

FACULTY SENATE ANNOUNCEMENTS

<http://www.ecu.edu/fsonline/>

September 11, 2007

- We would like to ask that all Senators do the following to **aid in reporting the minutes** correctly:
- a. To aid in identification, please stand when recognized to speak on issues.
 - b. To aid in clarification of motions, forms have been provided near each Senator. When making a motion or amendment, please fill out the form and forward it to the Chair of the Faculty.
2. Faculty are encouraged to participate in the **Question Period** of the Faculty Senate meeting. This period allows faculty an opportunity to ask questions of administrators and others present relating to activities of the administration or Faculty Senate committees.
 3. **2008-2009 Teaching Grants** are due Tuesday, October 2, 2007, in the Faculty Senate office. Applications are available online at <http://www.ecu.edu/cs-acad/fsonline/tg/teachinggrants.cfm> Faculty are encouraged to contact John Bort, Committee Chair at bortj@ecu.edu if you have any questions about the granting process.
 4. This is a reminder that East Carolina University's **university-wide teaching awards** are due September 17, 2007. The deadline for submission of portfolios by nominated faculty members is November 1, 2007. Materials pertinent to creating the portfolio and a reminder of its deadline will be sent to each of the nominees. The university-wide teaching awards are:
 - Board of Governors Award for Excellence in Teaching (1 award)
 - Board of Governors Distinguished Professor for Teaching Award (6 awards)
 - University Alumni Awards for Outstanding Teaching (3 awards)
 - Max Ray Joyner Award for Faculty Service Through Continuing Education (1 award)
- For a description of the guidelines and nominating process, please go online to:
<http://www.ecu.edu/cs-acad/fsonline/aa/academicawards.cfm>
- If individuals making nominations or faculty members who have been nominated have any questions about the award categories, please contact Dorothy Clayton in the Center for Faculty Excellence at 328-6470 or claytond@ecu.edu.
5. The **UNC Faculty Assembly** will meet on the following days this academic year: September 28, November 16, January 18, March 7, and May 2. Please feel free to forward issues to members of the ECU Delegation that you would like to see addressed. Faculty Assembly Delegates include: Mark Taggart (Music), Brenda Killingsworth (Business), John Cope (Psychology), Ken Wilson (Sociology), and Catherine Rigsby (Geology).
 6. David Dosser, Chair of the University Athletics Committee's **Academic Integrity Subcommittee**, will report to the Faculty Senate in October.
 7. The ECU chapter of **AAUP** (American Association of University Professors) will meet on Monday, September 17, 2007, at 3:30 p.m. in a room to be announced later. Please contact Professor Zach Robinson at robinsonz@ecu.edu with questions.
 8. Announcements related to the **Research/ Creative Activity Grants** will be circulated in the near future to ECU faculty. Any proposed changes to the guidelines from last year will be considered by the Faculty Senate this Fall. Grant applications will then be available in the Faculty Senate office and online at: <http://www.ecu.edu/cs-acad/fsonline/rg/research.cfm>. Faculty are encouraged to contact Paul Gares, Committee Chair at garesp@ecu.edu if you have any questions about the granting process.

9. The Chancellor has approved the following **resolutions** from the April 17, 2007, Faculty Senate meeting:
- 07-13 Policy on Disruptive Academic Behavior.
 - 07-14 Addition of new Policy on Disruptive Academic Behavior in the official undergraduate catalog.
 - 07-15 Revision to *ECU Faculty Manual*, Part VI., in reference to parking privileges for retired faculty.
 - 07-16 Curriculum matters contained in the minutes of the April 12, 2007, meeting.

There are two resolutions from last Spring **still pending final approval** (attached):

- 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.
 - 07-04 Revisions to the *ECU Faculty Manual*, Part VI.I.J. Salary Policies.
10. Faculty members not located on main campus (Allied Health Sciences, Health and Human Performance, Health Sciences Library, Medicine, and Nursing,) and who serve on various academic standing committees are reminded of special courtesy parking permits available from the office of Parking and Transportation Services. **Special Courtesy Permits** allow faculty members attending meetings, etc. to park in "A1/B1" lots on main campus. These permits are issued to unit heads at no charge and are to be used in conjunction with a paid parking permit. Additional information is available from Parking and Transportation Services at 328-1961.
11. All **Faculty Senate materials** (agendas, minutes, announcements) will be distributed via a Faculty Listserv that has been established and used in conjunction with the Microsoft Exchange mail system. Faculty choosing to opt out of the Faculty Listserv will continue to be able to access the materials via the Faculty Senate website. Paper copies of documents will always be available in the Faculty Senate office (140 Rawl Annex).
- Thanks are extended to Professor John Lawrence with Academic Library Services for serving as a **teller** today.
13. Faculty interested in periodically receiving past copies of "**The Chronicle of Higher Education**" are asked to call the Faculty Senate office at 328-6537 to have their name placed on a distribution list.
14. Each spring the Academic Awards Committee issues an official call for nominations for the annual **Lifetime and Five-Year University Research/Creative Activity Awards** with the goal of giving faculty members time to prepare their materials for the nomination. All relevant procedures are available online at:
<http://www.ecu.edu/cs-acad/fsonline/customcf/committee/aa/researchspecifics.htm>. The deadline for submission of materials (which includes 7 copies of departmental and unit review committee nominating letters, complete CV, and 3 letters from outside referees) is **November 1, 2007**.

Evaluation materials submitted by this year's winners are available for review in the Center for Faculty Excellence (Old Cafeteria, room 2305). Please feel free to stop by at your convenience to review these materials. Please also direct any questions to Professor Patricia Dragon, Chair of the Academic Awards Committee at 328-0296 or dragonp@ecu.edu.

Pending Faculty Senate Resolutions

Resolution #07-03

Approved by the Faculty Senate: February 20, 2007

Approved by the Chancellor: *pending as of March 13, 2007*

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.

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.~~

- 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.”

Resolution #07-04

Approved by the Faculty Senate: February 20, 2007

Approved by the Chancellor: *pending as of March 13, 2007*

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 $4/3$ 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 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 $\frac{4}{3}$ 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)**~~