

**EAST CAROLINA UNIVERSITY
2008-2009 FACULTY SENATE**

The seventh regular meeting of the 2008/2009 Faculty Senate will be held on **Tuesday, March 31, 2009**, at 2:10 in the Mendenhall Student Center, room 244.

Please note change in meeting location.

FULL AGENDA

- I. **Call to Order**
- II. **Approval of Minutes**
February 24, 2009
- III. **Special Order of the Day**
 - A. Roll Call
 - B. Announcements
 - C. Steve Ballard, Chancellor
 - D. Marilyn Sheerer, Provost and Vice Chancellor for Academic and Student Affairs
 - E. Phyllis Horns, Interim Vice Chancellor for Health Sciences
 - F. Jan Tovey, Chair of the Faculty
 - G. Ken Wilson, Faculty Assembly Delegate
Written report on the March 27, 2009, Faculty Assembly Meeting.
 - H. Approval of Spring 2009 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.
 - I. Question Period
- IV. **Unfinished Business**
- V. **Report of Committees**
 - A. Academic Standards Committee, Linda Wolfe
Request for Removal of Foundation Credit "FC" designation from ALL BUT the following School of Theatre and Dance courses: THEA 1000, -1010, -2001, -4066; DNCE 1001, -1002, -1003, - 1011, -1012, -1013, -3014, -3703, -4044, -4045.
 - B. Academic Standards Committee and Admissions and Retention Policies Committee, Linda Wolfe and Wendy Sharer
Joint response to the Strategic Enrollment Management Task Force recommendations on Academic Policy Changes (section 2.8 of the SEMTF report). For information only. (attachment 1)
 - C. Calendar Committee, Shanan Gibson
Proposed Summer 2010 – Spring 2011 University Calendars (attachment 2).

- D. Faculty Governance Committee, Puri Martinez
 - 1. Proposed Revisions to the *ECU Faculty Manual*, Appendix C. Personnel Policies and Procedures for the Faculty of ECU (attachment 3).
 - 2. Proposed addition to *ECU Faculty Manual*, Appendix D, Section V. Procedure for Review of Notice of Non-Reappointment or Non-Conferral of Permanent Tenure (attachment 4).

- E. Unit Code Screening Committee, Andrew Morehead
Revised Unit Codes of Operation:
 - 1. Department of Psychology
 - 2. Department of Geography
 - 3. Department of English (link to current code, with revised code pending final cmte. approval on 3-25)
 - 4. Department of Biology (link to current code, with revised code pending final cmte. approval on 3-25)

- F. University Curriculum Committee, Jane Manner
Curriculum matters contained in the minutes of the February 26, 2008, meeting.

VI. New Business

**ACADEMIC STANDARDS COMMITTEE AND
ADMISSIONS AND RETENTION POLICIES COMMITTEE**

Combined Report Regarding the Strategic Enrollment Task Force Recommendations,
Section 2.8: Academic Policy Changes (SEMTF report).

In a memo dated October 23, 2008, Dr. Jan Tovey requested that the Academic Standards Committee (ASC) and the Admission and Retention Policies Committee (ARPC) review and jointly respond to the academic policy changes proposed by the Strategic Enrollment Management Task Force. We were given a deadline of March 31, 2009 for our response. The report below includes the text of each recommendation in section 2.8 of the SEMTF report (*in italics*), followed by our joint response to each of those recommendations.

**2.8.1 Establish minimum academic standards for freshmen to register for online classes.
[Short term; Faculty Senate]**

Online education is highly appropriate for students, but not all students in all circumstances. For example, normally, online classes require greater personal discipline and individual responsibility compared to face-to-face classes. Thus, particularly for freshmen, we must ensure we have class registration policies and standards that help students succeed.

The Task Force recommends the faculty establish class registration policies and standards that freshmen must meet in order to take an online class. These standards might include, but not be limited to: (1) students must have a GPA of 2.0 or greater, (2) students cannot take an online class unless they either have previously taken an online class and received a C or better or have successfully completed an online tutorial, and (3) if a student receives a D or an F in an ECU online class he or she will be prohibited from taking any online classes for one semester.

REPOSE

The ASC and the ARPC agree that instructors should provide students in online classes with resources to help them succeed in those courses. Individual instructors might opt to require that students in online courses complete online tutorials about succeeding in online classes. In addition, training for success in an online learning environment might be provided as part of ECU's orientation for new students and/or be integrated into sections of COAD 1000.

The committees do not, however, support requiring tutorials, mandating a minimum GPA, or prohibiting first-year students from taking online courses based on past performance. Our reasons for this position are several. In addition to the resources required to implement these recommendations and the lack of clear evidence that tutorials will be helpful, the suggested requirements that students must have successfully completed an online course or have a certain GPA prior to taking an online class at ECU do not seem feasible. If a student is just entering the university, he or she will not have an ECU GPA on which to determine eligibility for online courses, nor will he or she have had the chance to take an online course here. Because high school classes are almost exclusively taught in face-to-face classrooms, high school GPA and course completion records will not be accurate predictors of how successful a student might be in an online learning environment. The proposed one-semester ban from online classes for students who receive a D or F in an online course is problematic because there are countless reasons why a student may fail a course, many of which have nothing to do with the manner in which that course is delivered. Such a policy would also put an undue burden on first-year students in DE programs.

2.8.2 Increase academic retention standards.

[Short term; Faculty Senate]

Not all students will succeed academically. The university must have academic retention standards that allow for stumbles but do not prolong the inevitable for those students who will not meet academic standards.

Three factors are at the heart of this recommendation. First, our university-wide academic retention standards have not changed in almost 15 years. Second, more and more programs require incoming majors to meet GPA standards that are above the current university minimum. Third, the university has increased freshmen and transfer student admissions standards. All these factors suggest that we need to revisit our retention standards.

The Task Force recommends the faculty increase academic retention standards to at least:

- 1-29 attempted hours and/or transfer hours = 1.8 GPA*
- 30-59 attempted hours and/or transfer hours = 1.9 GPA*
- 60+ attempted hours and/or transfer hours = 2.0 GPA*

RESPONSE

Both committees are in agreement with these increases in academic retention standards.

2.8.3 Strengthen the forgiveness policy.

[Short term; Faculty Senate]

Forgiveness of D's and F's should be limited to one occasion and no more than 6 classes.

