

**FACULTY SENATE RESOLUTIONS
APPROVED AT THE FEBRUARY 23, 2010, MEETING**

Faculty Senate Resolution #10-08

Proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies were approved as amended with suggested modifications to subsections K. Office Hours and L. Ordering Textbooks and Collateral Material being returned to the Academic Standards Committee for further review and consideration.

Additions were noted in **bold** print, deletions in ~~striketrough~~
and suggested moves to new locations noted in **red**.

I. Academic Procedures and Policies

Academic Procedures and Policies provide a framework that permits the University to perform its academic mission uniformly and efficiently. Faculty members are expected to execute their teaching and advising duties within the context of these policies.

Combine with Desk Copies, Ordering Textbook, Collateral Material

~~E. Coursepacks In a cooperative arrangement the Dowdy Student Stores and ECU Rapid Copy Center provides a faculty publishing service for supplemental course materials. The store provides quality academic course materials that are sold alongside the textbooks for the course. The coursepack department of the store will obtain copyright permission, process orders, and calculate and collect royalties. This service is provided at no charge to your department. A complimentary desk copy is available upon request to each instructor of their coursepacket.~~

Combine with Coursepack, Ordering Textbook, Collateral Material

~~F. Desk Copies~~

~~Providing desk or complimentary copies of textbooks is a service extended by most publishers to instructors using their books in the classroom. Instructors are urged to obtain their desk copies directly from the publishers by writing or calling them stating that they intend to adopt their book as a text and requesting that they send a desk copy. The Dowdy Student Stores does not furnish free desk copies but will assist the instructor by providing desk copies on an emergency loan basis. The desk copy will be charged to the departmental desk copy account for a period of up to 60 days, during which time the book is to be replaced with a completely new, unmarked, salable copy. If the book is not replaced within this period of time, the charge becomes permanent and is paid for out of the department's budget. Forms necessary to obtain a desk copy from the store are available in each unit office. For complete details concerning this procedure, instructors should confer with the unit administrator.~~

Returned to Academic Standards Committee for further review.

K. Office Hours

Each faculty member must establish office hours so as to be available to advisees and to campus and distance education students who wish to consult with him or her. Each member of the faculty must maintain office hours for a

minimum of five hours during a work-week. It is strongly recommended that the faculty member also be available daily either on campus or online. The office hour availability schedule is to be posted on the faculty member's office door and/or online course website. Each faculty member is to submit to the unit administrator a schedule of their office hours and the unit administrator is to have a complete schedule of the office hours of all faculty of the unit. Instructors of online courses must set a time frame for each working day within which they will respond to online requests or questions.

~~In addition to teaching, each member of the faculty must maintain office hours five hours during a work week to be available to advisees and to campus and distance education students who wish to consult with him or her. It is strongly recommended that the adviser be available daily either on campus or online at least one hour each day. The office hour availability schedule is to be posted on the faculty member's office door and/or online course website, and included in the syllabus so that students may make arrangements for individual consultations. Each unit administrator is to have a complete schedule of the office hours of all faculty of the school or department. Except during assigned instructional hours, faculty members must be available to students during registration, early registration (except when assigned to registration duties elsewhere) and drop-add periods. (FS Resolution 09-24, June 2009)~~

Returned to Academic Standards Committee for further review.

L. Ordering Textbooks and Collateral Material

All items, including textbooks and supplies, that the students are expected to purchase should be requisitioned each semester on forms provided by the Dowdy Student Stores. These forms are sent to the departments approximately two weeks prior to the due dates requested by the Dowdy Student Stores.

Book requisitions received on the requested due dates allow the store time to prepare buy-back lists used in purchasing from the students any book that they no longer need. This helps the students to keep the total costs of textbooks down as much as possible.

In a cooperative arrangement the Dowdy Student Stores provides a faculty publishing service for supplemental course materials. The store provides quality academic course materials that are sold alongside the textbooks for the course. The coursepack department of the store will obtain copyright permission, process orders, and calculate and collect royalties. This service is provided at no charge to your department. A complimentary desk copy is available upon request to the instructors of their coursepack.

Unit administrators or their designees distribute requisition forms and collect the completed forms from the instructors involved in book and supply ordering. The entire group of requisition forms from the school or department is forwarded, as soon as possible, to Dowdy Student Stores. A textbook requisition form should be completed for each course giving all the information needed to order the

books and materials. When no textbook is required for a course, the form should be filled out to this effect. The information should be typed or clearly written on the forms, and the designated copy retained in each departmental office for future reference. Unless there is some compelling reason for using an old edition, instructors should use the newest edition of a textbook that is available.

~~The university-owned Dowdy Student Stores, located in the Wright Building, has available the books and supplies that are needed by the students to obtain their education. All items, including textbooks and supplies, that the students are expected to purchase should be requisitioned each semester on forms provided by store. These forms are sent to the departments approximately two weeks prior to the dates listed below. In order to allow ample time for the ordering and receiving process, the manager of the store requests that all requisitions be turned in by the following dates:~~
~~Fall Semester Requisitions Preceding March 17~~
~~Spring Semester Requisitions Preceding October 19~~
~~Summer Session Requisitions Preceding February 20~~

~~Book requisitions received on these dates allow the store time to prepare buy-back lists used in purchasing from the students any book that they no longer need. This helps the students to keep the total costs of textbooks down as much as possible.~~

~~Deans and department chairpersons distribute these requisitions and collect the completed forms from the instructors involved in book and supply ordering. The entire group of requisition forms from the school or department is forwarded, as soon as possible, to Dowdy Student Stores. A textbook requisition form should be completed for each course giving all the information needed to order the books and materials. When no textbook is required for a course, the form should be filled out to this effect. The information should be typed on the forms, if possible, and the designated copy retained in each departmental office for future reference.~~

~~Careful and accurate estimates of student enrollments should be furnished to the textbook manager of Dowdy Student Stores in order to avoid overstocking of books and supplies which may become obsolete and result in financial loss to the university. Members of the faculty should acquaint themselves with certain information concerning textbook and supply orders at the time the order forms are distributed to them.~~

- ~~1. Dates that publishers furnish for the availability of new books are almost invariably over-optimistic, and instructors should order an edition only after it has been published rather than on the strength of the publisher's promised date of publication.~~
- ~~2. Unless there is some compelling reason for using an old edition, instructors should use the newest edition available.~~
- ~~3. Only textbooks that are requisitioned for the following term will be bought back at 50 percent of the new retail** price for resale purposes, provided the store is not already overstocked.~~
- ~~4. Supplies that the students will be required to purchase should be requisitioned on the supplies requisition form provided by Dowdy Student Stores.~~

~~M. Orientation of Courses~~ **Course Expectations and Requirements**

High expectations for student achievement are important for all students and are a key aspect of student retention. The course syllabus informs students of the expectations and requirements of the course and reduces the likelihood of problems later in the semester. The syllabus is a tool that helps both faculty and students accomplish the universities' primary mission of teaching and learning. Faculty members are required to provide a course syllabus for students at the beginning of each semester. The syllabus should make clear the goals and content of the course and what will be expected of students in the course. A course syllabus should specify the instructor's policies for class attendance, grading, civility in the classroom, and academic integrity. The syllabus should also include a schedule for tests, and assignments.

