

FACULTY SENATE RESOLUTIONS APPROVED AT THE FEBRUARY 20, 2007, MEETING

07-02 Commendation for Catherine Rigsby, Past Chair of the Faculty

WHEREAS, Professor Catherine Rigsby served with honor as Chair of the Faculty for the academic years of 2004-2005 and 2005-2006; and

WHEREAS, Professor Catherine Rigsby has dedicated her time and much effort to activities that benefit all faculty of East Caroling University, upholding the principles of academic freedom and shared faculty governance; and

WHEREAS, with Professor Catherine Rigsby's oversight, revisions to at least 7 parts of the Faculty Manual were successfully implemented and changes to at least ten unit codes of operation were approved and implemented; and

WHEREAS, Professor Catherine Rigsby helped to design and promoted the approval of more than 9 significant changes to Appendices A, C, D, and L of the Faculty Manual; and

WHEREAS, Professor Catherine Rigsby assisted in gaining approval for more than 10 sets of recommended curriculum changes across the institution; and

WHEREAS, Professor Catherine Rigsby promoted and gained approval for revised General Education Goals and Objectives; and

WHEREAS, Professor Catherine Rigsby assisted in the approval of and implementation of the Serious Illness and Disability Policy; and

WHEREAS, Professor Catherine Rigsby was instrumental in the formation of the standing Academic University Environment Committee that oversees issues of environmental concerns for the entire campus community.

THEREFORE BE IT RESOLVED that Professor Catherine Rigsby has served the faculty of East Carolina University extremely well during her tenure as Chair of the Faculty, setting high standards for future chairs of the Faculty to remain vigilant on important matters related to the welfare of the faculty.

BE IT FURTHER RESOLVED that the Faculty Senate commends Professor Catherine Rigsby for her outstanding perseverance, professionalism, and energy devoted to serving the faculty throughout her tenure as Chair of the Faculty.

BE IT FURTHER RESOLVED that due to Professor Catherine Rigsby's hard and work dedication to the University, faculty at East Carolina may feel confident that their concerns and issues were well represented to the ECU Community, including the University administration, Board of Trustees, UNC Faculty Assembly, and UNC General Administration.

BE IT FURTHER RESOLVED that the Faculty Senate commends Professor Catherine Rigsby for her achievements and exemplary leadership during her tenure as Chair of the Faculty of East Carolina University.

07-03 Revisions to the ECU Undergraduate Catalog, Section 5. Academic Regulations, relating to Grade Points and Grade Point Average, Grade Replacement Policy, Warning and Probation, and Special Readmission (Forgiveness) Policy. These revisions would go into effect during the first summer session of 2008.

1. Propose to replace the current text in the Undergraduate Catalog to read as follows:

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

"GRADE POINTS AND GRADE POINT AVERAGE

A grade (quality) point system based on all hours attempted at East Carolina University is used to calculate student scholarship.

The following grade symbols are currently in use for undergraduate courses:

| Grade | Meaning |
|----------|--|
| A | Excellent Achievement substantially exceeds basic course expectations |
| A- | |
| B+ | |
| B | Above-Average Achievement exceeds basic course expectations |
| B- | |
| C+ | |
| C | Average Achievement adequately meets basic course expectations |
| C- | |
| D+ | |
| D | Unsatisfactory Achievement falls below basic course expectations |
| D- | |
| F | Failure - no credit given for course Failure - achievement does not justify credit for course |
| I | Incomplete (granted for deficiency in quantity, not quality, of work) |
| N | Audited |

Grade points for a course are computed by multiplying the number of semester-hour credits by the numerical values assigned to the letter grade received. Numerical values for letter grades are as follows:

| Letter Grade | Numerical Value |
|--------------|-----------------|
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |
| C- | 1.7 |
| D+ | 1.3 |
| D | 1.0 |
| D- | 0.7 |
| F | 0* |

*Although no grade points are given for a grade of F, the hours attempted are recorded for each attempt of a given course. (See Grade Replacement Policy, below.) The GPA is then obtained by dividing the total number of grade points earned by the total number of semester ~~hour credits~~ hours attempted.”

