

**EAST CAROLINA UNIVERSITY
2013-2014 FACULTY SENATE**

The second regular meeting of the 2013-2014 Faculty Senate will be held on **Tuesday, October 1, 2013**, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

I. Call to Order

II. Approval of Minutes

September 10, 2013

III. Special Order of the Day

A. Roll Call

B. Announcements

C. Steve Ballard, Chancellor

D. Phyllis Horns, Vice Chancellor for Health Sciences

E. Mark Sprague, Chair of the Faculty

F. Andrew Morehead, UNC Faculty Assembly Delegate
Report on the September 20, 2013, UNC Faculty Assembly Meeting.

G. John Fletcher, Associate Provost Enrollment Services
and Kevin Baxter, Interim Director of Admissions
Annual report on the 2013 Freshman Class and 13- year Retention Rate of Home
Schooled Admissions

H. Jeff Compher, Director of University Athletics

I. David Dosser, Faculty Athletics Representative
Report on University Athletic Committee's Academic Integrity Subcommittee

J. Question Period

IV. Unfinished Business

V. Report of Graduate Council

Formal faculty advice on curriculum and academic matters contained in the
August 26, 2013 Graduate Council meeting minutes, including request for time extension
(CRM PhD student), Affordable Care Act, employer mandate, and graduate assistantships.

VI. Report of Committees

- A. Committee on Committees, Britton Theurer
 - 1. Election of Appellate Hearing Committee member (attachment 1)
 - 2. Election of Appellate Faculty Grievance Committee member (attachment 2)
 - 3. Election of Graduate Council member (attachment 3)
- B. Faculty Grievance Committee, Gregory Lapicki
Overview of 2012-2013 Committee Activities (attachment 4)
- C. Research/Creative Activities Committee, Jason Brinkley
2013-2014 Research and Creative Activity Award competition and revised Research and Creative Activity Award Guidelines and Forms (attachment 5)
- D. Faculty Governance Committee, Edson Justiniano
Proposed Revisions to the Chancellor Survey Form for the Administrator Survey (attachment 6)
- E. Educational Policies and Planning Committee, Ed Stellwag
Curriculum and academic program matters acted on and recorded in the September 13, 2013 Committee meeting minutes, including a Certificate Program in Military and Trauma Counseling within the College of Allied Health Sciences, Request to Establish the Master's degree in Biomedical Engineering within the College of Technology and Computer Science, and Request to discontinue certificate programs in School Business Management, Professional Investment Management & Operations, and E-Commerce/Electronic Commerce within the College of Business.
- F. University Curriculum Committee, Donna Kain
Curriculum matters acted on and recorded in the September 12, 2013 Committee meeting minutes, including discussion on 5000-level courses and courses within the Department of Political Science and Honors College.
- G. Foundations Curriculum and Instructional Effectiveness Committee, George Bailey
Curriculum matters acted on and recorded in the September 16, 2013 Committee meeting minutes, including Foundations Humanities credit for FORL 2520, French Cinema Classics; Global Diversity Credit for ANTH 1050, Global Understanding, ANTH 2010, Societies Around the World, ANTH 2200, Introduction to Cultural Anthropology, ANTH 3002, Cultures of East Asia, ANTH 3003, Cultures of Africa, ANTH 3004, Cultures of the South Pacific, ANTH 3013, Cultures of Mainland Southeast Asia, ANTH 3016, Cultures of the Caribbean, ANTH 3017, Cultures of Mexico and Guatemala, ANTH 3018, Cultures of South and Central America, ANTH 3200, Women's Roles in Cross-Cultural Perspective, ETHN 2001, Introduction to Ethnic Studies, GEOG 2110, World Geography – Less Developed Regions; and Domestic Diversity Credit for ANTH 3005, North American Indians.

VII. New Business

Faculty Senate Agenda
October 1, 2013
Attachment 1.