It is the responsibility of each unit administrator to have copies of syllabi for all courses taught in the school or department.

~~At the opening of each semester, faculty members should provide the following information during the initial class meetings:~~

- ~~• The prerequisites of the course, if any, and the required class standing, that is, freshman, sophomore, etc. Students not eligible for the course should be sent to the office of the Registrar immediately.~~
- ~~• The content of the course~~
- ~~• The objectives of the course and the value to be derived from the course~~
- ~~• The complete requirements of the course, such as textbooks, other materials required, number and nature of reports to be submitted, outside reading, notebook requirements, types of quizzes to be used, and class attendance regulations~~
- ~~• The weight of the various requirements of the course in determining the final grade~~
- ~~• Smoking is prohibited in all ECU classrooms~~

~~The first meeting of each class should consume the full time allotted by the schedule. Faculty members are expected to have in their possession a syllabus for each course they teach. It is the responsibility of each dean and chairperson to have syllabi for all courses taught in the college, school, or department.~~

N. Posting Grades

In compliance with the Family Educational Rights and Privacy Act, faculty must not post grades by Social Security Number, Banner ID, any sequential part thereof, or any other personally identifiable characteristic.

~~As soon as they are determined at the end of each semester or summer term, grades are posted electronically. Students may secure their grades via the automated voice response system using their pin number, and via the OneStop (<https://onestop1.ecu.edu/onestop/>) using their exchange userid and password. In compliance with the Family Educational Rights and Privacy Act, faculty are not allowed to post grades by Social Security Number, any sequential part thereof, or any other~~

~~personally identifiable characteristic. Upon receipt of a written request to the Office of the Registrar, a report of grades is sent to the student at his or her permanent home address. Questions about final examination grades should be directed to the instructor who determined the grade. (Faculty Senate Resolution #00-2, February 2000 and #02-32, October 2002)~~

Proposed New Subsection

Grades and Grading

Instructors assign grades on the basis of their evaluation of the academic performance of each student enrolled in their courses. Course grades are based on the quality of the student's performance as evaluated by the performance criteria stated in the course syllabus.

~~R. Reporting of Grades~~ **Recording of Grades**

Near the end of the semester, the University Registrar's Office sends procedural instructions to members of the teaching faculty for the posting of grades. Faculty members must submit grades electronically no later than the deadline established by the registrar's office.

~~Grades must be submitted electronically not later than forty-eight hours after each final examination is given. A change in grade, other than "I", for any reason, must be made within one year from the date the original grade was received. Forms for change of grade are available in school or departmental offices. (Faculty Senate Resolution #03-47, November 2003)~~

Proposed New Subsection

Change of Grade

Grades cannot be changed after they are officially reported unless the change is initiated by the instructor and recorded by the university registrar. ~~approved by the instructor, the appropriate unit administrator, and the University Registrar~~ Except from grade changes arising from the grade appeal process (add link) no change may occur unless the instructor who gave the grade initiates the formal process of a retroactive grade change. A change in grade, other than removing a grade of Incomplete (I), for any reason, must be made within one year from the date the original grade was received. Forms for change of grade are available in school or departmental offices.

~~S. Reporting Removal of Incompletes~~ **Grade of Incomplete**

A grade of Incomplete (I) indicates that the completion of some part of the work for the course has been deferred. The grade of I is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. The grade of I should not be recorded for a student who has not completed the major portion of the work of the course. An I should not be given if the faculty member is uncertain that the student attended the course; in that case the grade of F should be assigned.

A grade of I must be removed within the time period specified in the appropriate catalog or it automatically becomes a grade of F. ~~during the next semester (not counting summer session) for undergraduate students the student is enrolled in the university~~ The instructor will set a time for the removal of the I, in no case later than three weeks prior to the end of the semester. Instructors must submit the proper change of grade form to the registrar's office at least two weeks prior to the end of the semester. If the student does not return to school, the I must be removed within one year or it automatically becomes an F. An I may not be removed by repeating the course. If a student enrolls in a course in which he or she has an I, the I will automatically become an F.

It is the student's responsibility to request arrangements for completion of the work and to request that the instructor remove the I grade. It is the responsibility of the faculty member to complete and return the change of grade form in a timely fashion.

In the event that the instructor is unavailable or cannot be contacted the unit administrator or designee will use available records including the syllabus on record to determine the appropriate grade change and submit it to the University Registrar.

Certain sequence courses, such as thesis research, may require the completion of the entire sequence before any grade other than I may be given for the earlier component. No student will be allowed to graduate with an Incomplete on his or her record.

~~A grade of I must be removed during the next semester (not counting summer session) the student is enrolled in the university, or it automatically becomes a failure. The instructor will set a time for the removal of the incomplete, in no case later than three weeks prior to the end of the semester. Instructors must submit the proper removal of incomplete form to the registrar's office at least two weeks prior to the end of the semester. If the student does not return to school, the I must be removed within one year or it automatically becomes an F. An incomplete may not be removed by repeating the course. If a student enrolls in a course in which he or she has an incomplete, the I will automatically become an F. No student will be allowed to graduate with an Incomplete on his or her record. Certain sequence courses, particularly 6995, 6996, Thesis, normally require the completion of the entire sequence before any grade other than I may be given for the earlier component.~~

Proposed New Section **Academic Progress**

Instructors should ensure that each student has received some indication of his or her standing in the course prior to the last day to drop a course without grades. While it is understood that the procedures used to measure course objectives may differ between disciplines, instructors, particularly those of 1000-

and 2000-level courses, should provide their students with the results of some form of graded response (e.g., tests, term papers) prior to the last day to drop. A student should be able to discuss progress in class with the instructor any time in the semester.

Faculty members must report to the appropriate university office the unsatisfactory standing of first year undergraduate students whose work or attendance is poor at the middle of the semester. Instructions for reporting unsatisfactory progress are sent via email each semester to the faculty.

~~Z.——Supervising Tests~~

~~Each student is expected to uphold the honor code of the university. The honor code, "You are on your honor not to cheat, steal or lie," does not imply that a student must report violations committed by another student. It is, therefore, the responsibility of each faculty member to make sure that each test or examination is adequately supervised. See Part IV, Academic Integrity of the *ECU Faculty Manual*.~~

~~AA. Tests and Examinations~~

Performance on tests, quizzes, and examinations are one important indicator of student learning. Instructors should clearly describe the procedures and schedule for tests and quizzes on the course syllabus. Students who are absent from intermediate tests and quizzes with an excuse acceptable to the instructor may be given will be given a make-up test or an excuse from taking the test at the discretion of the instructor.