~~The following grade symbols are currently in use for all undergraduate courses: A-excellent, B-good, C-average, D-barely passed, F-failed (Course must be repeated to secure credit.), I-incomplete, N-audited. A grade of I is given for a deficiency in quantity, not quality, of work. Grade points are computed by multiplying the number of semester-hour credits by four for courses in which a grade of A is earned, by three for a grade of B, by two for a grade of C, by one for a grade of D. No grade points are given for a grade of F, but hours attempted are recorded for each attempt of a given course. (See Grade Replacement Policy, below.) The GPA is obtained by dividing the total number of grade points earned by the total number of semester hours attempted.~~

2. Propose to replace the current text in the Undergraduate Catalog to read as follows:

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

“GRADE REPLACEMENT POLICY

A student is permitted to use the Grade Replacement Policy a maximum of three times for courses below 3000 in which he or she has earned a grade of **C-, D+, D, D-**, or F.

For example, a student may replace a grade in three different courses or may replace a single course grade a maximum of three times or a combination thereof not to exceed the limits of the policy. Approval to use the policy will not be given if a student wishes to repeat a course after he or she has successfully completed an advanced course covering the same or similar material, for example, a course in the same academic discipline for which the repeated course is a prerequisite.

To replace a grade, the student should request a grade replacement on the grade replacement form, register for the course during the registration period, and submit the form to the Office of the Registrar.

For the student to implement the policy, the form should be submitted no later than the last day of classes of the semester in which the student retakes the course. Although the original grade will not be used in determining the GPA of the student, the original grade will remain on the student's permanent academic record and will be included in the calculation for consideration for honors.

The replacement grade, or last grade, stands. Students receiving an F on the replacement grade must repeat the course if credit is required for graduation. **In the event that the original grade was a D+, D, or D-, no additional credit hours will be awarded.** ~~In the event that the original grade was a D, no additional credit hours will be awarded.”~~

3. Propose to replace the current text in the Undergraduate Catalog to read as follows:

(Addition is noted in **bold print** and deletion is noted in ~~strikethrough~~.)

“WARNING AND PROBATION

A student will be placed on academic warning if his or her cumulative GPA is less than **2.0** ~~2.00~~ but meets the minimum GPA required for his or her retention period. A student will be placed on academic probation if he or she does not meet the current academic eligibility standards. Students on probation are required to meet with their advisor and attend an academic review session conducted by the Academic Advising and Support Center or his or her academic unit prior to registration for the next academic term (fall or spring). A student will remain on academic warning or probation until the required GPA is obtained or the student is suspended.”

4. Propose to replace the current text in the Undergraduate Catalog to read as follows:

(Addition is noted in **bold print** and deletion is noted in ~~strikethrough~~.)

“Special Readmission (Forgiveness) Policy

East Carolina University students who have been out of school for a minimum of three consecutive academic years (six semesters, summer sessions excluded) may request special readmission. Such requests must be submitted in writing according to application deadline dates as specified above.

Students who have been enrolled at another college or university since their last enrollment at East Carolina University must submit to the Office of Admissions official transcripts indicating that a minimum cumulative C average (2.0 on a 4.0 scale) has been earned in all transferable courses attempted. No transfer credit will be awarded for courses taken at any institution of higher education during the initial three consecutive academic years. For courses taken in subsequent years, only those in which the student received a grade of C or better will be accepted for transfer credit at ECU. The sole exception is that students may attend ECU during summer sessions for credit.

Subsequent GPAs of students readmitted under this policy will be computed without inclusion of previous course work in which a grade below ~~C~~ **C-** was received; credit toward graduation will not be allowed for such course work. However, this work will be included in calculations for consideration for degrees with distinction.