COMMITTEE ON COMMITTEES REPORT
Election of Appellate Hearing Committee member

Regular Members (with vote)	Academic Unit	Term	Office Location	Mail #	Office #
OPEN		2014			
Mamadi Corra	Sociology	2014	Brewster A-420	567	328-4836
Christine Zoller	Art and Design	2015	Jenkins 1312	502	328-1321
Todd Finley Chair	Education	2016	Ragsdale 132	504	328-6769
Lisa Barricella Secretary	Academic Library Services	2016	Joyner 1201	516	328-0838
Alternate Members (with vote)					
Natalie Stewart	Theatre and Dance	2014	Messick 216	553	328-2110
Angela Thompson	History	2014	Brewster A-203	554	328-1035
Lida Cope	English	2015	Bate 2118	555	328-6411
Deedee Glascoff	Health and Human Performance	2015	Belk 2308	559	328-6583
Eric Shouse	Communication	2016	Joyner East 124	524	328-0433

Faculty Senate Agenda**October 1, 2013****Attachment 2.****COMMITTEE ON COMMITTEES REPORT**

Election of Appellate Faculty Grievance Committee member

Regular Members (with vote)	Academic Unit	Term	Office Location	Mail #	Office #
Mario Rey	Music	2014	Fletcher 266	506	328-6197
Jinling Huang	Biology	2014	Howell S202	551	328-5623
Jan Mayo Secretary	Academic Library Svcs	2014	Joyner 1200	516	328-0293
Gregory Lapicki Chair	Physics	2015	Howell Sc. E308	563	328-6894
George Wang	Tech & Computer Sci.	2015	Rawl 343B	307	737-1887
Paige Averett	Social Work	2015	Rivers 100	505	328-4183
OPEN		2016			
Karen Voytecki	Education	2016	Rivers 101 NB	504	328-5747
Alternate Members (with vote)					
Mary Gilliland	Medicine	2014	PCMH LB-125	642	744-4655
Alexandra Shlapentokh	Mathematics	2016	Austin 231	561	328-4108
Ex-Officio Member (without vote)					
Mark Sprague	Chair of the Faculty	2014	140 Rawl Annex	109	328-6537

Faculty Senate Agenda

October 1, 2013

Attachment 3.

COMMITTEE ON COMMITTEES REPORT

Election of Graduate Council member

Graduate Council Voting Members 2013-14

Election	Name	Academic Unit	College	Email	Telephone
Ex --officio	Andrew Morehead	Faculty Senate Representative	HCAS	moreheada@ecu.edu	328---9798
Ex --officio	Annette Greer	Health Sciences	BSOM	greera@ecu.edu	744--0316
Ex --officio	Jim Decker	Chair Graduate Curriculum Committee	CAHS	deckerj@ecu.edu	328---0001
Ex --officio	Mark Sprague	Chair of the Faculty	HCAS	spraguem@ecu.edu	328--1862
Ex --officio	Rita Reaves	Academic Affairs		reavesr@ecu.edu	1
Faculty Senate	OPEN				
Faculty Senate	Carmen Russoniello	Rec & Leisure Studies	HHP	russonielloc@ecu.edu	328--0024
Faculty Senate	Charles Coddington	Tech Systems	TECS	coddingtonc@ecu.edu	328--9652
Faculty Senate	Gail Ratcliff	Mathematics	HCAS	ratcliffg@ecu.edu	328--2433
College Rep	Bob Thompson	Political Science (at--large)	HCAS	thompsonro@ecu.edu	328--5686
College Rep	Brett Keiper	Biochemistry	BSOM	keiperb@ecu.edu	744--2656
College Rep	Cynthia Bickley--Green	Art	CFAC	bickleygreenc@ecu.edu	367--1337
College Rep	Denise Donica	Occupational Therapy	CAHS	donicad@ecu.edu	744---2705
College Rep	Erol Ozan	Tech Systems	TECS	ozang@ecu.edu	328--9667
College Rep	Heather Ries	Mathmatics (at--large)	HCAS	riesh@ecu.edu	328--6552
College Rep	Jana Pressler	Nursing	CON	presslerj@ecu.edu	744--6473
College Rep	John Harer	Lib Sci	COE	harerj@ecu.edu	328--4389
College Rep	John Reisch	Accounting	COB	reischj@ecu.edu	737--1051
College Rep	Kathleen Cox	Commun Sci & Dis	CAHS	coxka@ecu.edu	744--6085
College Rep	Michael Wheeler	Nutrition Science	CHE	wheelerm@ecu.edu	328--2371
College Rep	Michelle Eble	English (Humanities)	HCAS	eblem@ecu.edu	328--6412
College Rep	Paul Gares	Geography (social sci)	HCAS	garesp@ecu.edu	328--6084
College Rep	Richard Franklin	Microbiology	BSOM	franklinr@ecu.edu	744--2705
College Rep	Rebecca Benfield	Nursing	CON	benfieldr@ecu.edu	744---6473
College Rep	Paul Schwager	Business	COB	schwagerp@ecu.edu	328--6966
College Rep	Ron Preston	Math & Sci & Instr Tech Ed	COE	prestonr@ecu.edu	328--9370
College Rep	Terry Atkinson	Curriculum & Instruct	COE	atkinsont@ecu.edu	328--2889
College Rep	Terry West	Biology (nat sci & math)	HCAS	westt@ecu.edu	328--6306
College Rep	Tom Skalko	Rec & Leisure Studies	HHP	skalkot@ecu.edu	328--0018
College Rep	Vivian Mott	Couns & Adult Ed	COE	mottv@ecu.edu	328--6177
At--large appointee	Angela Lamson	Child Dev and Family Relations	CHE	Lamsona@ecu.edu	737--2042
At--large appointee	Hans Vogelsong	Rec & Leisure Studies	HHP	vogelsongh@ecu.edu	328--9373
At--large appointee	Marie Pokorny	Nursing	CON	pokornym@ecu.edu	744--6435
GPSS President	Thomas Croskery	GPSS President		croskeryt12@students.ecu.edu	1
Alternate	Carol Brown	Math & Sci & Instr Tech Ed	COE	browncar@ecu.edu	328---1624

