

Informal Faculty Officers Meeting  
Tuesday, November 22, 2005

• Cmte. on Status of women  
work on women's issues

Items for discussion with the officers

• dates on the following items:

- University Service Learning Advisory Committee (Committee on Committees stated on 10-25-05 that the current Academic Standards Committee charge includes oversight of these activities.)
- Issues challenging the Serious Illness and Disability Policy - on FAQ website thru Human Resources in Jan. 06
- Activities of the Task Force for the Centennial Celebration Coordination (attachment)
- Activities of the Ad Hoc Committee on Search Committee Guidelines (met on 10-31)
- Activities of the 10<sup>th</sup> Street Safety subcommittee (Faculty Welfare Cmte. has established)
- Activities of the Process Improvement Committee (unit evaluations)
- Activities of the Campus Based Tuition Committee
- Orientation for new Administrators (held on Monday, November 7)

• send to Fac. Governance → joint appts - prom. + tenure process - no mechanism for other place to have feedback - should be balance betw/ both appts/units  
- currently process only goes thru annual evaluations

New items of business:

- Chair of the Faculty should be included as a speaker at the Spring Founders Day Convocation
- Frequently asked questions added to Faculty Senate website - CAP will include in announcements
- Annual Faculty Senate Spring Reception held in the Chancellor's home - April 1, 2006 - 5:30
- Draft of a Proposed Promotion and Tenure Timeline (attachment)
- Report on Faculty Employment including Longitudinal Profile of Faculty Tenure Status and Tenure Status of Permanent and Temporary Faculty by Unit (needed for 1-31-06 mtg.)
- Online catalog, University Curriculum Committee, Academic Affairs Division (attachment)

Meeting with Chancellor and Vice Chancellors

Wednesday, November 30, 2005, at 4:00 in 103 Spilman

Items to discuss

- Faculty Senate December 6, 2005, Meeting Agenda

Last month's discussion items

- How faculty should be rewarded for service
- Financing leaves for faculty utilizing the Serious Illness and Disability Policy
- Process Improvement Committee
- Annual Teaching Awards Ceremony
- Athletics/Academics
- Printed University Undergraduate and Graduate Catalogs

CAP of Ballard

- list of emte. chairs + Teach. Award winners from Catherine For Ballard

ask "K" Wodard? Commencement Cmte. - Faculty not being notified

Questions/status report history of curriculum

page 45 - catalog soc. science electives Registrar is only using this list

Delphi? survey to all Faculty on top issues for chancellor to consider

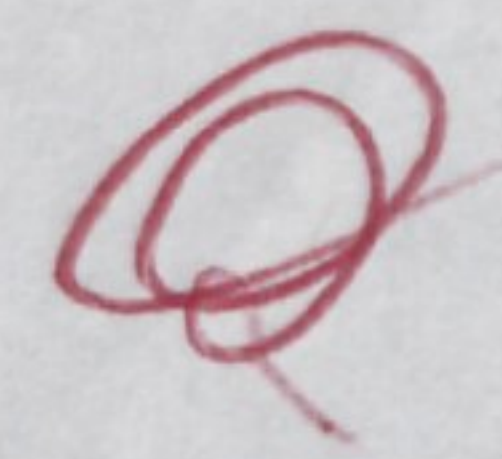
Still pending resolution

- Approval of Appendix D revisions
- Appendix D Section V.B.1. states: Upon organization, the members of the Hearing Committee shall elect a chair and a secretary. The chair and the secretary of the committee are to be appropriately trained in accordance with guidelines and procedures jointly established by the faculty officers and chancellor. (Faculty Senate Resolution #03-49, pending final approval) Once approved, who oversees the training? How soon should this be done?
- ECU Downtown Center / Task Force for Economic Development - spring issue
- Faculty Workloads and Mentoring - spring issue

new issues next time

- crime
- parking near Baseball field
- Fac. priorities (survey, etc.)

Priorities survey





## **Vision Statement for the ECU Centennial**

The Centennial of East Carolina celebrates the essence of the university

– spirit, ambition, leadership, and service –

by reflecting on a proud heritage, embracing an ever-changing present,  
and proclaiming a bold and innovative future.

**The ECU Centennial**  
**March 8, 2007 – October 5, 2009**



## *Task Force for the Centennial Celebration*

### *Honorary Chairs:*

Richard and Jo Eakin  
John and Gladys Howell

### *Coordinating Co-Chairs*

Patricia Anderson  
Austin W. Bunch

### *Honorary Members:*

Molly Corbett Broad  
William and Ida Friday  
C.D. Spangler

### *Board of Trustees representatives:*

Margaret Ward  
David Redwine  
Stephen Showfety

### *Community representatives:*

Mary Everett  
Janice Faulkner-*Alumni*  
Max Ray Joyner  
Steve Lawler  
Ed Monroe  
Don Parrott  
Susanne Sartelle  
Betty Speir  
Debbie Vargas  
Beth Ward  
Jordan Whichard  
Wanda Yuhas

### *Alumni representatives:*

Doug Byrd  
Virgil Clark  
Don Leggett  
Michael McShane  
Bob Rippy  
Shelby Strother  
Scott Thomas

### *Campus representatives:*

Linda Allred  
Clint Bailey-*Staff*  
James Bearden-*Faculty*  
Jack Brinn  
Cal Christian  
Paul Clifford  
Mike Dorsey  
Don Ensley  
Henry Ferrell  
Linner Griffin-*Administration*  
Shelly Haug-*Student*  
Chuck Hawkins  
Sue Ellen Lathrop  
Lou McNamee  
Garrie Moore  
Shannon O'Donnell  
Henry Peel  
Jeffrey Phipps  
Carroll Varner  
Lydia Woolard  
Lee Workman  
Terri Workman  
Kathryn Yandell  
Dennis Young