RESPONSE

Both committees agree with the current forgiveness policy and see no need for the proposed changes. The current policy already limits forgiveness to one occasion. We believe that limiting the number of classes that can be forgiven goes against the spirit and intent of the policy—to give students a “fresh start.” Limiting the number of D's or F's to be forgiven could result in students with more than 6 D's or F's on their past record returning to school with little chance of success. Additionally, creating a policy that limits the numbers of D's and F's in this manner could result in some potentially unfair treatment. It seems problematic, for example, to deny full forgiveness to a student who has 7 D's while granting it to a student who has 6 F's.

2.8.4 Lengthen the academic “no penalty” drop date.

[Short term; Faculty Senate]

Students may be able to make more informed decisions based upon feedback from the instructor if the “no penalty” drop date was lengthened. The Task Force recommends extending the academic “no penalty” drop date from 40% to 50% of the academic term.

RESPONSE

Both committees are in agreement with this change.

2.8.5 Revise the suspension policy.

[Short term; Faculty Senate]

The current academic suspension policy allows for a “revolving door” of automatic readmission for some students who will most likely not meet the minimum standards (graduation and major GPA requirements) to successfully complete a degree program.

The Task Force recommends a revision of this policy based upon best practices of peer institutions and other UNC institutions.

RESPONSE

The committees have responded to this recommendation as part of their response to

recommendation 2.8.6 (see below).

2.8.6 Revise the readmission criteria

[Short term; Faculty Senate]

The current readmission policy requires a student that has been academically suspended to "sit out" one (4A suspension) or two (4B suspension) semesters prior to returning to ECU. During that time, the student is not allowed to take courses at another institution. Also, a student who leaves ECU by choice while not in good academic standing (under 2.0 GPA) is prohibited from transferring courses back unless he or she accumulates 30 transferable hours. We can no longer readmit students who have not proven that they can be academically successful at another institution. For suspended students and those that choose to leave ECU while not in good academic standing, the Task Force recommends that the university require a minimum of 30 transferable credit hours at an accredited community college or senior institution with a minimum 2.5 overall GPA prior to readmission.

RESPONSE

The committees support a move away from prohibiting students who have been suspended or who have voluntarily left ECU while not in good academic standing from transferring course credits that they earn at other accredited institutions during their time away from ECU. It does not seem to make sense to prohibit students from earning academic credits at accredited institutions if they wish to and are able to do so successfully. However, we do not support the recommendation that students be required to accumulate 30 transferable hours prior to readmission.

Rather than a blanket rule that stipulates that all students who are suspended or who have left the university while not in good academic standing must complete 30 transferable hours with a minimum 2.5 GPA at an accredited community college or senior institution, we suggest that the following guidelines be implemented in order to allow students to transfer course credits taken during an academic suspension from ECU:

1. Students seeking to reenter the university after a suspension or following voluntary departure from the university while not in good academic standing may be considered for readmission if they have raised their GPA to meet retention standards by taking summer courses at ECU.
[This is current practice, although it is not mentioned in the SEMTF report.]
2. Students who are on suspension for the first time or who are seeking readmission following voluntary departure from the university while not in good academic standing may transfer academic credits earned at an accredited community college or senior institution provided that they have completed a minimum of 15 transferable hours with a minimum 2.5 overall GPA.
[Students, especially first-year students, can struggle substantially with adjusting to college life. In addition, temporary but significant medical or personal issues can legitimately interfere with academic performance. As a result, the committees recommend a smaller block of transferable credit hours be stipulated for a first suspension so that students who demonstrate significant success in completing academic work at another accredited institution can move ahead with their degrees at ECU in a more timely fashion than would be possible if they were required to complete 30 hours before those hours could be transferred.]
3. Students who are suspended for a second time may transfer academic credits earned at an accredited community college or senior institution provided that they have completed a minimum of 30 transferable hours with a minimum 2.5 overall GPA.

2.8.7 Increase the number of allowed grade replacements and limit course repetition.

[Short term; Faculty Senate]

The current grade replacement policy allows students to replace a grade a maximum of three

times for courses below 3000-level in which he or she has earned a grade of D or F. The course repetition policy does not limit the number of times a course may be repeated. Students may repeat a course multiple times which may negatively impact their academic standing. A limit on course repetition in courses which a student earns a grade of D or F may assist the student and academic advisor in recognizing deficiencies and the need to choose another course of study.

The Task Force recommends increasing the allowed grade replacements for 1000- and 2000-level courses from three to four and prohibit repeating a course more than one time.

RESPONSE

Both committees support the increase in grade replacements from 3 to 4, but we do not support the recommendation that students be allowed to repeat a class (for a grade replacement or for any other purpose, such as attaining the minimum grade required for prerequisite purposes) only one time. Limiting course repetition to one time per course could be problematic in the case of required Foundations courses (English 1100 & 1200, for instance) that all students, regardless of intended major, must pass in order to continue at ECU.

In the interest of helping students to avoid the potentially detrimental effects of attempting to grade replace a course multiple times--particularly in terms of academic standing and financial aid eligibility--the committees recommend implementing a limit of 2 attempts per course for grade replacement purposes. In addition, advisors should work diligently with students to assess, on an ongoing basis, the students' major and post-graduation plans.

2.8.8 Revise the off campus course policy.

Short term; Faculty Senate]

Current policy prohibits students with less than a cumulative GPA of 2.0 from transferring credits from any other institution. The Task Force recommends allowing students who are within the proposed academic retention standards but have an ECU GPA below 2.0 to transfer credits with a C or better from another institution.

RESPONSE

Both committees support these changes, but propose altering the wording to indicate that the courses must be taken "at an accredited community college or senior institution."

CALENDAR COMMITTEE REPORT
Proposed 2010/2011 University Calendar

Summer Session 2010

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, Monday	Last day to apply for admission to Graduate School for first summer term.
May 14 Friday	Schedules canceled for all who have not paid fees by 4:00 pm.
May 17, Monday	New student registration; schedule changes.
May 18, Tuesday	Classes begin; schedule changes.
May 19, Wednesday	Last day for registration and schedule changes (drop and add) for first term by 5:00 pm.
May 20, Thursday	Last day for schedule changes (add only) by 5:00 pm.
May 31, Monday	Memorial Day (no classes).
June 1, 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 16, Wednesday	Last day for graduate students to drop courses without grades by 5:00 pm.
June 22, Tuesday	Classes end. Last day for submission of grade replacement requests.
June 23, Wednesday	Final examinations.

