

Faculty Officers' Meeting with Chancellor and Vice Chancellors

Thursday, October 25, 2007, from 3:00 – 4:00 p.m. in 105 Spilman

Agenda

Electronic Voting

Proposed Graduate Faculty Document

November 6, 2007, Faculty Senate Agenda

Proposed - Policy on Graduate Faculty

The Graduate Faculty

A. Functions and Jurisdictions

The Graduate Faculty is a designation offered to full-time, tenured, tenure-track, and fixed-term faculty members at East Carolina University (ECU) which reflects a combination of interest, education, experience, and a variety of skills related to the teaching, advising, and mentoring of master's and/or doctoral students. Graduate Faculty members constitute the graduate educational leadership on the campus and play a vital role in the establishment and maintenance of programmatic quality. Membership on the Graduate Faculty is a privilege with which comes responsibility.

A member of the Graduate Faculty usually has a primary association with the graduate program or department from which (s)he was initially nominated, but may be associated with more than one program. Often, primary program membership is arranged as part of the appointment process. Additional program memberships, beyond this primary program membership, may be made at the time of appointment or subsequently. However, regardless of time of appointment, Graduate Faculty membership expires after five (5) years and may be renewed at that time.

B. Membership

Graduate Faculty status is the designation of membership offering significant rights and carrying significant responsibilities with respect to graduate education at East Carolina University. Institutional requirements defined below are designed to provide a basis for admission to the Graduate Faculty. Academic code units may add additional specific requirements beyond those stated below. Institutional requirements for Graduate Faculty status are all of the following:

- The highest earned degree in the individual's field of study. In some instances, extensive professional experience, high productivity, or success in competition for external support may substitute for the highest degree. In all instances, the individual must be in compliance with applicable SACS standards.
- Employment as a faculty member at ECU.
- Demonstrated evidence of success in discovery¹ for first-time membership in the Graduate Faculty and demonstrated evidence of continued success in discovery for renewal of membership in the Graduate Faculty.
- Demonstrated evidence of success or potential for success in graduate teaching for first-time membership in the Graduate Faculty and demonstrated evidence of continued success in graduate teaching for renewal of membership in the Graduate Faculty.
- Demonstrated evidence of continuing professional development.
- Demonstrated evidence of, or potential for, successful supervision of student discovery, if applicable.

¹ Discovery refers to research, scholarship, artistry, and other forms of creativity.

- Have recognition within the unit's faculty as a scholar and effective mentor.

A new faculty member, meeting the above requirements, may be awarded Graduate Faculty status at the time of hire. For such a person, Graduate Faculty status will be revisited when (s)he is considered for tenure and every five (5) years thereafter. Graduate Faculty status expires five (5) after being awarded and after each subsequent renewal. For faculty not on the tenure-track, Graduate Faculty may be renewed at the time of contract renewal or other convenient time as determined by the academic code unit, but not more than five (5) years after initial membership or subsequent renewal. If the academic code unit wishes to retain a person on the Graduate Faculty, it follows the procedures identified in Section E of this document.

C. Privileges associated with membership on the Graduate Faculty are:

- Eligibility to serve on the Graduate Assembly.
- Eligibility to serve on the Graduate School Administrative Board.
- Eligibility to serve on the Graduate Curriculum Committee.
- Eligibility to chair master's- and doctoral-level student committees in the program in which membership on the Graduate Faculty is held.
- Eligibility to teach graduate courses.

D. Approval of Unit Standards for Graduate Faculty Status

Each academic code unit will have in place a procedure for nominating Graduate Faculty. The procedure will be approved through the following process:

- Each academic code unit with a graduate program will develop a procedure for nominating Graduate Faculty consistent with the institutional expectations of high quality,
- This procedure will be submitted to the department chair or other appropriate administrator for review and comment,
- The department chair will review the submission and pass it to the appropriate academic dean with his/her recommendation,
- The academic dean will review the submission and pass it to the Graduate School for consideration by the Graduate School Administrative Board (GSAB) with his/her recommendation.
- The GSAB will then make a recommendation to the Dean of Graduate Studies.
- If the Dean of Graduate Studies approves the GSAB's recommendation, he/she will notify the GSAB, and the academic code unit.
- If the Dean does not approve the GSAB's recommendation, the portfolio will automatically be referred back to the GSAB. A two-thirds majority of the GSAB will be required to overturn the Dean of Graduate Studies' decision.

Once the documentation is approved, it will be used to evaluate nominations for the Graduate Faculty from the submitting academic code unit. In addition, each academic code unit with a graduate program will examine the educational objectives of their graduate degrees which were prepared for the SACS accreditation and articulate the types of discovery activities which are

appropriate for Graduate Faculty in their discipline. Recognizing the inherent differences between academic code units, it is understood that discovery means different things across campus. However, the discovery activities identified by each program must be quantifiable and measurable. For example, a minimum number of refereed publications or artistic performances per year must be identified.

The membership of all existing members of the Graduate Faculty must be confirmed within three (3) years of the approval of any modification to the procedures and criteria related to Graduate Faculty policy. These members may choose the year in which the confirmation occurs within the three-year period.

E. Approval of membership on the Graduate Faculty

Appointment of an individual to the Graduate Faculty occurs as the result of the following procedure:

- The Graduate Faculty of the academic code unit nominates an individual to the department chair or other appropriate administrator for membership to the Graduate Faculty. Each nomination should contain evidence that the nominee has satisfied the criteria for Graduate Faculty status in a manner consistent with the previously accepted academic code unit's interpretation of those criteria (Section D).
- This administrator reviews the nomination, adds a recommendation, and forwards the nomination to the dean of the college or major school.
- The dean reviews the nomination, adds a recommendation, and forwards the nomination to the Dean of Graduate Studies.
- The Dean of Graduate Studies will review the nomination to determine that it is consistent with both the SACS standards for graduate education and the academic code unit's approved criteria and appointment procedures which were agreed to be consistent with the institutional expectations of high quality.
- If the Dean of Graduate Studies approves, he/she will notify the academic code unit and the faculty member of his/her appointment.
- If the Dean of Graduate Studies does not approve, the nomination will be referred automatically to the GSAB. A two-thirds majority of the GSAB will be required to overturn the Dean of Graduate Studies' decision.

