculty Senate. A notice stating the purpose of the special session shall be distributed to the members of the Faculty Senate and the general faculty twenty-four hours prior to the meeting.

Meetings of the Faculty Senate shall be open to all members of the general **public in accordance with the North Carolina Open Meetings Law** faculty.

The general faculty shall be informed of the time, place, and agenda of all regular and special meetings.

X XI. Functions of the Faculty Senate

The Faculty Senate may, at its own discretion, seek the advice and counsel of any member of the general faculty. In exercising its function the Faculty Senate shall establish whatever procedures are necessary.

The Faculty Senate shall be authorized to set up such committees as are necessary for the performance of its duties.

The legislative powers of the general faculty are delegated to the Faculty Senate and the Faculty Senate shall have the powers of the general faculty, subject to the limitations stated in this constitution, in formulating the policies of East Carolina University.

The Faculty Senate shall ratify, amend, or remand all matters of academic policy or faculty welfare which have been recommended by any standing or special committee of East Carolina University, or initiate any policies in such matters which it deems desirable.

XI XII. Agenda of the Faculty Senate

The Faculty Senate shall be free to establish its own agenda, provided that all matters of academic policy brought before the Agenda Committee by action of the general faculty, any senator, or any standing or special committee shall be placed on the agenda not later than the time of the second regular meeting of the Faculty Senate after receipt of the recommendation.

Matters to be brought before the Faculty Senate shall ordinarily be considered in the order set forth by the Agenda Committee. Matters for consideration may be taken out of order and/or new matters considered in any order upon a two-thirds vote of faculty senators present and voting at any meeting of the Faculty Senate.

The Agenda Committee, **with assistance of the office personnel**, collects all recommendations **and reports** from academic committees, including all standing and ad hoc committees of the Faculty Senate. The committee draws up the agenda, on the basis of the recommendations and reports received from the committees, as well as from the officers and members of the Faculty Senate, for each regular and special meeting of the Faculty Senate. The committee has the responsibility of

providing each member of the faculty ~~seeing that each member of the faculty receives a copy of the agenda for each meeting of the Faculty Senate one week before the date of the meeting.~~

The membership of the Agenda Committee shall consist of five elected Senators, elected to the Committee by the Faculty Senate for one-year terms at the organizational meeting of the Faculty Senate each spring semester, plus ex-officio: Chair and Vice Chair of the Faculty and Secretary of the Faculty. The immediate past Chair of the Faculty, in residence, the Parliamentarian of the Faculty, and the Faculty Assembly Delegates shall serve as members without vote. The Chair and Secretary of the Agenda Committee shall be chosen by the members from among its elected membership. The quorum shall be three elected committee members.

~~The Agenda Committee is empowered to draw up, and arrange for the distribution of, the agenda for each meeting of the Faculty Senate.~~

~~The Committee reports the agenda directly to the members of the faculty and the Faculty Senate.~~

The Agenda Committee ~~It also reports to the Faculty Senate on any other matter within its charge requiring Faculty Senate action.~~

~~XII~~ **XIII.** Order of Business for the Faculty Senate

The following order of business shall be observed in meetings of the Faculty Senate unless Senators vote to change the procedures as provided in this constitution: (I) call to order, (II) approval of the minutes, (III) special order of the day, (IV) unfinished business, (V) reports of committees, (VI) new business.

Each elected member of the Faculty Senate shall have one vote. Unless otherwise indicated, the ex-officio members shall have one vote each. Voting by the Faculty Senate shall ordinarily be by voice vote. All matters shall be decided by a majority vote of those Senators present and voting except as stated in this constitution.

A quorum shall consist of three-fifths of the elected faculty members of the Faculty Senate.

~~XIII~~ **XIV.** Limitations Upon Functions of the Faculty Senate

The general faculty shall be empowered to amend or rescind any act of the Faculty Senate, provided that a majority of the total membership of the general faculty at a regular or special meeting at which a quorum of at least two-thirds of the general faculty **vote.** ~~shall be present and voting, so votes.~~

Acts or decisions of the Faculty Senate shall be considered approved unless vetoed within thirty days of the action by the Chancellor of East Carolina University by written notice to the Chair of the Faculty or unless the Chancellor notifies the Chair of the Faculty in writing that the proposal has been forwarded to the Board of Trustees or to the Board of Governors.