Second Term

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

May 3, Monday	Last day to apply for admission to Graduate School for second summer term.
June 21, Monday	Schedules canceled for all who have not paid fees by 4:00 pm.
June 23, Wednesday	New student registration; schedule changes.
June 24, Thursday	Classes begin; schedule changes.
June 25, Friday	Last day for registration and schedule changes (drop and add) for second term by 5:00 pm.
June 28, Monday	Last day for schedule changes (add only) by 5:00 pm.
July 5, Monday	State holiday (no classes).
July 9, 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 19, Monday	Last day to submit thesis to Graduate School for completion of degree in the summer session.
July 23, Friday	Last day for graduate students to drop courses without grades by 5:00 pm.
July 29, Thursday	Classes end. Last day for submission of grade replacement requests.
July 30, Friday	Final examinations; last day to submit appeals for readmission for Fall semester.

11-Week Summer Session

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

March 15, Monday	Last day to apply for admission to Graduate School for summer term
May 14 Friday	Schedules canceled for all who have not paid fees by 4:00 pm.
May 17, Monday	Registration and schedule changes.
May 18, Tuesday	Classes begin; schedule changes.
May 19, Wednesday	Last day for registration and schedule changes (drop and add) by 5:00 pm.
May 20, Thursday	Last day for schedule changes (add only) by 5:00 pm.
May 31, Monday	Memorial Day (no classes).
June 15, 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 23, Wednesday	Midsummer Break (no classes).
July 5, Monday	State Holiday (no classes).
July 19, Monday	Last day to submit thesis to Graduate School for completion of degree in the summer session.
July 23, Friday	Last day for graduate students to drop courses without grades by 5:00 pm.
July 29, Thursday	Classes end. Last day for submission of grade replacement requests.
July 30, Friday	Final examinations; last day to submit appeals for readmission for Fall semester.

Fall Semester 2010

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

June 1, Tuesday	Last day to apply for admission to Graduate School for the Fall semester.
August 10, Tuesday	Last day to submit appeals for readmission for Fall semester.
August 16, Monday	Schedules canceled for all who have not paid fees by 4:00 pm.
August 23, Monday	Faculty meetings.
August 23, Monday	Advising, registration, and schedule adjustments.
August 24, Tuesday	Classes begin; schedule changes.
August 30, Monday	Last day for registration and schedule changes (drop and add) by 5:00 pm.
August 31, Tuesday	Last day for schedule changes (add only) by 5:00 pm.
September 6, Monday	Labor Day holiday (no classes).
September 7, Tuesday	State holiday makeup day (classes which would have met on Monday, September 6, will meet on this day so there will effectively be the same number of Mondays and Tuesdays as every other weekday during the semester; Tuesday classes will not meet.)
September 7, Tuesday	Last day to apply for graduation in December.
October 5, 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. Last day to pay fees without penalty.
October 9-12 Saturday-Tuesday	Fall Break.
October 13, Wednesday	8:00 am - Classes resume.

October 18 – 22 Monday-Friday	Advising for Spring Semester 2011.
October 25, Monday	Registration for Spring Semester 2011 begins.
November 24-28 Wednesday-Sunday	Thanksgiving break.
November 29, Monday	8:00 am - Classes resume.
November 29, Monday	Undergraduate students last day to remove incompletes given during Spring and/or Summer session 2010.
November 29, Monday	Last day for graduate students to drop courses without grades by 5:00 pm.
November 30, Tuesday	Last day to submit thesis to the Graduate School for completion of degree in this term.
December 7, Tuesday	Graduate students last day to remove incompletes given during Fall 2009.
December 7, Tuesday	Classes end. Last day for submission of grade replacement requests.
December 8, Wednesday	Reading day.
December 9, Thursday	Final Examinations begin.
December 16, Thursday	Exams for Fall semester close at 4:30 pm; last day to submit appeals for readmission for Spring semester.
December 17, Friday	Commencement.

EXAMINATION SCHEDULE FALL SEMESTER 2010

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 exam meeting 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 9-December 16). 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 9- December 16). 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 9- December 16). Classes meeting on Saturday morning will have their final examinations on Saturday, December 11, at the usual hour at which the classes meet.

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 classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes)

EXAMINATION SCHEDULE FALL SEMESTER 2010

Common examinations will be held according to the following schedule:

MATH 1065	5:00 - 7:30 Thursday, December 9
CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Friday, December 10
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Monday, December 13
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Tuesday, December 14
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Wednesday, December 15

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Monday, December 13
8:00 TTh	8:00 - 10:30 Tuesday, December 14
9:00 MWF	8:00 - 10:30 Wednesday, December 15
9:00 TTh (9:30)	8:00 - 10:30 Thursday, December 16
10:00 MWF	8:00 - 10:30 Friday, December 10
10:00 TTh	8:00 - 10:30 Thursday, December 9
11:00 MWF	11:00 - 1:30 Monday, December 13
11:00 TTh	11:00 - 1:30 Thursday, December 9
12:00 MWF	11:00 - 1:30 Wednesday, December 15
12:00 TTh (12:30)	11:00 - 1:30 Thursday, December 16
1:00 MWF	11:00 - 1:30 Friday, December 10
1:00 TTh	11:00 - 1:30 Tuesday, December 14
2:00 MWF	2:00 - 4:30 Monday, December 13
2:00 TTh	2:00 - 4:30 Tuesday, December 14
3:00 MWF (3:30)	2:00 - 4:30 Wednesday, December 15
3:00 TTh (3:30)	2:00 - 4:30 Thursday, December 9
4:00 MWF	2:00 - 4:30 Friday, December 10
4:00 TTh	2:00 - 4:30 Thursday, December 16
5:00 MWF	5:00 - 7:30 Monday, December 13
5:00 TTh	5:00 - 7:30 Thursday, December 9

Spring Semester 2011

(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 15, Friday	Last day to apply for admission to Graduate School for the Spring semester.
December 1, Wednesday	Last day to apply as an undergraduate transfer student for the Spring term.
December 23, Thursday	Last day to submit appeals for readmission for Spring semester.
January 4, Tuesday	Class schedules canceled for all who have not paid fees by 4:00 pm.
January 6, Thursday	Advising and schedule adjustments.
January 7, Friday	Classes begin; schedule changes.
January 13, Thursday	Last day for late registration and schedule changes (drop and add) by 5:00 pm.
January 14, Friday	Last day for schedule changes (add only) by 5:00 pm.
January 17, Monday	State holiday (no classes).
January 21, Friday	Last day to apply for graduation in May.

