

**EAST CAROLINA UNIVERSITY  
2010-2011 FACULTY SENATE**

The sixth regular meeting of the 2010/2011 Faculty Senate will be held on **Tuesday, February 22, 2011**, at 2:10 p.m. in the Mendenhall Student Center Great Room.

**AGENDA** (revised 2-12-11)

**I. Call to Order**

**II. Approval of Minutes**

[January 25, 2011](#)

**III. Special Order of the Day**

- A. Roll Call
- B. Announcements
- C. Steve Ballard, Chancellor
- D. Deirdre Mageean, Vice Chancellor for Research and Graduate Studies  
Discussion on [Export Control Policies Rules and Regulations](#) including  
[Export Control Management Plan](#) and [Frequently Asked Questions](#) on Restricted Party  
Screening for Export Control Purposes
- E. Bill Koch, Associate Vice Chancellor with Campus Operations  
[Annual report](#) on Parking and Transportation Services  
Link to [Faculty Senate Resolution requesting this annual report](#)
- F. David Weismiller, Associate Provost, Institutional Planning, Assessment, and Research  
Written Report on SACS activities and Selection of Peer Institutions
- G. Marianna Walker, Chair of the Faculty
- H. Election of Five Members to the Faculty Officers Nominating Committee  
(*ECU Faculty Manual*, Appendix A, [Section VIII](#))
- I. Question Period

**IV. Unfinished Business**

Faculty Governance Committee, Puri Martinez and Faculty Welfare Committee, Katrina DuBose  
Proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section  
I. Employment Policies, Subsection C. Employee Involvement in Political Candidacy and  
Office Holding (attachment 1).

**V. Report of Committees**

- A. Faculty Governance Committee, Puri Martinez  
Faculty Advice on Administrator Evaluation of Chancellor (attachment 2).  
Link to [UNC Policy](#) on Assessment Process for the Chief Executive and Governing Boards of  
The University of North Carolina



- B. University Curriculum Committee, Jonathan Reid  
Curriculum matters contained in the [January 13, 2011](#) University Curriculum Committee minutes.
- C. University Budget Committee, Scott MacGilvray
  - 1. Committee update regarding input on Budget Prioritization.
  - 2. Resolution on Budget Matters (attachment 3).
- D. Admission and Retention Policies Committee, Joseph Thomas  
Proposed revisions to the *ECU Undergraduate Catalog*, Academic Regulations, Subsection During Schedule Change Period (attachment 4).
- E. Academic Standards Committee, Linda Wolfe
  - 1. Report on Activities of Online Quality Council.
  - 2. Approval of Foundation Curriculum Course for Arts, [THEA 2015](#).
  - 3. Additional Proposed Revision to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection Y. Disruptive Academic Behavior (attachment 5).
  - 4. Proposed New Section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Policy to Remove Foundation Curriculum Credit (attachment 6).
  - 5. Proposed New Section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Final Examinations (attachment 7).
  - 6. Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection B. Application for Graduation (attachment 8).
- F. Faculty Welfare Committee, Katrina DuBose
  - 1. Proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection E. Orientation of New Faculty (attachment 9).
  - 2. Proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection L. Travel and Expense Allowances (attachment 10).
  - 3. Proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section VII. Other Policies, Subsection B. Weapons Policy (attachment 11).
- G. Committee on Committees, Catherine Rigsby  
First Reading of proposed changes to the following Standing University Academic Committee Charges:
  - 1. Academic Awards Committee (attachment 12).
  - 2. Academic Standards Committee (attachment 13).
  - 3. Admissions and Retention Policies Committee (attachment 14).
  - 4. Calendar Committee (attachment 15).
  - 5. Educational Policies and Planning Committee (attachment 16).
  - 6. Faculty Governance Committee (attachment 17).
  - 7. Faculty Information Technology Review Committee (attachment 18).
  - 8. Faculty Welfare Committee (attachment 19).
  - 9. Student Academic Appellate Committee (attachment 20).
  - 10. Teaching Grants Committee (attachment 21).
  - 11. Unit Code Screening Committee (attachment 22).
  - 12. University Budget Committee (attachment 23).



H. Educational Policies and Planning Committee, Scott Gordon

1. Committee update regarding input on Budget and Academic Program Prioritization.
2. Request to rename the [Department of Counselor and Adult Education](#) to Department of Higher, Adult, and Counselor Education, within the College of Education.
3. Request to rename the [Lean Six-Sigma Certificate](#) to Lean Six-Sigma Black Belt Certificate, within the Department of Technology Systems, College of Technology and Computer Science
4. Request to Establish an [Interdisciplinary Minor in Linguistics](#), within the Department of English, College of Arts and Sciences.
5. Request to rename [SPED-MAEd Licensure Certification in Mental Retardation Program](#) to SPED-MAEd Licensure Certification in Intellectual Disabilities Program, within the Department of Curriculum and Instruction, College of Education.
6. Request for a new [Health Information Technologies Concentration](#) in the Bachelor of Industrial Technology Degree, within the Department of Technology Systems, College of Technology and Computer Science.
7. Request for [Discontinuation of the Pathology Assistant Certificate Program](#), within the Department of Pathology and Laboratory Medicine, School of Medicine.
8. Request for [Discontinuation of the Bachelor of Arts degree in Studio Art](#), within the School of Art and Design, College of Fine Arts and Communication.

**VI. New Business**



**Faculty Senate Agenda**  
**February 22, 2011**  
**Attachment 1.**

**FACULTY GOVERNANCE COMMITTEE AND FACULTY WELFARE COMMITTEE**

Proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies,  
 Section I. Employment Policies, Subsection C. Employee Involvement in  
 Political Candidacy and Office Holding

In November, 2010, the Faculty Senate tabled action on this report (#10-85) until members of the Faculty Governance Committee were consulted. This has now taken place and the below proposed revisions are ready for formal Senate action.

