

PLEASE POST FOR ALL FACULTY TO READ!

**EAST CAROLINA UNIVERSITY
FACULTY SENATE**

The fifth regular meeting of the 1993/1994 Faculty Senate will be held on **Tuesday, February 22, 1994**, at 2:10 in the Mendenhall Student Center Great Room.

AGENDA

- I. Call to Order**
- II. Approval of Minutes**
 - January 25, 1994
- III. Special Order of the Day**
 - A. Roll Call
 - B. Announcements
 - C. Marlene Springer, Vice Chancellor for Academic Affairs
 - D. James Hallock, Vice Chancellor for Health Sciences
 - E. Robert Herrington, Assistant Vice Chancellor for Human Resources
 - F. Larry Hough, Faculty Assembly Delegate
Meeting of February 4, 1994
 - G. Election of Nominating Committee for Faculty Officers
- IV. Unfinished Business**
- V. Report of Committees**
 - A. Committee on Committees, Brian Harris
First Reading of Revised Academic Committee Charges (attachment 1).
(Due to the bulk of this report, attachment 1 will only be distributed to Faculty Senators. A copy for review is available in the Faculty Senate office.)
 - B. Curriculum Committee, Donald Neal
Curriculum matters contained in the minutes of January 27, and February 10, 1994. (A copy of these minutes are available in the Faculty Senate office and on the electronic system FSONLINE.)

- C. Educational Policies and Planning Committee, Ken Wilson
 - 1. Approval of the following Requests to Plan a New Degree Program (Copies for review are available in the Faculty Senate office.)
 - a. Physician Assistant, API #1299
 - b. Rehabilitation Counseling, API #1281
 - c. Biological Sciences, API #0499
 - d. Letters (English, General), API #1599
 - e. History, Maritime, API #2205
 - f. Informational Technology, API #1601
 - g. Instructional Systems, Curriculum, and Research, API #0829
 - h. Counselor Education, API # 0826
 - 2. Approval of the following Requests to Establish a New Degree Program: (Copies for review are available in the Faculty Senate office.)
 - a. Mathematical Statistics, API #1702
 - b. Family Relations and Child Development, API #1305
- D. Faculty Affairs Committee, Henry Ferrell
 - 1. Revisions to *Appendix C. Personnel Policies and Procedures for the Faculty of East Carolina University* (attachment 2).
 - 2. Revision to *Appendix J. Informal Faculty Grievance Procedure for Grievances Involving Sex Discrimination and Other Equal Employment Opportunity Complaints* (attachment 3).
 - 3. Revision to *Appendix K. Equal Employment Opportunity/Affirmative Action Policy of East Carolina University* (attachment 4).
- E. Faculty Welfare Committee, Don Guest
 - 1. Rank of Lecturer Granted Emeritus Status (attachment 5).
 - 2. Proposed Privileges for Retired Faculty (attachment 6).
 - 3. Proposed Privileges for Emeriti Faculty (attachment 7).
- F. General Education Committee, Gerhard Kalmus
 - 1. Revised Procedure for New Courses (attachment 8).
 - 2. Revision to Curriculum Course Proposal Form (attachment 9).
 - 3. Restatement of General Education Goals and Objectives (attachment 10).
- G. Teaching Effectiveness Committee, Parmalee Hawk
 - Parking Privileges for Recipients of Teaching Excellence Awards (attachment 11).
- H. Unit Code Screening Committee, Bill Grossnickle
 - Revision to Department of Mathematics Code of Operations. (A copy for review is available in the Faculty Senate office.)
- I. Ad Hoc Committee to Review Administrative Evaluations, Carmine Scavo
 - Recommendations Concerning the Evaluations (attachment 12).

COMMITTEE ON COMMITTEES REPORT

MEMORANDUM

TO: Faculty Senate

FROM: Brian L. Harris, Chair, Committee on Committees

DATE: 8 February 1994

SUBJECT: recommended revisions to the committees of the Faculty Senate

You have before you the current Faculty Senate committee charges and the revised charges we are submitting for your consideration. We urge you to compare carefully the original committee descriptions with the changes we propose.

Early last fall the Committee on Committees took on a task that had been carried over from 1992-93: the evaluation of committee functions and membership to ascertain if the number of committees can be reduced or membership can be decreased to facilitate staffing committees. In carrying out this review, we have sought also to develop a standard format and standard language for committee descriptions, and to suggest various editorial changes that would help clarify committee charges. Our goal has been throughout to help clarify what the committees do, and how, when, and in what context the committees act.

The Committee on Committees has succeeded in recommending smaller elected and ex officio memberships for a few committees. We also recommend that specific committees be refocussed and redefined in light of emerging and projected responsibilities and workloads. Moreover, we suggest that a Faculty Grievance Committee be formed. This committee would absorb grievance functions from the current Faculty Affairs and Governance committees, with governance policy matters to become the responsibility of a refocussed Governance Committee. We recommend that the current Faculty Affairs Committee be deleted. In addition, we suggest that the Research/Creative Activity Committee be divided along functional lines into two new committees: Research/Creative Activity Grants and Research/Creative Activity Policies, the former to manage the demanding workload of grant proposal evaluation, the latter to consider matters of policy and to recommend recipients of the recently established Research Awards.

We on the Committee on Committees hope that the changes we are recommending will help make committees of the Faculty Senate more efficient and effective, and service on them more attractive and rewarding. Please contact me or any member of the committee if you have recommendations or suggestions.

Sincerely,

Brian Harris

Brian L. Harris, Chair
Committee on Committees

ADMISSIONS AND RECRUITMENT COMMITTEE CHARGE

1. Name: Admissions and Recruitment Committee

2. Membership:

7 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Director of Admissions, the Director of Continuing Education and Summer School, and the Dean of Undergraduate Studies, or their appointed representatives.

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

4. A. Committee Functions:

1. The Committee is concerned with matters related to the admission and recruitment of entering students.
2. The Committee recommends policies, procedures and standards governing undergraduate admissions and recruitment.
3. The Committee serves as an appeals board for entering students who for sufficient reasons cannot meet admission requirements.

B. To Whom The Committee Reports:

The Committee makes its recommendations of policies, procedures, and standards governing admissions and recruitment of students to the Faculty Senate.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate on the academic composition of the freshman class and entering transfer students at least once a year, and reports other times as necessary.

D. Power Of The Committee To Act:

The Committee is empowered to make decisions regarding entering student admission appeals. The Committee suggests to the Director of Admissions such research studies as are helpful for evaluation of the efficiency of current practices.

AGENDA COMMITTEE CHARGE

1. Name: Agenda Committee

2. Membership:

5 elected Senators, elected to the Committee by the Faculty Senate for one-year terms at the organizational meeting of the Faculty Senate each spring semester. Ex-officio members (with vote): The Chair of the Faculty, the Vice Chair of the Faculty, and the Secretary of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): the immediate Past Chair of the Faculty in residence, the Parliamentarian of the Faculty and the Faculty Assembly Delegates. The Chair and Secretary of the Agenda Committee shall be chosen by the members from its elected membership.