Faculty Senate Agenda
October 1, 2013
Attachment 4.

FACULTY GRIEVANCE COMMITTEE REPORT
 Overview of 2012-2013 Committee Activities

Number of Grievants in Grievance Process for Academic Year 2012-2013
 (May 1, 2012 through April 30, 2013)

G.	Time in Step				
Step	<i>Less than One Month</i>	<i>One-Two Months</i>	<i>Two-Three Months</i>	<i>More than Three Months</i>	
One	1	0	0	0	

Number of Grievances Filed (Completed Step One): 1

Fixed Term Faculty 0 Probationary Faculty 0 Tenured Faculty 1

H.	Time in Step Two – Four				
I. Step	<i>Less than One Month</i>	<i>One-Two Months</i>	<i>Two-Three Months</i>	<i>More than Three Months</i>	
Two	1	0	0	0	
Three	1	0	0	0	
Four	1	0	0	0	

J. Step Five Hearing
 Scheduled for Hearing - 1
 Hearings Completed - 1
 In Report Stages - 0
 Reports Issued - 1

Reports Issued in Favor of:
 Grievant - 1
 Respondent - 0
 Both Grievant and Respondent - 0

Number Appealed to Chancellor - 0
 Reports Issued by Chancellor - 1
 Number at Faculty Governance - 0
 Reports at Rewrite or Reissued by Faculty Governance Committee - 0

Number that went through Mediation - 0
 Number that went through Chancellor Review - 0
 Number Terminated by Grievant - 0
 Number Terminated by Committee - 0

RESEARCH/CREATIVE ACTIVITIES COMMITTEE REPORT

2013-2014 Research and Creative Activity Award competition
and revised Research and Creative Activity Award Guidelines and Forms

Recently, research and graduate studies informed this committee that a pool of funds would be made available for this committee to use to reinstate the research and creative achievement grant competition. Other administration officials have asked us to rename the competition "awards" instead of "grants". This year's competition will be managed completely by the RCAC and will determine which proposals will be funded from an available pool of \$25,000. The committee is hoping to fund between 4-8 proposals and are recommending a cap of \$6,250.

Background: This committee has documentation and guidelines for previous proposals; however, the committee felt those documents needed to be reviewed and modified given the changes made in the competition process and the amount of funding available. This committee has not held such a competition since 2011-2012 academic year and those awardees were not funded.

Major changes of interest:

- Name of competition and funds changed from 'grant' to 'award'
- Awardees will be chosen by the RCAC committee directly; in previous competitions a list of recommendations were given to the Vice Chancellor for Research which made final decisions about exact funding.
- All full-time tenured track and tenured faculty are eligible to apply (BSOM faculty were added a few years ago, but a discussion and vote occurred about their remained eligibility as well as eligibility of SoDM faculty).
- The page limit for content was changed from 8 pages double spaced to 5 pages single spaced.
- Individuals with video or other digital content can now submit a DVD or a CD (was only a CD before) and are encouraged to post appropriate digital content to the web instead.
- The dates were changed because all funds must be used before the end of the 2013-2014 fiscal year.