A student may be readmitted under the Forgiveness Policy only one time. Those readmitted under this policy are on academic probation for the first 19 s.h. of attempted course work. At the end of the term in which the nineteenth semester hour is attempted, a minimum cumulative C average must have been earned at East Carolina University on all course work attempted since readmission under forgiveness. Failure to meet this stipulation will result in the student's being ineligible, except for summer school, until such time as the C average is obtained.”

07-04 Revisions to the *ECU Faculty Manual*, Part VI.I.J. Salary Policies.

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

J. Salary Policies

1. General Information

~~Faculty annual salaries are paid semimonthly. New employees receive the first check on the last work day of September. Checks are distributed to each department by special messenger in the morning on the 15th, and last day of each calendar month. When the 15th or last day of a month falls on a nonwork day for the business office, pay distribution of checks will be made on the last work day prior to that day. Arrangements may also be made with the payroll office to have checks deposited in a local bank to the faculty's account. Salaries for summer term teaching are paid at after the close of each term.~~ **Faculty are responsible for providing the Human Resources office with up-to-date tax withholding information.**

~~Federal income tax is withheld on the basis of information furnished to the payroll office on US Treasury Department Form W-4. It is the responsibility of the employee to furnish the payroll office with a revised Form W-4 if the number of withholding exemptions is changed due to deaths, births, or other reasons. Since withholding exemptions are applied to the regular salary of the individual, the withholding tax on supplemental salaries for summer term, extension teaching, etc., must be calculated without benefit of exemptions. In January of each year, each employee will receive from the payroll office receipts, US Treasury Department Form W-2 and NC Department of Revenue Form NC-2 for income taxes withheld for the previous calendar year.~~

~~State income tax is withheld on the basis of information furnished to the payroll office on North Carolina Department of Revenue Form NC-4. It is the responsibility of the employee to furnish the payroll office with a revised Form NC-4 if the number of withholding exemptions is changed due to deaths, birth, or other reasons. If supplemental wages such as bonuses, commissions, or overtime pay are paid at the same time as regular wages, the income tax to be withheld is determined as if the aggregate of the supplemental and regular wages were in a single wage payment for the regular payroll period.~~

2. Supplemental Pay

The UNC Board of Governors has implemented a supplemental pay policy (UNC Policy # 300.2.13). Supplemental pay is not a bonus for performance.

For a full-time member of the faculty, the salary approved by the Chancellor is the full compensation to be expected during the period of employment, regardless of the funding source. The period of employment is as stated in the individual contract and includes all formal holidays and interludes during which no classes are scheduled during the contract period. No additional payments may be made for university duties that are generally related to the position to which the individual is appointed.

Supplemental pay is not provided for service on university committees.

Criteria for Supplemental Pay: Except as allowed by this Policy, total compensation paid cannot exceed the salary amount authorized for the appointment period. Pursuant to the approval process outlined below, requests for supplemental pay must be reviewed and approved by the appropriate vice chancellor *prior to the*

faculty member commencing the activity that will generate the additional compensation.

- **Total Compensation:** A faculty member's total annual salary compensation from all university sources (including overloads, summer school, one-time payments, distance learning, etc.) may not exceed $\frac{4}{3}$ or 133 $\frac{1}{3}$ % of the annual nine-month base salary or 100% for a twelve-month employee during the twelve-month contract period. For nine-month faculty, the period begins with the start of fall term and ends the day before the start of the next fall term. For twelve-month faculty, the period starts July 1 and ends June 30.

Variable supplements awarded as part of the Clinical Faculty Compensation Plan are excluded from the calculation of total annual salary compensation in the determination of the above amounts.

- **Less Than Full-time Employees:** Upon appropriate approvals, faculty with appointments of less than full-time during an academic year or fiscal year can increase their commitment up to full-time with additional compensation. However, in no event may the effort of a faculty member exceed full-time commitment unless specifically approved in advance by the appropriate vice chancellor; additional compensation may not exceed full-time equivalency.
- **Research/Creative Activity:** Normally, sponsored program activity occurring during the regular academic year does not constitute extraordinary or exceptional effort that qualifies for consideration of supplemental salary payment. It is expected that such other proposed duties or tasks may require reduction in other planned responsibilities of the faculty. For example, arrangements may be made for reassigned time or research contract "buyouts" if faculty members are to conduct sponsored program activities during the regular academic year. Exceptions should be coordinated with the faculty member's vice chancellor and the Vice Chancellor for Research & Graduate Studies.
- **Overloads:** Overloads should be limited. Compensation for overloads will be computed based on the annual nine-month salary rate.