For individuals with tenure, appointment to the Graduate Faculty will be reviewed every five (5) years. At such time,

- The appointment shall be reviewed within the unit in the manner outlined for initial appointments, except that the focus will be on the activity during the period since the last evaluation.
- The Dean of Graduate Studies will review the nomination.
- If the Dean of Graduate Studies approves, he/she will notify the academic code unit and the faculty member of his/her appointment.

- If the Dean of Graduate Studies does not approve the nomination, the application will be referred automatically to the GSAB. A two-thirds majority of the GSAB will be required to overturn the Dean of Graduate Studies decision.

It is recognized that the process for awarding permanent tenure involves the evaluation of the individual's research, teaching, and service to the university over a substantial period of time as well as relevant experiences at other universities. Therefore, recipients of permanent tenure subsequent to the implementation of these policies are eligible for appointment as a member of the Graduate Faculty, if that person is not already a member. To effect this appointment, it is the responsibility of the Graduate Faculty of the program or department chair or appropriate administrator to initiate the nomination. It is emphasized that there is no permanent tenure on the Graduate Faculty.

F. Removal of a Person from the Graduate Faculty

The Graduate Faculty of a program, department chair or other appropriate administrator, academic dean, or Dean of Graduate Studies may initiate an action designed to remove a person from the Graduate Faculty. The proposal to remove Graduate Faculty status must identify specific reasons for making such a recommendation. The process will be as follows:

- Regardless of the initiator, the Graduate Faculty of the academic code unit will review the proposal and make a recommendation to the department chair or appropriate administrator.
- This administrator reviews the proposal, adds a recommendation which is forwarded to the dean of the college or major school.
- The dean adds a recommendation and forwards the proposal to the Dean of Graduate Studies.
- If the Dean of Graduate Studies approves, he/she will notify the faculty member and all administrators involved in the process of his/her decision.
- If the Dean of Graduate Studies does not approve the unit's recommendation, the proposal will be referred automatically to the GSAB. A two-thirds majority of the GSAB will be required to overturn the Dean of Graduate Studies decision.

G. Membership on the Graduate Faculty for ECU Administrators

Recognizing the important role of certain administrators with respect to the graduate education enterprise at ECU, department chairs, directors of centers or institutes, deans, vice-chancellors, and the chancellor may be awarded membership on the Graduate Faculty while they hold their administrative assignment. This courtesy is extended to an individual with significant administrative responsibilities if there is evidence that they met the requirements for membership to the Graduate Faculty, as stated in Section B, previously in his/her career. Membership on the Graduate Faculty expires five (5) years after they return to the faculty upon completion of their administrative assignment. At this time, they must reapply for membership using procedures described in Section E.

Faculty Officers' Meeting with Chancellor and Vice Chancellors

Tuesday, October 2, 2007, from 3:00 – 4:00 p.m. in 105 Spilman

Issues for Clarification

- Plus/Minus Grading System
- Role of Senior Associate Vice Chancellor for Special Initiatives
- Curriculum Liaisons
- 2008-09 Contract Begin and End Dates for 9-Month Contracts
- Process for interpretation of University policies in the *ECU Faculty Manual*
- EPA-non faculty administrators provide service to faculty, staff and students

Update on Searches

- University Assistant Attorney (for faculty)
- Director of Government Affairs
- Chief Division Officer
- Director of University and Community Relations
- Senior Associate Vice Chancellor for Special Initiatives

Update on Task Force on Administrative Evaluations



East Carolina University

Chancellor's Cabinet Meeting

Wednesday, October 24, 2007

1:00 p.m.

Great Room 1, Mendenhall Student Center

A G E N D A

Welcome to Karen Stokes

A. Institutional questions:

1. Chancellor's update and comments
2. Fraud and Abuse Policy (Tronto)
3. Daring Dialogue Series (Hardy)
4. Moratorium on student travel involving State funds (Thomas)

B. Emerging concerns/issues:

C. Information items/updates:

Cabinet Decisions, Action Items, Future Agenda Items Meeting of October 24, 2007

Decisions:

- None

Discussions:

- Chancellor Ballard praised the University Advancement Department for the preparation and publication of ECU Tomorrow: A Vision for Leadership and Service, the strategic plan for ECU.
- Update on the Task Force on Administrative Evaluation.
- Update on equity funding issue and model/methodology to be used for analysis.
- Invitation to attend Oct 30th forum for UNC Tomorrow.
- Presentation by Stacie Tronto on Fraud and Abuse Policy.
- Dr. Hardy presented update on Daring Dialogue Series (handout).
- Status of legislative decision on student travel funded with State funds.
- Dr. Mageean discussed the merits of ECU pursuing a Carnegie classification as an "engaged institution."
- Executive Council has approved quarterly reporting for time and effort.

Action Items:

ACTION	PERSON(S) RESPONSIBLE	DUE DATE	COMMENTS	✓
Research interpretation of "State funds" as it pertains to student travel	Tronto	ASAP		
Check on GA's report on student travel involving State funds	Mageean	ASAP		

Agenda Items for Future Meetings: (None identified)

Cabinet	Date	Agenda Item	Person(s) Responsible