~~XIV~~ **XV.** Amendments to the Faculty Constitution

All proposed amendments to the Faculty Constitution shall be presented first at a regular meeting of the Faculty Senate for discussion, amendment or substitution. At the next regular meeting of the Faculty Senate the amendment will be voted upon for submission to the general faculty for approval.

~~An amendment to the Faculty Constitution shall be effected only by action of the general faculty.~~

As the creating body, the general faculty shall be empowered to amend or abolish these articles establishing the Faculty Senate. Any amendment to these articles or any action abolishing them shall require a vote of two-thirds of those present and voting at the annual Fall Faculty

~~Convocation. a majority of the total membership of the general faculty, at a regular or special meeting at which a quorum of at least two-thirds of the general faculty shall be present and voting.~~

~~XV~~ **XVI. Adoption and Changing of By-Laws of the Faculty Constitution**

The Faculty Senate shall establish whatever by-laws are necessary. A motion to amend the by-laws shall be presented first at a regular meeting of the Faculty Senate for discussion only. At the next regular meeting of the Faculty Senate the motion to amend the by-laws will be acted upon, requiring a vote of two thirds of those elected senators present and voting for approval. **An amendment to the By-Laws of the Faculty Constitution shall be effected only by action of the Faculty Senate.**

Approved: **Faculty Senate Resolution #94-40**
22 August 1995
East Carolina University Chancellor

Amended: Faculty Senate Resolution #97-13, March 1997
~~Interpretation made to Section VII. (3-30-93)~~

Faculty Senate Agenda
March 22, 2005
Attachment 6.

FACULTY GOVERNANCE COMMITTEE

Second Reading of Proposed Revisions to the *ECU Faculty Manual*,
Appendix A. By-Laws of the Faculty Constitution
(Additions are noted in **bold** print and deletions are noted in ~~strikethrough~~)

- I. Attendance, Seating, and Participation
 - A. To facilitate the efficient flow of business, Senators shall be seated as follows:
 1. Ex-officio members shall be assigned seats on ~~the first~~ **one** row.
 2. Elected members shall be assigned seats in alphabetical order by **electoral units** ~~school or department~~
 - B. Only elected and ex-officio members (including alternates, ~~if~~ representing their **electoral** units) may answer the roll call, vote, or occupy seats assigned to senators.
 - C. Faculty members visiting the Senate shall seat themselves **in the back of the meeting room**, behind the seats assigned to Senate members.
 - D. Visitors may not participate in Senate discussions and business except by advance invitation of the Senate Agenda Committee or the Chair of the Faculty. **Such an invitation will be announced to the Senators prior to the meeting.**
 - E. Each electoral unit of the University may elect a number of alternate representatives equal to its allotment of senators, not to exceed the **electoral** unit's number of apportioned senators. If more than one alternate is elected, they should be elected to two-year ~~staggered~~ terms. The alternate(s) will be elected in the same manner as faculty senators at the time of regular election of senators, and will serve for a two-year term.

Alternates shall be eligible for re-election. The alternate will represent that **electoral** unit at the discretion of any Senator within the **electoral** unit, and in such a situation, shall notify the Secretary of the Faculty **or Faculty Senate office** ~~in writing~~ that he or she is representing that **electoral** unit prior to the convening of the Senate session in question.

II. Minutes of the Faculty Senate

- A. There shall be a Faculty Senate Committee on Minutes composed of the Chair **of the Faculty**, Vice Chair **of the Faculty**, and Secretary of the Faculty.
- B. Minutes shall become official on approval by the Faculty Senate Committee on Minutes. The official minutes, ~~or an abbreviated version thereof~~, shall be mailed **distributed** to all faculty as soon as possible after a Senate meeting. Any corrections to the minutes by the Senate shall be made a part of the official minutes of the subsequent meeting.
- C. Incorporation into the official minutes of verbatim remarks shall be allowed or disallowed at the discretion of the ~~Chair of the Faculty~~ **Faculty Senate Committee on Minutes**. The Chair of the Faculty may request that ~~these~~ verbatim remarks be submitted in writing to the Secretary of the Faculty.