Full-time faculty members may teach courses in distance education programs as a part of their regular load. However, if instead they teach such courses on an overload basis, they shall be limited to no more than one additional course per semester in addition to their regular full-time, on-campus teaching load (UNC Policy # 400.1.1.1[R] G.4.c). Prior to requesting overload compensation, units must ensure that overloads are necessary and should reduce assignments for non-instructional purposes if at all possible.

- **Summer Compensation:** No overloads will be permitted during summer sessions. Regardless of the salary source, total compensation received during the summer may not exceed three-ninths of the previous year's nine-month annual salary base rate.
- **Work for ECU outside the Home Unit:** Prior approval from all involved administrative levels is required to teach or perform other duties outside the faculty member's home unit.

- **Special or Temporary Administrative Assignments:** Each special or temporary administrative assignment should be reviewed and approved annually by the appropriate vice chancellor.
- **External Professional Activities for Pay:** In accordance with the UNC Board of Governors' policy on Conflicts of Interest and Commitment Affecting Faculty and Non-Faculty EPA Employees (UNC Policy # 300.2.2), sometimes faculty may engage in compensated activities that are not a part of University employment. The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by Part VI section V of the Faculty Manual. Individuals are expected to comply with these policies that include seeking administrative permission prior to the commencement of the activity and the filing of annual conflict of interest statements at the end of the academic year. The External Professional Activities for Pay forms are available at UNC Policy #300.2.2.1[R].
- **Dual State Employment:** Employment of a University employee by another North Carolina state agency or institution is considered "dual employment". The University Comptroller is the coordinator for "dual employment". Guidelines may be found in the ECU Business Manual under Human Resources, Policy Statements 2, Dual Employment.

Approval Request Process: Requests for additional compensation must be approved in writing prior to the time the faculty member is to begin performing the additional duties.

The following steps must be completed and documented before supplemental pay can be authorized:

- a. The faculty member must submit a written request stating the justification for supplemental pay in advance of the start of the special assignment. The statement must clearly identify the activities covered, the relationship of the activities to the employee's regularly assigned job responsibilities, the expected duration, and the basis for determining the one-time or periodic supplemental payment.
- b. The written request must be approved by the faculty member's immediate supervisor and then by the department head/chair. If the request is for not more than $4/3$ or $133 \frac{1}{3}\%$ of the annual nine-month base salary, the department head/chair's approval is sufficient.
- c. If the request is for more than $4/3$ or $133 \frac{1}{3}\%$ of the annual nine-month base salary or for any employee on a 12-month contract, it must be forwarded to each of the next highest administrators until it reaches the appropriate vice chancellor.
- d. If approved by the appropriate vice chancellor, the request must be forwarded to EPA Personnel Administration in the Department of Human Resources for final review and processing.

- e. Documentation of supplemental compensation payments must be retained in the faculty member's personnel file as maintained by the approving vice chancellor.
- f. Exceptions to this policy must be approved by the faculty member's immediate supervisor, each of the next highest administrators, and the appropriate vice chancellor *in advance*."