East Carolina University
Faculty Senate
RESEARCH/CREATIVE ACTIVITIES COMMITTEE

Guidelines for 2013-2014 Research and Creative Activity Awards (RCAA) Competition

Applications available online at: <http://www.ecu.edu/cs-acad/fsonline/rg/research.cfm>

The Research/Creative Activities Committee (RCAC) solicits proposals for meritorious research or creative activities from eligible East Carolina University faculty members. While these competitions have been suspended for a few years, the committee has access to a \$25,000 pool of funds from which it will fund roughly 4-8 proposals. The committee strongly recommends a cap of \$6,250 for project requests. Please note that the committee will consider both the quality of the proposal and the budget as part of its deliberations. All dispensed funds will need to be spent during this fiscal year which ends on June 30, 2014. Given the current total pool of funds, the committee reserves the right to exclude from consideration those proposals which it deems would be better served by another internal grant proposal such as research development awards.

Proposals are due in the Faculty Senate office, 140 Rawl Annex by 12:00 noon on 1/7/2014.

Eligibility

Applicants must be full-time tenured or full-time tenure track faculty. Fixed-term or part-time faculty and current members of the Research/Creative Activities Committee are ineligible for awards. While there have been college and/or department restrictions in previous competitions sponsored by this committee, there are no such restrictions for this competition.

Recipients of awards from the following University sources may not apply for new funding under this competition if the award is still active during the 2013-14 **academic** year:

- Research and Creative Activity Awards
- Faculty Senate Teaching Grants
- Research Development Award Program
- University Startup Funds Program

The Research/Creative Activities Committee funds the following expenses:

Stipends for Research/Creative Activity

Faculty stipends will only be available for 9—month faculty, and only for the first summer session. Keep in mind that the stipend amounts must be in-line with the aforementioned budget guidelines and that the committee strongly urges faculty to cap proposal requests at \$6,250. Applicants cannot teach during the Summer Session in which he/she receives a stipend.

Project Expenses

These funds are for expenses related to the proposed project. Project expense funds should be expended or encumbered by the end of the funding fiscal year. Funds do not carry over to the following fiscal year. Guidelines for budget preparation and the justification for requested funds are included in the application packet.

Stipend for Research/Creative Activity and Project Expenses (dual)

Applicants who are eligible may apply with proposals that will award money for a stipend plus project expenses. Project expense funds should be expended or encumbered by the end of the funding fiscal year. Funds are not available in the following fiscal year. Guidelines for budget preparation are included in the application packet.

Review Criteria:

- That the research/creative activity has the probability of leading to significant contributions in the field, including publication, presentation, performance, exhibition, and to the individual's professional enrichment and growth.
- That the research/creative activity is based on knowledge in the field, and the proposal clearly shows how the proposed effort extends, expands, and/or explores new directions, techniques or processes.
- That the research/creative activity possesses evidence of scholarly importance, consists of more than mere data collection or confirmation of easily anticipated results.
- That the research/creative activity is methodologically sound and within the competency of the applicant.
- That the research/creative activity of this project clearly justifies financial support by this University and would not be more suitably considered under a different funding source such as Research Development Grants, University Start Up Grants, or Teaching Grants

Proposals will be evaluated by the diverse group of faculty that make up the committee. It is to the applicant's advantage to prepare abstracts and proposals in language that can be understood by individuals who are outside the applicant's discipline.

PLEASE NOTE: ALL DECISIONS BY THE COMMITTEE ARE FINAL.

Award requirements

Awardees are *required* to submit to the Research/Creative Activities Committee a *final report* detailing the results of the funded work. Final reports are due no later than September 1 of the fiscal year following that of the award. Reports should be delivered by hand or email to the Faculty Senate office, 140 Rawl Annex. Report forms are available on the committee section of the Faculty Senate web site.