~~Where practical, some indication should be given to the student of his or her standing in the course prior to the last day to drop a course without grades; the drop period is limited to the first thirty days of classes of a regular semester and the first ten days of classes of a summer term. While it is understood that the objectives of courses differ among disciplines and that the relevant procedures used to measure those objectives differ, instructors, particularly those of 1000- and 2000-level courses, should provide their students with some form of graded response (e.g., essay questions, term papers, etc.) prior to the last day to drop. (Faculty Senate Resolution #95-18, April, 1995)~~

~~An instructor should not administer make-up quizzes or allow credit to those students who miss announced or scheduled intermediate tests and quizzes. Students who are absent from intermediate tests and quizzes with an excuse acceptable to the instructor or an official university excuse from the dean of students will be given a make-up test or an excuse from taking the test at the discretion of the instructor. Students should not be permitted to continue a test or an examination after the end of the class period. Final examinations are held at the close of each term. There will be no departure from the printed schedule of examinations. Changes for individual emergencies of a serious nature will be made only with the approval of the instructor, the chair of the department or dean of the school involved, and the dean of undergraduate studies. The department chair or school dean will, if a serious emergency is believed to exist, forward a written request to the dean of undergraduate studies setting forth the nature of the emergency.~~

~~A student who is absent from an examination without excuse will be given a grade of F. An incomplete (I) will be given in the case of a student absent from the final examination who has presented a satisfactory excuse to the instructor or an official university excuse from the dean of students.~~

Proposed New Section

Final Examinations

Final examinations are held at the close of each term and a final examination schedule is determined each semester by the Calendar Committee. There will be no departure from the printed schedule of examinations. Changes for individual student emergencies of a serious nature will be made only with the approval of the instructor. A student who is absent from an examination without excuse will be given a grade of F for the examination. An incomplete (I) for the course will only be given in the case of a student absent from the final examination who has presented a satisfactory excuse to the instructor.

The normal expectation is that the completion of a course will include a final examination. Final examinations are required at the discretion of the faculty member and must be scheduled in the course syllabus made available to students. If a final examination is not given during the final examination period, the faculty member must meet with the class during the scheduled examination time and use the allotted time for an appropriate instructional activity.

No test intended to substitute for the final exam may be given during the week preceding the final examination period. Faculty may not give an examination nor an assignment in lieu of an examination on Reading Day. Students should not be permitted to continue a test or an examination after the end of the examination period.

Suggested way to reorganize Part V. Section I of the current faculty manual.

Academic Procedures and Policies

- A. Ordering Textbooks and Collateral Materials
 - B. Course Expectations and Requirements and Office Hours
 - C. Grades: Grades, Recording, Changing, Posting, Incomplete Grades and Grading
 - D. Academic Progress, Test and Examinations, and Final Examinations, Academic Progress
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Faculty Senate Resolution #10-09

Proposed implementation dates for revised *University Undergraduate Catalog*, Section 5: Academic Regulations ([Faculty Senate Resolution #09-42](#)) relating to Dropping and Adding Courses, Grading System, and Academic Eligibility Standards.

The proposed implementation dates are noted below in **red**.

DROPPING AND ADDING COURSES

IMPLEMENT FALL 2010

After Schedule Change Period

During the first 50 percent of the regularly scheduled class meetings of a course (including the meeting for the final examination), a student may, at his or her own option, drop the course. After consultation with his or her advisor, the student secures the signature of the advisor on the schedule change form and takes it to the Office of the Registrar for processing. For regular semester-length courses, the drop period is limited to the first thirty eight days of classes of the semester. For five-week block courses or regular summer term courses, the drop period is limited to the first thirteen days of classes for the semester or summer term. The same 50 percent drop-period rule applies to block courses of other lengths as well. It is the student's responsibility to consult official university bulletin boards, documents, and/or the web to determine the appropriate drop period for such block courses. Ordinarily, a student may drop up to four courses or a smaller prorated number in pursuit of a university degree. (See Course Drop Allocations, below.) Extenuating circumstances, however, can warrant consideration for drop by exception, as explained below.

Petitions for drops after the deadline for course drops will typically be granted only for unforeseen and uncontrollable medical, psychological, or personal problems directly affecting the course(s) to be dropped. Course drops for medical problems will be heard by Student Health Services and course drops for psychological problems will be heard by the Center for Counseling and Student Development. The written appeal must contain the rationale for the appeal and documentation of personal, family, or medical problems and how these problems affected the course(s) to be dropped. Students who petitions for drops are denied by Student Health Services, the Center for Counseling and Student Development may appeal the decision to the Student Academic Appellate Committee. Students may petition the Student Academic Appellate Committee through the Center for Academic Services for drops by exception (drops after the 50 percent drop period, drops beyond student's allotted number, and drops not counted against the allotted number). Poor performance in course work; missed deadlines; change of major; or a course grade's adverse effect on the student's grade point average, probationary standing, or other eligibility is not in itself a sufficient basis for exception.

Requests for exceptions will not be considered after the last regularly scheduled class meeting prior to the final examination for the course(s) in question except where earlier requests could not have been expected. Petitions for drops by exception will typically be granted only for medical or counseling reasons related to the course(s) to be dropped and will be considered by Student Health Services or the Center for Counseling and Student Development, respectively, upon receipt of appropriate documentation.

Students whose petitions for drops by exception are denied by Student Health Services, the Center for Counseling and Student Development, or the Office of the Registrar may appeal the decision to the Student Academic Appellate Committee. The decision of the Student Academic Appellate Committee is final.

GRADING SYSTEM

IMPLEMENT FALL 2010

Grade Replacement Policy

A student is permitted to use the Grade Replacement Policy a maximum of four times for courses below 3000 in which he or she has earned a grade of D or F. For example, a student may replace a grade in four different courses or may replace a single course grade a maximum of four 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.

The grade replacements will be automatically processed for courses worth 3 or more semester hours. The student must request a grade replacement for 1 or 2 semester hour courses by completing a grade replacement form and submitting it to the Office of the Registrar. The grade replacement form for 1 or 2 semester hour courses must be submitted to the Office of the Registrar by the last day of classes of the semester in which the student retakes the course in order for the grade replacement(s) to be reflected in the student's GPA and Academic Standing for the current semester. 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, no additional credit hours will be awarded. The grade replacement policy does not apply to courses taken prior to fall 1994.