**Remove from Faculty Manual and place elsewhere in University Policy Manual with a link to the Board of Governors policy (see item 300.5 <http://www.northcarolina.edu/policy/index.php>) .**

~~C. Employee Involvement In Political Candidacy and Officeholding~~

~~Policies adopted by the Board of Governors in 1976 and conforming policies adopted by the Board of Trustees in 1994 establish processes for resolving, in advance, questions about possible conflicts between a University employee's satisfactory performance of employment responsibilities and his involvement in political candidacy and officeholding. All University employees except those subject to the State Personnel Act are covered by the policies. An employee who intends to become a candidate for election or appointment to or to hold any public office is responsible for knowing the terms of and complying with the requirements of these policies. A copy of the full text of the policies along with instructions and forms to be used to comply with the policies may be obtained from the University Attorney. The instructions include deadlines which must be followed. Any petitions required by these instructions should be submitted as early as possible, but no later than the following:~~

<del>For affected academic</del>	<del>Completed petition to be</del>	<del>Completed Petition</del>
<del>periods beginning:</del>	<del>received by Chancellor:</del>	<del>to be received by board:</del>
<del>*January (e.g., for a</del>	<del>October 15 of preceding year</del>	<del>November 1 of preceding year</del>
<del>May primary contest)</del>		
<del>*May/June (e.g., for fall</del>	<del>March 15</del>	<del>April 1</del>
<del>elections affecting summer</del>		
<del>employment)</del>		
<del>*August/September (e.g.,</del>	<del>June 15</del>	<del>July 1</del>
<del>for fall general election)</del>		
<del>*Other periods</del>	<del>90 days prior to beginning of period</del>	<del>60 days prior to beginning of period</del>

~~Failure to comply with the policies is a violation of the terms and conditions of University employment and may result in disciplinary action. The following is a summary of the basic provisions of the board policies. The full text of the policies should be consulted by an affected employee. Advice concerning the interpretation and application of the policies may be obtained from the University Attorney.~~

~~1. Candidacy for election to public office~~

~~Becoming a candidate for election to a full-time or major part-time office is presumed to create a conflict of time that interferes with the employee's satisfactory performance of University employment obligations. The conflict may be avoided by (1) resigning from University employment, (2) seeking an appropriate unpaid leave of absence from University employment, or (3) rebutting the presumption of conflict by demonstrating that there in fact will be no conflict between campaign activity and University employment. An employee who intends to become a candidate must follow prescribed procedures for resolving questions about conflicts in advance of becoming a candidate.~~

~~2. Holding public office~~

~~Upon assuming an elective or appointive full-time office, a University employee will be deemed to have resigned his University employment, unless prior to assuming office he requests and is granted a full leave of absence, without pay.~~

~~Such a leave of absence may not exceed two years. Upon assuming an elective or appointive major part-time office, a University employee will be presumed to have a conflict of time that necessitates his resignation from University employment; the resignation requirement may be avoided if (1) he requests and is granted an appropriate leave of absence or (2) he rebuts the presumption of conflict by demonstrating that there in fact will be no conflict between office holding and University employment. An employee who intends to occupy such an office must follow prescribed procedures for resolving questions about conflicts in advance of assuming the office.~~



**FACULTY GOVERNANCE COMMITTEE**

Faculty Advice on Spring 2011 Administrator Evaluation of Chancellor

Institutional Planning, Assessment and Research (IPAR) conducts the Administrator Survey each spring in which faculty rate their upper administrative officers: the Chancellor, their academic vice chancellor, and their deans. The results are reviewed by the immediate supervisor of the administrator. The Administrator Survey will be conducted this year April 4-15.

For the past several years, there have been objections to the wording of Question 5 on the Chancellor's survey form, noting that "effectively" and "equitably" should not be used in the same item. The current item 5 is worded "Allocates the resources of the institution effectively and equitably." Survey research literature supports avoiding "double barreled" survey items, since they may cause confusion.

IPAR asked that the Faculty Governance Committee provide faculty advice on the possibility of splitting that particular question into two: the new item 5 would be "Allocates the resources of the institution effectively." and new item 6 would be "Allocates the resources of the institution equitably" ([NEW survey form](#)).

The Faculty Governance Committee supports the plan to splitting question #5 of the current Administrator Evaluation of Chancellor into two questions as noted below:

Allocates the resources of the institution effectively.

Allocates the resources of the institution equitably.

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UNIVERSITY BUDGET COMMITTEE  
Resolution on Budget Matters

Whereas, Enrollment at East Carolina University has increased by 42% since the 2001/02 academic year, while total faculty at ECU has only increased 34.8% during this same time period; and

Whereas, State Appropriations as a percentage of total revenue for East Carolina University have declined from 38% in 2001/02 to 34% this year. Over the same time period the percentage of total revenue derived from Grants and Contracts rose from 12% to 13%, Patient Care Revenues rose from 18% to 21%, and Student Tuition and Fees rose from 12% to 17%; and

Whereas, There has been a permanent reduction in the State appropriations to East Carolina University in each of the past 10 fiscal years, resulting in a total decrease of \$55 million. In addition, non recurring reductions in State Appropriations over this same time period have been nearly twice as large; and

Whereas, The financial well-being and solvency of the University are in the best interest of all parties; including the State, Students, Staff, Administration, and Faculty. Only with this financial well-being can the University continue providing the high quality education which it is recognized for. Furthermore, continued reductions in State Appropriations in the face of continued enrollment growth in the absence of alternative means to fund the University are untenable and detrimental to the long-term economic and societal interests of the State, and

Whereas, Resolution of these issues will require the collective action of faculty, administration, students, parents, and the State of North Carolina.

Therefore be it resolved, that in order to maintain the mission of excellence in teaching, research, service and patient care which the University is recognized for, additional sources of funding will need to be approved to mitigate any further decreases in State Appropriations. It is imperative that any increases in tuition and fees remain at the campus level to cover the costs of providing the education of students at East Carolina University and at other state-supported institutions of higher education. It is also imperative that further growth in enrollment be accompanied by enrollment growth funding from State Appropriations at levels adequate to cover the increased costs, and that campus-based decisions on the allocation of funding remain with the University.

Be it further resolved, that the Faculty Senate strongly urges the Chancellor to communicate this resolution to the UNC President, UNC Board of Governors, and the North Carolina General Assembly.

Be it further resolved, that the Faculty Senate of East Carolina University respectfully asks its Faculty Assembly Delegates to present this resolution to the Faculty Assembly of the University of North Carolina System for its endorsement and adoption.



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Faculty Senate Agenda  
February 22, 2011  
Attachment 4.

**ADMISSIONS AND RETENTION POLICIES COMMITTEE**

Proposed revisions to the *ECU Undergraduate Catalog*, Academic Regulations,  
Subsection During Schedule Change Period

The proposed revisions are to take effect First Summer Session 2011.

Revisions are noted in **bold** print and deletions in strikethrough.

"During Schedule Change Period

During the first five days of classes (Mondays through Fridays) of the fall and spring semesters, a student may drop or add a course or courses to his or her schedule. The student should discuss schedule changes with his or her advisor prior to making the changes via the web. ~~On the day following the five-day schedule change period, a student may make final additions to his or her schedule.~~ **Course drops during this drop/add period do not count against a student's course drop allocation. (See course Drop Allocations, below.)** ~~See below for instructions on requesting schedule changes after the scheduled change period.~~

During the summer, the schedule change period **when students are allowed to drop or add a course or courses** is limited to the first two days of classes each term. ~~On the day following the two-day schedule change period, a student may make final additions to his or her schedule in accordance with the policies outlined above for the regular semesters.~~ Course drops during this drop/add period do not count against a student's course drop allocation. (See course Drop Allocations, below.)