Other Restrictions

- The final reports from any previous awards must be on file in the Faculty Senate office before a new application will be considered.
- The publication of the results of projects supported by an award from the Research/Creative Activities Committee should carry a printed acknowledgment of financial assistance from the Committee.
- There can be no co-project directors or co-principal investigators listed on cover page although collaborations with other faculty are acceptable RCAA applicants are eligible to receive support from only one University funding source in any single year. Persons receiving funding from other such sources (e.g. Teaching Award, Research Development Award) must inform the RCAG committee of the award and will need to decline other awards in order to receive their award.
- Individuals may not submit more than one proposal per funding period.
- Major changes to funded projects must be submitted in writing to the Chair of the Research/Creative Activities Committee for possible further consideration by the Committee for approval.
- Applicants for projects involving research on human subjects or animals must be prepared to file the appropriate forms with the University and/or Medical Center Institutional Review Board or the

Institutional Animal Care and Use Committee upon notification of the award. Funding will be contingent on receipt of approval from the appropriate committee at the time of award activation. Failure to adhere to the formatting requirements for proposal will result in the elimination of a proposal from consideration.

- Following the evaluation and awarding of awards, the Committee will handle all appeals internally and their decision is final.

Application Process

Each award proposal **MUST** include the attached application form signed by the applicant and the chairperson (or dean, as appropriate) of any unit involved. The original and **4** copies of the proposal (**total of 5 copies**) should be submitted to the Research/Creative Activities Committee, c/o Faculty Senate Office, 140 Rawl Annex by **12:00 noon on January 7, 2014**. **In addition, the applicant must send an electronic version of the proposal in PDF format to the Faculty Senate office (facultysenate@ecu.edu) by the deadline.** No proposals will be accepted after this deadline.

Applicants have the opportunity to attend any information sessions given by the committee to verify that their proposals are appropriate for consideration. Applicants should also consult proposals that were funded in the past three years that are kept on file in the Faculty Senate office.

Completing Application Cover Pages

All items 1-9 on the cover sheet must be completed and submitted together with the narrative.

Items 1 through 4: Complete as requested. Please note for item #3: check one of items a, b or c and if b or c, list the amount of money requested in d. The amount of salary money to be paid will be determined by the office of the Vice Chancellor for Research.

Item 5: Acknowledge that IRB and Animal Care approval will be sought, if appropriate. Approval of the research by the IRB must be demonstrated before funds are made available to the awardee.

Item 6: Acknowledge and sign Application Cover Page.

Item 7: Signature of Unit Head.

Item 8: List of *all* previous awards received from this Committee, indicating if the final report was submitted for each. Describe the publications, presentations, performances, external funding proposals, or related activities, including citations or publications directly resulting from each award. Applicants should provide the committee with some indication of the ranking/prestige of specific journals, shows, or performances in which these funded work were published, performed, or displayed.

Item 9: List current grant/contract support and pending applications. Include project title, sponsor, your role in the project (PI, Co-PI etc.), project period, award status (current or pending) and total funding level. If previous proposals not funded by this committee received support from another University program, indicate the nature of that support, including the program that provided the funding, the amount of the award and the period covered by the award.

Completing Narrative

Give a brief description of the project. Each part of this narrative must be included in the order listed and will be used to evaluate your proposal. The narrative is subject to format requirements listed in

the next section.

All of the information listed below should be included and specific guidelines followed. Failure to adhere to the restrictions for the following items or the required formats will result in the proposal's rejection.

Please place the items in the order listed below after the cover page.

- A. Abstract: The abstract should not exceed 250 words.
- B. Proposal Description: Conciseness is encouraged. Because faculty from different disciplines will review your proposal, it should be clearly written and free of specialized jargon. The Proposal Description should include:
 - Problem/Purpose statement: Develop a clear and sound basis for the project that includes supporting references that establish the context of the research or creative activity.
 - Specific aims: Present clear and attainable objectives and clearly describe potential results and benefits.
 - Methodology: Describe how the project will be carried out, how the results will be analyzed or evaluated, and the proposed schedule of activities. For those proposals where this approach is not possible this section should then present a clear set of specific tasks and activities that will produce the specific results expected.
 - Expected outcomes and benefits: How your work will contribute to the advancement of your field.
- C. Literature Cited: Items referenced in the narrative or abstract. Use a citation format that is appropriate for your discipline.
- D. Appendices: Supporting documentation such as contracts from publishers, letters of invitation, award notices, letters of support from school principals or medical centers involved in the project. Please provide English translations of foreign documents. It is inappropriate to include in the appendices any information critical to the description of the project, such as that pertaining to the methodology to be used. Proposals will be excluded from consideration if applicants appear to be attempting to circumvent the proposal page limit by including such material in the appendices.
- E. Project Expenses: Itemize expenses on the *Budget for Project Expenses* form.
- F. Justification for Support: Briefly justify each item from the *Budget for Project Expenses* form.
- G. Vita: Submit a one or two page vita. Include degrees earned, institutions and dates, and academic employment history. Include a list of representative publications and/or creative activities. Do NOT submit copies of publications, reports, endorsements, or brochures.
- H. Checklist.