February 18, 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 percent of their regularly scheduled class meetings. Last day to pay fees without penalty.
March 6-13 Sunday – Sunday	Spring Break.
March 14, Monday	8:00 am - Classes resume.
March 14-18 Monday-Friday	Advising for Summer session and Fall semester 2011.
March 21, Monday	Registration for Summer session and Fall semester 2011 begins.
March 28, Monday	Last day to apply for graduation during the Summer sessions.
April 14, Thursday	Undergraduate students last day to remove incompletes given during Fall semester 2010.
April 14, Thursday	Last day for graduate students to drop courses without grades by 5:00 pm.
April 15, Friday	Last day to submit thesis to the Graduate School for completion of degree in this term.
April 22-23 Friday-Saturday	State holiday (no classes).
April 25, Monday	Graduate students last day to remove incompletes given during Spring and/or Summer session 2010.
April 25, Monday	Classes end. Last day for submission of grade replacement requests.
April 26-27 Tuesday-Wednesday	Reading days.
April 28, Thursday	Final examinations begin.
May 5, Thursday	Exams for Spring semester close at 4:30 pm.
May 6, Friday	Commencement.

EXAMINATION SCHEDULE SPRING SEMESTER 2011

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 exam meeting 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 28-May 5). 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 28-May 5). 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 28-May 5). Classes meeting on Saturday morning will have their final examinations on Saturday, April 30, at the usual hour at which the classes meet.

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 classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes)

Common examinations will be held according to the following schedule:

CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Thursday, April 28
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Friday, April 29
FREN 1001, 1003, SPAN 1001, 1004, GERM 001	5:00 - 7:30 Monday, May 2
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Tuesday, May 3
MATH 1065	5:00 - 7:30 Wednesday, May 4

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, April 29
8:00 TTh	8:00 - 10:30 Thursday, April 28
9:00 MWF	8:00 - 10:30 Monday, May 2
9:00 TTh (9:30)	8:00 - 10:30 Tuesday, May 3
10:00 MWF	8:00 - 10:30 Wednesday, May 4
10:00 TTh	8:00 - 10:30 Thursday, May 5
11:00 MWF	11:00 - 1:30 Friday, April 29
11:00 TTh	11:00 - 1:30 Thursday, May 5
12:00 MWF	11:00 - 1:30 Monday, May 2
12:00 TTh (12:30)	11:00 - 1:30 Tuesday, May 3
1:00 MWF	11:00 - 1:30 Wednesday, May 4
1:00 TTh	11:00 - 1:30 Thursday, April 28
2:00 MWF	2:00 - 4:30 Friday, April 29
2:00 TTh	2:00 - 4:30 Thursday, April 28
3:00 MWF (3:30)	2:00 - 4:30 Monday, May 2
3:00 TTh (3:30)	2:00 - 4:30 Thursday, May 5
4:00 MWF	2:00 - 4:30 Wednesday, May 4
4:00 TTh	2:00 - 4:30 Tuesday, May 3
5:00 MWF	5:00 - 7:30 Monday, May 2
5:00 TTh	5:00 - 7:30 Thursday, April 28

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed Revisions to the *ECU Faculty Manual*,
Appendix C. Personnel Policies and Procedures for the Faculty of ECU
(Proposed additions are noted in **bold** print and deletions in ~~strikethrough~~.)

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Appendix C PERSONNEL POLICIES AND PROCEDURES FOR THE FACULTY OF EAST CAROLINA UNIVERSITY¹

- I. Selection and Appointment of New Faculty
 - A. Determination of Number and Nature of Positions

~~Needed Allocation of~~ **faculty** positions is the prerogative of the **academic council**. ~~vice chancellor for academic affairs, the vice chancellor for health sciences and the vice chancellor for student life, as appropriate.~~

~~The unit administrator is responsible for recommending through administrative channels to the~~ **academic council** ~~vice chancellor for academic affairs, the vice chancellor for health sciences, or the vice chancellor for student life the number and nature of~~ **faculty** positions needed to carry on the functions of the unit.

Acting in accord with the policies and procedures set forth in the Unit Code, the unit administrator shall recommend to the next higher administrator (for conveyance to the academic council) the number and nature of faculty positions needed to carry out the

¹ For other policies and procedures dealing with faculty appointments, see *ECU Faculty Manual*, Appendix D.

unit's mission and achieve the university, division, college and unit planning goals. Such recommendations shall be developed with input from the unit's fixed-term, probationary term, and tenured faculty, as appropriate, and shall contain justifications addressing the unit staffing plan and appropriate planning goals of the university, division, college and unit.

In accord with the recommendations of the ECU Administrative Task-Force on Fixed-Term Faculty Employment, the Academic Council and deans shall not require that a faculty position be fixed-term rather than probationary term unless sound reasons exist. Such reasons include, but are not limited to, (a) the position is not permanently assigned to the unit, (b) the position is addressing temporary needs, (c) the position cannot be filled by a faculty member with a terminal degree, (d) the duties of the position are primarily clinical, (e) the position is by its nature term limited (term-limited endowed professorship, for example), or (f) this reflects the preference of the faculty member taking the position.

~~The unit administrator, in keeping with the mission of the unit and the institutional context, shall follow the provisions of the unit code in making recommendations concerning the number and nature of positions needed.~~

B. Selection Procedure

The unit administrator shall notify the unit personnel committee of the number and nature of positions allocated to the unit. The **actual** selection ~~process of~~ **candidates** must then proceed in accordance with *Appendix D, Tenure and Promotion Policies and Procedures* and *Part VI, General Personnel Information*, the most recently revised Affirmative Action Plan, and applicable unit code provisions. **The type of search (i.e. local, regional, national) required is governed by University policies.**

C. General Criteria²

For appointment, ~~as well as reappointment and promotion,~~ the **tenured and probationary term** faculty member is evaluated on **past achievements and potential for future contributions in:** ~~potential and achievements in:~~

- Teaching
- Creative Activity/Research
- Service to the university, the profession, and the community.