ACADEMIC ELIGIBILITY STANDARDS

IMPLEMENT FALL 2011

Retention requirements are based on hours attempted at East Carolina University and/or transfer hours from another institution. The minimum academic requirements to avoid probation and/or suspension are as follows:

- 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
- Second undergraduate degree, 2.0 GPA

A student who possesses a baccalaureate degree and who is working toward a second baccalaureate degree must maintain a minimum cumulative GPA of 2.0 on all work attempted on the second baccalaureate degree. Certain academic programs require a GPA greater than 2.0 for admission. (See specific major requirements.) Please note that Academic Eligibility and Satisfactory Academic Progress for Financial Aid are not the same. Please contact Student Financial Aid for more information about Satisfactory Academic Progress for continuation of receipt of student financial aid at East Carolina University (www.ecu.edu/financial/).

Faculty Senate Resolution #10-10

Information in the current manual (Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection D. Class Roll Verification) be retained with no revision at this time.

D. Class Roll Verification

Twice each semester—once near the beginning of the term (prior to census day) and once near the mid-point of the term—the registrar contacts each instructor in order to verify student enrollment in that instructor's classes. At the beginning of the term, the purpose of the verification is to ensure the accuracy of the lists of properly registered students. At the mid-point of the term, the purpose of the verification is to identify any students who are no longer attending class. In the event that a faculty member teaches a course in which attendance is not regularly taken, he or she should note any students who have ceased participating and submitting work. Specific instructions for responding to the registrar will accompany the requests for class enrollment verification and should be followed carefully. Due to the significant impact students' enrollment status can have on their financial aid eligibility, the amount of financial aid the university is allowed to disburse, and the amount of financial aid the university is required to return, timely faculty response to class enrollment verification requests is essential. (FS Resolution 09-07, March 2009)

Faculty Senate Resolution #10-14

Proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies.

Additions were noted in **bold** print, deletions in ~~striketrough~~
and suggested moves to new locations noted in **red**.

I. Academic Procedures and Policies

Combine text with text on Mace Bearers (noted below) and include link to this information in University distributed announcements on commencement activities.

I. Faculty Marshals

Faculty Marshals are ten faculty and two alternates appointed from the full-time, tenured, senior faculty to serve at graduations and other such ceremonial occasions as requested by the chancellor. Those appointed should be individuals readily recognized as outstanding members of the academic community. The Chief Faculty Marshal shall be the faculty marshal in the second or later year of appointment as a faculty marshal and who is of greatest faculty seniority among the faculty marshals. This seniority determination is made each year by the Assistant Vice Chancellor for Human Resources. The Chief Faculty Marshal shall serve as ex-officio on the Administrative Commencement Committee. A Faculty Marshal's appointment is a one-term, four year appointment beginning August 1. The Chair of the Faculty will make recommendations

in May of each year to the Chancellor, who will appoint the individuals no later than July 31. (Faculty Senate Resolution #94-45, December, 1994)

Combine text with text on Faculty Marshals (noted above) and include link to this information in University distributed announcements on commencement activities.

CC. Mace Bearer

The mace bearer is a faculty member who leads University ceremonial events such as graduation and Founder's Day processions. The eligibility requirements to be appointed East Carolina University's mace bearer include:

- Senior faculty member in terms of years of service,
- Holds a full-time faculty position with East Carolina University, and
- Is not a unit administrator or an individual with one half or more of his/her load assigned to administrative duties.

The Associate Vice Chancellor for Human Resources prepares a list of the most senior faculty members in terms of years of service to the University and notifies the Chancellor and Chair of the Faculty. The Chancellor makes the appointment. If there is more than one qualified individual, the responsibility of the position should rotate among them. (This policy will take effect at such time that the current Mace Bearer no longer qualifies under the rules in effect at this time or May 2007, whichever comes first.) (Faculty Senate Resolution #05-22, April 2005)

Faculty Senate Resolution #10-15

Proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section II. Academic Facilities.

Additions were noted in **bold** print, deletions in ~~strikethrough~~ and suggested moves to new locations noted in **red**.

II. Academic Facilities

Remove from Faculty Manual and place elsewhere in University Policy Manual.

A. Auditoriums

~~Reservations for the use of Wright Auditorium for programs at any time are to be made with the university central reservations office. Other auditoriums located throughout the University are scheduled through the academic unit located closest to the auditorium or through the office of the Registrar. Jenkins Auditorium is scheduled through the office of the Dean of the School of Art. The central reservations office in Mendenhall Student Center coordinates the use of facilities for on-campus meetings, conferences, programs, etc., and provides information about those activities. Meetings, conferences, programs, and events, with the exception of academic scheduling and labs, athletic department events, intramural department programs, and Regional Development Institute activities, planned to be held on campus or sponsored by any organization,~~

~~department, or school of the university must be reserved through the central reservations office.~~

~~Faculty, staff, and student organizations may use university facilities subject to scheduling procedures coordinated by the central reservations office. All university facilities are available free of charge for university-sponsored (i.e., academic or administrative department or group, registered student club or organization, faculty or staff organization) activities, events, or programs except when an admission or special fee is charged, or a contribution is requested as a condition of attendance. Charges for over-time labor or special labor (i.e., university technicians) will be made when exceptional set-ups such as moving and setting up the bandwagon or removing and replacing furnishings in a room are necessary.~~

~~Non-university organizations may use university facilities when space is available and such usage does not interfere with university activities. The sponsoring organization is responsible for costs related to conducting the event on campus as determined by the university. A deposit with the central reservations office is required in advance of usage by the organization. The use of university facilities is governed by the ECU Use of University Facilities Policy.~~

Text also found in Part VI.III.E. A future committee report will include suggested revisions to the text found in Part VI.

~~B. Computing and Information Systems~~

~~The Computing and Information Systems Center serves as an instructional consulting facility in direct support of computer-related course work in a number of academic disciplines, including major and minor programs in computer science offered by the Department of Mathematics. The academic computing department maintains or supports numerous open computer labs with various instructional software items, furnishes a faculty support lab for research or instruction assistance, provides technical support to faculty and graduate research users, and offers many classes to familiarize faculty with popular software packages. In addition, network links are available to Bitnet, Internet, and the North Carolina Supercomputer Center in the Research Triangle. The Computing and Information Systems Center is currently located in the Austin Building.~~

Remove first paragraph from Faculty Manual and place elsewhere in University Policy Manual (UPM). Before incorporating into new UPM, information should be updated and include reference to ECU Alerts and receiving notices via e-mail and cell phones.

~~C. Emergency Action Plan~~

~~Once notified of an emergency, the appropriate vice chancellor will inform the unit heads who will notify department chairs. The department chairs are responsible for notifying their faculty who will inform students in the classroom buildings of the specific emergency and what actions should be taken. If the emergency is one that requires people to stay away from the campus, the appropriate vice chancellor will notify all faculty off campus not to come on campus until the emergency is over.~~

Faculty have the responsibility of familiarizing themselves with all firefighting equipment available in their area of operations and to knowing how and when to use it. Furthermore, faculty should familiarize themselves with the evacuation plan for their unit in the event of a fire.