Format Requirements (strictly enforced)

All pages paginated;

Font: minimum 12 pt Arial or Helvetica for all pages;

1 inch margins left/right and top/bottom for all pages;

The abstract and proposal description and together may not exceed five (5) single-spaced pages in length;

Any figures or tables included in the proposal description must fit within the five-page limit;
A references cited section should follow the proposal description; citation format and spacing is at the discretion of the author;
The appendices may not exceed four (4) pages in length;
The budget and accompanying justification may not exceed two (2) pages in length;
The Vita may not exceed two (2) pages in length.

Multimedia Content

Multimedia content can be submitted on CD or DVD. One multimedia CD/DVD must be submitted with **each** copy of the proposal. Examples of acceptable multimedia content include high-resolution photographs of sculpture, musical recordings, and animations of a vibrating object. The multimedia CD/DVD cannot include traditional graphs, tables, photos and illustrations that should appear in the body of the proposal. If multimedia files are included in the proposal, each file must be described in the body of the proposal. The multimedia files will be reviewed by people from diverse backgrounds using different computer platforms and should be platform- and specialized application- independent. The CD/DVD should contain file types that can be viewed on a standard Web browser with normal plugins installed. An HTML navigation page for the multimedia files on the CD/DVD is encouraged but not required.

Examples of these file types include the following:

Still Graphics: JPEG, PNG, GIF, PDF

Animated Graphics: Flash, Animated GIF, Quicktime movie, MPEG movie

Sound: WAV, AIFF, MP3, non-streaming Real Audio

The committee does encourage individuals to put these materials on the web and may provide web links in the proposal instead of providing a CD/DVD. However, if the material has copyright, format, or other issues that may preclude it from being made available or properly viewable online then submissions should be in CD/DVD format only.

Budget and Budget Justification

Faculty must attach a complete budget justification and are strongly encouraged to limit requested funds to no more than \$6,250. Stipends are available at the rate of 16.67% of the applicant's salary, up to a cap equal to the prevailing cap on full-time teaching in one summer session. We anticipate that the proposed cap falls below some faculty members compensation for other first summer session activities and suggest that those faculty members may only ask for a portion of their first summer session to be covered. The committee also recognizes that some faculty will be forced to choose between using the funds for salary buyout or in purchasing materials for the project. We ask that applicants consider all aspects of the proposal carefully and only apply for a award if the research or creative activity can be completed within the budget constraints. Applicants must use the *ECU Business Manual* (copies are available in all departments) in preparing the budget to determine which budget line is appropriate for requested funds and what current rates are allowable.

Budgets should be carefully and reasonably constructed. The need for each item should be clearly established, with sources indicated where appropriate. Budget excesses or budgets lacking essential details and justification will be considered negatively in evaluating the proposal.

Where appropriate, indicate any direct contribution from your department or from any other University office or individual that has been made or will be made toward subsidizing your project. Specify the kind and amount of contribution or support on the budget page.