1. Teaching

East Carolina University recognizes the primary importance of teaching. East Carolina University expects each member of the faculty to have knowledge of subject matter commensurate with one's teaching assignment, to maintain awareness of developments in one's discipline, and to communicate to students one's knowledge of and interest in the discipline. The faculty member will encourage students in responsible and careful inquiry, in appreciation of the interrelation of various disciplines, and in recognition of the uses of learning and the value of the educated mind. Teaching includes activities and responsibilities beyond the classroom setting, e.g., advisement; mentoring; laboratory supervision; clinical rounds by a physician/professor accompanied by students; the direction of research projects and papers, dissertations, and theses; and other contacts and relationships outside the classroom.

2. Creative Activity/Research

East Carolina University encourages and supports the continuing efforts of faculty to develop a deeper appreciation of the importance of professional competency acquired

² These criteria are not designed to be used for persons with administrative rank to evaluate their administrative service. Criteria for that purpose shall be developed by proper administrative authority.

through scholarship, research, and other creative activities appropriate to one's discipline. A faculty member's research and creative activities shall reflect the high professional standards incumbent upon those who enjoy full academic freedom; such activities must be measured by standards of quality, not merely by quantity.

3. Service

East Carolina University considers service to the university, the academic profession, and the community as an important aspect of academic performance. (See Section III).

For appointment, the fixed-term faculty member is evaluated on past achievements and potential for future contributions in areas of responsibility stated in the contract.

D. Requirements for ranks and titles

1. General Provisions

Appointments are made at the academic ranks of instructor, assistant professor, associate professor, and professor. These are the only ranks which may involve a permanent tenure commitment. Appointments to all other titles are for a definite term and do not involve a permanent tenure commitment.

The following are the minimum required qualifications which may be considered when making appointments.

2. Ranks of Probationary Term Appointments

Instructor

- has evidence of a sound educational background for the specific position, or has equivalent professional experience
- has completed most or all the requirements for the appropriate terminal degree
- has demonstrable proof that the degree will be obtained within a short period of time as agreed upon by the academic unit and the appointing officer
- has demonstrated potential for effective teaching
- has demonstrated potential for effective clinical practice in disciplines where appropriate

Assistant Professor

- has qualifications of the previous rank
- holds the appropriate terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned
- shows evidence of potential for continued professional growth in teaching effectiveness, creative activity, or research
- has ability and willingness to participate in departmental, college, and university affairs
- has membership in professional organizations
- has demonstrated expertise in clinical practice in disciplines where appropriate

Associate Professor

- has qualifications of the previous rank
- has demonstrated teaching effectiveness
- has a record of creative or research activity resulting in publication or comparable productivity
- has demonstrated ability and willingness to participate in department, college, and university affairs
- has a record of effective service to the profession
- has a record of effective clinical practice in disciplines where appropriate

Professor

- has qualifications of the previous rank
- has an established record of excellence in teaching

- has a significant record of creative or research activity resulting in publication or comparable productivity
- has demonstrated excellent ability and willingness to participate in department, college, and university affairs
- has a record of significant service to the profession
- has a record of effective clinical practice in disciplines where appropriate

3. Titles of Fixed-Term Appointments

a. Faculty with duties primarily in instruction

Teaching Instructor

- holds, at a minimum, a master's degree appropriate to the area of instruction, or has equivalent professional experience
- has demonstrated potential for effective teaching

Teaching Assistant Professor

- has qualifications of the previous title
- holds the appropriate terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned
- has demonstrated effectiveness in teaching

Teaching Associate Professor

- has qualifications of the previous title
- has demonstrated superior teaching ability
- engages in professional development activities

Teaching Professor

- has qualifications of the previous title
- has demonstrated excellence in teaching
- engages in professional development activities
- has demonstrated a degree of proficiency sufficient to establish an excellent reputation among colleagues
- is qualified and competent in mentoring others (such as graduate students, teaching instructors, etc.)

b. Faculty with duties primarily in research

Research faculty are typically externally funded. Research faculty are encouraged to give seminars and teach occasional courses in their specialty. Teaching is at the discretion of the unit and the availability of funds.

Research Instructor

- holds a minimum of a master's degree appropriate for the specific position or has equivalent professional experience
- has demonstrated potential for effective research
- should be capable of carrying out individual research or should be trained in research procedures
- should have had the experience and specialized training necessary to develop and interpret data required for success in such research projects as may be undertaken

Research Assistant Professor

- has qualifications of the previous title
- holds the appropriate terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned
- has demonstrated effectiveness in research
- is qualified and competent to direct the work of others (such as technicians, graduate students, etc)

Research Associate Professor

- has qualifications of the previous title
- has extensive successful experience in scholarly or creative endeavors

- has the ability to propose, develop, and manage major research projects
- Research Professor.
- has qualifications of the previous title
 - has demonstrated a degree of proficiency sufficient to establish an excellent reputation among colleagues
 - has demonstrated scholarly production in research, publications, professional achievements or other distinguished and creative activity.

c. Faculty with duties primarily in clinical teaching

Clinical Instructor

- holds, at a minimum, a graduate degree appropriate for the specific position or has equivalent professional experience
- has demonstrated potential in clinical practice and teaching in the field

Clinical Assistant Professor

- has qualifications of the previous title
- holds the appropriate professional degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned
- has training and experience in an area of specialization
- has demonstrated expertise in clinical practice and teaching in the field

Clinical Associate Professor

- has qualifications of the previous title
- has extensive successful experience in clinical or professional practice in a field of specializations, or in a subdivision of the field, and in working with and/or directing others (such as professionals, faculty members, graduate students, etc) in clinical activities in the field
- has demonstrated superior teaching ability

Clinical Professor

- has qualifications of the previous title
- has demonstrated a degree of sustained excellence in clinical practice and teaching sufficient to establish an outstanding reputation among colleagues

d. Additional faculty titles

Artist-in-Residence; Writer-in-Residence. These titles may be used to designate temporary appointments, at any salary and experience level, of persons who are serving for a limited time or part-time, and who are not intended to be considered for professorial appointment.

Adjunct Instructor; Adjunct Assistant Professor; Adjunct Associate Professor; Adjunct Professor. These titles are used to appoint outstanding persons who have a primary employment responsibility outside the university or in a different department in the university, and who bring some specific professional expertise to the academic program. These positions are typically unfunded.

Affiliate Instructor; Affiliate Assistant Professor; Affiliate Associate Professor; Affiliate Professor. These titles are used in the School of Medicine to appoint outstanding persons who have a primary employment responsibility outside the university and who bring some specific professional expertise to the academic program. These positions are typically unfunded.