Remove first paragraph from Faculty Manual and place elsewhere in University Policy Manual. The second paragraph will be moved up and placed under 'Emergency Action Plan' and additional text may be suggested later to include how emergencies should be handled, i.e. injuries, chemical spills, etc.

~~D. Facilities Services~~

~~Requests for repairs, maintenance, renovations, or housekeeping can be made by calling Facilities Services, or using the on-line workorder system. Details concerning renovations and other non routine facilities activities can be found in the ECU Business Manual. Modifications, renovations, connections to utilities and other changes to real property, including land use changes, require the prior written approval of Facilities Services.~~

~~Faculty have the responsibility of familiarizing themselves with all firefighting equipment available in their area of operations and to knowing how and when to use it. Furthermore, faculty should familiarize themselves with the evacuation plan for their unit in the event of a fire.~~

Remove from Faculty Manual and place elsewhere in University Policy Manual (UPM). Suggested new text for UPM noted below.

~~E. Laupus Health Sciences Library~~

Laupus Health Sciences Library

The William E. Laupus, M.D. Health Sciences Library, located in the Health Sciences Building (HSB) on the university's west campus, serves as the primary information center for the university's instructional, research, and patient care programs in the health sciences. It also serves as the comprehensive information resource center for health care professionals who practice in northeastern North Carolina. <http://www.ecu.edu/laupuslibrary>.

~~The William E. Laupus, M.D. Health Sciences Library, located in the Laupus, Allied Health, and Nursing Building (LAHN) on the university's west campus, serves as the primary information center for the university's instructional, research, and patient care programs in the health sciences. It also serves as the comprehensive information resource center for health care professionals who practice in northeastern North Carolina.~~

~~The library provides a full range of information services. Please see the library's Website at <http://www.ecu.edu/cs-dhs/laupuslibrary/>. Library hours are posted at <http://www.ecu.edu/cs-dhs/laupuslibrary/hours.cfm> and are available by calling 252.744.2222.~~

~~The Laupus Library circulation policy states that books are loaned to faculty until the last day of classes of the semester in which they are borrowed unless requested by another user; they may be renewed. Faculty may borrow journals for three-day loan one month after they have been received. Nonprint media are available for one-week loan. New books are displayed for one week before they are available for loan. Faculty members are encouraged to recommend materials for purchase by contacting their liaison librarian or at <http://www.ecu.edu/cs-dhs/laupuslibrary/purchaserequest.cfm>.~~

~~Faculty members are invited to place materials which appear on recommended reading lists on reserve through Laupus Library. Requests for materials to be placed on reserve should be submitted prior to making assignments. Articles or parts of books may be put on e-reserve for students to access electronically. Books on reserve are listed by course and by author. Materials on reserve for a course will be placed on reserve each semester that the course is taught. The library should be notified promptly when reading lists are revised. (revised 12-14-06)~~

Remove from Faculty Manual and place elsewhere in University Policy Manual (UPM). Suggested new text for UPM noted below.

~~F. J.Y. Joyner Library~~

J.Y. Joyner Library

Joyner Library is the main campus library of the university

<http://www.ecu.edu/lib>. The library houses more than a million books, microforms, journals, and other research materials, while thousands of journals and books are available online to the ECU community. The Music Library, the only branch library of Joyner, is located in the Fletcher Music Center.

<http://www.ecu.edu/cs-lib/music/index.cfm>

~~Joyner Library is the main campus library of the university. The Music Library, the only branch library of Joyner, is located in the Fletcher Music Center. Library hours are posted at: <http://www.ecu.edu/cs-lib/hours.cfm> and are available by calling 252.328.4285. The library is open extended hours during exam periods.~~

~~Joyner Library provides a welcoming environment for students and faculty, with spaces for group study as well as quiet contemplation and research. A coffee shop, a lovely interior courtyard, the popular reading collection, and an extensive video and DVD collection are some of the features that draw students and faculty to the building, even when they do not need to conduct research or check out books.~~

~~The library houses more than a million books, microforms, journals, and other research materials, while thousands of journals and books are available online to the ECU community. Joyner Library offers excellent reference, interlibrary loan, reserves, and circulation services. Faculty can request course-integrated library instruction sessions for students in their classes. Librarians also provide online reference help, subject guides, and class web pages specifically designed for online and distance learning courses.~~

All ECU faculty, staff and students, regardless of location, have access to the library's subscription-based electronic resources. These resources include fulltext journal collections, fulltext multi-disciplinary databases, subject-specific databases, electronic books, and fulltext databases for art, business, statistics and other subjects. Access is provided through the library's website at www.lib.ecu.edu. Off-campus access is verified by PirateID and password. In addition, the online [Joyner Library catalog](#) can be searched from any location.

The following services and collections may be of special interest to faculty:

1. Circulation

The Circulation Department is located across from the main entrance lobby area of Joyner Library. The Circulation Department is open at anytime that Joyner Library is open, including semester breaks and holidays. The Circulation Department is responsible for the circulation of most materials, including all books within the general stacks, bound journals (which can be checked out overnight by ECU faculty), government document materials, and curriculum materials. ECU faculty, staff, and students must have their One Card to checkout materials. Faculty must provide written permission on university letterhead for another person to borrow materials on their card. Circulation policies, including loan periods, are available at <http://www.ecu.edu/cs-lib/accesssrv/circulation/circpolicy.cfm>.

2. Reserves

Forms for requesting that library-owned materials be placed on reserve are available at the Circulation Desk and [online](#). Faculty-owned copies of materials also may be placed on reserve. Faculty are encouraged to use the library's electronic reserve program. For more information, see the Reserve Collection Policy at: <http://www.ecu.edu/cs-lib/accesssrv/circulation/reservepolicy.cfm>.

3. Collection Development

To ensure cooperative collection development and to facilitate communication between the library and the departments and colleges, Joyner Library uses a system of library representatives and subject liaisons. Each college or arts and sciences department designates a library representative whose responsibility it is to coordinate book and media orders from colleagues, review books received on the approval plan, recommend journals for purchase or licensing, keep the department informed about library matters, and alert the library to department activities which will affect the library. Subject liaisons are library faculty who act as liaisons with the schools and departments through their representatives, select materials in a variety of formats for purchase or licensing, assist with collection assessment and accreditation efforts, and keep the department informed about library matters. Subject liaisons make a special effort to meet with new faculty at the beginning of each semester so that they can orient the faculty member to the library and learn about that person's research and teaching interests. A current list of library representatives and subject liaisons is available at: http://www.ecu.edu/cs-lib/techsrv/cdv/subject_liaisons.cfm.

4. Government Documents & Microforms

Joyner Library is a selective depository for U.S. government publications. It provides access to government documents in many formats, including print, CD-ROM, microform

and web. The [Government Documents](#) collection also includes web guides, international documents and more than 100,000 maps.