3. Quorum: 3 elected members

4. A. Committee Functions:

1. The Faculty Senate shall be free to establish its own agenda, provided that all matters of academic policy brought before the Agenda Committee by action of the General Faculty, any Senator, or any standing or special committee shall be placed on the agenda not later than the time of the second regular meeting of the Faculty Senate after receipt of the recommendation.
2. Matters to be brought before the Faculty Senate shall ordinarily be considered in the order set forth by the Agenda Committee. Matters for consideration may be taken out of order and/or new matters considered in any order upon a two-thirds vote of Faculty Senators present and voting at any meeting of the Faculty Senate.
3. The Agenda Committee collects all recommendations from academic committees, including all standing and ad-hoc committees of the Faculty Senate. The Committee draws up the agenda, on the basis of the recommendations and reports received from committees, as well as from the officers and members of the Faculty Senate, for each regular and special meeting of the Faculty Senate. The committee has the responsibility of seeing that each member of the faculty receives a copy of the agenda for each meeting of the Faculty Senate one week before the date of the meeting.

B. To Whom The Committee Reports:

The Committee reports on the agenda directly to the members of the faculty; it reports to the Senate on any matter within its charge requiring Senate action.

C. How Often The Committee Reports:

The Committee reports to the faculty before each Senate meeting and to the Faculty Senate as necessary.

D. Power Of The Committee To Act:

The Committee is empowered to draw up, and arrange for the distribution of, the Agenda for each meeting of the Faculty Senate.

CALENDAR COMMITTEE CHARGE

1. Name: Calendar Committee

2. Membership:

6 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Life, and the Registrar, or their appointed representatives.

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

4. A. Committee Functions:

The Calendar Committee is concerned with:

1. the number of days the University shall be in session during the regular terms and the beginning and closing dates;
2. the number of days and the beginning and closing dates for each semester and summer session term;
3. the scheduling of examination periods;
4. the scheduling of holidays and vacation periods;
5. and other matters affecting the calendar. The Committee
 - a) develops and presents guidelines to the Faculty Senate for its approval;
 - b) makes recommendations based on these approved guidelines and other matters affecting the calendar;
6. The Committee shall submit the appropriate calendar(s) to the Faculty Senate. The Committee shall make recommendations concerning these matters.

B. To Whom The Committee Reports:

The Committee makes its recommendations to the Faculty Senate in time for revision or amendment by the Faculty Senate.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power Of The Committee To Act:

The Committee is not empowered to act other than as provided above.

CAREER EDUCATION COMMITTEE CHARGE

1. Name: Career Education Committee
2. Membership:

8 faculty members, representing in a balanced way the professional schools and the College of Arts and Sciences and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Life, and the Director of Career Services, or their appointed representatives; a representative of the University Counseling Center, and a representative of the Cooperative Education Program.

3. Quorum: 5 elected faculty members exclusive of ex-officio.
4. A. Committee Functions:

The Career Education Committee studies present vocational and career education curricula of East Carolina University; recommends that curricula be added as needed; recommends the procedures and changes necessary in career education programs; encourages and promotes career and cooperative education programs of East Carolina University through appropriate campus agencies to ensure that they are consistent with National and local trends. The Committee works cooperatively with appropriate campus agencies and departmental Career Education Coordinators in developing programs relating to career education. The Committee recommends to the appropriate unit or, in the case of multi-disciplinary programs, to the University Curriculum Committee procedures and changes in career education curricula and programs of East Carolina University.

B. To Whom The Committee Reports:

In addition to informing the Senate about career education development, the Committee makes its recommendations to the appropriate university unit(s) or to multidisciplinary program(s) directors.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power Of The Committee To Act:

The Committee is empowered to encourage and promote career education at East Carolina University and to work cooperatively with appropriate agencies or authorities.

COMMITTEE ON COMMITTEES CHARGE

1. Name: Committee on Committees

2. Membership:

6 elected faculty members. Ex-officio members (with vote): The Chair of the Faculty, immediate Past Chair of the Committee on Committees, immediate Past Chair of the Faculty in residence who shall not serve in the event of the reelection of the present chairperson. The Faculty Senate at its organizational meeting in the spring each year shall elect three persons to serve two year terms on the Committee.

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

4. A. Committee Functions:

The Committee on Committees is concerned with the overall structure of all Senate Committees as well as with the membership of these committees. The Committee studies and evaluates the functions of Senate Committees and recommends changes in these functions as well as the creation of new committees and the elimination of old committees as deemed necessary or desirable. The Committee nominates members to these committees (except for the Agenda, Due Process, Hearing, Reconsideration and Committee on Committees) to the Senate at its organizational meeting in the spring.

B. To Whom The Committee Reports:

The Committee makes its recommendation to the Faculty Senate.

C. How Often The Committee Reports:

The Committee reports each year at the organizational meeting of the Senate as well as at other times when it has matters to be brought before the Senate.

D. Power Of The Committee To Act:

The Committee is not empowered to act other than as provided above.

CONTINUING EDUCATION COMMITTEE CHARGE

1. Name: Continuing Education Committee

2. Membership:

5 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, Vice Chancellor for Academic Affairs, the Director of Continuing Education and Summer School, the Assistant Dean for Student Development, or their appointed representatives, and a representative from each of the Campus Libraries, Joyner and Health Sciences.

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

4. A. Committee Functions:

The Continuing Education Committee advises the Director of Continuing Education and Summer School on programs, faculty, student services, support services, and future directions of continuing education. The Continuing Education Committee shall consider relating to Summer School which are not covered in other committee charges. The Committee examines and recommends policies relating to faculty teaching including qualifications, number of hours and compensation, in the Division of Continuing Education and Summer School.

B. To Whom The Committee Reports:

The Committee recommends to the Faculty Senate policies relating to teaching assignments, qualifications, and compensation of faculty in the Division of Continuing Education and Summer School. The Committee makes appropriate recommendations to the Director of Continuing Education and Summer School.

C. How Often The Committee Reports:

The Committee reports to the Senate as often as necessary, but at least once a year.

D. Power Of The Committee To Act:

The Committee is empowered to recommend to the Director of Continuing Education and Summer School programs relating to the Division of Continuing Education and Summer School.

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concerns

COURSE DROP APPEALS COMMITTEE

1. Name: Course Drop Appeals Committee

2. Membership:

6 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio member (without vote but with all other parliamentary privileges): The Chancellor or an appointed representative.

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

4. A. Committee Functions:

The Course Drop Appeals Committee is charged with the responsibility of reviewing the appeals submitted by students who have been denied permission to drop a course by the Vice Chancellor for Academic Affairs. The Committee meets when there is an appeal by a student.

B. To Whom The Committee Reports:

The Committee reports to the Vice Chancellor for Academic Affairs.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power Of The Committee To Act:

The Committee is empowered to make decisions in student course drop appeals.