III. Special Committees

- A. Special committees shall be established by the Senate at the discretion of the Chair of the Faculty, **in consultation with the Faculty Officers**.
- B. Members of the special committees may be appointed by the Chair of the Faculty or he or she may ask the Senate to elect committee members. **At least one senator shall be on each special committee.**
- C. The Chair of the Faculty may appoint the chair of special committees or these chairs may be elected by the committee members.
- D. Non-Senate faculty members as well as Senators may serve on special committees. ~~At least one senator shall be on each committee.~~
- E. Appellate Committee members, **excluding the Faculty Grievance Committee**, must be permanently tenured, voting faculty holding no administrative title (*Appendix D, Tenure and Promotion Policies and Procedures of ECU*).
- F. The process for election of Appellate Committees (*Appendix D, Tenure and Promotion Policies and Procedures of ECU*) will be as follows:
 - 1. The Appellate Committee preference form will be distributed to all faculty, by the Committee on Committees **with assistance of the office personnel** ~~(via the Faculty Senate office)~~, in January. The completed preference form is due in the Faculty Senate office in February.
 - 2. The Committee on Committees will review all preference forms and present to the Faculty Senate a slate of one or more nominees as there are vacancies to fill. Nominations may also be made from the Faculty Senate floor. Appellate Committee members will be elected at the Faculty Senate Organizational meeting in April. Election will be by majority present and voting.
 - 3. This by-law may be suspended in accordance with procedures specified in *Robert's Rules of Order, Newly Revised*.
 - 4. Members of the Faculty Governance Committee can not be elected concurrently to an appellate committee.

IV. Faculty Senate, Academic and Administrative Committees, Membership, and Structure

Membership

Membership of Faculty Senate Committees and Academic Committees shall consist of faculty holding academic rank (instructor, assistant professor, associate professor and professor). The Chancellor and the Chair of the Faculty are ex-officio members of all committees.

Members of committees serve in accordance with their ability, training, and experience rather than as representatives of their **electoral unit**. ~~several departments or schools.~~

- The process for election of academic and selective administrative committees will be as follows:
 - 1. The Academic and Administrative Committee preference forms will be distributed to all faculty, by the Committee on Committees **with assistance of the office personnel** ~~(via~~

~~the Faculty Senate office~~), in January. The completed forms are due in the Faculty Senate office in February.

2. The Committee on Committees will review all preference forms and present to the Faculty Senate a slate of one or more nominees as there are vacancies to fill. Nominations may also be made from the floor of the Faculty Senate. Election of Academic and Administrative Committee members will take place at the Faculty Senate Organizational Meeting in April. Election will be by majority present and voting.

Members are elected to staggered three-year terms, which **may** extend to the beginning of the fall semester; faculty members are generally not elected to more than one academic committee. Service on a single academic or administrative committee is limited to election to two consecutive 3-year terms with ineligibility for election to the same committee for at least one year. Student members are nominated by the Student Government Association for appointment by the Chancellor.

Faculty Senate and Academic Committees meet on a standard schedule, set and revised by the Committee on Committees. When a Faculty Senate academic committee deals with matters which directly concern any **administrator** ~~administrative official~~, these matters should be discussed with the ~~person~~ **administrator** during the development of a proposed policy. Further, the ~~official~~ **administrator** should have adequate input before the finished resolution is presented to the Senate. This not only would involve ex-officio committee members but also would involve working with any administrator involved in a particular policy under consideration.

All University Academic Committees are Standing Committees of the Faculty Senate. ~~The official list of committee membership shall be distributed by the Faculty Senate office in the fall of each year.~~ **Information relating to each committee is available in the Faculty Senate office and electronically on the Faculty Senate web site.**

Officers: Officers of each committee are elected from the membership of the committee, excluding ex-officio, by the members of the committee, for a term of one year. Previous service as a committee officer shall not prejudice a member's election to any committee office. Under normal circumstances each committee shall have a chairperson, a vice chairperson, and a secretary. Upon organization of the new committees, at the Committees' Organizational meetings beginning in the Fall, the former chairperson **if available** will turn over committee records to the new chairperson. ~~A committee chair~~ **The Chair of the Faculty** may declare an elected member's seat vacant upon the occurrence of three consecutive absences of that member. **The Chair of the Faculty will appoint faculty members to fill vacancies of any University Academic Committee that may occur during the academic year.** Interim elections may be held to fill an office that has become vacant or to replace an officer that two-thirds of the full committee membership deems is not fulfilling the obligations of the office.