**See below for instructions on requesting schedule changes after the scheduled change period. "**

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For convenience, below is a link to the additional referenced text currently in catalog:

<http://www.ecu.edu/cs-acad/ugcat/regulations.cfm#gpa>

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## Faculty Senate Agenda

February 22, 2011

### Attachment 5.

#### ACADEMIC STANDARDS COMMITTEE REPORT

Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information,  
Section I. Academic Procedures and Policies, Subsection Y. Disruptive Academic Behavior

Proposed text was first approved by the Faculty Senate in March 2010 (Resolution #10-27) and was held by the Chancellor in order to allow the University Attorney time to review the proposed revisions. A review has now taken place and a footnote suggested by the University Attorney (noted in **bold** print) has been added to the proposed revisions.

#### Revise and keep in the Faculty Manual.

##### "Disruptive Academic Behavior"

East Carolina University is committed to providing each student with a rich, distinctive educational experience. Disruptive academic behavior impedes the learning environment and hinders other students' learning. The course instructor has original purview over his/her class and may deny a student who is unduly disruptive the right to attend the class. Students who repeatedly violate reasonable standards of behavior in the classroom or other academic setting may be removed from the course by the instructor following appropriate notice. Students removed from a course under this policy will receive a "drop" according to university policy and are eligible for tuition refund as specified in the current tuition refund policy.

This policy does not restrict the instructor's prerogative to ask a disruptive student to leave an individual class session where appropriate or to refer the student to the Office of Student Rights and Responsibilities for violation of the Student Code of Conduct.

##### Disruptive Academic Behavior

Disruptive academic behavior is any behavior likely to substantially or repeatedly interfere with the normal conduct of instructional activities, including meetings with instructors outside of class. Examples of such behavior include, but are not limited to, making loud or distracting noises; using cell phones and other electronic devices without prior approval; repeatedly speaking without being recognized; frequently arriving late or leaving early from class; and making threats or personal insults. A verbal expression of a disagreement with the instructor or other students on an academic subject matter discussed within the course, during times when the instructor permits discussion, is not in itself disruptive academic behavior.

##### Procedure for Instructors

A student who does not follow reasonable standards of academic decorum should first receive a private verbal warning from the faculty member. The instructor should describe the behavior of concern to the student, explain that it is inappropriate, and ask the student to stop the behavior. If the behavior continues, the instructor should give the student a written warning indicating that the student will be removed from the course if the behavior does not cease. If the behavior persists, the instructor should discuss the situation with his/her department chair. If it is decided to remove the student from the course then the instructor should schedule a meeting with his/her department chair and the student to inform the student that s/he is being removed from the course. This decision must be communicated in writing to the student with a copy promptly forwarded to the Office of Student Rights and Responsibilities. The department chair must promptly communicate the decision in writing to the Office of the Registrar so that the student's schedule will be adjusted accordingly. Instructors should keep written documentation of all actions taken during this process.



If the behavior is threatening in nature or is likely to result in immediate harm, the faculty member should contact the East Carolina University Police Department for immediate assistance.

### Student Appeals

The student may appeal the decision of the instructor and department chair to the academic dean of the college in which the course is located. The appeal must be received by the dean, in writing, within three working days of the date of the decision to remove the student from the course. The dean or dean's designee will review the appeal and the documentation, will discuss the appeal with the faculty member and, after discussion with the student and instructor, can affirm, reverse or modify the decision made by the instructor and department chair. The student, instructor and department chair will be notified of the appeal decision no later than three working days after receiving the appeal. The dean will provide written notification of the appeal decision to the Office of Student Rights and Responsibilities, and also, if the original decision is overturned, to the Registrar's Office. If the decision is made that the student is to return to the course then the student will be allowed to immediately return to the classroom without academic penalty and the chair will work with the student and instructor to facilitate the completion of any missed work. The dean's decision is final."

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### "Footnote

**ECU provides reasonable accommodations to students with disabilities. When communicating a warning to a student, faculty should ensure the discussion is private and refer any student who discloses a disability to Disability Support Services."**

### ~~Y. Disruptive Academic Behavior~~

~~East Carolina University is committed to providing each student with a rich, distinctive educational experience. To this end, students who do not follow reasonable standards of behavior in the classroom or other academic setting may be removed from the course by the instructor following appropriate notice. Students removed from a course under this policy will receive a grade of "drop" according to university policy and are eligible for tuition refund as specified in the current tuition refund policy.~~

~~Disruptive academic behavior is any behavior likely to substantially or repeatedly interfere with the normal conduct of instructional activities, including meetings with instructors outside of class. Examples of such behavior include, but are not limited to, making loud or distracting noises; using cell phones and other electronic devices without prior approval; repeatedly speaking without being recognized; frequently arriving late to class; and making threats or personal insults. A verbal expression of a disagreement with the instructor or other students on an academic subject matter discussed within the course, during times when the instructor permits discussion, is not in itself disruptive academic behavior.~~

~~The course instructor has original purview over his/her class and may deny a student who is unduly disruptive the right to attend the class. A student who does not follow reasonable standards of academic decorum should receive a private verbal warning from the faculty member. The instructor should describe the behavior of concern to the student, explain that it is inappropriate, and ask the student to stop the behavior. If the behavior continues, the instructor should give the student a written warning indicating that the student will be removed from the course if the behavior does not cease. If the behavior persists, the instructor should discuss the situation with his/her department chair. If it is decided to remove the student from the course then the instructor should schedule a meeting with his/her department chair and the student to inform the student that he is being removed from the course. This decision must be communicated in writing to the student with a copy promptly forwarded to the Office of Student Rights and Responsibilities. The department chair must promptly communicate the decision in writing to the Office of the Registrar so that the student's schedule will be adjusted accordingly.~~



If the behavior is threatening in nature or is likely to result in immediate harm, the faculty member should contact the East Carolina University Police Department for assistance.

The student may appeal the decision of the instructor and department chair to the academic dean of the college in which the course is located. The appeal must be received by the dean, in writing, within three working days of the date of the decision to remove the student from the course. The dean or dean's designee will review the appeal and the documentation, will discuss the appeal with the faculty member and, after discussion with the student and instructor, can affirm, reverse or modify the decision made by the instructor and department chair. The student, instructor and department chair will be notified of the appeal decision no later than three working days after receiving the appeal. The dean will provide written notification of the appeal decision to the Office of Student Rights and Responsibilities, and also, if the original decision is overturned, to the Registrar's Office. If the decision is made that the student is to return to the course then the student will be allowed to immediately return to the classroom without academic penalty and the chair will work with the student and instructor to facilitate the completion of any missed work. The dean's decision is final.