5. Interlibrary Loan

Interlibrary Loan (ILL) brings the world's libraries to ECU students, faculty, and staff. Through numerous agreements, Joyner Library and thousands of libraries world-wide have agreed to loan certain materials to each other, when those materials are not locally available. The ILL service is free to faculty, staff and students in the Division of Academic Affairs.

Document Delivery services ensure that Joyner Library's materials are also available to Distance Education students and faculty who do not live close to ECU. Visit the [ILL webpage](#) to view policies, schedule a training/consultation session, or place ILL requests via the online ILLiad system. Please note: most requests require at least one or two weeks to fulfill; some requests, especially for dissertations/theses and audio/visual, rare, and fragile materials, are sometimes not able to be filled. A variety of laws, codes, and contractual agreements, including copyright, govern ILL transactions.

6. Reference & Instructional Services

[Reference Services](#) offers personal assistance to members of the ECU community (both on-campus and distance learners) who need help with their research and course assignments. Assistance is provided at the reference desk, by telephone and instant messaging, and via the [Ask a Librarian](#) email service. Members of the Reference staff help users identify relevant print and online sources, learn to use these sources, formulate search strategies, find statistical data, and much more. The Reference Services collection includes high-quality print and online reference materials and databases. Members of the Reference Services Department teach several hundred library instruction sessions each year. These course-integrated sessions are customized to address the students' class assignments. The [Instructional Services webpage](#) includes an online request form used to schedule a library instruction session, tips for creating effective library assignments, and other aids. Special [online](#) assistance is available for faculty teaching distance learners.

7. [Teaching Resources Center](#)

The Teaching Resources Center (TRC) serves as a resource for students enrolled in the teacher education program at East Carolina University and for educators in eastern North Carolina. The TRC service desk provides directional assistance and is supported by educational reference librarians. The following resources are available in the center: NC adopted K-12 textbooks, supplementary K-12 textbooks, textbook correlations, Kraus Curriculum Development Library, bibliographies, guides, audiovisual materials, online resources, K-12 reference materials, easy books, big books, juvenile/young adult fiction, nonfiction and biographies. A unique and special service located in the TRC is the Enhancing Teachers' Classrooms (ETC) room. Designed to assist in creating and producing quality lesson units, the room houses a laminator, two Ellison die cut centers with several hundred die cuts, an artwaxer, a light box, several paper cutters, a Badge-A-Minit button maker and cutter, office supplies and computer workstations with educational software installations and resources. Additionally, the Ronnie Barnes African American Resource Center and the Joyner Library's video/DVD collection are housed in the TRC. The mission of the Teaching Resources Center is to

facilitate teaching and learning initiatives by providing resources and services to educators at all levels.

8. Verona Joyner Langford North Carolina Collection

This department collects, preserves, provides access to and actively promotes the use of resources pertaining to the state. Holdings include books, broadsides, clipping and vertical files, maps, microforms, periodicals and state documents, for which the library is a full depository. The collection emphasizes the history of eastern North Carolina. Of particular importance among the department's holdings is the Snow L. and B. W. C. Roberts Collection of North Carolina Literature, which includes more than 1,200 works of fiction set in North Carolina and dating from 1720 to the present.

9. Music Library

A department of J.Y. Joyner Library and its only branch, the Music Library is located on the first floor of the A.J. Fletcher Music Center. This gem in the musical crown of eastern North Carolina is the largest music collection east of Raleigh. As such, it has grown from its original purpose of serving the educational mission of East Carolina University's School of Music to serving the needs of music lovers, performers, and educators from all parts of the eastern North Carolina region. The Music Library is home to Joyner's entire audio recording collection as well as the music-related portion of its video recording collection. In addition to these media collections the library owns collections of music scores, books, journals, microforms, and computer software dealing with every musical style and genre from classical to rock to reggae—nearly 80,000 items in all. A staff of two faculty librarians and three library assistants (all musically trained) provides a variety of services including music reference assistance, bibliographic instruction, interlibrary loan, and audio dubbing. A thirteen station technology lab with PCs and playback equipment for CDs, DVDs, DAT, LPs, videocassettes, mini-discs, CD-ROMs, laser discs, and audiocassettes is available for use by library patrons. The library also provides study space and card-operated photocopiers, printers, and microform reader/printers.

10. Special Collections

The Special Collections Department is a major historical research facility containing a wide variety of archival, manuscript, and published materials with a focus on the history of Eastern North Carolina. The Department provides the most extensive repository for historical research materials east of Raleigh and it ranks among the five largest such collections in North Carolina. It houses rare published and unpublished materials in a variety of formats and subject areas as described below. The Department is a closed stacks non-circulating facility. It provides access to its collections through its elegant and spacious Search Room. While collection materials may not be removed from the Search Room, photocopy, photographic, and digital reproduction services are provided at cost. The University Special Collections Committee consisting of faculty from a number of different departments provides direction, advice and support to the Special Collections Department. Reference staff members are on duty during hours of operation to assist researchers. The collection is open to students, faculty, staff, and the general public. However, all researchers must register, provide current and valid photographic identification, and agree to abide by collection rules to obtain access to collections. The Special Collections Department Search Room is located on the 4th floor of Joyner library. For more information and for access to online finding aids

researchers should visit the Special Collections Department web page at

<http://www.ecu.edu/lib/spelcoll/>

a. East Carolina Manuscript Collection

The East Carolina Manuscript Collection acquires personal papers, collections and organizational records related primarily to the history of North Carolina, especially the East Carolina region, military, naval, and maritime history, coastal studies, the tobacco industry, and the history of missionary activities throughout the world. The collection is considered one of the leading repositories in the nation for modern naval and maritime history. Among the types of materials contained in these collections are diaries, letters, financial and legal documents, photographs, slides, architectural drawings, and other research material for the period between 1600 and 2005. The collection contains 1061 collections of unpublished manuscript materials and a further 817 additions to these collections. The collection also houses 263 oral history interviews and transcripts, and extensive collections of microfilms, family genealogies, church histories and published reference works. Altogether, the collection contains approximately 3,000,000 individual items and nearly 5,000 cubic feet of material. The library's [Eastern North Carolina Digital History Exhibits](#) make many of these unique documents and photographs accessible to users via the Internet. Guides to the East Carolina Manuscript Collection are available online at: <http://digital.lib.ecu.edu/special/ead/>

b. University Archives

The university archives contains the vital records of East Carolina University, including catalogs, self-studies, correspondence, board of trustees minutes, annual reports, photographs, and university publications. The archives office is located on the 4th floor of Joyner Library.