CREDITS COMMITTEE CHARGE

1. Name: Credits Committee

2. Membership:

5 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor and the Vice Chancellor for Academic Affairs, or their appointed representatives.

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

4. A. Committee Functions:

1. Concerned with policies and procedures pertaining to academic credits and academic standards. The matters of concern include:
 - a. Academic credit; auditing of courses; repetition of courses; advanced placement credit
 - b. Grading; course attendance; Multiple F policy; scholastic eligibility requirements; academic probation and suspension; Honor Roll, Dean's List, and Chancellor's List; Degrees with distinction
 - c. Schedule changes (adding and/or dropping courses); withdrawal from University; course load limitation; and 30 semester hours residence requirement for graduation
2. 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.

B. To Whom The Committee Reports:

1. recommends policies and practices pertaining to academic credits and academic standards to the Faculty Senate;
2. forwards the Committee's student appeal decisions on student appeals to the Vice Chancellor for Academic Affairs

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power Of The Committee To Act:

The Committee is empowered to make decisions in student appeals cases.

CURRICULUM COMMITTEE CHARGE

1. Name: Curriculum Committee

2. Membership:

11 faculty members and 2 student members. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor and the Vice Chancellor for Academic Affairs, or their appointed representatives.

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

4. A. Committee Functions:

The Curriculum Committee is concerned with undergraduate courses and programs. It has the responsibility of assuring the high quality of course offerings. It reviews requests for permission to plan new degree programs and reports on its review to the Educational Policies and Planning Committee. The Committee reviews and presents to the Faculty Senate for its approval:

1. Policies for determining the acceptability of programs and courses;
2. New courses and program proposals and modifications of existing programs presented to the Committee by the academic units;
3. Proposals regarding changes in the general education requirements presented to it by the General Education Committee;
4. Policies for the proposal of new courses and programs and for the banking and deletion of courses and programs; and
5. Proposals regarding changes in the teacher education requirements presented to it by the Council of Teacher Education.
6. Proposals regarding standards and requirements for admission to and retention in degree programs.

B. To Whom The Committee Reports:

The Committee reports to the Faculty Senate. It reports on requests for permission to plan new degree programs to the Educational Policies and Planning Committee.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power Of The Committee To Act:

The Committee is empowered to make recommendations to the Faculty Senate in curriculum matters in 4. A.

Approved by the Faculty Senate, 12-3-91
Resolution #91-45

EDUCATIONAL POLICIES AND PLANNING COMMITTEE CHARGE

1. Name: Educational Policies and Planning Committee
2. Membership:

3 faculty members. Ex-officio members (with vote): The Chair of the Faculty; Chairpersons from the: Curriculum Committee, Libraries Committee, Admissions and Recruitment Committee, General Education Committee, Continuing Education Committee, Teaching Effectiveness Committee, Research/Creative Activity Committee, Graduate School Policies Committee, and Graduate School Curriculum Committee. The Council of Teacher Education shall elect a representative, from among the faculty representatives of the Council membership. Ex-officio member (without vote but with all other parliamentary privileges): The Chancellor or an appointed representative.

The Chairpersons from the various committees, serving as ex-officio members (with vote), may send representatives from their committees.

The Chairperson, Vice Chairperson, and Secretary of the committee shall be elected from the three elected faculty members.

3. Quorum: A majority of the Committee including one of the elected faculty.
4. A. Committee Functions:

The Educational Policies and Planning Committee advises the Chancellor on the educational policies and organizations, goals, standards, procedures, and resources of East Carolina University. The Committee advises the Chancellor concerning long-range planning of academic programs in the College of Arts and Sciences, the various professional schools, and the Graduate School. The Committee is concerned with the adequacy, balance, and excellence of the University's overall undergraduate and graduate programs. It advises the Chancellor and the Faculty Senate without assuming the responsibilities of any other academic committee. The Committee shall be informed of all proposals for new curricula, programs, and academic policies or of changes in existing ones prior to their implementation. The Committee annually reviews with the Chancellor and Vice Chancellor for Academic Affairs, the proposed budget of the University prior to its submission to the General Administration.

The Educational Policies and Planning Committee advises the Chancellor on action to be taken if East Carolina University will experience financial exigency or in the event of consideration of a major curtailment of an existing teaching, research, or public service program (Appendix D, Tenure Policies and Regulations).

The Committee meets at least once monthly from the beginning of the fall semester until spring commencement.

B. To Whom The Committee Reports:

The Committee advises the Chancellor with respect to:

1. Long-range planning of academic programs in the College of Arts and Sciences, the various professional schools and the Graduate School.
2. The proposed budget of the University prior to its submission to the General Administration.
3. The action to be taken if ECU experiences financial exigency or in the event of consideration of a major curtailment of existing teacher, research or public services program.
4. All other matters with which it is concerned and in which it does not assume the responsibilities of other committees.

The Committee reports to the Faculty Senate concerning its recommendations to the Chancellor.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power Of The Committee To Act:

The Committee is empowered to advise the Chancellor in matters in 4.B.

Approved by the Faculty Senate, 12-3-91
Resolution #91-45

FACULTY AFFAIRS COMMITTEE CHARGE

1. Name: Faculty Affairs Committee

2. Membership:

8 faculty and 2 alternate members with representation from every professorial rank. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio member (without vote but with all other parliamentary privileges): The Chancellor or an appointed representative.

3. Quorum: 5 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:

The Faculty Affairs Committee recommends to administrative officers criteria related to initial faculty appointment, tenure, promotion in rank, and merit policies.

In addition, the Committee serves as the Faculty Grievance Committee on matters directly related to a faculty member's employment status and instructional relationship within East Carolina University (see Appendix D).

B. To Whom The Committee Reports:

The Committee recommends policies concerning initial faculty employment, tenure, promotion, and merit policies to the Faculty Senate.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate at least once a year.

D. Power Of The Committee To Act:

The Committee is empowered to act as a grievance committee as mandated in Appendix D.

FACULTY COMPUTER COMMITTEE CHARGE

1. Name: Faculty Computer Committee

2. Membership:

9 faculty members, at least 6 of whom are from academic units that are bona fide users of the University computation facilities, and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences, Director of Computing and Information Systems, and Manager of Academic Computing, or their appointed representatives.

3. Quorum: 5 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:

The Faculty Computer Committee serves as a resource of faculty opinion on computer services and policies. The Committee interprets the problems and policies of the Computing and Information Systems to the faculty and brings faculty opinions and needs to the Computing and Information Systems' staff. The Chair of the Faculty Computer Committee represents the faculty as a member of the Information Systems Advisory Committee. The Committee determines adequacy of computer resources in planning for new degree programs.