Visiting Instructor; Visiting Assistant Professor; Visiting Associate Professor; Visiting Professor. The prefix "visiting" before an academic title is used to designate a short-term full or part time appointment without tenure. Therefore the visiting title shall not be used for periods of time beyond the initial contract period. It shall be used only for those

fixed-term faculty members who are visitors, temporary replacements, or for whose disciplines the institution in good faith expects to have only a short-term need. Use of the visiting title for an individual for more than 3 years is a misuse of this title.

4. Emeritus status

Upon recommendation by the unit personnel committee and appropriate administrators, the Chancellor may confer the titles "emeritus" or "emerita" ~~will be conferred~~ upon a retired faculty member, including a Phased Retirement participant, who has made a significant contribution to the university through a long and distinguished record of scholarship, teaching, and/or service.

E. Initial Appointment

[For additional provisions related to initial faculty appointments, see *ECU Faculty Manual*, Appendix D.II.]

Appointment to the faculty is made by the chancellor or his/her designee.³ Upon receiving recommendations by appropriate unit committees and administrators, the chancellor or his/her designee shall issue a contract for initial appointment to the faculty that becomes binding upon being executed by the faculty appointee.

The contract shall specify, at minimum: rank or title; salary rate; length of appointment, tenure status [either fixed term, probationary term, or appointment with permanent tenure as defined in the *Faculty Manual*, Appendix D]; initial assignments and/or responsibilities; and reference to the criteria for evaluation of faculty performance, as provided in Appendix D, unit codes, and other appropriate documents; and any specific terms and conditions of employment.

Any action conferring permanent tenure with the initial faculty appointment requires approval of the Board of Trustees.

~~Appointment to the faculty is made by the chancellor or his/her designee.³ Criteria for evaluation of faculty performance shall be provided in writing and discussed before initial employment. A record of this discussion shall be placed in the faculty member's personnel file. Any action conferring permanent tenure with the initial appointment requires approval of the board of trustees. The initial contract shall be signed by the chancellor, or his designee, and the appointee. This contract shall be accompanied by and elaborated on by a letter signed by the chancellor, or his designee, and a letter signed by the unit administrator.~~

~~The chancellor's letter shall specify rank or title; salary; length of appointment; and tenure status, whether fixed term, probationary term appointment, or appointment with permanent tenure (*ECU Faculty Manual*, Appendix D). The unit administrator's letter shall establish the specific conditions of employment.~~

II. Assignments

A. Assignment of Teaching Responsibilities

Prior to making final faculty assignments and at least two weeks prior to the beginning of each semester, the unit administrator shall apprise each unit faculty member, in writing, of the duties and responsibilities in teaching, after soliciting faculty teaching preferences. If changes in a faculty member's assignment become necessary, the faculty member shall be notified of such changes prior to the effective date of the amended assignment.

³ Reference to the chancellor's designee shall include and be limited to the **academic council** vice-chancellor of academic affairs, vice-chancellor for student life, or the vice-chancellor for health sciences.

B. Assignment of Released Time

Faculty members who are to be granted released time from teaching shall be informed in writing of the purpose of the reduced teaching assignment.

C. Fixed-Term teaching load

Full-time, fixed-term faculty members whose primary responsibilities are teaching should not be required to teach more than 12 credit hours per semester or 6 credit hours per each summer session, with the exception of faculty members who voluntarily teach directed readings and like courses. If exceptional circumstances require that a faculty member be assigned more than 12 credit hours in a semester, he or she should be appropriately compensated for the excess teaching load during that term or be given the equivalent reduced teaching load the following semester.

III. Evaluation

Each faculty member with **either a fixed-term, probationary term, or permanently tenured appointment** shall receive annually an evaluation of his/her performance from the unit administrator which shall be based upon current academic year data. ~~except that data from the previous year's spring semester survey of student opinion of teaching may be utilized when current spring semester survey data are unavailable~~^[4]. This annual evaluation shall:

- be in writing;
- ~~state the percentage of variable salary increment available to the unit to be recommended by the unit administrator for the faculty being evaluated;~~
- be discussed with the faculty member prior to being sent to any other administrator or placed in the faculty member's personnel file; in the case of faculty members with probationary **term** ~~period~~ appointments, a record of this discussion shall be placed in the faculty member's personnel file;
- be signed and dated by the unit administrator and the faculty member, who may attach to the evaluation a concise comment regarding the evaluation. The signature of the faculty member signifies that the faculty member has read, but does not necessarily concur in, the evaluation.

The unit administrator shall forward to each faculty member a copy of that member's annual evaluation within ten days ~~of after~~ completing the evaluations of unit members.

For contract renewal, the fixed-term faculty members shall be evaluated for their performance of duties as stated in their contracts. Unit codes shall contain criteria and procedures for evaluating fixed-term faculty members for initial appointment, contract renewal, annual performance evaluation, salary increase, advancement in title, and/or multi-year contracts. For evaluations pertaining to contract renewal at a higher title, the criteria shall be stated in the unit code and in accordance with the descriptors listed in section D.3 above.

The unit administrator's annual performance evaluation of faculty members shall employ the criteria contained in the unit code approved by the chancellor (*ECU Faculty Manual*, Appendix L). The evaluation shall be based upon that year's assigned duties and responsibilities ~~(except, as earlier noted, for the previous year's Spring semester survey of student opinion)~~ and shall consider:

1. teaching

The quality of teaching must be evaluated using multiple methods chosen from among the following, as determined by the unit code. If not determined in the unit code, the voting faculty (as defined by Appendix L) shall determine the multiple procedures to be followed.

- a. formal methods of peer review, including direct observation of the classroom teaching of new and tenure-track faculty.
- b. review by the unit administrator and/or peers of course materials such as

syllabi, reading lists, outlines, examinations, audiovisual materials, student manuals, samples of student's work on assignments, projects, papers, examples of student achievement, and/or other materials prepared for or relevant to instruction.

- c. data from surveys of student opinion when an individual faculty member's data vary consistently (more than 2 semesters) and significantly (more than 2 standard deviations) from the unit's median for similar courses.
- d. other procedures provided for in unit codes.

(Text noted in red relates to Faculty Senate Resolution #09-10, from the February 24, 2009, Faculty Senate meeting, that is pending final approval from the Chancellor and Board of Trustees.)

