



Faculty Senate

East Carolina University

140 Rawl Annex Building • Greenville, NC 27858-4353

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

facultysenate@ecu.edu • www.ecu.edu/fsonline

Marianna Walker

Chair of the Faculty
College of Allied Health
Sciences

Mark Sprague

Vice Chair of the Faculty
College of Arts and Sciences

Hunt McKinnon

Secretary of the Faculty
College of Human Ecology

Brenda Killingsworth

Parliamentarian
College of Business

June 19, 2012

Chancellor Steve Ballard
East Carolina University
Spilman Building

Dear Dr. Ballard,

On April 17, 2012, the Faculty Senate adopted the attached resolution relating to proposed revisions to Appendix C. On May 2, 2012, you approved the proposed revisions as submitted. However, recently in preparation for the upcoming July Board of Trustees meeting, I noted an error in the Committee's reporting of the proposed revisions.

As indicated below (yellow highlighting), part of this policy that we did not intend to change was lined through by accident (sub-sections 2, 3, 4 and 5). Only the text of sub-section 1 was supposed to be lined through, as only this text was being replaced with new wording. I now ask that you please rescind your earlier approval of this resolution and approve the attached corrected version of this resolution. The corrected version replaces sub-section 1 with the text you previously approved, while retaining sub-sections 2, 3, 4, and 5, which we did not intend to remove (see the attached for correct version of the resolution).

~~1. Teaching~~

~~The quality of teaching must be evaluated by means of~~
~~a. data from surveys of student opinion, when such data have been gathered in~~
~~accordance with established procedures of the department or the university~~
~~which guarantee the integrity and completeness of said data. As part of the effort~~
~~to evaluate the teaching of faculty members, each unit shall either: develop and~~
~~use its own instrument(s) as approved by the chancellor to determine student~~
~~opinion of teaching or utilize the instrument developed by the Committee to~~
~~determine student opinion of teaching.~~

~~b. formal methods of peer review of new and probationary term faculty, including~~
~~direct observation of teaching. Methods to be used for this peer review are~~
~~detailed in Faculty Senate resolution #93-44. The peer review instrument is~~
~~provided in Faculty Senate resolution #05-03. The peer review instrument for on-~~
~~line courses is provided in Faculty Senate resolution #11-53.~~

~~c. procedures provided for in unit codes;~~

~~2. scholarship;~~

~~3. patient care;~~

~~4. services rendered on department, school, college, and university committees,~~
~~councils, and senates; service to professional organizations; service to local,~~
~~state and national governments; contributions to the development of public~~
~~forums, institutes, continuing education projects, patient services and consulting~~
~~in the private and public sectors; and~~

~~5. other responsibilities as may be appropriate.~~

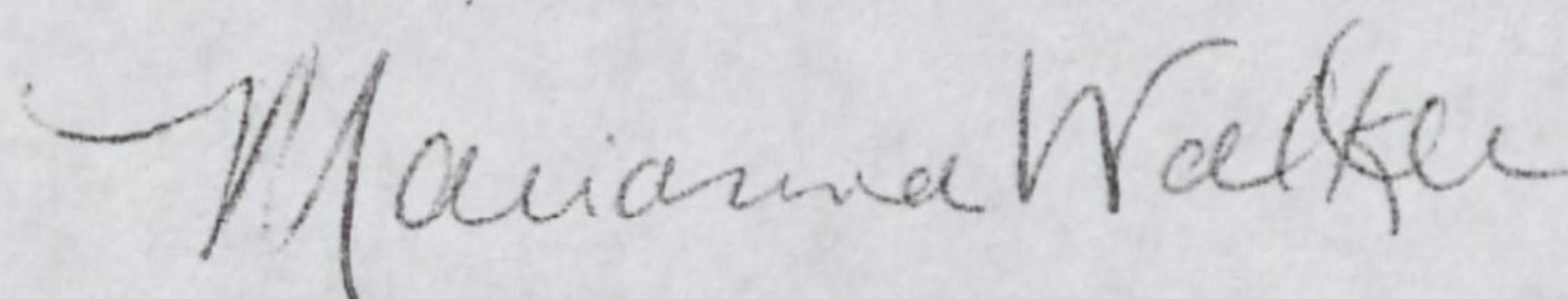
*East Carolina University
is a constituent institution
of the University of North
Carolina. An equal
opportunity affirmative
action university, which
accommodates the needs of
individuals with disabilities.*

Memorandum
June 19, 2012
Page 2.