The budget may request money for:

- Research Assistants/Student Wages: Compensation for graduate and undergraduate students should be consistent with the standard compensation offered to these students in your department. Proposals for the sole purpose of support for graduate research assistants must be strongly justified.
- Travel: Applicants may only request funds for travel that is clearly be essential to completion of the project, such as data collection/observation that is site-specific. Attempts to obtain international travel funds from other (non-ECU) sources should be indicated. Travel for the purpose of presenting results at meetings will not be funded. Applicants requesting payment for use of a personal car must explain why ECU cars cannot be used. Multiple, short-distance trips must be justified. Travel will be reimbursed at state-approved rates.
- Research/Creative Activity Supplies: Itemize all supply requests.
- Printing: Activities involving organizing, presenting, and/or publishing or disseminating the results of completed research/creative activities will not be funded.
- Communications: Itemize.
- Equipment: Requests for equipment or software purchase will not be supported if: a) the needed equipment or software exists elsewhere on campus and is accessible to the applicant, b) the item is to be for general departmental use, or c) the item appears to represent one-time use by one person. Applicants are encouraged to determine the availability of desired equipment in other locations on campus. This is particularly true for computer equipment such as laptops.
- Other documented purposes necessary to the successful completion of the proposed activity and within the general policies of the University should be clearly specified and justified.

Completing Checklist

Complete the attached checklist and submit it as the last page of your proposal.

#2014- _____

East Carolina University
Faculty Senate
RESEARCH/CREATIVE ACTIVITIES COMMITTEE

Application Cover Page for a Research/Creative Activity Award

Proposals are due in the Faculty Senate office, 140 Rawl Annex
by 12:00 noon on January 3, 2014.

1. a. Name: _____
- b. Department: _____
- c. Academic Rank: _____
2. Proposal Title: _____
- _____

3. Type of Award (check one)

- a. Stipend of Research/Creative Activity _____
- b. Project expense only _____
- c. Stipend and Project Expense _____
- d. Amount of project expense money requested: _____

4. Type of Faculty position (check all that apply)

- a. Full-time tenured _____
- b. Tenure-track _____
- c. Clinical _____
- b. 12-month contract _____

5. If your project requires human subjects protection (IRB) approval or animal welfare (IAUCU) approval, please check the appropriate item or mark not applicable

Project requires approval from _____ IRB, _____ IACUC, _____ Not Applicable

6. I understand and accept the terms and conditions set forth in the Research/Creative Activities Committee guidelines.

- a. I understand that I must file a final report of the results of the project with the Faculty Senate office no later than September 1, of the year in which the award terminates.

- b. I understand that publication, presentation, performance, or exhibit of work resulting from support of this project by ECU must carry a printed acknowledgment of this financial assistance by the University.
- c. I understand that if selected, receipt of funding is contingent upon receiving approval from IRB or Animal Care Committee by June 1 of the award year.

Signature of Applicant

Date

7. The applicant is a full-time tenured, tenure-track, or clinical faculty member who, I believe, can complete the proposed project.

Signature of Unit Head

Date

8. Dates of previous University grants, final reports filed, publications, presentations, performances, external funding proposals, or related activities, including citations or publications directly resulting from each grant. (section may be expanded in length)
9. List current grant/contract support and pending applications. Include project title, sponsor, your role in the project (PI or co-PI), the project period, award status (pending/current) and total funding level. Include in particular any current or pending funding related to the proposed research. (section may be expanded in length)
10. If funded, may the Faculty Senate Office provide copies of your application by email request as a model for prospective ECU applicants? (Your answer will not be a factor in the Committee's decision to recommend funding for your proposal.)

☐ YES

☐ NO

East Carolina University
Faculty Senate
RESEARCH/CREATIVE ACTIVITIES COMMITTEE

Budget for Project Expenses with a 2013-2014 Research/Creative Activity Award

Item	Line Number	Requested Funding	Funds from Other Sources
1) Research Assistants (University personnel only); Student wages Description:	1450	\$	\$
2) Travel (Mode/Sources, etc.) Description:	3100	\$	\$
3) Research/Creative Activity Supplies Description:	2300	\$	\$
4) Printing Description:	3400	\$	\$
5) Communication Description:	3200	\$	\$
6) Equipment Description:	5300	\$	\$
7) Other (Specify) Description:		\$	\$
Total		\$	\$

*Identify Other Sources of Funding:

**A BRIEF JUSTIFICATION (ONE PAGE MAXIMUM) IS NEEDED
FOR ALL PROJECT EXPENSES.**

East Carolina University
Faculty Senate
RESEARCH/CREATIVE ACTIVITIES COMMITTEE
Checklist for a 2013-2014 Research/Creative Activity Award

This checklist must be submitted with the proposal as the last page.