c. Rare Book Collection

Created only in 1992, the Rare Book Collection has concentrated on acquiring works on maritime history, voyages of exploration, and pre-1865 publications regarding slavery. Currently, the Collection numbers around 1000 volumes and is growing rapidly. It provides some exceptionally rare resources dating from the sixteenth century to the present. Among its most noteworthy holdings is, "A General History of the Pyrates, from the First Rise and Settlement in the Island of Providence, to the Present Time" by Charles Johnson. First published in 1724, it contains the first references to Captain Edward Teach, better known as Blackbeard. Access to the Rare Book Collection is also available through the Joyner Library online catalog.

d. Hoover Collection on International Communism

The Hoover Collection contains an extraordinary accumulation of material relating to the history of communism and radical movements throughout the world. Begun through a legacy from Dr. J. C. Peele of Kinston, N.C., in 1968, the collection today contains monographs, serials, pamphlets, leaflets, manuscripts and a variety of ephemeral materials relating to communist individuals and organizations. These materials date from the 1920s to the present. In recent years, the collection has broadened and strengthened its holdings with the addition of a wealth of literature on radicals and radicalism. Presently the collection contains more than 5,000 titles, many of which are unavailable elsewhere. Access to Hoover Collection printed materials is also available through the Joyner Library online catalog. Access to the Hoover Collection manuscript

materials is also available through the East Carolina Manuscript Collection Guides at: <http://digital.lib.ecu.edu/special/ead/>.

e. Map Collection

The Special Collections Department also includes an impressive and growing collection of early maps. Established in 2000, the 33 map collections now contain 94 individual maps dating from 1590 to the present. Although composed primarily of maps of the Carolina region and the Eastern Seaboard, it also contains maps of Jerusalem, Africa, Asia, the Pacific Islands, the former Soviet Union, and the Persian Gulf Region. The maps range from geographical and topographical surveys to military planning maps to city zoning and railway maps. The map collection also includes two very rare cartographic treasures: the Edward Moseley Map of 1733 and the Henry Mouzon, Jr. Map of 1775. The Moseley map, a detailed survey of the North Carolina coastal plain, is one of only three original prints known to exist and the only known original print in the United States. The Mouzon map features significant extensions of previous surveys of North and South Carolina and was used extensively during the Revolutionary War. Access to the Map Collection is also available through the East Carolina Manuscript Collection Guides at: <http://digital.lib.ecu.edu/special/ead/>.

f. Schlobin Collection on Science Fiction and Fantasy

Established in 2004 by Professor Roger C. Schlobin to honor his parents, James H. and Virginia C. Schlobin, this collection acquires both published and unpublished science fiction and fantasy literature and materials related to the study of these genres. The collection reflects the current popularity of Science Fiction, Fantasy and Horror Literature as witnessed by the Harry Potter / J. K. Rowling phenomena. The Schlobin collection presently consists of approximately 2000 printed volumes and 2.411 cubic feet of manuscript materials. It grows through gifts, purchases and by transfers from the existing Joyner Library Fantasy Literature collection. The collection aims to attract general readers as well as bibliographic specialists. Access to the Schlobin Collection printed materials is available through the Joyner Library online catalog. Access to the Schlobin Collection manuscript materials is also available through the East Carolina Manuscript Collection Guides at: <http://digital.lib.ecu.edu/special/ead/>. (Revised 5-25-06)

Remove from Faculty Manual and place elsewhere in University Policy Manual, along with other information relating to Facilities Services.

G. University Property

Faculty members and other employees are not permitted to hold classes, workshops, or other such projects in university buildings or to use university equipment for private gain. All classes or instructional projects involving any collection of money are to be handled through the business office. See Part VI, General Personnel Information.

Faculty members concerned about the physical appearance of their classrooms should report housekeeping laxness to the unit head. Faculty members should assist security personnel by exercising concern for university facilities. Outside door keys are available to faculty members to allow convenient access to work areas during the hours buildings are locked. The responsibility for proper use of a key rests with the person to whom it is assigned. A faculty ID card must be presented to security personnel upon request.

~~Faculty members may obtain a key to the door of the building in which their offices are located by presenting a properly signed request form, available from the unit head, a deposit, and a valid faculty ID to Public Safety. All keys must be returned at the termination of employment. Faculty members must not use outside door keys to admit others and must make certain that the door is locked when they leave. Office keys are obtained from the university physical plant office. A request must be forwarded to Facilities Services indicating the building name, the office number, and the individual to whom the key is to be issued.~~

~~No property or equipment in the custody of or belonging to East Carolina University is to be removed from the campus unless it is in direct conjunction with a university-sponsored function or program and at a predetermined and approved location. No property or equipment is to be taken home or to any other unapproved location for personal or official use. Written approval for such removal for official use, in the form of a completed Equipment Sign Out form, must be on file in the department or unit having custody of the item(s) and a copy of the form sent to the University Property office.~~

~~Inventoried furniture and/or equipment should not be moved permanently from one location (building, department, room) to another until such moves have been reported on an Equipment/Furniture Removal Request form. This form should also be used when an item on inventory is stolen or becomes obsolete due to wear or age. Upon completion of the request form, Materials Management will notify the moving crew requesting that the move be made. The moving crew will not move inventoried furniture or equipment unless they receive the completed removal request. Equipment/furniture removal request forms may be obtained from the Central Storeroom.~~

Faculty Senate Resolution #10-16

Proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section III. Institutional Services Available to Faculty.

Additions were noted in **bold** print, deletions in ~~strikethrough~~
and suggested moves to new locations noted in **red**.

III. Institutional Services Available to Faculty

Combine with text on Faculty Marshals and Mace Bearers (noted in Part V. above) and include link in University distributed announcements on commencement activities.

A. Academic Apparel

Faculty members have the following options for ordering academic apparel:

1. A quality, tailor-made outfit may be purchased through the [Student Store](#). Samples of materials and information concerning the styles of academic apparel are available. The cost of an outfit depends on the type of materials selected.
2. Academic apparel may also be rented through the Student Store. If an order is placed with the Student Store, faculty members are responsible for the rental fee

whether or not the gown is picked up. The rental fee is based on the degree held by the faculty member.

Remove from Faculty Manual and place elsewhere an informational handbook.

~~B. Admission to Athletic Events~~

~~Football and basketball season tickets are offered to faculty at a reduced price. Single game tickets are the same as charged to the public.~~

There was no discussion on the removal of this subsection.

Remove from Faculty Manual and place elsewhere in an informational handbook.

~~C. Cardiovascular Disease Risk Factor Identification/Reduction Program~~

~~The Human Performance Laboratory in the School of Health and Human Performance offers a wellness service program known as the Cardiovascular Disease Risk Factor Identification/Reduction Program. All known risk factors for cardiovascular disease are assessed and strategies for lifestyle changes to reduce these risk factors are individually developed. Tests may include a complete blood profile, resting ECG, strength testing, body fat assessment by hydrostatic weighing, flexibility, complete medical history, blood pressure, physical exam, pulmonary function test, treadmill stress test, and exercise prescription. Faculty may contact the School of Health and Human Performance for further information.~~

There was no discussion on the removal of this subsection.