Members of the Faculty Computer Committee are permitted to submit proposals to the Faculty Microcomputer Program for the committee's consideration. No member of the committee may rate or vote on any proposal from his or her own academic unit or on any other proposal for which, in the judgment of the committee, there exists substantial conflict of interest. If the proposal of a committee member is to be discussed during a meeting of the committee, that member will be asked to leave the room during such discussion.

B. To Whom The Committee Reports:

The Committee reports to the Faculty Senate. It reports on adequacy of computer resources in planning new degree programs to the Educational Policies and Planning Committee.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power of the Committee to Act:

The Committee is empowered to make recommendations to the Faculty Senate in curriculum matters as described in 4.A.

FACULTY GOVERNANCE COMMITTEE CHARGE

1. Name: Faculty Governance Committee

2. Membership:

7 faculty members. Ex-officio members (with vote): The Chair of the Faculty, the Chair of the Unit Code Screening Committee or an appointed representative from that Committee, and the most immediate Past Chair of the Faculty in residence. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, and the Vice Chancellor for Health Sciences, or their appointed representatives.

3. Quorum: 5 elected faculty members exclusive of ex-officio.

4. A. Committee Function:

The Faculty Governance Committee considers matters relating to the Constitution & By-Laws of the Faculty Senate; the Faculty Manual, where there is no conflict with the functions of the Committee on Committees; Unit re-evaluations; ECU Code; and develops guidelines for unit codes. The Committee considers additions and deletions to the East Carolina University Code and hears appeals by any faculty member concerning the implementation of governance procedures of both the East Carolina University Code and the Unit Codes within the units.

B. To Whom the Committee Reports:

The Committee recommends to the Faculty Senate, for its approval, changes in the Constitution & By-Laws of the Faculty Senate, the Faculty Manual, the East Carolina University Code, and Unit Code Guidelines. When evaluating the implementation of governance procedures, the Committee makes recommendations to the unit and to appropriate administrative officials.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power of the Committee To Act:

As an appellate body, the Committee is empowered to evaluate the manner in which governance procedures have been followed and to make this evaluation known to the appropriate administrative officials and faculty.

Approved by the Faculty Senate, 12-3-91
Resolution #91-45

FACULTY WELFARE COMMITTEE CHARGE

1. Name: Faculty Welfare Committee

2. Membership:

9 faculty members. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor and the Director of Human Resources or their appointed representatives.

3. Quorum: 5 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:

The Faculty Welfare Committee monitors programs and policies concerned with insurance, annuities, leaves of absence, and other fringe benefits, faculty salaries, and all other programs and policies which affect the general welfare of the faculty or of specific faculty members; recommends to the Faculty Senate new programs and policies and changes in existing programs and policies.

6 of the elected members of the Committee shall be selected annually by the Committee to serve as members of the Faculty and Staff Benefits Administrative Committee.

B. To Whom The Committee Reports:

The Committee makes recommendations on policy to the Faculty Senate, and recommendations concerning the implementation of policy to the Faculty and Staff Benefits Administrative Committee.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate as often as necessary but at least once a year.

D. Power Of The Committee To Act:

The Committee is empowered to make recommendations concerning the implementation of policy to the Faculty and Staff Benefits Administrative Committee.

GENERAL EDUCATION COMMITTEE

1. Name: General Education Committee

2. Membership:

7 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Dean of Undergraduate Studies, the Vice Chancellor for Academic Affairs, and the Vice Chancellor for Student Life, or their appointed representatives.

3. Quorum: 5 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:

The General Education Committee is concerned with the general education policy and requirements of the University, and with the functioning of the General College, particularly advising, and with the policies governing students' entry into, tenure in, and egress from, the General College.

The Committee makes recommendations concerning:

1. General Education policy;
2. General Education requirements;
3. The functioning of the General College, and the advising being done in it;
4. Policies concerning students' entry into, tenure in, and egress from the General College.

B. To Whom The Committee Reports:

The Committee makes its recommendations to:

1. the Faculty Senate concerning matters in 4.A.1. and 4.A.4.
2. the University Curriculum Committee concerning matters in 4.A.2.
3. the Dean of Undergraduate Studies concerning matters in 4.A.3.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power Of The Committee To Act:

The Committee is empowered to make recommendations to the Dean of Undergraduate Studies concerning matters in 4.A.3.

HONORS PROGRAM COMMITTEE CHARGE

1. Name: Honors Program Committee

2. Membership:

8 faculty members and 2 student members. Ex officio member (with vote): The Chair of the Faculty. Ex officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Director of the Honors Program, and the Dean of Undergraduate Studies. At least half of the elected faculty members shall either have taught honors courses or be from units which have offered honors courses in the past three years. The student members shall serve one year terms and shall be elected by the students enrolled in the Honors Program.

3. Quorum: 5 elected members exclusive of ex-officio.

4. A. Committee Functions:

The Honors Program Committee works closely with the Director of the Honors Program, including:

1. recommending policies governing the offering of courses, developing courses and seminars to be officially designated as Honors Courses, Honors Sections, or Honors Seminars;
2. recommending the criteria for an undergraduate student to meet in order to be an "Honors Program Graduate";
3. recommending through appropriate channels curriculum changes in the Honors Program;
4. recommending the semester's course offerings and providing general advice concerning other aspects of the Honors Program as requested by the Director of the Honors Program;
5. recommending to the Faculty Senate the students to be awarded a degree with the designation "Honors Program Graduate";
6. promoting the Honors Program.

B. To Whom The Committee Reports:

The Committee reports its suggested policies, procedures, and criteria to the Faculty Senate. Recommendations of students to be awarded a degree with the designation "Honors Program Graduate" are also made to the Faculty Senate. Curriculum matters are recommended to the Curriculum Committee.

C. How Often the Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power Of the Committee To Act:

The Committee is empowered to request assistance from appropriate university officials in matters concerning the promotion of the Honors Program. The Committee is empowered to make recommendations to the Curriculum Committee concerning curriculum matters outlined in 4.A.3. The Committee is empowered to make recommendations to the Faculty Senate concerning matters in 4.A.1, 4.A.2, and 4.A.5. The Committee is empowered to make recommendations to the Director of the Honors Program concerning semester course offerings, promotion of the Honors Program and other non-policy-making aspects of the Honors Program.

LIBRARIES COMMITTEE CHARGE

1. Name: Libraries Committee

2. Membership:

9 faculty members, at least 3 from the Graduate Faculty; at least 1 from the Medical School; 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Health Sciences, the Director of Academic Library Services, and the Director of Health Sciences Library, or their appointed representatives.

3. Quorum: 5 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:

The Libraries Committee is concerned with the development of library collections of books, periodicals, and other materials; library services, and the apportionment of University library budgets.

The Committee recommends to the Faculty Senate major policies concerning:

1. development of library collections;
2. library services;
3. apportionment of library budgets.

B. To Whom The Committee Reports:

The Committee make recommendations to the Faculty Senate on major policies concerning matters outlined in 4.A.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate as often as necessary but at least once a year.