This policy does not restrict the instructor's prerogative to ask a disruptive student to leave an individual class session where appropriate or to refer the student to the Office of Student Rights and Responsibilities for violation of the Student Code of Conduct. (Faculty Senate Resolution #07-13, June 2007)

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**Faculty Senate Agenda  
February 22, 2011  
Attachment 6.**

**ACADEMIC STANDARDS COMMITTEE REPORT**

Proposed New Section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Policy to Remove Foundation Curriculum Credit

In January 2011, the Chancellor approved a Faculty Senate resolution (#10-91) detailing a new policy to remove Foundation Curriculum Credit from Courses (see below). The Committee would like to have this new policy included in the *ECU Faculty Manual*, along with other academic policies currently located in Part V. They would also like to include the below links (noted in **bold print**) along with the policy to aid faculty in locating additional information relating to this issue.

**Revise and place in the Faculty Manual.**

**"Policy to Remove Foundation Curriculum Credit**

Units wishing to remove Foundation Curriculum credit from a course must send a memo to the Academic Standards Committee by email attachment stating the requested action and a list of the courses for which Foundation Curriculum credit should be removed. The list should include the name of the person requesting the action, and the prefix, number, and name of the course. If the course is cross-listed with another unit or is otherwise a cognate in another unit, a letter of approval from the cognate department must be submitted with the request to remove Foundation Curriculum credit. The Academic Standards Committee will consider the request and, if approved, will take the request to the Faculty Senate for final approval.

**[Revised Goals of the Liberal Arts Foundations Curriculum](#)**  
**[Foundations Assessment Guidelines](#)**  
**[Request For Foundations Credit"](#)**



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Faculty Senate Agenda  
February 22, 2011  
Attachment 7.

**ACADEMIC STANDARDS COMMITTEE REPORT**  
Proposed New Section to the *ECU Faculty Manual*,  
Part V. Academic Information, entitled Final Examinations

The proposed new section has been approved by the Faculty Senate on several occasions and either rejected and/or returned by the Chancellor for additional review (February 2010/#10-08; April 2010/#10-52; November 2010/#10-78). The text has now been revised (noted in **bold** print) to include the final suggested revisions.

**Revise and place in the Faculty Manual.**

"Part V. Final Examinations

The normal expectation is that the completion of both face to face and online courses will include a final examination or an alternate method of evaluating student progress. 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. **The chair of the unit is responsible for monitoring adherence to scheduled examination requirements.**

The University establishes a final examination schedule each semester to reduce conflicts in course final examination and to meet the UNC established course hour requirements. There will be no departure from the printed schedule of examinations **except for clinical and non-traditional class schedules, including graduate level courses.** 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.

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 or an assignment in lieu of an examination on Reading Day."

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Faculty Senate Agenda  
February 22, 2011  
Attachment 8.

**ACADEMIC STANDARDS COMMITTEE REPORT**

Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information,  
Section I. Academic Procedures and Policies, Subsection B. Application for Graduation

Revisions are noted in **bold** print and deletions in ~~strikethrough~~.

**Revise and keep in the Faculty Manual.**

**"Application for Graduation**

Advisers should remind students that **an** application to graduate **for graduation** must be **submitted** ~~to made on a form provided by~~ the university registrar not later than two semesters before the completion of the requirements for an undergraduate degree or one semester for a graduate degree. ~~The graduation fee must accompany the application."~~

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Faculty Senate Agenda  
February 22, 2011  
Attachment 9.

**FACULTY WELFARE COMMITTEE**

Proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies,  
Section I. Employment Policies, Subsection E. Orientation of New Faculty

Revisions are noted in **bold** print and deletions in ~~strikethrough~~.

**Revise and keep in the Faculty Manual.**

**"New Faculty Orientation**

New faculty are encouraged to attend the East Carolina University New Faculty Orientation Program. The program offers a variety of resources, including information on benefits, parking, technology, research, and tenure: <http://www.ecu.edu/cs-acad/facultyorientation>. Additional faculty orientation activities may be required by academic units. New faculty members are invited to serve in shared governance of the university. Orientation of new faculty will be continued throughout the year by key administrators and faculty leaders to assist the faculty in becoming acquainted with the practices and procedures of the university. Ongoing programs, including information on mentoring, are available through the Office for Faculty Excellence: <http://www.ecu.edu/ofe/>

New faculty are encouraged to attend the annual Faculty Convocation, which is scheduled at the opening of each academic year, for the purpose of becoming acquainted with the chancellor, chair of the faculty, key administrative personnel and their responsibilities, and with the relationship between faculty and administration."

**Orientation of New Faculty**

~~During the opening week of school, new faculty attend an announced meeting for the purpose of acquainting them with the chancellor and key administrative personnel and their responsibilities and with the relationship between faculty and administration. After this meeting, orientation of new faculty is continued throughout the year by deans and chairpersons who assist the faculty in becoming acquainted with the practices and procedures of the university. Orientation of new faculty who are appointed on a part-time basis will take place within their respective departments and will include receipt of and discussion of the departmental part-time faculty information sheet, as well as access to the complete *ECU Faculty Manual*.~~



**FACULTY WELFARE COMMITTEE**

Proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies,  
Section I. Employment Policies, Subsection L. Travel and Expense Allowances

Revisions are noted in **bold** print and deletions in strikethrough.

**Revise and keep in the Faculty Manual.**

**“Travel and Expense Allowances**

**Paid Travel**

Depending on the fiscal situation, business related travel may be covered by the university using department funds. Business related travel can also be covered through grant funds. All travel must have written authorization. All travel must be approved in advance as requested by either the academic department or college. Full documentation and explanation are required for all travel out of state and out of country. All reimbursement requests shall be filed for approval and payment made within thirty days after the end of the travel period for which reimbursement is being requested.

The mode of transportation for travel could be completed by the following methods: private car, state car, rental car, airplane, bus, taxi, or railroad. For more information on travel approval and reimbursements, refer to the following Financial Services websites:

[http://ecu.edu/cs-admin/financial\\_serv/indextraveloffice.cfm](http://ecu.edu/cs-admin/financial_serv/indextraveloffice.cfm)

[http://ecu.edu/cs-admin/financial\\_serv/accountspayable/TravelApprovalandReimbursement.cfm](http://ecu.edu/cs-admin/financial_serv/accountspayable/TravelApprovalandReimbursement.cfm)

**Un-paid Travel**

If a faculty member is traveling for business reasons, but is not going to be reimbursed for travel expenses the pre-approved travel authorization forms still need to be completed. This process helps with the authorization of workers' compensation should an accident occur during the travel period.”