- 2. research and creative activities;
- 3. patient care;
- 4. services rendered on department, school, college, and university committees, councils, and senates; service to professional organizations; service to local, state and national governments; contributions to the development of public forums, institutes, continuing education projects, patient services and consulting in the private and public sectors; and
- 5. other responsibilities as may be appropriate to the assignment.

The relative weight given to teaching, research/creative activity, and service in personnel decisions shall be determined by each unit code. In no case, however, shall service be weighed more heavily than either teaching or research/creative activity.

IV. Reappointment of Probationary Term Faculty Members Please refer to Appendix D of the *ECU Faculty Manual*.

V. Reemployment of Fixed-Term Faculty Members

Faculty positions that are occupied by faculty members holding fixed-term contracts shall periodically be evaluated to determine if it is feasible to convert the position to one that is tenure eligible. When it is recommended that a position that is occupied by a fixed-term faculty member be made tenure eligible, the personnel committee and unit administrator should determine collaboratively the appropriate kind of search recommended (search waiver, internal search or external search), with the final approval authority for the type of search (i.e. local, regional, national) governed by University policies.

The repeated re-employment in full-time, fixed-term positions of faculty members whose qualifications are on a par with those of the tenure eligible faculty members in the unit is justifiable only when special conditions apply: (a) the position is not permanently assigned to the unit, (b) the position is addressing temporary needs, (c) the position cannot be filled by a faculty member with a terminal degree, (d) the duties of the position are primarily clinical, (e) the position is by its nature term limited (term-limited endowed professorship, for example), or (f) this reflects the preference of the faculty member taking the position. Qualified full-time, fixed-term faculty members should be encouraged to apply for tenure eligible positions.

Contract renewal for part-time fixed-term faculty members should be subject to the same conditions listed in a-f in the above paragraph. The continuous re-employment of faculty in part-time or temporary positions should be avoided, unless mutually desirable for the candidate and the unit.

VI. ~~IV~~ Professional Advancement

Advancement in title for fixed-term faculty and pPromotion for tenured and probationary term faculty are is a means through which professional achievement is encouraged, recognized, and rewarded by the university. Evaluation of faculty for purposes of promotion **or advancement in title** shall accord with the regulations established in accordance with the unit code and shall

employ the criteria contained in the unit code approved by the chancellor (*ECU Faculty Manual*, Appendix L).

Departments in professional schools may also establish guidelines for evaluation of faculty for promotion **or advancement in title** consistent with the criteria in their school's unit code. Specific regulations and criteria governing evaluation of faculty for purposes of promotion **or advancement in title** may vary from unit to unit. **For evaluations pertaining to Fixed-Term contract renewal at a higher title, the criteria shall be stated in the unit code.**

As a minimum each unit shall:

- apply published criteria in teaching and creative activity and service for evaluating faculty for promotion **or advancement in title**;
- make available procedures which will permit each faculty member to report achievements annually or on a more frequent basis;
- assure each faculty member the right to discuss one's candidacy with the unit administrator and/or the personnel committee at any time; and
- notify each faculty member within four days of receipt of the administration's call for promotion **or advancement in title** recommendations.

Upon request by the faculty member, the unit administrator and the unit personnel committee shall evaluate the faculty member for promotion **or advancement in title**. Following such evaluation, the unit administrator and the personnel committee shall inform the faculty member of their respective recommendations. Promotion **or advancement in title** shall be based primarily upon the faculty member's total demonstrated professional competence and achievement. Procedures to be followed for promotion are found in *ECU Faculty Manual*, Appendix D.

Procedures to be followed for advancement in title should be specified in each code unit in accordance with *ECU Faculty Manual*, Appendix D.II.B.3., III. and IV.; and Appendix C. section I.D.3.

Among the many qualifications which may be considered when making recommendations for promotion, the **qualifications in section D.2. above following: are essential.**

Assistant Professor

- ~~• has qualifications of the previous rank~~
- ~~• holds the appropriate terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned~~
- ~~• shows evidence of potential for continued professional growth in teaching effectiveness, creative activity, or research~~
- ~~• has ability and willingness to participate in departmental, college, and university affairs~~
- ~~• has membership in professional organizations~~
- ~~• has demonstrated expertise in clinical practice in disciplines where appropriate~~

Associate Professor

- ~~• has qualifications of the previous rank~~
- ~~• has demonstrated teaching effectiveness~~
- ~~• has a record of creative or research activity resulting in publication or comparable productivity~~
- ~~• has demonstrated ability and willingness to participate in department, college, and university affairs~~
- ~~• has a record of effective service to the profession~~
- ~~• has a record of effective clinical practice in disciplines where appropriate~~

Professor

- ~~• has qualifications of the previous rank~~
- ~~• has an established record of excellence in teaching~~
- ~~• has a significant record of creative or research activity resulting in publication or comparable productivity~~

- ~~• has demonstrated excellent ability and willingness to participate in department, college, and university affairs~~
- ~~• has a record of significant service to the profession~~
- ~~• has a record of effective clinical practice in disciplines where appropriate~~

Promotion ~~usually~~ **in academic rank** should be accompanied by a salary increment which shall be separate from any and all other increments to which the individual may be entitled. Notwithstanding any previous statement that has appeared herein, competence for promotion to a specific rank may be attested to by advanced study, culminating in appropriate graduate degrees, or by extensive work experience in the teaching fields or in a professional practice which is demonstrably of highest quality.

Advancement in title for fixed-term faculty members should be accompanied by a salary increment which shall be separate from any and all other increments to which the individual may be entitled. Notwithstanding any previous statement that has appeared herein, competence for advancement in title may be attested to by demonstrated excellence in the performance of duties specified in the contract of the fixed-term faculty member and supported by the faculty member's annual performance evaluation.

VII. ~~V.~~ Salary

A. Initial Salary

Initial salary shall be based on degree attainment, pertinent experience, professional activity, scholarly publication or its equivalent, and level of responsibility, consideration being given to the salaries of personnel presently in the unit and salaries within the discipline in comparable institutions.