I. Please check that you qualify for a Research/Creative Activity Award:

- ☐ full-time tenured or tenure-track member at ECU
- ☐ not currently a candidate for an advanced degree
- ☐ not a fixed-term or part-time faculty member
- ☐ completed all previous Final Report forms (If unsure, please call the Faculty Senate office at ext. 6537 for verification.)

II. Please check that you qualify for a stipend for research/creative activity if requested.

- ☐ do not hold a 12-month contract

III. Please check the following proposal requirements:

- ☐ Application Cover Page, including:
 - ☐ Applicant's name, school department, academic rank
 - ☐ Proposal title
 - ☐ Type of award
 - ☐ Amount of project expenses, as applicable
 - ☐ Tenure status
 - ☐ 9-month or 12-month
 - ☐ IRB/animal approval
 - ☐ Applicant's signature and date
 - ☐ Applicant's unit head's signature and date
 - ☐ List of prior research/creative activity awards received
 - ☐ List of current/grant contract support and pending applications
- ☐ Narrative formatted along guidelines
- ☐ Abstract
- ☐ Description of proposal (8 doubled spaced pages max including abstract)
- ☐ Literature cited, if appropriate
- ☐ Appendices (4 pages max), if appropriate
- ☐ Budget, if appropriate
- ☐ Justification for support (2 page max for budget and justification)
- ☐ Vita (2 pages)
- ☐ Proposal checklist

IV. Please explain briefly any suggestions you have concerning the proposal guidelines and application format

East Carolina University
Faculty Senate
RESEARCH/CREATIVE ACTIVITIES COMMITTEE

Final Report for a 2013-2014 Research/Creative Activity Award

Due September 1, 2014 in the Faculty Senate office (140 Rawl Annex)

Future award proposals will not be considered unless Final Reports have
been filed on all previous year awards.

Name: _____

Academic Unit:

Award Number: #2014- _____

Award Amount: \$ _____

Award Title: _____

Project Summary: Concisely describe the activities undertaken, addressing the goals and aims presented in your proposal. Include citations to any presentations, publications, performances, external proposals or related activities which have resulted from this project. Indicate any activities of this sort that are planned in the near future. (Use the reverse side if necessary.)

USE AS GUIDE FOR FUTURE REPORT
DO NOT INCLUDE WITH PROPOSAL APPLICATION

(Signature of Applicant)

(Date)

(Signature of Unit Head)

(Date)

East Carolina University
Faculty Senate
RESEARCH/CREATIVE ACTIVIES COMMITTEE

Comments on a 2013-2014 Research/Creative Activity Award

This page will be used by the committee to capture substantive and constructive comments about the award proposal from the reviewers. This page will then be transmitted to the applicant following the awarding process.

Name: _____

Academic Unit: _____

Award Number: #2014- _____

Award Title: _____

Reviewer Comments:

FOR COMMITTEE USE
DO NOT INCLUDE WITH PROPOSAL APPLICATION

Faculty Senate Agenda

October 1, 2013

Attachment 6.

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed Revisions to the Chancellor Survey Form for the Administrator Survey

Each Spring, an Administrator Survey is conducted in which faculty rate the performance of the Chancellor, academic vice chancellors, and deans regarding performance of their job responsibilities over the past year. Each year, IPAR asks that each of these upper-level administrators provide self-ratings of the importance of each of their responsibilities. These are used to help process the responses of the faculty on those same items.

Chancellor Ballard suggested changes to the Chancellor Survey Form for the Administrator Survey. Following discussion, the Faculty Governance Committee recommends the following revisions to the survey.

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

Directions: For each item below, please type one number from 1 - 5 within the brackets to rate the importance of that area of responsibility. Note that the higher the numeric rating, the greater the importance (1="Not Important," 2 – 4 are intermediate ratings, and 5="Essential").

1. Establishes/maintains administrative structures which are effective in carrying out the policies of the university.
2. Manages the flow of work efficiently ~~and acts promptly~~.
3. Works effectively within the shared governance of the institution.
4. Maintains an appropriate balance of support for the teaching, research/creative activity and service missions of the university.
5. Allocates the resources of the institution effectively.
6. Allocates the resources of the institution ~~equitably~~ **in accordance with institutional priorities and mandates of the his Board of Trustees and the Board of Governors.**
7. Works effectively for the development of the funding and facilities necessary to support the operations of the university.
8. Represents the university effectively to the community, region, and state.