~~Travel and Expense Allowances~~

~~1. Statutory Provisions Governing Travel and Expense Allowances~~

~~Under no circumstances may duplicate reimbursement be made for that portion of an employee's expenses paid or reimbursed by a nonstate source. All travel is contingent upon the availability of funds in the proper budget subheads. Travel on official business by employees of East Carolina University shall be reimbursed at rates as set forth by legislation.~~

- ~~a. For transportation by privately owned automobile, the employee will receive actual cost of road, bridge, and ferry tolls paid and a set amount per mile if a state car is not available and this is the cheapest method of transportation.~~
- ~~b. For transportation by airline, bus, railroad, actual tourist class fare will be allowed. Receipt for charges must be attached to reimbursement form.~~
- ~~c. The use of a rental automobile will be authorized only when it is the most economical method of travel or it is the only feasible method of available transportation. Approval for rental must be obtained in advance. Receipt is required for reimbursement.~~



~~d. Except as otherwise provided by specific law, each state officer and employee authorized to receive reimbursement from the state treasury for travel and other expenses incurred incident to the performance of official duties shall be reimbursed for such expenses only as described in the *ECU Business Manual*.~~

~~e. The state regularly allows reimbursement for registration fees. However, the state will consider requests for reimbursement over the maximum limit set. Requests, accompanied by a copy of brochures, fee schedules, or other material listing the costs included in the fee, should be made on the petition to travel and submitted according to the designated deadlines.~~

## ~~2. State Policies Regarding Travel~~

~~All travel must have written authorization. Full documentation and explanation are required for all travel out of state and out of country. All reimbursement requests shall be filed for approval and payment made with thirty days after the end of the travel period for which reimbursement is being requested.~~

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### ~~a. Private Cars~~

~~State employees may use their private cars at a set reimbursement rate per mile if a state car is not available and air coach is more expensive or not feasible and such use is to the state's advantage. Reimbursement is limited to direct road map mileage between the stops on the employees' itinerary. State employees on state business may use their private cars for personal convenience at a set reimbursement rate or air coach rate, whichever is less, with subsistence expense being reimbursable only for the period required for airplane travel. Mileage rates include all charges incurred of any nature except tolls. Receipts for tolls are required for reimbursement.~~

~~Reimbursement may not be made for commuting between an employee's home and his or her duty station. Any designation of an employee's home as his or her "duty station" by a unit head shall require prior approval by the office of State Budget and Management on an annual basis, no later than the second week of December each year. The state auditor shall in the routine audit of a department determine compliance with this provision. Generally, reimbursement of expense for airport parking is limited to 48 hours with receipt required for any charges. Reimbursement can be claimed for two round trips to the airport or one round trip and parking. However, the reimbursable parking charge cannot exceed the cost of the second round trip.~~

### ~~b. Taxis and Limousines~~

~~The actual cost of taxi and limousine fares is reimbursable when required for travel on state business. Taxi fares are not reimbursable for inter-city transportation, except in emergencies when no less expensive mode of transportation will be available within a reasonable period.~~

### ~~c. Rental Cars~~

~~Use of a rental automobile will be authorized only when it is the most economical method of available travel or it is the only feasible method of transportation.~~

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**FACULTY WELFARE COMMITTEE**

Proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies,  
Section VII. Other Policies, Subsection B. Weapons Policy

Revisions are noted in **bold** print and deletions in strikethrough.

**Revise and keep in the Faculty Manual.**

**"Weapons Policy**

It is a violation of University policy for a member of the faculty to possess and/or use a weapon on any university owned or controlled property, including at extracurricular events sponsored by the university. Any faculty member who violates this policy may be subject to serious sanctions imposed by the university in accordance with due process as outlined in the university's tenure and promotion policies and procedures, as well as, punishment in accordance with state criminal law. For further details and certain exceptions, see North Carolina General Statute 14-269.2 located online at

[http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter\\_14/GS\\_14-269.2.html](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_14/GS_14-269.2.html)"

~~B. — Weapons Policy~~

~~The possession and/or use of a weapon on any university owned or controlled property is incompatible with the academic mission and programs of the university. In addition, any threat to commit bodily harm, either by the use of a weapon or physical force is also inappropriate in an academic community. All university constituents, including students, faculty, staff, and visitors should respect the institutional mission and help to insure that a safe and secure environment, which is conducive to learning, is present at all times. Therefore, each constituent should respect and obey the following rules and regulations pertaining to weapons on university property. This policy does not apply to an individual's legal right to possess or own a weapon off campus. Any member of the university community who violates North Carolina General Statute 14-269.2 pertaining to weapons on campus is subject both to prosecution and punishment in accordance with state criminal law and criminal procedures and to disciplinary proceedings by the university.~~

~~G.S. 14-269.2 makes it unlawful and in some circumstances, felonious conduct "for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property." The statute makes it a misdemeanor "for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp pointed or edged instrument except instructional supplies, unaltered nail files, and clips and tools used solely for the preparation of food, instruction, and maintenance, on educational property.~~

~~The statute does not apply to:~~

~~1. — A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority; and~~



~~2. — Armed forces personnel, officers and soldiers of the militia and national guard, law enforcement personnel, and any private police employed by an educational institution, when acting in the discharge of the official duties.~~

~~The Director of Public Safety is responsible for authorizing weapons on campus which meets either of these two criteria.~~

~~It is not "double jeopardy" for both the criminal law enforcement authorities and the university to proceed against and punish a person for the same specified conduct. The university will initiate its own disciplinary proceedings against a~~

~~student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interest of the university. A resident student should also understand that he/she may be removed from his/her residence hall for violating the housing contract regulation pertaining to the possession or use of a weapon in the residence halls. See *ECU Housing and Dining Agreement*.~~

~~Penalties will be imposed by the university in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators, and other employees. These safeguards are found in the *East Carolina University Faculty Manual*, the Board of Governors' policies applicable to employees exempt from the State Personnel Act, the policies and procedures of the East Carolina University Student Judicial System, and by the regulations of the State Personnel System. The penalties to be imposed by the university may range from written warnings to expulsions from enrollment and discharges from employment. All mitigating and aggravating circumstances associated with an incident involving weapons, including threatening to use a weapon, will be taken into account when considering an appropriate penalty. However, the following penalties shall be established for the particular offenses described.~~

~~1. — Persons who possess or use a gun, rifle, pistol, or other firearm of any kind, or powerful explosive will be suspended for a period of not less than one year (student), or discharged (faculty member, administrator, or other employee). For a second offense, the student will be expelled.~~

~~2. — Persons who possess or use a BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for the preparation of food, instruction, and maintenance will be suspended from enrollment for a minimum period of at least one semester or its equivalent (student), or discharged (faculty member, administrator, or other employee). For a second offense, any student will be expelled.~~

~~In certain instances, established penalties may be reduced due to mitigating circumstances e.g. the weapon has not been removed from a motor vehicle and if it has not been brandished, exhibited or displayed in any careless, angry or reckless manner. The established penalty however, may not be reduced if the violation involves use of a weapon in a manner where bodily harm or injury occurs or where the weapon was involved in another violation of university regulations. In cases where the penalty is reduced, the person should expect some penalty which may include probation, counseling, community service, or loss of certain privileges. A subsequent violation of this policy will result in a progressively more severe penalty which includes suspension or expulsion of students and discharge of a faculty member, administrator or other employee.~~

~~(Approved: July 6, 1995, East Carolina University Board of Trustees)~~



**COMMITTEE ON COMMITTEES REPORT**

First Reading of Proposed Revisions to the Academic Awards Committee Charge

(Additions are noted in **bold** print and deletions noted in ~~strikethrough~~.)