It is our hope that this can be handled expeditiously in order to allow the Board of Trustees to still consider this item in July in order for the new *ECU Faculty Manual* to include the updated information when distributed to faculty upon their return in the Fall.

Thank you for your consideration of this request.

Sincerely,



Marianna Walker
Chair of the Faculty

attachment

copy via email

Linda Wolfe, Foundations Curriculum & Instructional Effectiveness Cmte.

George Bailey, Faculty Governance Cmte.

Faculty Officers

Marilyn Sheerer, Provost and Vice Chancellor for Academic Affairs

Phyllis Horns, Vice Chancellor for Health Sciences

Ron Mitchelson, Interim Vice Chancellor for Research & Graduate Studies

Faculty Senate Resolution #12-76

Approved by the Faculty Senate: April 17, 2012

Approved by the Chancellor: May 2, 2012

Approved by the Board of Trustees: *pending*

Revisions to *ECU Faculty Manual*, Appendix C.

Section III. Evaluation in reference to the Student Perception of Teaching Survey

Link to full [Appendix C](#) Personnel Policies and Procedures for the Faculty of East Carolina University

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

Revise and keep in the Faculty Manual.

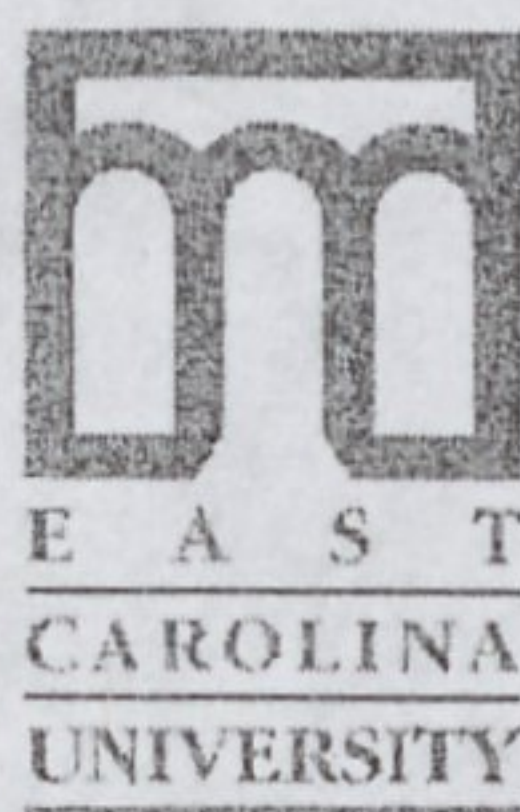
Section III. Evaluation, 1. Teaching to read as follows:

1. Teaching

Teaching is the primary function of the university. Teaching may include classroom and laboratory instruction, student advising, mentoring student research, and other pedagogical activities. Teaching must be evaluated using multiple methods selected from the list below:

- a. review by the unit administrator and/or peers of course materials such as syllabi, reading lists, teaching outlines, audiovisual materials, student manuals, student assignments and examinations, and/or other materials prepared for or relevant to teaching.
- b. samples of student work on assignments, projects, papers, juries or other examples of student achievement.
- c. formal methods of peer review, including direct observation of teaching utilizing the appropriate university approved format (including direct observation of the teaching of new and tenure-track faculty). Methods to be used for this peer review are detailed in Faculty Senate resolution #93-44. The peer review instrument is provided in Faculty Senate resolution #05-03. The peer review instrument for on-line courses is provided in Faculty Senate resolution #11-53.
- d. direct observation of teaching by the unit administrator.
- e. review of data from the Student Perception of Teaching Survey (SPOTS). The data from SPOTS is qualitative data and is not designed to serve the purpose of a measurement instrument. Therefore, SPOTS data may not be converted into a numerical score to be used in faculty evaluation.
- f. other procedures provided for in unit codes.

The relative weight given to teaching, research/creative activity, and service in personnel decisions shall be determined by each unit code. In no case, however, shall service be weighed more heavily than either teaching or research/creative activity. (Faculty Senate Resolution #97-43, December 1997)



Office of the Chancellor

East Carolina University
105 Spilman Building • Greenville, NC 27858-4353
252-328-6212 office • 252-328-4155 fax
www.ecu.edu

Memorandum

To: Professor Marianna Walker
Chair of the Faculty

From: Steve Ballard
Chancellor

Date: May 2, 2012

Subject: Faculty Senate Resolutions for April, 2012

I hereby **approve** the following resolutions pertinent to the Faculty Manual which were adopted by the Faculty Senate at its meeting on April 17, 2012.