The charge of each Faculty Senate and academic committee is on file in the Faculty Senate office and available electronically on the Faculty Senate web site (www.ecu.edu/fsonline). **Many administrative committee charges are available on the East Carolina University web site.** ~~on file in the Chancellor's office.~~

Each committee shall operate according to the latest version of *Robert's Rules of Order, Newly Revised*. Minutes of each committee **are on file in the Faculty Senate office and available electronically on the Faculty Senate web site** and shall be sent to members of the committee and Chair of the Faculty. ~~, the Faculty Senate office, and the Chair of the Committee on Committees.~~

A file on each committee's activities, minutes, and other records shall be maintained in the Faculty Senate office. All committees and subcommittees, unless prohibited explicitly by the committee's charge, University policies, or state statutes, shall hold their regular and special meetings in open session **in accordance with the North Carolina Open Meetings Law**, and the chairperson of committees shall inform the Senate office of the time and place of such meetings so they may be placed on the Senate calendar and publicized in order that interested faculty may attend.

The committees' annual reports shall be composed **by the committee officers** according to the official form and submitted to the Faculty Senate office for duplication and distribution to the Chair of the Faculty, the Chair of the Committee on Committees, the present members of the committee, and the new members of the committee whose terms begin next academic year. Copies of the committees' annual reports will be kept on file in **the University Archives** Joyner Library, Faculty Senate office, **and made available electronically on the Faculty Senate web site**. Upon request, copies of committees' annual reports shall be made available by the Faculty Senate office.

The Chair of the Faculty shall each year compile the Annual Report of the Faculty Senate. This report, among other things, shall contain a summary of Senate and Senate committees' activities for the immediate past year.

The Chair's Annual Report **of the Faculty Senate** will be distributed to the Chancellor, **academic Vice Chancellors and made available on the Faculty Senate web site**. ~~for Academic Affairs, the Vice Chancellor for Health Sciences, the Vice Chancellor for Student Life, the Vice Chancellor for Institutional Advancement, and Chairs of all Faculty Senate and Academic Committees.~~ Copies of the report will also be kept on file in **the University Archives** Joyner Library and the Faculty Senate office. In addition, copies of the Chair's Annual Report **of the Faculty Senate** will be distributed to the members of the Faculty Senate not later than the first regular Faculty Senate meeting of the next academic year.

Currently there are two Faculty Senate committees (Agenda Committee and Committee on Committees), five appellate committees (Due Process Committee, Faculty Grievance Committee, Grievance Board, Hearing Committee, and Reconsideration Committee), and **eighteen** ~~seventeen~~ academic committees as follows:

- Academic Awards Committee
- Academic Standards Committee
- Admission and Retention Policies Committee
- Calendar Committee
- Continuing and Career Education Committee
- Educational Policies and Planning Committee
- Faculty Governance Committee
- Faculty Information Technology **Review** Committee
- Faculty Welfare Committee
- Libraries Committee
- Research/Creative Activity Grants Committee
- Student Academic Appellate Committee
- Student Scholarships, Fellowships, and Financial Aid Committee
- Teaching Grants Committee
- Unit Code Screening Committee
- University Athletics Committee**
- University Budget Committee
- University Curriculum Committee

As the need arises, additional committees are created, **by the Committee on Committees** to assist in the academic policy-making process.

V. **Graduate School Administrative Board** ~~Administrative Board of the Graduate School~~

The Chair of the Faculty or his/her designee shall serve as an ex-officio member without vote.

The duties and responsibilities of this Board are described in Appendix F. of the ECU Faculty Manual.