## *ECU Centennial Budgetary Considerations:*

### Operational:

Administrative Assistant salary	approximately \$28,000
Office operating expenses ( <u>requested</u> )	2,500

### Planning:

½ FTE coordinator for planning ( <u>requested</u> )	\$20,000
materials development (logo, publications), events planning (reservations of facilities, etc.) ( <u>requested</u> )	\$50,000

Source: reallocations

### Implementation:

Phase 1: Celebrating the past Materials, events, commissions (March, 2007-June 2008)	\$200,000
Phase 2: Celebrating the future Materials, events, commissions (July, 2008-October 2009)	\$200,000

Source: Combination of reallocations and private funds

**DRAFT**

Approved by the Faculty Governance Committee on 11-16-05  
for possible inclusion into the Faculty Manual as an addition to Part XII or as a new Part XIII

X  
and  
page

**Proposed Promotion and Tenure Timeline – Spring before Decision Year\***

<b>Action</b>	<b>Due Date 9 and 12 Month Faculty</b>	<b>Time Allotted for Decision</b>
Request to the Committee for promotion or early conferral of permanent tenure (this step not necessary for normal tenure timeline)	1 <sup>st</sup> Monday in February	
Faculty member submits list of potential external reviews to committee	1 <sup>st</sup> Monday in March	4 weeks
Committee submission of a list of external reviewers to the unit administrator (Materials should be sent to reviewers in a timely manner with sufficient time for completion.)	2 <sup>nd</sup> Monday in March	5 weeks
Unit Administrator sends formal request to external reviewers	2 <sup>nd</sup> Monday in April	4 weeks

**Proposed Promotion and Tenure Timeline – Fall of Decision Year\***

<b>Action</b>	<b>Due Date 9 and 12 Month Faculty</b>	<b>Time Allotted for Decision</b>
Unit Administrator informs committee of upcoming need for a meeting	1 <sup>st</sup> Monday in September	
External reviewer's reports due.	1 <sup>st</sup> Monday in September	
Faculty turns in PAD to Committee	2 <sup>nd</sup> Monday in September	
Committee decision/PAD to unit administrator	1 <sup>st</sup> Monday in October	3 weeks
Unit administrator decision /PAD to Dean (if applicable) Brody School of Medicine P&T Committee reviews & makes Recommendation to BSOM Dean	4 <sup>th</sup> Monday in October	3 weeks
Dean decision/PAD to VCAA (or VCHS)	4 <sup>th</sup> Monday in November	4 weeks
VC decision/PAD (?) to Chancellor	2 <sup>nd</sup> Monday in January	6 weeks
Chancellor decision	1 <sup>st</sup> Monday in February	4 weeks
BOT decision (Tenure Only)	Spring BOT meeting	date varies from year to year

**Proposed Reappointment of Probationary-Term Faculty Members Timeline\***

<b><i>Action</i></b>	<b><i>Due Date for 9 Month Faculty</i></b>	<b><i>Time Allotted for Decision</i></b>	<b><i>Due Date 12 Month Faculty</i></b>
PADs due to tenure committee for reappointment decision	1 <sup>st</sup> Monday in February		1 <sup>st</sup> Monday in October
Committee decision on reappointment to unit administrator	4 <sup>th</sup> Monday in February	3 weeks	4 <sup>th</sup> Monday in October
Unit administrator decision to Dean (if applicable)	3 <sup>rd</sup> Monday in March	3 weeks	3 <sup>rd</sup> Monday November
Dean decision to VCAA (or VCHS)	2 <sup>nd</sup> Monday in April	3 weeks	2 <sup>nd</sup> Monday December

**Proposed Subsequent Appointment of Fixed-Term Faculty Members Timeline – Spring of Decision Year\***

<b><i>Action</i></b>	<b><i>Due Date for 9 Month Faculty</i></b>	<b><i>Time Allotted for Decision</i></b>	<b><i>Due Date 12 Month Faculty</i></b>
**Unit administrator notify fixed-term faculty members to request reappointment	2 <sup>nd</sup> Monday in January  by May 3 for reappointment by August 1		2 <sup>nd</sup> Monday in November  by April 1 for reappointment by June 1
Fixed-term faculty members request reappointment	February 2 – May 3		January 1 – April 1
Committee and unit administrator notify fixed-term faculty member in writing of subsequent appointment decision	within 30 days of the request	30 days	within 30 days of the request

\*Faculty candidate will be notified in writing within one week at each decision point.

\*\*May be difficult to commit not knowing enrollment and budget

-----Original Message-----

From: Estes, Cheryl

Sent: Tuesday, November 22, 2005 6:45 AM

To: Rigsby, Catherine; Lee, Lori; Coltraine, Diane; Arnold, Ellen; Neil, Janice

Cc: Smith, James LeRoy; Griffin, Linner Ward

Subject: RE: UG Catalog Resolution Questions

Catherine, UCC has placed the "catalog" item on the next agenda for discussion and I wanted to ask for some clarification so UCC can make sure this gets handled properly.

My question/clarification requests are:

It seems UCC's duty is to approve undergrad curriculum.

With regard to cut off dates, production and distribution of catalogs, etc. who is involved in that?

UCC's only role (as I interpret it) is to communicate to the university faculty the cut-off dates for production. UCC should be provided with these cut-off dates by the party (or parties) who produce the catalog(s). Is this correct?

UCC approves the curriculum and sends the minutes on to the senate for approval. Our involvement with all these catalog issues really seems beyond the scope of what we do. Is this correct?

Maybe if UCC can get clarity on who is responsible for providing these production cut-off dates this whole issue can be resolved.

Thanks, Cheryl

issues also involve  
- quality of curriculum  
- ~~data~~ drafted  
- objectives