1. Name: Academic Awards Committee
  2. Membership:  
~~7~~ **8** elected faculty members.  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Research and Graduate Studies or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.  
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
  3. Quorum: 4 elected members exclusive of ex-officio.
  4. Committee Responsibilities:
    - A. The committee recommends, when required, policies and procedures governing the granting of awards for meritorious teaching and advising, research, and service.
    - B. The committee recommends candidates for receipt of awards in the various categories including, but not limited to, the ~~Alumni Distinguished Professor for~~ **Alumni Association Outstanding Teaching Awards, Lifetime and Five-Year University Research/Creative Activity Awards, Board of Governors Award for Excellence in Teaching Awards, Board of Governors Award for Excellence in Teaching, Max Ray Joyner Award for Faculty Service Through Continuing Education,** and University Scholarship of Engagement Awards.
    - C. ~~The Committee reviews at least annually those sections within the University Undergraduate Catalog that corresponds to the Committee's charge and recommends changes as necessary.~~
  5. To Whom The Committee Reports:  
The committee recommends to the Faculty Senate policies and procedures governing awards in the various categories. The committee recommends candidates for awards to the appropriate issuing body.
  6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
  7. Power Of The Committee To Act Without Faculty Senate Approval:  
The committee is empowered to recommend candidates for awards.
  8. Standard Meeting Time:  
The committee meeting time is scheduled for the first Thursday of each month.
-



## Faculty Senate Agenda

February 22, 2011

Attachment 13.

### COMMITTEE ON COMMITTEES REPORT

#### First Reading of Proposed Revisions to the Academic Standards Committee Charge

(Additions are noted in **bold** print and deletions noted in ~~strikethrough~~.)

1. Name: ~~Academic Standards~~ **Foundations Curriculum and Instructional Effectiveness**
2. Membership:  
7 **8** elected faculty members.  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative**, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association. The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee recommends policies to improve and advance faculty teaching and student learning.
  - B. The committee promotes teaching excellence and recommends means to identify faculty teaching success. The committee assists units requesting aid in developing teaching evaluation instruments for personnel decisions. The committee recommends policies and programs to improve the physical environment in which teaching occurs. The committee provides a forum for faculty opinion concerning the design of new academic buildings and renovation of existing academic buildings.
  - C. The committee makes recommendations regarding proposed changes, including individual courses, in the ~~general education~~ **Foundations Curriculum**. The committee makes recommendations to the ~~University Curriculum Committee~~ **Faculty Senate** regarding proposed changes in the ~~general education~~ **Foundations Curriculum** requirements.
  - D. The committee reviews the annual report of the Director of the Writing Across the Curriculum Program and the Director of the Honors Program.
  - E. The chair or appointed representative serves as an ex-officio member of the University Athletics Committee.
  - F. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* and the ***University Graduate Catalog*** that corresponds to the Committee's charge and recommends changes as necessary.
5. To Whom The Committee Reports:  
The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited above. The committee recommends curricular changes in the Writing Across the Curriculum Program, Honors Program, and ~~General Education~~ **Foundations Curriculum** to the ~~University Curriculum Committee~~ **Faculty Senate**.
6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:  
The committee is empowered to make reports to the program directors as indicated above and to the University Curriculum Committee as appropriate.
8. Standard Meeting Time:  
The committee meeting time is scheduled for the third Monday of each month.



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Faculty Senate Agenda  
February 22, 2011  
Attachment 14.

**COMMITTEE ON COMMITTEES REPORT**  
First Reading of Proposed Revisions to the  
Admission and Retention Policies Committee Charge

(Additions are noted in **bold** print and deletions noted in ~~strikethrough~~.)

1. Name: Admission and Retention Policies Committee
  2. Membership:  
7 **8** elected faculty members.  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative**, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.  
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
  3. Quorum: 4 elected members exclusive of ex-officio.
  4. Committee Responsibilities:
    - A. The committee considers matters related to undergraduate **and graduate** recruitment, admission, advising, and retention of students.
    - B. The committee recommends to the Faculty Senate policies and procedures governing undergraduate **and graduate** recruitment, admissions, advising, retention, and readmission.
    - C. The committee considers and proposes to the Faculty Senate policies and procedures pertaining to academic credits and standards. This includes, but is not limited to, auditing and repetition of courses, advanced placement credit, grading, course attendance, scholastic eligibility requirements, academic probation and suspension, degrees with distinction, honors listings (Honor Roll, Dean's List, Chancellor's List), schedule changes, withdrawal from the University, course-load limitation, residence requirements for graduation and other similar items.
    - D. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* **and the University Graduate Catalog** that corresponds to the Committee's charge and recommends changes as necessary.
  5. To Whom The Committee Reports:  
The committee makes its recommendations to the Faculty Senate.
  6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
  7. Power Of The Committee To Act Without Faculty Senate Approval:  
None
  8. Standard Meeting Time:  
The committee meeting time is scheduled for the first Monday of each month.
-



### COMMITTEE ON COMMITTEES REPORT

#### First Reading of Proposed Revisions to the Calendar Committee Charge

(Additions are noted in **bold** print and deletions noted in ~~strikethrough~~.)

1. Name: Calendar Committee
  2. Membership:
    - ~~7~~ **8** elected faculty members.
    - Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative**, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.
    - The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
  3. Quorum: 4 elected members exclusive of ex-officio.
  4. Committee Responsibilities:
    - A. The committee considers calendar matters for university units, except the School of Medicine.
    - B. The committee is concerned with the number of days the University shall be in session during the regular terms, each semester, and summer-session terms. The committee also recommends the beginning and closing dates of the regular terms, each semester, and summer-session terms.
    - C. The committee schedules examination, holiday, and vacation periods.
    - D. The committee develops and presents calendar guidelines to the Faculty Senate. The committee makes recommendations based on these approved guidelines and other matters affecting the calendar.
    - E. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* **and the University Graduate Catalog** that corresponds to the Committee's charge and recommends changes as necessary.
  5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate.
  6. How Often The Committee Reports:

The committee reports to the Faculty Senate at the March meeting and at other times as necessary.
  7. Power Of The Committee To Act Without Faculty Senate Approval:

None
  8. Standard Meeting Time:

The committee does not have a standard meeting time.
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## Faculty Senate Agenda

February 22, 2011

Attachment 16.