VI. Faculty Assembly Delegates and Alternates

The process for election of Faculty Assembly Delegates and Alternates (*Part X, Charter of the University of North Carolina Faculty Assembly*) will be as follows:

1. The Faculty Assembly nomination form will be distributed to all faculty by the Committee on Committees **with assistance of the office personnel** ~~(via the Faculty Senate office)~~, in November. The completed nomination forms are due in the Faculty Senate office in December.
2. The Committee on Committees will review the nominations and present to the Faculty Senate a slate of one or more nominees as there are vacancies to fill. Nominations may also be made from the Faculty Senate floor. Faculty Assembly representatives will be elected by the Faculty Senate at its January regular meeting. Election will be by majority present and voting. One Faculty Assembly Delegate will be the Chair of the Faculty, holding a term for each year he/she is elected to serve as Chair of the Faculty. No Chair of the Faculty may serve as a Faculty Assembly Delegate for more than six consecutive years.

Approved: Faculty Senate Resolution #93-21

21 April 1993

East Carolina University Chancellor

Amended: Faculty Senate Resolution #94-40, August 1995

Faculty Senate Resolution #96-20, August 1996

Faculty Senate Resolution #97-14, March 1997

Faculty Senate Resolution #00-19, April 2000

Faculty Senate Resolution #01-9, February 2001

FACULTY WELFARE COMMITTEE REPORT
Resolution on Domestic Partners

Whereas, some East Carolina University faculty, staff, and students have domestic partners; and

Whereas, East Carolina University wants to recruit and retain the most talented faculty and staff, some of whom have domestic partners; and

Whereas, East Carolina University wants to recruit and retain the most talented students, some of whom have domestic partners or whose friends or family members have domestic partners; and

Whereas, at least one Serious Illness policy at a University of North Carolina campus does include domestic partners; and

Whereas, East Carolina University policies do not acknowledge domestic partnerships.

Therefore Be It Resolved, that the administration of East Carolina University add domestic partners to appropriate ECU policies.

FACULTY WELFARE COMMITTEE REPORT
Proposed Policy on Serious Illness and Disability Leave for Faculty

Introduction and Purpose

The purpose of this policy is to provide permanent faculty who do not currently earn sick leave with 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. This policy is intended to apply to short-term and intermediate-term disability of up to one year. Exceptional cases may be considered by the University.

All eligible East Carolina University faculty members with a medically verifiable serious health condition as defined below are covered under this policy. The review by university administrators focuses exclusively on verifying the documentation of the condition.

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 an 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), or other legal dependents 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 - Normally, the immediate supervisor is the individual who is the head of the code unit. However, in code units that describe department structures, the immediate supervisor is the department head/chair.

MLA provides for a period of up to 12 weeks of unpaid leave for a serious health condition, maternity leave, or parental leave. NCFIA provides for up to 52 weeks of unpaid leave in a five-year period in cases of serious illness of a child, spouse, or parent.

Applicable vice chancellor - The applicable vice chancellor is the Provost/Vice Chancellor for Academic Affairs or the Vice Chancellor for Health Sciences, whoever is appropriate for the particular faculty member.

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. If a leave begins as a brief illness, then results in a more serious condition that warrants use of the Serious Illness Leave policy, the period of paid leave under this policy will revert back to the first day of absence.

II. Eligibility

This policy applies to persons holding regular full-time faculty 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. 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.

III. Benefit

(A) 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. Leave taken under this Serious Illness policy shall run concurrently with FMLA leave and/or with the statutory provisions of the North Carolina Family Illness Act. Any leave under this policy will count as part of the 52 week allowable total under the NCFIA and/or as part of the 12 week allowable total under the FMLA.

(B) A faculty member who has a medically verifiable illness or disability, with proper medical documentation, as defined under FMLA, or whose immediate family member has a medically documented, verifiable illness, may elect to request a paid leave of absence for up to 15 calendar weeks in accordance with Section V. Such a request must be reviewed by the immediate supervisor and the dean with notification of the action taken submitted to the appropriate vice chancellor and the Office of Human Resources.

(C) If the illness or disability requires an absence from faculty duties in excess of the 15 calendar weeks, the faculty member may elect to petition for an extension of paid leave (see (E) below) or for a leave of absence without pay under procedures described in the *Faculty Manual* or under University policies implementing the FMLA or under statutory regulations of the NCFIA.