D. Power Of The Committee To Act:

1. The Committee advises the Directors of Academic Library Services and Health Sciences Library matters relating to the services and facilities of the libraries;
2. The Committee interprets the problems and policies of the libraries to the faculty and brings faculty opinion and needs to the library staffs.

READMISSION APPEALS COMMITTEE

1. Name: Readmission Appeals Committee

2. Membership:

7 faculty members, 2 alternate faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Director of Continuing Education and Summer School, the Registrar, and Dean of Undergraduate Studies or their appointed representatives.

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

4. A. Committee Functions:

1. The Readmission Appeals Committee is concerned with matters relating to the readmission of students.
2. The Committee recommends policies, procedures, and standards regarding the readmission of students.
3. The Committee serves as an appeals board for students seeking readmission and for continuing students who have been declared academically ineligible to return.

B. To Whom The Committee Reports:

The Committee makes recommendations concerning policies, procedures and standards governing readmission of students to the Faculty Senate.

The Committee makes recommendations concerning student appeals to the Vice Chancellor for Academic Affairs.

C. How Often The Committee Reports:

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

D. Power Of The Committee To Act:

The Committee makes recommendations concerning the implementation and administration of policies, procedures and standards regarding the readmission of students to the appropriate University officials.

RESEARCH/CREATIVE ACTIVITY COMMITTEE CHARGE

1. Name: Research/Creative Activity Committee
2. Membership:
12 faculty members. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, Associate Vice Chancellor for Research/Dean of the Graduate School, Director of Sponsored Programs, Vice Chancellor for Academic Affairs, and Vice Chancellor for Health Sciences, or their appointed representatives.

The membership of the Committee shall be as follows: 6 from the College of Arts and Sciences with two each from Humanities, Social Sciences and the Sciences/Math and 6 from the Professional Schools and other academic units with no more than 1 from each professional school. Each member shall have demonstrated scholarly accomplishment in the pursuit of creativity, as evidenced by data submitted for each person nominated by the Committee on Committees or from the floor of the Faculty Senate.

3. Quorum: 8 elected faculty members exclusive of ex-officio.
4. A. Committee Functions:
The Research/Creative Activity Committee recommends funding of research proposals based on the merits of the proposals. With the advice of its ex-officio members, the Committee develops and presents to the Faculty Senate for its approval policies and procedures for application by individual faculty, criteria for the awarding of grants, guidelines for the use of research funds, and procedures for annual reporting by grant recipients. The Committee proposes other activities which would improve and promote research. It recommends to the Vice Chancellor for Academic Affairs recipients of awards during the academic year and outside the normal academic year.

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. A member of the committee shall leave the room when his or her proposal is being considered by the committee.

- B. To Whom The Committee Reports:
The Committee makes its recommendation of policies and procedures governing funding of grants to the Faculty Senate for its approval.

- C. How Often The Committee Reports:
The Committee reports to the Faculty Senate within four weeks of its decision the number of grant applications received and the number recommended for funding including the name of the nominee, the department or school, grant title and the dollar amount of the grant.

- D. Power Of The Committee To Act:
The Committee is empowered to recommend to the Vice Chancellor for Academic Affairs both nominees for grant funding and activities which would improve and promote research.

STUDENT ADVISING AND RETENTION COMMITTEE

1. Name: Student Advising and Retention Committee
2. Membership:
6 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Dean of Undergraduate Studies, the Vice Chancellor for Student Life, Chair of the Readmission Appeals Committee or their appointed representatives.
3. Quorum: 4 elected faculty members exclusive of ex-officio.
4. A. Committee Functions:
The Student Advising and Retention Committee is concerned with matters relating to the advising and retention of students. The Committee reviews policies and procedures governing orientation, advising, and retention of students. Policies and procedures regarding advising in the General College will be coordinated with the General Education Committee, which has the final authority in the matter.

B. To Whom The Committee Reports:
The Committee recommends policies and procedures governing orientation, advising, and retention of students to the Faculty Senate.

C. How Often The Committee Reports:
The Committee reports to the Faculty Senate at least once a year and other times as necessary.

D. Power Of The Committee To Act:
The Committee makes recommendations concerning the implementation and administration of policies and procedures regarding the orientation, advising, and retention of students to the appropriate University officials.

STUDENT SCHOLARSHIPS, FELLOWSHIPS, AND FINANCIAL AID COMMITTEE CHARGE

1. Name: Student Scholarships, Fellowships, and Financial Aid Committee

2. Membership:

8 faculty members and 2 student members, 1 appointed by the SGA, the other elected by the Committee from a recommendation made by the Director of Financial Aid. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Life, Director of Admissions, Danforth/Woodrow Wilson representative, the Director of Financial Aid, and the Chair of the Athletic Committee, or their appointed representatives.

3. Quorum: 5 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:

The Student Scholarships, Fellowships, and Financial Aid Committee makes recommendations to the Faculty Senate, the Director of Financial Aid, the Director of Admissions and/or other offices as to policy considerations in the granting of scholarships, fellowships, and all student financial aid programs administered by the University. The Committee keeps up-to-date information on scholarships and fellowships available to students. The Committee serves as the University Appeals Board in all student financial aid matters and reviews periodically the overall operation of the Student Financial Aid Office.

- B. & C. To Whom And How Often The Committee Reports:

The Committee reports to the Faculty Senate at least once a year.

- D. Power Of The Committee To Act:

The Committee is empowered to render decisions in appeals made to it concerning financial aid.

TEACHING EFFECTIVENESS COMMITTEE CHARGE

1. Name: Teaching Effectiveness Committee

2. Membership:

10 faculty members and 3 student members. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, Vice Chancellor for Academic Affairs, the Dean of the College of Arts and Sciences, and the Dean of one Undergraduate Professional School, or their appointed representatives.

The Deans of the Undergraduate Professional Schools shall rotate from year to year in alphabetical order of their schools. The student members and the Deans of undergraduate professional schools shall serve one-year terms.

3. Quorum: 6 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:

The Teaching Effectiveness Committee is concerned with the identification and development of faculty teaching effectiveness and with the promotion of teaching excellence. As a means of encouraging improved teaching effectiveness, the Committee is charged with the responsibility of studying and developing methods and procedures for the identification of teaching excellence through programs such as surveys of student and collegial opinion. The Committee shall assist units requesting aid in developing teaching evaluation instruments for personnel decisions and, when requested, shall assist individual faculty members in improving their teaching effectiveness. The Committee is empowered to recommend the procedures by which the recipients of the annual Alumni Association teaching awards are chosen.

B. To Whom The Committee Reports:

The Committee makes its recommendation of policies and procedures governing teaching excellence to the Faculty Senate.

C. How Often the Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power Of The Committee To Act:

The Committee is empowered to request assistance from the Vice Chancellor for Academic Affairs for the promotion of teaching excellence.