~~For a full-time member of the faculty or EPA professional staff, the salary approved by the Board of Governors is the full compensation to be expected during the period of employment. No additional payments may be made for university duties that are generally related to the position to which the individual is appointed. The period of appointment includes all formal holidays and interludes during which no classes are scheduled.~~

~~Regardless of the salary source, total compensation paid during the period of appointment cannot exceed the salary amount authorized in the current academic salary increase document, except for extraordinary situations that must be approved in advance by the appropriate vice chancellor~~

~~Total Compensation: An individual's total annual salary compensation from all university sources may not exceed 133% of the annual nine-month base salary or 100% for a twelve-month employee during the twelve-month contract period without prior authorization from the appropriate vice chancellor.~~

~~Bonus amounts awarded to EPA or CSS employees as part of the Clinical Faculty Compensation Plan or Management Flexibility Act are not be included in the calculation of total annual salary compensation in the determination of the above amounts.~~

~~Less Than Full-time Employees: Upon appropriate approvals, individuals with appointments of less than full-time during an academic year or fiscal year can increase their commitment up to full-time with additional compensation. However, in no event may the effort of an individual exceed full-time commitment unless specifically approved in advance; additional compensation must be proportional to the base salary rate and not exceed full-time equivalency unless specifically approved in advance.~~

~~Research/Creative Activity: It is expected that such other proposed duties or tasks may require reduction in other planned responsibilities of the faculty or professional staff member. For example, arrangements may be made for reassigned time or research contract "buyouts" if faculty members are to conduct sponsored program activities during the regular academic year. Sponsored program activity does not normally constitute extraordinary or exceptional projects for consideration for supplemental payment.~~

~~Overloads: Effective August 1, 2002, overload stipends for any purpose should normally be limited to one per academic year and only after the appropriate dean has granted prior approval and notified their appropriate vice chancellor. Pay rates for non-distance education overloads will be equated to the annual nine-month salary rate; i.e., pay per credit hour for overloads may not exceed the per credit hour nine-month rate based on a twelve credit hour per semester full-time basis.~~

~~As per Administrative Memorandum 407, a second overload stipend for distance education purposes may be granted during an academic year, but only after prior approval from the appropriate vice chancellor. Units must ensure that overloads are necessary and should reduce reassignments for non-instructional purposes if at all possible prior to authorizing an~~

overload stipend. It is preferable that overloads be kept to a minimum and be granted no more than once per academic year. Pay rates for distance education overloads may not exceed the published rates for summer school.

~~Summer Overloads: No overloads will be permitted during summer school sessions except in extraordinary circumstances and with prior approval. Compensation from any and all salary sources for summer employment may be arranged not to exceed three-ninths of the previous year's nine-month annual salary base rate. The pay rate from summer school funds and distance education summer school courses will be based on a percentage of the nine-month rate up to a published annual maximum per session. The specific rates may be obtained through the office of the Provost.~~

~~Work for ECU Outside the Home Unit: Prior approval to teach or perform other duties outside the faculty member's home unit is required from all involved administrative levels.~~

~~Salary Conversion Rate for Faculty Holding Twelve-month Appointments: The salary of a faculty member holding a twelve-month appointment will be converted back to a nine-month faculty salary at the rate of 9/11ths of his/her twelve-month base salary. Exceptions to this pattern may occur based on individual based negotiations depending on the level of the position, experience, and other factors. The approval of the Chancellor is required for such conversions to occur.~~

~~External Activities for Pay: The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by Part VI. of the *ECU Faculty Manual*. Individuals are expected to comply with these policies that include seeking prior administrative permission to the commencement of the activity and the filing of annual conflict of interest statements at the end of the academic year. The External Activities for Pay forms and the Conflict of Interest Forms are available at www.aa.ecmedu/forms. **(Faculty Senate Resolution #03-14, March 2003)**~~

07-05 Revised College of Health and Human Performance Unit Code of Operation and Department of Geology Unit Code of Operation.
(attached for Chancellor Ballard's signature)

07-06 Curriculum matters contained in the minutes of the December 14, 2006, January 11, 2007, January 25, 2007, and February 8, 2007, University Curriculum Committee meetings.

07-07 Revisions to the ECU Faculty Manual, Part XIII. Promotion and Tenure Timeline.