The remainder of the April 17 resolutions will undergo the normal review process with a decision to be forthcoming.

Faculty Senate Resolution 12-64

Revision to the *ECU Faculty Manual*, Part III. Academic Freedom to include a link to the Statement on Student Academic Freedom (once approved). (Please refer to FS #12-63 for proposed statement.)

Faculty Senate Resolution 12-70

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection J. Salary Policies.

Faculty Senate Resolution 12-76

Revisions to *ECU Faculty Manual*, Appendix C. Section III. Evaluation in reference to the Student Perception of Teaching Survey.

The following resolutions are approved with changes as noted below:

Faculty Senate Resolution 12-65

Revisions to the *ECU Faculty Manual*, Part I. Introduction.

In the third paragraph, add quotes to the statement "as an organized voice for the faculty of East Carolina University to enable faculty to play a broader role in the decisional mainstream of the institution."

Sample language for Chancellor response

Upon discovering unintended editorial mistakes, I hereby rescind my approval of May 2, 2012 of **Faculty Senate Resolution 12-76**, revisions to Appendix C. Section III. Evaluation in reference to the Student Perception of Teaching Survey, as originally worded.

In Appendix C, Section III – Annual Evaluation, or reorganized Part VIII, Section I (III), the following subsections 2, 3, 4, and 5 should not be deleted and should follow the section (1.) on teaching as it currently states.

I hereby approve the corrected version of Faculty Senate Resolution 12-76, as noted below.

To read as follows:

1. Teaching

Teaching is the primary function of the university. Teaching may include classroom and laboratory instruction, student advising, mentoring student research, and other pedagogical activities. Teaching must be evaluated using multiple methods selected from the list below:

- a. review by the unit administrator and/or peers of course materials such as syllabi, reading lists, teaching outlines, audiovisual materials, student manuals, student assignments and examinations, and/or other materials prepared for or relevant to teaching.
- b. samples of student work on assignments, projects, papers, juries or other examples of student achievement.
- c. formal methods of peer review, including direct observation of teaching utilizing the appropriate university approved format (including direct observation of the teaching of new and tenure-track faculty). Methods to be used for this peer review are detailed in Faculty Senate resolution #93-44. The peer review instrument is provided in Faculty Senate resolution #05-03. The peer review instrument for on-line courses is provided in Faculty Senate resolution #11-53.
- d. direct observation of teaching by the unit administrator.
- e. review of data from the Student Perception of Teaching Survey (SPOTS). The data from SPOTS is qualitative data and is not designed to serve the purpose of a measurement instrument. Therefore, SPOTS data may not be converted into a numerical score to be used in faculty evaluation.
- f. other procedures provided for in unit codes.

The relative weight given to teaching, research/creative activity, and service in personnel decisions shall be determined by each unit code. In no case, however, shall service be weighed more heavily than either teaching or research/creative activity. (Faculty Senate Resolution #97-43, December 1997)

2. scholarship;

3. patient care;

4. services rendered on department, school, college, and university committees, councils, and senates; service to professional organizations; service to local, state and national governments; contributions to the development of public forums, institutes, continuing education projects, patient services and consulting in the private and public sectors; and

5. other responsibilities as may be appropriate.

~~1. Teaching~~

~~The quality of teaching must be evaluated by means of~~

~~a. data from surveys of student opinion, when such data have been gathered in accordance with established procedures of the department or the university which guarantee the integrity and completeness of said data. As part of the effort to evaluate the teaching of faculty members, each unit shall either: develop and use its own instrument(s) as approved by the chancellor to determine student opinion of teaching or utilize the instrument developed by the Committee to determine student opinion of teaching.~~

~~b. formal methods of peer review of new and probationary term faculty, including direct observation of teaching, Methods to be used for this peer review are detailed in Faculty Senate resolution #93-44.~~

~~The peer review instrument is provided in Faculty Senate resolution #05-03. The peer review instrument for on-line courses is provided in Faculty Senate resolution #11-53.~~

~~c. procedures provided for in unit codes;~~