(D) The faculty member should consult with the Office of Human Resources regarding existing benefits through the Disability Income Plan or through other disability programs that may be offered to University employees on an optional basis.

(E) A faculty member who provides the appropriate additional medical documentation and whose illness or disability, or that of the family member, extends beyond the 15 weeks provided for under this Policy, may elect to submit a written request to the immediate supervisor for an extension of leave with pay up to a maximum of one year (determined by counting forward 12 months from the date the leave begins) at the discretion of the University. More than one serious illness or disability leave may be granted in a 12-month period, but the total maximum allowable paid leave for all such serious illnesses may not exceed one year in length. Such requests must be reviewed by the appropriate dean, vice chancellor, and the Associate Vice Chancellor for Human Resources. Additional leave with pay in excess of the limits may be granted in exceptional cases at the discretion of the university.

(F) Additional leave requires leave of absence without pay.

(G) The immediate supervisor may require such medical documentation or certifications, second or third medical opinions (at the university's 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.

(H) When the request is to care for a member of the faculty member's immediate family, the University will 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.

(I) 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 eligible state employees.

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

V. 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.

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

If the faculty member's request is for the purpose of caring for an immediate family member, the immediate supervisor 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.

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 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. The request for leave shall include an estimate of the amount of time the faculty member is expected to be on leave. The faculty member will notify his or her immediate supervisor if the estimate materially changes.

Such requests must be in writing, but there may be instances where the employee is unable to make the request by completing the necessary forms at the Office of Human Resources web site or via a letter. 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 will review the request and forward the documentation to the dean. The dean is responsible for reviewing the documentation 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.

In the case of a request for leave beyond the initial 15 week period, the request must also be reviewed by the appropriate vice chancellor and the Associate Vice Chancellor for Human Resources. The person responsible for notifying the faculty member is the Associate Vice Chancellor for Human Resources. If leave is denied, the written notification will include the grounds

for denial.

The immediate supervisor is responsible for securing, to the extent possible, substitute personnel for the duration of the faculty member's leave. Any adjustments in work schedules within the unit are at the discretion of the immediate supervisor with the approval of the dean and are subject to departmental and institutional needs and resources. In recommending approval of a leave, the immediate supervisor will develop a written plan to cover the responsibilities of the faculty member for the duration of the leave. Funding of substitute personnel is the responsibility of the appropriate vice chancellor.

Nothing in this policy shall prohibit other faculty members from "covering" for the faculty member on leave but only so long as the faculty member on leave complies with this leave policy.

VI. Appeals

A 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. Appeals of a negative decision must be made by the faculty member to the next higher level within ten (10) business days of receipt of the negative decision. The vice chancellor and chancellor must respond to an appeal within ten (10) business days of receipt of the appeal.

VII. Confidentiality

Communications concerning leave requested or granted under this policy are subject to the same confidentiality requirements as other personnel records in accordance with North Carolina law.

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 the impact 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, if any.

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.

Faculty Senate Agenda
March 22, 2005
Attachment 9.

FACULTY WELFARE COMMITTEE REPORT
Proposed Addition to the *ECU Faculty Manual*, Part V.

Add the following text to the *ECU Faculty Manual*, Part V.

"Section I. BB. Mace Bearer

The mace bearer is a faculty member who leads University ceremonial events such as graduation and Founder's Day processions.

The eligibility requirements to be appointed East Carolina University's mace bearer include:

Senior faculty member in terms of years of service,

Holds a full-time faculty position with East Carolina University, and

Is not a unit administrator or an individual with one half or more of his/her load assigned to administrative duties.

The Associate Vice Chancellor for Human Resources prepares a list of the most senior faculty members in terms of years of service to the University and notifies the Chancellor and Chair of the Faculty. The Chancellor makes the appointment. If there is more than one qualified individual, the responsibility of the position should rotate among them."

FACULTY WELFARE COMMITTEE REPORT
Proposed Revision to the *ECU Faculty Manual*, Part VI.