TEACHING GRANTS COMMITTEE CHARGE

1. Name: Teaching Grants Committee

2. Membership:

12 faculty members. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences, and Vice Chancellor for Institutional Advancement and Planning, or their appointed representatives.

The membership of the Committee shall be as follows: 6 from the College of Arts and Sciences with 2 each from Humanities, Social Sciences, and Sciences/Math; and 6 from the professional schools and other academic units with not more than 1 from each professional school.

3. Quorum: 8 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:

The Teaching Grants Committee recommends funding of projects to improve teaching. The Committee shall develop procedures for application by individual faculty, criteria for the awarding of grants, guidelines for the use of teaching grant funds, and procedures for annual reporting by grant recipients. It shall recommend to the Vice Chancellor for Academic Affairs recipients of awards during the academic year and outside the normal academic year.

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. A member of the committee shall leave the room when his or her proposal is being considered by the committee.

B. To Whom The Committee Reports:

The Committee makes recommendations concerning policies and procedures governing funding of grants to the Faculty Senate for its approval.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate within four weeks of its decision the number of grant applications received and the number recommended for funding including the name of the nominee, the department or school, grant title, and the dollar amount of the grant.

D. Power Of The Committee To Act:

The Committee is empowered to recommend to the Vice Chancellor for Academic Affairs both nominees for grant funding and activities which would improve and promote teaching.

UNIT CODE SCREENING COMMITTEE CHARGE

1. Name: Unit Code Screening Committee

2. Membership:

7 faculty members. Ex-officio members (with vote): The Chair of the Faculty, the Chair of the Faculty Governance Committee, or an appointed representative from that Committee. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor and the Vice Chancellor for Academic Affairs, or their appointed representatives.

3. Quorum: 5 elected faculty members exclusive of ex-officio.

4. A. Committee Function:

The Committee reviews all new codes and changes to existing academic unit codes to insure that unit codes conform to the East Carolina University Code and the Guidelines for Unit Codes which are recommended to the Faculty Senate for its approval, by the Faculty Governance Committee. The Committee will allow units an opportunity to answer any objections the Committee may have to the acceptance of their codes.

B. To Whom the Committee Reports:

The Committee recommends approval of new codes and changes in existing codes to the Faculty Senate for its approval. The Committee informs units of its actions concerning their code.

C. How Often the Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power of the Committee to Act:

The Committee is empowered to screen all new unit codes and changes in existing unit codes and make its recommendations to the Faculty Senate.

WRITING ACROSS THE CURRICULUM COMMITTEE CHARGE

1. Name: Writing Across the Curriculum Committee

2. Membership:

8 faculty members, each representing a different academic unit, and 2 student members. Ex officio member (with vote): The Chair of the Faculty. Ex officio members without vote but with all other parliamentary privileges): The Chancellor, Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences, Director of the Writing Across the Curriculum Program, Director of Composition, and Director of the Writing Center.

3. Quorum: 5 elected members exclusive of ex-officio.

4. A. Committee Functions:

The Writing Across the Curriculum Committee works closely with the Director of the Writing Across the Curriculum Program, including:

1. recommending to the Faculty Senate policies and guidelines governing the development and offering of courses and seminars that are officially to be designated as writing-intensive courses;
2. recommending through the university's normal curriculum channels curriculum changes in the Writing Across the Curriculum Program;
3. advising the Director of the Writing Across the Curriculum Program on all aspects of the Program;
4. promoting the Writing Across the Curriculum Program;
5. reviewing the annual report of the Director of the Writing Across the Curriculum Program.

B. To Whom The Committee Reports:

The Committee reports its suggested policies, procedures, and criteria to the Faculty Senate. Curriculum matters are recommended to the Curriculum Committee.

C. How Often the Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power Of the Committee To Act:

The Committee is empowered to request assistance from appropriate university officials in matters concerning the promotion of the Writing Across the Curriculum Program.

ADMISSIONS AND RECRUITMENT COMMITTEE CHARGE

1. Name: Admissions and Recruitment Committee

2. Membership:

7 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Director of Admissions, the Director of Continuing Education and Summer School, and the Dean of Undergraduate Studies, or their appointed representatives.

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

4. A. Committee Responsibilities:

1. The committee considers matters related to the admission and recruitment of entering students.
2. The committee recommends policies, procedures, and standards governing undergraduate admissions and recruitment.
3. The committee serves as an appellate board for entering students who, for sufficient reason, cannot meet admission requirements. Emergency appeals for admission through the University College which cannot be heard at a scheduled meeting of the committee will be settled by the office of Undergraduate Studies in consultation with, and with the approval of, the chair of the committee, with the effect from decisions in such matters being restricted to one semester.

B. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate. The committee reports its appellate decisions to the office of Undergraduate Studies.

C. How Often The Committee Reports:

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

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

The committee suggests to the Director of Admissions research studies that are helpful in evaluating the efficiency of current admission practices. The committee is empowered to make appellate decisions regarding entering students who, for sufficient reasons, cannot meet admission requirements, and to report these decisions to the office of Undergraduate Studies.

5. Standard Meeting Time:

The committee meeting time is scheduled for the 1st Monday of each month.

AGENDA COMMITTEE CHARGE

1. Name: Agenda Committee

2. Membership:

5 elected Senators, **elected to the committee by the Faculty Senate for one-year terms at the organizational meeting of the Faculty Senate each spring semester.** Ex-officio members (with vote): The Chair of the Faculty, the Vice Chair of the Faculty, and the Secretary of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): the immediate Past Chair of the Faculty in residence, the Parliamentarian of the Faculty, and the Faculty Assembly delegates. The Chair and Secretary of the Agenda Committee shall be chosen by the members from its elected membership.

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

4. A. Committee Responsibilities:

1. The committee establishes Faculty Senate agenda. All matters of academic policy brought before this committee by action of the general faculty, any senator, or any standing or special committee shall be placed on the agenda not later than the time of the second regular meeting of the Faculty Senate following receipt of the recommendation.
2. The committee sets forth the order in which matters are to be brought before the Faculty Senate. Matters to be considered may be taken out of order upon a two-thirds vote of faculty senators present and voting at any meeting.
3. The committee collects all recommendations from academic committees, including all standing and ad-hoc committees. The committee draws up the agenda for each regular and special meeting of the Faculty Senate, based upon the recommendations and reports received from committees, as well as from the officers and members.
4. The committee ensures that a copy of the agenda is distributed to each member of the faculty one week before the date of the meeting.
5. The committee drafts the senate and committee meeting dates for the upcoming academic year.

B. To Whom The Committee Reports:

The committee reports on the agenda directly to the members of the general faculty. It reports to the Faculty Senate on any matter within its charge requiring Faculty Senate action.

C. How Often The Committee Reports:

The committee reports to the general faculty before each senate meeting and to the Faculty Senate as necessary.

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

The committee is empowered to draw up, and arrange for the distribution of, the agenda of each meeting of the Faculty Senate.

5. Standard Meeting Time:

The committee normally meets on the Tuesday two weeks prior to each scheduled Faculty Senate meeting.