B. Determination of Annual Salary Increments

The unit administrator shall recommend annual salary increments to appropriate administrative officials in accordance with requirements imposed by the North Carolina General Assembly, The University of North Carolina Board of Governors, and the university administration, and shall employ any additional criteria that have been established in this appendix, in units codes, or in policies required by unit codes. Basic criteria for assessing merit shall include the degree of teaching excellence; creative activity and research; service to local, state, and national governments; as well as contributions to the development of public forums, institutes, continuing education projects, and patients' services. The unit administrator shall report annually to the unit, in dollar amounts and percentages, the total increment allotted, mean salary increment, and range in salary increments for the unit. Each faculty member shall be informed by the unit administrator of any salary increment recommendations made on behalf of the faculty member by the unit administrator.

C. Benefits and Salary Increases for Fixed-Term Faculty

Equitability of salary and benefits for fixed-term faculty members should be reviewed annually. When salary increments are provided by the Board of Governors, full-time fixed-term faculty who have completed one year of employment and have been reemployed for a second or subsequent year should be considered for a salary increase based upon their annual evaluation and criteria established by the Board of Governors and the unit code.

Full-time, fixed-term faculty are entitled to the same benefits as all other full-time employees of ECU.

VIII. Faculty Personnel Files

(Please refer to *ECU Faculty Manual Interpretation #190-1.*)

~~North Carolina law defines a personnel file as any information gathered by East Carolina University that relates to an individual's application, selection or non-selection, promotion, demotion, transfer, leave, salary, suspension, performance evaluation, disciplinary action, or termination of employment, wherever located and in whatever form.~~

Article 7 of Chapter 126 of the General Statutes of North Carolina shall govern matters relating to personnel files, contents and permissible access.

A faculty member's primary personnel file shall reside in the code unit office under the supervision of the code unit administrator. The location and custodian of other **known** files containing personnel records will be listed in the *Personnel File Checklist* attached to the inside cover of the primary personnel file. All evaluative documents will be contained in the primary personnel file. **In particular, official copies of Personnel Action Dossiers, as outlined in Part XII. of the ECU Faculty Manual, including those documents submitted by faculty for consideration in the tenure, reappointment and promotion processes,** shall reside in the primary personnel file.

The unit administrator is responsible for providing faculty members access to their personnel file. Faculty members are encouraged to examine their primary personnel file often, subject to certain restrictions of state law. Faculty members may examine other files containing personnel records subject to the same restrictions. A faculty member may obtain copies of any materials that are not restricted by State law in the personnel file and may attach a concise statement in response to any item therein. This concise statement shall be submitted to the custodian for inclusion as an attachment to the specific document. A person designated by the faculty member may examine that employee's personnel file with the written authorization of the faculty member. **Willful disclosure of confidential information or unauthorized access to a personnel file by any person violates State law and University regulations and may result in disciplinary action under University regulations. Any person who knows of these violations but does not act, has neglected his or her duties and may also be disciplined in accordance with University regulations.**

No material obtained from an anonymous source shall be placed in the primary personnel file or any other file containing personnel records except for data from student opinion surveys. Data from student opinion surveys shall be used in the annual evaluation and shall be submitted by the authorized surveying agent to the faculty member and the unit administrator. Evaluative materials or summaries thereof prepared by peer committees as part of a regular evaluation system may be placed in the primary personnel file when signed by a representative of the committee. ~~Faculty members must be made aware within a reasonable time of any change in their personnel file. The procedures of Article 7 of Chapter 126 of the General Statutes of North Carolina shall govern matters relating to personnel files.~~

Please see the ECU Faculty Manual, Part VI. for further information on state statutes and ECU policy concerning faculty personnel files.

IX. ~~VII.~~ Amendment Procedure

Amendments to *ECU Faculty Manual, Appendix C. Personnel Policies and Procedures* may be proposed by any full-time member of the faculty, by any faculty committee, or by any member of the administration of East Carolina University. The proposed amendment(s) shall be submitted to the Faculty Senate for consideration and shall be handled as any other item of legislation which comes before the senate. Such proposed amendments, if approved by the senate, shall be submitted to the chancellor, and then to the board of trustees for its approval.

X. Effective Date

All provisions of these policies and procedures shall become effective on the date they are approved by the East Carolina University Board of Trustees.

Approved: Faculty Senate Resolution #94-05
18 March 1994
ECU Board of Trustees

Amended: Faculty Senate Resolution #94-05, March 1994
Faculty Senate Resolution #96-4, March 1996
Faculty Senate Resolution #97-20, April 1997
Faculty Senate Resolution #97-43, December 1997
Faculty Senate Resolution #99-7, March 1999
Faculty Senate Resolution #00-12, March 2000
Faculty Senate Resolution #05-09, April 2005
Faculty Senate Resolution #06-11, July 2006

Interpretation:
Interpretation made to Section VI. (2-15-90)

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed addition to *ECU Faculty Manual*, Appendix D, Section V.
Procedure for Review of Notice of Non-Reappointment or Non-Conferral of
Permanent Tenure

Faculty Senate Resolution 09-11 included revisions to the *ECU Faculty Manual*, Appendix D, Section V. Procedure for Review of Notice of Non-Reappointment or Non-Conferral of Permanent Tenure. Within Subsection V.D.1., an additional revision to this section was inadvertently left out of the February report to the Faculty Senate. This addition to the subsection is highlighted below. The other revisions noted below have already been considered by the Faculty Senate and forwarded to the Chancellor for his consideration.

V. Procedure for **Review** Appeal of Notice of Non-Reappointment or Non-Conferral of Permanent Tenure.

....

D. Procedures for the Hearing.

1. Time and Date of Hearing

If the request for a hearing is validated, the committee shall provide a complete copy of the request for a hearing to the individuals named in the request for a hearing. The committee shall set the time, date, and place for the hearing. The date for the hearing must be within ~~30~~ **42 calendar working** days of the notification to the complainant that the request for a hearing was validated, **except under unusual circumstances such as when a hearing request is received during official university breaks and holidays and despite reasonable efforts the hearing committee cannot be assembled.** The committee shall then notify the complainant, the respondents, the chair of the faculty, and the chancellor, of the time, date, and place of the hearing. At least ~~45~~ **21 calendar working** days before the hearing, the complainant shall notify the committee, the respondents, the chair of the faculty, and the chancellor of the identity of the complainant's advisor, if any, and whether or not the advisor is an attorney. ("Attorney" is defined as anyone with a Juris Doctor, or other recognized law degree, regardless of whether or not that person is licensed to practice law in the State of North Carolina and/or whether or not that person is "representing" the employee). **Within 14 days before the hearing, the complainant and respondent will submit documents and a list of witnesses to be used in the hearing.**