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Faculty Senate

East Carolina University

140 Rawl Annex Building • Greenville, NC 27858-4353

252-328-6537 office • 252-328-6122 fax

faculty senate@ecu.edu • www.ecu.edu/fsonline

September 14, 2010

Chancellor Steve Ballard
East Carolina University
Spilman Building

Dear Dr. Ballard,

On September 7, 2010, the Faculty Senate adopted the following resolutions for your consideration.

- 10-69 Revised University Scholarship of Engagement Award Procedures (linked and attached for your convenience).
- 10-70 Addition to the *ECU Faculty Manual*, Part V. Section I. Academic Procedures and Policies, Subsection V. Student Advising (attachment 2).
- 10-71 Revisions to the College of Allied Health Sciences Unit Code of Operation (linked and attached for your convenience).

Thank you for your consideration of the above mentioned resolutions.

Sincerely,

Marianna Walker
Marianna Walker
Chair of the Faculty

copy via email
Faculty Officers
Marilyn Sheerer, Provost, Vice Chancellor for Academic & Student Affairs
Phyllis Horns, Vice Chancellor for Health Sciences
Deirdre Mageean, Vice Chancellor for Research and Graduate Studies

Faculty Senate Resolution #10-69

Approved by the Faculty Senate: September 7, 2010

Approved by the Chancellor: pending

Proposed revisions to FS Resolution #10-24, University Scholarship of Engagement Award as recommended by Chancellor Ballard in his response to the resolution, dated May 5, 2010.
(Additions are noted in **highlighted bold print** and deletions in ~~strikethrough~~.)

Academic Awards Committee

University Scholarship of Engagement Award

TITLE OF AWARD

University Scholarship of Engagement Award

PURPOSE OF THE AWARD

The purpose of the Scholarship of Engagement Award is to recognize one full time faculty member annually for achievement in the scholarship of engagement and a sustained commitment to partnered scholarly endeavors with communities.

The scholarship of engagement (SOE) is scholarly activity in which faculty participate in connection with community partners. The community is viewed as an equal partner and works collaboratively through all aspects of the program from topic identification, data collection, implementation, analysis, and dissemination. The scholarship products are professional presentations and publications along with research studies of partnerships, documentation of community response to engagement and outreach, and other forms of assessment that have been disseminated by means of reports and policies.

Community Engagement focuses on collaborative interactions with community. The focus is a mutually planned and beneficial exchange, exploration, and application of knowledge, information, and resources.

ELIGIBILITY FOR AWARD

Full time faculty members in all colleges and schools are eligible to be nominated or self-nominate for the award. There is one award given annually.

CRITERIA FOR AWARD

The faculty member receiving this award will provide:

1. Evidence that the SOE positively impacted the community(ies).
2. Evidence of sustained and equal relationships with the community(ies) for the purpose of scholarship.
3. Evidence of a relationship between SOE, ECU Tomorrow, and department/unit goals.
4. Evidence of leadership in SOE.
5. Products related to the dissemination of SOE in juried presentations, publications, and in appropriate and accessible public venues.

NOMINATION AND SELECTION PROCESS

Department-level academic units (to include 'areas of concentration' in the School of Art) may select nominees for the Scholarship of Engagement award consideration at the University level. Nominations may also be forwarded directly from the individual candidate or any collegial representative of the candidate's field of work. All nominations must consider the definition of the scholarship of engagement when determining eligible faculty. The nomination letter, not to exceed two pages in length, should explain why the nominee deserves the award.

The nominee will provide a portfolio that is a maximum of 20 pages (no appendices, 1 inch margins all around, minimum of 11 point font). Any portfolios that do not adhere to these directions will not be reviewed. The portfolio must include:

1. A 500-word essay that describes SOE from the nominee's perspective including the impact of the SOE on the community(ies), ECU and the discipline.
2. A CV highlighting the nominee's SOE that is a maximum of 5 pages (1 inch margins all around, minimum of 11 point font).
3. Appropriate evidence illustrating that the nominee meets the criteria for the award. A letter of nomination, not to exceed two pages, should indicate why the nominee deserves the award. Examples of evidence might include letters that attest to the impact on the unit, discipline, students and/or community; abstracts of grants, articles and presentations; media reports; awards; photographs with captions.

SELECTION PROCESS

~~Portfolios must be submitted to the Academic Awards Committee c/o the Office for Faculty Excellence by September 15 at 5:00 pm. No additional materials will be accepted after this date.~~

Nomination letters, directly from the individual candidate or any collegial representative of the candidate's field of work, must be received in the Faculty Senate office no later than September 15 of each year. Nominated faculty who wish to pursue the award shall submit the portfolio of all evaluative materials to the Academic Awards Committee c/o the Office for Faculty Excellence by November 1 at 5:00 pm. No additional materials will be accepted after this date.

The Academic Awards Committee will review the nominees based upon the criteria for the award and will provide the Vice Chancellor for Research and Graduate Studies their recommendation(s) along with the names and portfolios of all nominees. The Vice Chancellor will review the recommended nominee's portfolio based upon the award procedures and after conferring with the Committee will determine the awardee. The Vice Chancellor will send letters of award recognition to the successful faculty member and the Awards Committee. The Vice Chancellor will recognize all nominees via a letter.

AWARD

The award carries a monetary prize and a plaque. Recognition will occur at the ECU Awards Recognition Ceremony.

Faculty Senate Resolution #10-70

Approved by the Faculty Senate: September 7, 2010

Approved by the Chancellor: pending

10-70 Addition to the *ECU Faculty Manual*, Part V. Section I. Academic Procedures and Policies, Subsection V. Student Advising, noted below with addition noted in **bold** print.

Faculty Academic Advising

Academic advising is a primary responsibility of faculty which is integral to student success. Student and faculty interaction outside the classroom is associated with greater student engagement and learning. The important contributions of faculty academic advising should be recognized at all levels of the university.

Undergraduate Advising

The academic advising process provides the opportunity for faculty members to influence students' approach to the learning experience and better understand the Liberal Arts Foundations, the major discipline, and related careers.

In those academic units in which faculty are assigned undergraduate academic advising faculty members are expected to meet these responsibilities by:

- Being familiar with the undergraduate catalog, knowing the foundation curriculum requirements and the requirements of the majors in their unit.
- Making advising readily available during the semester.
- Encouraging student decision-making and responsibility for their educational progress.
- Discussing the rationale and integration of the liberal arts foundations with the coursework and experiences in the major and minor field of study.
- Assisting the student in identifying and pursuing educational goals and objectives and in securing information about career opportunities.
- Promoting major-related student organizations, including interest, service, honorary, and professional organizations as available.
- Working closely with students on senior summaries to assure their accuracy.
- Making appropriate referrals to other university resources when necessary to assist the student.
- Maintaining files and notes on student progress.

(Faculty Senate Resolution #10-64, April 2010)

Graduate Advising

Advising for graduate students involves both mentoring and teaching. Faculty members who advise graduate students are expected to meet these responsibilities by:

- **Being familiar with the graduate catalog and university policies that affect graduate students.**
- **Modeling and maintaining professional and ethical standards of conduct.**
- **Making advising readily available during the semester.**
- **Clarifying program requirements.**
- **Setting clear goals and reasonable expectations for student progress.**
- **Providing intellectual guidance in support of students' scholarly/creative activities.**
- **Proactively addressing student problems and issues.**
- **Promoting student participation in professional organizations and conferences.**
- **Assisting students in developing a realistic view of the field and the job market following graduation.**