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

Promotion and Tenure Timeline – Spring before Decision Year*

| Action | Due Date 9 and 12 Month Faculty | Time Allotted for Decision |
|--|--|----------------------------|
| Request to the Committee for promotion or early conferral of permanent tenure (this step not necessary for normal tenure timeline) | 1st Friday in March Monday in February | |
| Faculty member submits list of potential external reviews to committee | 1 st Monday in March | |
| 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.) | Last Friday-2nd Monday in March | |
| Unit Administrator sends formal request to external reviewers | 3rd 2nd Monday in April | 3 4 weeks |

Promotion and Tenure Timeline – Fall of Decision Year*

| Action | Due Date 9 and 12 Month Faculty | Time Allotted for Decision | Health Sciences Division | Time Allotted for Decision |
|--|--|-------------------------------|--|-------------------------------|
| Unit Administrator informs committee of upcoming need for a meeting | 1 st Monday in September | | 1 st Monday in September | |
| External reviewer's reports due. | 1 st Monday in September | | 1 st Monday in September | |
| Faculty turns in PAD to Committee | 2 nd Monday in September | | 2 nd Monday in September | |
| Committee decision/PAD to unit administrator | 2nd Monday in October 1st Monday in October | 4 3 weeks | 2nd Monday in October 1st Monday in October | 4 3 weeks |
| Unit administrator decision /PAD to Dean (if applicable) Brody School of Medicine P&T Committee reviews & makes Recommendation to BSOM Dean | 1st Monday in November 4th Monday in October | 3 weeks | 1st Monday in November 3rd Monday in October | 4 2 weeks |
| Dean decision/PAD to VCAA (or VCHS) | 4 th Monday in November | 3 4 weeks | 3rd 2nd Monday in December | 7 8-weeks |
| VC decision/PAD (?) to Chancellor | 2 nd Monday in January | 6 weeks | 2 nd Monday in January | 4 weeks |
| Chancellor decision | 1 st Monday in February | 4 weeks | 1 st Monday in February | 4 weeks |
| BOT decision (Tenure Only) | Spring BOT meeting | Date varies from year to year | Spring BOT meeting | date varies from year to year |

Reappointment of Probationary-Term Faculty Members Timeline*

| Action | Due Date for 9 Month Faculty | Time Allotted for Decision | Due Date 12 Month Faculty |
|---|---|----------------------------|--|
| PADs due to tenure committee for reappointment decision | 1 st Monday in February | | 1 st Monday in April |
| Committee decision on reappointment to unit administrator | 1st Monday in March 4th Monday in February | 4 3 -weeks | 1st Monday in May 4th Monday in April |
| Unit administrator decision to Dean (if applicable) | 3 rd Monday in March | 2 3 -weeks | 3 rd Monday May |
| Dean decision to VCAA (or VCHS) | 2 nd Monday in April | 3 weeks | 2 nd Monday June |

Reappointment of Probationary-Term Faculty Members in 2nd Year of Employment With Credit for Prior Academic Service Timeline*

| Action | Due Date for 9 Month Faculty | Time Allotted for Decision | Due Date 12 Month Faculty |
|---|--|----------------------------|--|
| PADs due to tenure committee for reappointment decision | 1 st Monday in September | | 1 st Monday in April |
| Committee decision on reappointment to unit administrator | 1st Monday in October 4th Monday in September | 4 3 weeks | 1st Monday in May 4th Monday in April |
| Unit administrator decision to Dean (if applicable) | 3 rd 2nd Monday in October | 2 weeks | 3 rd Monday May |
| Dean decision to VCAA (or VCHS) | 1 st Monday in November 4th Monday in October | 2 weeks | 2 nd Monday June |

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

| Action | Due Date for 9 Month Faculty | Time Allotted for Decision | Due Date 12 Month Faculty |
|--|---|----------------------------|--|
| Fixed-term faculty members request reappointment | 180 calendar days before term expires-90 calendar days before term expires February 2— May 3 | | 180 calendar days before term expires-90 calendar days before term expires January 1— April 1 |
| Committee and unit administrator Decision | within 30 working days of the request | 30 days | within 30 working days of the request |

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