CALENDAR COMMITTEE CHARGE

1. Name: Calendar Committee

2. Membership:

6 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Life, and the Registrar, or their appointed representatives.

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

4. A. Committee Responsibilities:

1. The committee considers calendar matters for all university units, except the School of Medicine.
2. 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.
3. The committee schedules examination, holiday, and vacation periods.
4. The committee develops and presents guidelines to the Faculty Senate for its approval and makes recommendations based on these approved guidelines and other matters affecting the calendar.

B. To Whom The Committee Reports:

The committee submits the appropriate calendar(s) to the Faculty Senate in time for revision or amendment.

C. How Often The Committee Reports:

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

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

None

5. Standard Meeting Time:

The committee does not have a standard meeting time.

CAREER EDUCATION COMMITTEE CHARGE

1. Name: Career Education Committee

2. Membership:

8 faculty members, representing in a balanced way the professional schools and the College of Arts and Sciences, and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Life, and the Director of Career Services, or their appointed representatives; a representative of the University Counseling Center; and a representative of the Cooperative Education Program.

3. Quorum: 5 elected members exclusive of ex-officio.

4. A. Committee Responsibilities:

1. The committee reviews present vocational and career curricula of the University.
2. The committee encourages and promotes career and cooperative education programs of the University, striving to insure consonance with national, state, and local needs.
3. The committee recommends to the appropriate unit or multi-disciplinary program(s) director changes in University curricula which promote the concept of career education.
4. The committee assists academic units in evaluating the career education objectives of their courses and programs to help insure that student needs are being met.
5. The committee coordinates the production and dissemination of information describing career opportunities and options related to various academic programs of the University.

B. To Whom The Committee Reports:

The committee makes its recommendations of curricular changes to the appropriate unit or multi-disciplinary program(s) director. The committee also keeps the Faculty Senate abreast of career education development.

C. How Often The Committee Reports:

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

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

The committee is empowered to encourage and promote the concept of career education in all of the academic activities of the divisions, colleges, schools, and departments of the University. The committee is also empowered to work cooperatively with appropriate University academic and administrative units in developing, implementing, and evaluating activities that are intended to foster and improve career education.

5. Standard Meeting Time:

The committee meeting time is scheduled for the 1st Tuesday of each month.

COMMITTEE ON COMMITTEES CHARGE

1. Name: Committee on Committees

2. Membership:

6 elected faculty members, 3 of whom are elected to the committee by the Faculty Senate for two-year terms at the organizational meeting of the Faculty Senate each spring semester. Ex-officio members (with vote): the Chair of the Faculty, the immediate Past Chair of the Committee on Committees, and the immediate Past Chair of the Faculty in residence, who shall not serve in the event of the reelection of the present chairperson.

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

4. A. Committee Responsibilities:

1. The committee considers the overall structure of all Faculty Senate committees, the membership of these committees, and continuity within the membership of each committee.
2. The committee studies and evaluates the functions of Faculty Senate committees and recommends changes in these functions as well as the creation of new committees and the elimination of old committees as deemed necessary or desirable.
3. At the Faculty Senate organizational meeting each spring the committee recommends to the Faculty Senate slates of candidates to fill vacancies on all committees except Agenda, Committee on Committees, Due Process, Grievance Board, Hearing, and Reconsideration.

B. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate.

C. How Often The Committee Reports:

The committee reports to the Faculty Senate each year at the organizational meeting and at other times as necessary.

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

None

5. Standard Meeting Time:

The committee does not have a standard meeting time.

CONTINUING EDUCATION COMMITTEE CHARGE

1. Name: Continuing Education Committee

2. Membership:

5 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Director of Continuing Education and Summer School, or their appointed representatives, and a faculty representative from Joyner Library and from Health Sciences Library.

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

4. A. Committee Responsibilities:

1. The committee considers program quality, faculty, student services, support services, policies relating to summer school, and future directions of continuing education.
2. The committee examines and recommends policies relating to continuing education and summer school teaching, including qualifications, number of hours, and compensation.

B. To Whom The Committee Reports:

The committee makes recommendations to the Faculty Senate on issues and concerns relating to continuing education and to summer school.

C. How Often The Committee Reports:

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

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

None

5. Standard Meeting Time:

The committee meeting time is scheduled for the 1st Wednesday of each month.

COURSE DROP APPEALS COMMITTEE CHARGE

1. Name: Course Drop Appeals Committee

2. Membership:

6 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio member (without vote but with all other parliamentary privileges): The Chancellor or an appointed representative.

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

4. A. Committee Responsibilities:

The committee serves as an appeals board for students who have been denied permission by the office of Undergraduate Studies to drop a course .

B. To Whom The Committee Reports:

The committee reports appellate decisions to the office of Undergraduate Studies. The committee also notifies the Registrar if the decision is made to allow the student to drop a course or courses.

C. How Often The Committee Reports:

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

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

The committee is empowered to make appellate decisions in student course drop appeals, reporting to the office of Undergraduate Studies and the Registrar, as appropriate.

5. Standard Meeting Time:

The committee meets when there is an appeal by a student.

CREDITS COMMITTEE CHARGE

1. Name: Credits Committee

2. Membership:

5 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor and the Vice Chancellor for Academic Affairs, or their appointed representatives.

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

4. A. Committee Responsibilities:

1. The committee considers policies and procedures pertaining to academic credits and standards, e.g. 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, and residence requirements for graduation.
2. 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.

B. To Whom The Committee Reports:

The committee recommends policies and procedures pertaining to academic credits and standards to the Faculty Senate. The committee reports its appellate decisions to the office of Undergraduate Studies.

C. How Often The Committee Reports:

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

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

The committee is empowered to make appellate decisions regarding students who wish to appeal administrative decisions, and to report such decisions to the office of Undergraduate Studies.

5. Standard Meeting Time:

The committee meeting time is scheduled for the 1st Thursday of each month.

UNIVERSITY CURRICULUM COMMITTEE CHARGE

1. Name: University Curriculum Committee

2. Membership:

11 faculty members and 2 student members. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor and the Vice Chancellor for Academic Affairs, or their appointed representatives.

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

4. A. Committee Responsibilities:

1. The committee considers undergraduate courses and programs and has the responsibility of assuring the high quality of course offerings.
2. The committee recommends policies and procedures governing the acceptability of programs and courses.
3. The committee reviews requests for permission to plan and establish new degree programs and requests to establish new minors.
4. The committee reviews and acts on proposals for new courses and programs and modifications of existing programs, the banking and deletion of courses (and programs), and standards and requirements for admission to, and retention in, degree programs.
5. The committee acts on recommendations from the General Education Committee regarding proposed changes in general education requirements.
6. The committee acts on recommendations from the Council of Teacher Education regarding proposed changes in teacher education requirements.