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

Revise the following in Part VI., Section I.H.2.a.8 to read as follows:

2. Privileges for Retired Faculty

a. The following privileges are awarded to retired faculty:

- 1) Use of campus addresses that include a post box and electronic mail account for a period of at least one year, subject to availability. After the initial one year period, electronic mail accounts will be deactivated if they are not used for a 90-day period. If the retiree does not request activation of the account within 90 days of deactivation, the University will remove the account from the email system. (University Administrative Policy #1.902)
- 2) Right to be included in the University catalogues and directories.
- 3) Continuance of eligibility to take one course per semester without fees, subject to class availability. (Prior to age 65, retired faculty are not eligible to participate in the system-wide tuition waiver program. As stated in the university catalogs, "persons 65 years of age or older who meet the requirements for in the in-state rate of tuition and the university requirements for admission can have their tuition and fees waived provided space is available in the requested course{s}").)
- 4) Access to library services under the same conditions as active faculty, subject to space availability.
- 5) Continuance of eligibility to purchase tickets to inter-collegiate athletic, cultural, and entertainment events under the same conditions as active faculty.
- 6) Access to the University Employee Assistance Program (EAP) when such services are available. This will include information on Social Security, financial, insurance, and retirement assistance.
- 7) University identification card upon request.
- 8) **Free campus parking permit with "B" zone privileges, plus a reduced rate for an "A" zone parking permit (without a waiting list), plus a limited number of dedicated parking spaces on campus.** ~~Free campus parking decal, valid in all staff and University registered locations, with the exception of private parking lots.~~

LIBRARIES COMMITTEE REPORT

2004/2005 Summary Budget for the Joyner Library, Virtual Library, and Health Sciences Library

BUDGET CODE	ALS 424100/242110	Virtual Library 242105	Laupus Library 269600	242101	Total
EXPENSE CATEGORY					
PERSONNEL					
Faculty	2,203,367.00		693,964.00		2,897,331.00
Graduate Assistants	196,000.00				196,000.00
Staff	2,503,916.00		644,617.00	149,445.00	3,297,978.00
Student Assistants	123,910.00		41,618.00	0.00	165,528.00
Total Benefit Amount			314,442.00	31,460.00	345,902.00
Sub Total	\$5,026,807.00		\$1,694,641.00	\$180,905.00	\$6,902,353.00
OPERATING					
Supplies	150,000.00		20,550.00	20,000.00	190,550.00
Communications	25,000.00		10,000.00	5,000.00	40,000.00
Printing	25,000.00		6,000.00	150.00	31,150.00
Repairs	88,000.00		5,000.00		93,000.00
Online	120,000.00				120,000.00
Travel	47,000.00		10,000.00	20,000.00	77,000.00
Misc	90,000.00		50,000.00	4,200.00	144,200.00
Sub Total	\$545,000.00		\$101,550.00	\$49,350.00	\$695,900.00
MAINTENANCE	135,000.00				135,000.00
EQUIPMENT	220,000.00			262,771.00	482,771.00
Sub Total	\$270,000.00			\$262,771.00	\$617,771.00
MATERIALS					
Books and Monographs	924,785.00		150,000.00	48,000.00	1,122,785.00
Serials	1,142,000.00		495,000.00	15,000.00	1,652,000.00
Electronic Access	442,336.00		135,000.00		577,336.00
Virtual Library Data Bases		692,796.00			692,796.00
Other	152,218.00		106,642.00	76,351.00	335,211.00
Sub Total	\$2,661,339.00	\$692,796.00	\$886,642.00	\$139,351.00	\$4,380,128.00
GRAND TOTAL	8,588,146.00	692,796.00	2,682,833.00	632,377.00	12,596,152.00

RESOLUTION ON CAMPUS GREENSPACE

Whereas, proposals are being examined to convert present campus Greenspace to parking lots (Frisbee golf course).

Therefore Be It Resolved that the Faculty Senate establish an Ad Hoc Committee to advise the Chancellor on the use of, demolition of, and care of campus Greenspace, shrubbery, and trees.

Be It Further Resolved, that the Ad Hoc Committee include five elected faculty members and report to the Faculty Senate as needed, but not less than annually.