Remove from Faculty Manual and place elsewhere in an informational handbook with suggestion to include with text from section on Admission to Athletic Events.

~~D. Central Ticket Office~~

~~The Central Ticket office, located in the Mendenhall Student Center, makes tickets available for most programs and activities at the university. Examples of tickets available in the central ticket office are performing arts series, popular entertainment, lectures, special concerts, travel-adventure film series, and the Magic Kingdom Club. A limited number of tickets are available at reduced rates to faculty for most activities. Tickets may be obtained by presenting a validated ECU ID card at the Central Ticket office.~~

Revise and retain in the Faculty Manual

E. Computing and Information Systems Information and Computer Services
Information Technology and Computing Services (ITCS) supports employees through the integration of information, technology, and instruction.

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

~~The Computing and Information Systems Center provides facilities for support of faculty research activities, including analytical and other software, and technical consultation, assistance, and documentation.~~

Remove from Faculty Manual and place elsewhere in an informational handbook.

~~F. Continuing Education~~

~~The Division of Continuing Education and Summer School organizes extension courses in almost all professional and academic areas. The Division of Continuing Education and Summer School also renders assistance to the public schools through educational workshops, educational clinics in special fields, speakers for special occasions, assistance in educational surveys and curriculum studies, and consultation on special problems.~~

Remove from Faculty Manual.

~~G. Credit Union~~

~~University employees maintain a credit union, organized under the regulations stipulated by the State of North Carolina. Membership is open to all full-time and all part-time permanent employees. Insurance arrangements permit members to acquire, based on savings, life insurance at no cost to the member. Borrowers may negotiate low interest rate signature loans and secured loans.~~

Remove from Faculty Manual and place elsewhere in an informational handbook.

~~H. Dining Services~~

~~Faculty are invited to eat at any of the restaurants on campus. A declining balance card is offered to faculty. This card is a pre-paid account that can be used as cash in any of the dining locations. For more information faculty may call Dining Services.~~

Remove from Faculty Manual and place elsewhere in an informational handbook.

~~J. Housing~~

~~The off-campus housing office provides publications to aid those searching for rental housing in Greenville. The office also has information available regarding local banks, child care centers, hotels/motels, and restaurants.~~

Remove from Faculty Manual and place elsewhere in an informational handbook.

~~K. Mendenhall Student Center~~

~~Mendenhall Student Center is the social, cultural, recreational, and service center of the campus and is designed to serve the entire university. Along with other specific services, the student center is used as the "reception hall" of the campus, frequented not only by students but also by guests, faculty, staff, and numerous groups on campus for special events. There are limitations necessary when allowing children to use the student center facilities unless accompanied by their parents. The Center's hours are:~~

~~Monday through Thursday 8:00 A.M. - 11:00 P.M.~~

~~Friday 8:00 A.M. - 12:00 Midnight~~

~~Saturday 12:00 Noon - 12:00 Midnight~~

~~Sunday 1:00 P.M. - 11:00 P.M.~~

Remove from Faculty Manual and place elsewhere in an informational handbook.

~~L. Police Department~~

~~The ECU Police Department consists of two divisions: Police Services and Medical School Security. The Police division is a full-service law enforcement agency providing~~

~~services such as uniformed patrol, (bicycle, vehicle, foot), criminal investigations, traffic enforcement and other services. The Medical School Security division handles security at the Brody Medical Complex. Crime prevention specialists are available to give lectures concerning campus safety.~~

Remove from Faculty Manual and place elsewhere in an informational handbook.

~~M. Post Office and Campus Mail Service~~

~~United States mail is handled by the main US Post Office and the East Carolina University Station Post Office located on East Tenth Street. Faculty members may receive their mail with that of their respective department, school, or college. Faculty members who desire individual boxes may apply for them at the post office. Intra-campus mail is handled by the Campus Mail Service. Each department, college, or school has a box at this post office to which intra-campus mail is delivered, and faculty members may receive their individual intra-campus mail in their respective unit. Intra-campus mail is free of postage.~~

Remove from Faculty Manual and place elsewhere in an emergency procedures manual.

~~N. Radiation Safety~~

~~Many radiation sources are used at East Carolina University as effective tools for teaching, research, medical diagnosis, and therapy. The Administrative Radiation Safety Committee establishes the university radiation safety policy. This committee reviews each proposal to use radioactive material as well as each proposal to install and operate radiation-producing electronic equipment. In conjunction with the office of Radiation and Biological Safety, the committee is responsible for all ionizing radiation sources (such as radio-active material and x-ray equipment) and many nonionizing radiation sources (such as lasers, microwave units, and RF systems). Permission to use radiation sources is granted by license and registration with the radiation protection division of the State of NC. Consultation and service necessary to ensure radiation protection and adherence to the regulations are provided by the office of Radiation and Biological Safety. Any faculty member who wants to use radiation sources on the campus of ECU must undergo a review by the office of Radiation and Biological Safety and gain approval by the Administrative Radiation Safety Committee. For further information consult the university radiation safety manual and contact the office of Radiation and Biological Safety.~~

Remove from Faculty Manual.

~~O. Recreational Services~~

~~Faculty are invited to participate in all programs and services offered through the department of Recreational Services. The Student Recreation Center offers enhanced opportunities to motivate faculty, their spouses and family members to pursue healthy recreational lifestyles. This facility, adjacent to Mendenhall Student Center, provides a campus home for the adventure program, physical fitness opportunities, intramural sports, club sports, and special events. Memberships to the Student Recreation Center are available on an annual, semester, or summer session basis, with a payroll~~

~~deduction option, and may be purchased at the main office in the facility. Dependent passes are sold on a day-to-day basis. A valid ECU ID/membership card is required for entry into the facility. For more information, please call the department of Recreational Services.~~

Remove from Faculty Manual.

~~P. Supplies, Equipment, and Contractual Services~~

~~The university department of Materials Management has the responsibility for making all purchase contracts for the university (rental or purchase of real property excepted). This authority covers all supplies, materials, equipment, and contractual services as required by the university and any of its schools, departments, agencies, or divisions. Purchases are initiated by submittal of a purchase requisition to the department of Materials Management by departmental chairpersons, deans, or agency heads through their respective vice chancellors. See *ECU Business Manual*.~~

Remove from Faculty Manual.

~~Q. Telephone Service~~

~~The university switchboard is open each school day from 8:00 A.M. -- 5:00 P.M. primarily for information and for reporting interruptions in service. All necessary long distance telephone calls should be made through the DAIN system to take advantage of the more favorable rates. It is not permissible to charge personal calls to a university telephone and then reimburse the university for the cost. If it should be necessary to place a personal long distance call from a university telephone, the call should be made collect or charged to the individual's home phone or to a credit card. If these methods of charging are not possible, the call should be made from a nonuniversity phone.~~