### COMMITTEE ON COMMITTEES REPORT

First Reading of Proposed Revisions to the Educational Policies and Planning Committee Charge

(Additions are noted in **bold** print and deletions noted in ~~strikethrough~~.)

1. Name: Educational Policies and Planning Committee

2. Membership:

~~7~~ **8** elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative**, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

A. The committee considers the adequacy, balance, and excellence of all of the University's undergraduate and graduate programs relative to accepted academic standards. This consideration shall cover the undergraduate and graduate programs as problems or concerns arise.

B. The committee advises the Chancellor on the educational policies and organizations, goals, standards, and procedures of the University following such consideration, as outlined in Section 4.A., or as requested otherwise by the Chancellor or the Faculty Senate.

C. The committee reviews information concerning proposals for all new curricula, programs, and academic policies, or for revisions in all existing policies, prior to the implementation of such proposals in the long-range planning of academic programs in the College of Arts and Sciences, the various professional schools, the Graduate School, and the Division of Continuing Studies. The Committee uses the University Academic Standards and Resources as the basis for its reviews.

D. The committee acts upon requests for permission to plan and establish all new degree programs and requests for permission to establish new minors. The committee shall use the University Academic Standards and Resources as the basis for its review.

E. The committee advises the Chancellor of action to be taken if the University experiences financial exigency, or in the event that a major curtailment of an existing teaching, research, or public service program is considered (*ECU Faculty Manual*, Appendix D. Tenure and Promotion Policies and Procedures).

F. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* **and the University Graduate Catalog** that corresponds to the Committee's charge and recommends changes as necessary.

5. To Whom The Committee Reports:

The committee advises the Chancellor **through their report to the Faculty Senate** as described in 4.B. above. The committee reports to the Faculty Senate concerning its ~~recommendations to the Chancellor and/or~~ requests it has received from the Chancellor.

The committee reports to the Faculty Senate the action it has taken on requests for permission to plan and establish new degree programs and requests for permission to establish new



minors. ~~This report may be made by electronic means through the Faculty Senate office.~~

6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
  7. Power Of The Committee To Act Without Faculty Senate Approval:  
The committee is empowered to advise the Chancellor as described in 4.B above.
  8. Standard Meeting Time:  
The committee meeting time is scheduled for the second Friday of each month.
- 

**Faculty Senate Agenda**  
**February 22, 2011**  
**Attachment 17.**

**COMMITTEE ON COMMITTEES REPORT**

First Reading of Proposed Revisions to the Faculty Governance Committee Charge

(Additions are noted in **bold** print and deletions noted in ~~strikethrough~~.)

1. Name: Faculty Governance Committee
2. Membership:  
7 **8** elected **tenured** faculty members.  
  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative**, the Chair of the Faculty, and one faculty senator selected by the Chair of the Faculty.  
  
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee considers matters relating to Appendix A. Faculty Constitution and By-Laws, where there is no conflict with the functions of the Committee on Committees.
  - B. The committee considers matters relating to Appendix C. Personnel Policies and Procedures for the Faculty of ECU, Appendix L. ECU Code, and other governance documents not specified in other committee charges.
  - C. The committee considers policies and procedures related to initial faculty appointment, tenure, promotion in rank, merit, (see Appendix D. Tenure Policies and Regulations of ECU), and other such matters as may pertain to the general well-being of the faculty, e.g. sexual harassment policy.
  - D. The committee advises the Chair of the Faculty regarding the contents of the Faculty Manual.
  - E. The committee considers matters relating to unit re-evaluations.
  - F. The committee shall review personnel policies and procedures (Appendices C and D). This process shall occur every five years. ~~, beginning September 2003.~~
  - G. ~~The Committee reviews at least annually those sections within the University Undergraduate Catalog that corresponds to the Committee's charge and recommends changes as necessary.~~
5. To Whom The Committee Reports:  
The committee recommends to the Faculty Senate revisions to Appendix A, Faculty



Constitution and By-Laws, Appendix C. Personnel Policies and Procedures for the Faculty of ECU, Appendix D. Tenure Policies and Regulations of ECU, and Appendix L. ECU Code. The committee makes recommendations concerning unit re-evaluations to the Faculty Senate. The committee makes its recommendations on policies concerning initial faculty appointment, tenure, promotion, and merit to the Faculty Senate.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to advise the Chair of the Faculty regarding the contents of the *Faculty Manual*.

8. Standard Meeting Time:

The committee meeting time is scheduled for the 2nd Wednesday of each month.

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**Faculty Senate Agenda**

**February 22, 2011**

**Attachment 18.**

**COMMITTEE ON COMMITTEES REPORT**

First Reading of Proposed Revisions to the  
Faculty Information Technology Review Committee Charge

(Additions are noted in **bold** print and deletions noted in ~~strikethrough~~.)

1. Name: Faculty Information Technology Review Committee

2. Membership:

~~7~~ **8** elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research **and Graduate Studies** or an appointed representative, the Chief Information Officer or an appointed representative, the Chair of the Faculty or an appointed representative, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

A. The purpose of the committee is to ensure timely, informed faculty opinion on any Information Technology action in any area of the University that may affect significantly the University's academic mission. The committee recommends policy related to the academic use of information technology. [All Information Technology actions that affect more than one academic unit or that are initiated above the academic College or School department levels are recognized as actions that may affect significantly the University's academic mission.]

B. The committee initiates, reviews and makes recommendations on proposals to plan, implement, revise or eliminate information technology initiatives, goals, standards, policies, procedures or actions that significantly impact the University's academic mission.

C. The committee shall prepare and make available a format for proposals requesting permission to plan, implement, revise or eliminate an information technology initiative, goal, standards, policy, procedure or action.

~~D. The Committee reviews at least annually those sections within the University~~



~~Undergraduate Catalog that corresponds to the Committee's charge and recommends changes as necessary.~~

5. To Whom The Committee Reports:

The committee makes recommendations to the Chief Information Officer, and reports to the Faculty Senate. At their discretion, reports are also submitted to the appropriate administrative officer(s).

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee makes its recommendation to the appropriate university administrator. The committee reports its recommendations and other actions to the Faculty Senate.

8. Standard Meeting Time:

The committee meeting time is scheduled for the second Monday of each month. Additional meetings may be scheduled as needed.

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## Faculty Senate Agenda

February 22, 2011

Attachment 19.

### COMMITTEE ON COMMITTEES REPORT

First Reading of Proposed Revisions to the Faculty Welfare Committee Charge

(Additions are noted in **bold** print and deletions noted in ~~strikethrough~~.)

1. Name: Faculty Welfare Committee

2. Membership:

~~7~~ **8** elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative**, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

A. The committee considers programs and policies relating to insurance, annuities, leaves of absence, and all other programs and policies which affect the general welfare of the faculty or of specific faculty members.

B. The committee reviews policies related to faculty salaries and fringe benefits and reports annually to the Faculty Senate on these topics.

C. The committee recommends new programs and policies related to faculty welfare and revisions to existing ones.

~~D. The Committee reviews at least annually those sections within the University Undergraduate Catalog that corresponds to the Committee's charge and recommends changes as necessary.~~

5. To Whom The Committee Reports:

The committee recommends new programs and policies related to faculty welfare, or revisions to existing ones, to the Faculty Senate.



6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
  7. Power Of The Committee To Act Without Faculty Senate Approval:  
None
  8. Standard Meeting Time:  
The committee meeting time is scheduled for the second Thursday of each month.
- 

**Faculty Senate Agenda  
February 22, 2011  
Attachment 20.**

**COMMITTEE ON COMMITTEES REPORT**

First Reading of Proposed Revisions to the Student Academic Appellate Committee Charge

(Additions are noted in **bold** print and deletions noted in ~~strikethrough~~.)

1. Name: Student Academic Appellate Committee
  2. Membership:  
7 **8** elected faculty members.  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative** the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.  
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
  3. Quorum: 4 elected members exclusive of ex-officio.
  4. Committee Responsibilities:
    - A. The committee serves as an appeals board for entering students who do not meet admission requirements.
    - B. The committee serves as an appeals board for students denied permission to drop a course.
    - C. The committee serves as an appeals board for students who wish to appeal administrative decisions involving the interpretation and enforcement of policies pertaining to academic credits and standards.
    - D. The committee serves as an appeals board for students seeking readmission after being declared academically ineligible to return.
    - E. The committee serves as an appeals board for students appealing financial aid decisions.
    - F. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* **and the University Graduate Catalog** that corresponds to the Committee's charge and recommends changes as necessary.
  5. To Whom The Committee Reports:  
The committee reports its appellate decisions to the appropriate administrative office.
  6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
  7. Power Of The Committee To Act Without Faculty Senate Approval:  
The committee is empowered to make appellate decisions regarding students as outlined in its committee responsibilities.
  8. Standard Meeting Time:  
The committee meeting time is scheduled for the first Wednesday of each month.
-



COMMITTEE ON COMMITTEES REPORT

First Reading of Proposed Revisions to the Teaching Grants Committee Charge

(Additions are noted in **bold** print and deletions noted in ~~strikethrough~~.)

1. Name: Teaching Grants Committee
2. Membership:

12 elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative**, the Chair of the Faculty and one faculty senator selected by the Chair of the Faculty.

The membership of the committee shall serve according to their disciplinary expertise. Ideally this would include six members from the College of Arts and Sciences, with at least two each from Humanities, Social Sciences, and the Sciences/Math, and six members from the Professional Schools and other academic units, with no more than one from each professional school.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 7 elected members exclusive of ex-officio.

Committee Responsibilities:

- A. The committee recommends policies and procedures governing the grant application process, criteria for the awarding of grants, guidelines for the use of teaching grant funds, and procedures for annual reporting by grant recipients.
- B. The committee recommends teaching grant proposals to be funded, based on the merit of the proposals. Members of the committee are permitted to submit proposals for the committee's consideration. No member of the committee may vote on his or her own proposal, but no member is prohibited from voting on any other proposal before the committee. That member of the committee shall not be present when his or her proposal is being considered by the committee.
- C. ~~The Committee reviews at least annually those sections within the University Undergraduate Catalog that corresponds to the Committee's charge and recommends changes as necessary.~~

5. To Whom The Committee Reports:

The committee submits recommendations of proposals to be funded to the appropriate vice chancellor and reports the final list of funded proposals to the Faculty Senate. The committee makes recommendations concerning the policies and procedures governing teaching grant proposals to the Faculty Senate.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to make recommendations regarding the funding of research proposals.

8. Standard Meeting Time:

The committee does not have a standard meeting time.



COMMITTEE ON COMMITTEES REPORT

First Reading of Proposed Revisions to the Unit Code Screening Committee Charge

(Additions are noted in **bold** print and deletions noted in ~~strikethrough~~.)

1. Name: Unit Code Screening Committee
  2. Membership:  
7 **8** elected faculty members.  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointment representative**, the Chair of the Faculty, one faculty Senator selected by the Chair of the Faculty, and one student member from the Student Government Association. The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
  3. Quorum: 4 elected members exclusive of ex-officio.
  4. Committee Responsibilities:
    - A. The committee reviews academic unit codes and changes to existing academic unit codes to insure compliance with the *ECU Faculty Manual* and policies, "General Guidelines for Writing and Revising Unit Codes" (adopted by the Faculty Senate), the Code of the University of North Carolina, and other appropriate documents.
    - B. The committee revises the "General Guidelines for Writing and Revising Unit Codes" when necessary.
    - C. ~~The Committee reviews at least annually those sections within the University Undergraduate Catalog that corresponds to the Committee's charge and recommends changes as necessary.~~
  5. To Whom The Committee Reports:  
The committee makes its recommendations to the Faculty Senate.
  6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
  7. Power Of The Committee To Act Without Faculty Senate Approval:  
None
  8. Standard Meeting Time:  
The committee does not have a standard meeting time.
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COMMITTEE ON COMMITTEES REPORT

First Reading of Proposed Revisions to the University Budget Committee Charge

(Additions are noted in **bold** print and deletions noted in ~~strikethrough~~.)

1. Name: University Budget Committee
2. Membership:  
7 **8** elected faculty members.  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research **and Graduate Studies** or an appointed representative, the Vice Chancellor for Administration and Finance or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.  
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee serves as a communication link between the Faculty Senate and the Chancellor for budgetary matters. The committee informs the Faculty Senate about changes and proposed changes in the university budget.
  - B. The committee receives information and advises the Chancellor regarding budgetary and reallocation decisions including the lapsed salary budget, the carryover budget, and the biennium budget requests.
  - C. The committee advises the Chancellor **through the Faculty Senate** on annual budget priorities and policy, biennial budget requests and priorities, tuition changes, and the relationship of budget decisions to the university's mission.
  - D. ~~The Committee reviews at least annually those sections within the University Undergraduate Catalog that corresponds to the Committee's charge and recommends changes as necessary.~~
5. To Whom The Committee Reports:  
The committee advises the Chancellor **through their** ~~The committee~~ reports to the Faculty Senate concerning its recommendations to the Chancellor.
6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:  
The committee is empowered to advise the Chancellor as described in section 4.A.1 above.
8. Standard Meeting Time:  
The committee meeting time is scheduled for the third Thursday of each month.