B. To Whom The Committee Reports:

The committee makes recommendations to the Faculty Senate on policies and procedures governing the acceptability of programs and courses, on proposed changes in the general education requirements, on proposed changes in the teacher education requirements, and on the proposed courses and programs and modifications of existing programs. The committee reports on its review of requests for permission to plan and establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.

C. How Often The Committee Reports:

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

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

The committee is empowered to report on its review of requests for permission to plan and establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.

5. Standard Meeting Time:

The committee meeting time is scheduled for the 2nd and 4th Thursday of each month.

EDUCATIONAL POLICIES AND PLANNING COMMITTEE CHARGE

1. Name: Educational Policies and Planning Committee

2. Membership:

3 faculty members. Ex-officio members (with vote): The Chair of the Faculty; the Chairs of the: University Curriculum Committee, Libraries Committee, Admissions and Recruitment Committee, General Education Committee, Continuing Education Committee, Teaching Effectiveness Committee, Research/Creative Activity Policies Committee, Graduate School Policies Committee, and Graduate School Curriculum Committee. The Council of Teacher Education shall elect a representative from among the faculty representatives of the Council membership. Ex-officio member (without vote but with all other parliamentary privileges): The Chancellor or an appointed representative. The Chairs from the various committees, serving as ex-officio members (with vote), may send representatives from their committees. The Chair, Vice Chair, and Secretary of the committee shall be elected from the three elected faculty members.

3. Quorum: A majority of the committee, including one of the elected members.

4. A. Committee Responsibilities:

1. The committee considers the adequacy, balance, and excellence of the University's undergraduate and graduate programs in general.
2. The committee advises the Chancellor concerning these matters: the educational policies and organizations, goals, standards, procedures, and resources of the University; 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 Education and Summer School; 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 (*Appendix D. Tenure Policies and Regulations*); and on all other matters with which it is concerned where it does not assume the responsibilities of other committees.
3. The committee annually reviews with the Chancellor and the Vice Chancellor for Academic Affairs the proposed budget of the University prior to its submission to the General Administration.
4. The committee gathers information concerning proposals for new curricula, programs, and academic policies, or for revisions in existing policies, prior to the implementation of such proposals.
5. The committee acts upon requests for permission to plan and establish new degree programs and requests for permission to establish new minors.

B. To Whom The Committee Reports:

The committee advises the Chancellor as described in 4.A.2. above. The committee reports to the Faculty Senate concerning its recommendations to 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.

C. How Often The Committee Reports:

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

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

The committee is empowered to advise the Chancellor as described in 4.A.2. above.

5. Standard Meeting Time:

The committee does not have a standard meeting time.

FACULTY GRIEVANCE COMMITTEE CHARGE

1. Name: Faculty Grievance Committee
2. Membership:

5 tenured faculty members and 5 tenured alternate members, with representation from every professorial rank. Ex-officio member (with vote): The Chair of the Faculty (or, as a representative, the Vice Chair of the Faculty). No one holding the rank of instructor nor any administrative officer is eligible to serve.
3. Quorum: 5 elected members.
4. A. Committee Responsibilities:
 1. The committee hears grievances on matters directly related to a faculty member's employment status and instructional relationship within the University (see *Appendix D, Sec. VII* and *Appendix M, Sec. 607*).
 2. The committee hears appeals by any faculty member concerning the implementation of governance procedures of both the *East Carolina University Code* and the Unit Codes within the units.

No grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge, or termination of a faculty member, or that is within the jurisdiction of another standing faculty committee, shall be considered by the committee.

B. To Whom The Committee Reports:

The committee makes its recommendations concerning faculty grievances to the Chancellor. When evaluating the implementation of governance procedures, the committee makes recommendations to the unit and to appropriate administrative officials and faculty.

C. How Often The Committee Reports:

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

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

The committee is empowered to make recommendations to the Chancellor regarding faculty grievances on matters directly related to a faculty member's employment status and instructional relationship with the University. The committee is empowered to evaluate the manner in which governance procedures have been followed and to make this evaluation known to the appropriate administrative officials and faculty.

5. Standard Meeting Time:

The committee does not have a standard meeting time.

FACULTY COMPUTER COMMITTEE CHARGE

1. Name: Faculty Computer Committee

2. Membership:

9 faculty members, at least 6 of whom are from academic units that are *bona fide* users of the University computation facilities, and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences, Director of Computing and Information Systems, and Manager of Academic Computing, or their appointed representatives.

3. Quorum: 5 elected faculty members exclusive of ex-officio.

4. A. Committee Responsibilities:

1. The committee serves as a resource of faculty opinion on computer services and policies.
2. The committee interprets the problems and policies of the Computer and Information Systems to the faculty and brings faculty opinions and needs to the attention of the Computer and Information Systems' staff.
3. The chair of the committee represents the faculty as a member of the Administrative Information Systems Advisory Committee.
4. The committee reviews and recommends to the Vice Chancellor for Academic Affairs and the Vice Chancellor for Health Sciences priorities for allocation by the Faculty Microcomputer Workstation program.

Members of the Faculty Computer Committee are permitted to submit proposals to the Faculty Microcomputer Program for the committee's consideration. However, no member of the committee may rate or vote on any proposal from his or her own academic unit or on any other proposal for which, in the judgment of the committee, there exists substantial conflict of interest. That member of the committee shall not be present when his or her proposal is being discussed by the committee.

B. To Whom The Committee Reports:

The committee makes its recommendations of computer policies and procedures to the Faculty Senate. The committee makes its recommendations on priorities for allocation by the Faculty Microcomputer Workstation program to the appropriate vice chancellor.

C. How Often The Committee Reports:

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

D. Power of the Committee To Act Without Faculty Senate Approval:

The Committee is empowered to recommend proposals to be allocated by the Faculty Microcomputer Workstation program.

5. Standard Meeting Time:

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

FACULTY GOVERNANCE COMMITTEE CHARGE

1. Name: Faculty Governance Committee

2. Membership:

7 faculty members. Ex-officio member (with vote): The Chair of the Faculty, the Chair of the Unit Code Screening Committee or an appointed representative from that committee, and the most immediate Past Chair of the Faculty in residence. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, and the Vice Chancellor for Health Sciences, or their appointed representatives.

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

4. A. Committee Responsibilities:

1. 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.
2. The committee considers matters relating to *Appendix C. Personnel Policies and Procedures for the Faculty of East Carolina University*, and *Appendix L. East Carolina University Code*.
3. The committee considers policies and procedures related to initial faculty appointment, tenure, promotion in rank, merit, (see *Appendix D. Tenure Policies and Regulations of East Carolina University*), and other such matters as may pertain to the general well-being of the faculty, e.g. sexual harassment policy.
4. The committee advises the Chair of the Faculty regarding the contents of the *Faculty Manual*.
5. The committee considers matters relating to unit re-evaluations.

B. 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 East Carolina University*, *Appendix D. Tenure Policies and Regulations of East Carolina University*, and *Appendix L. East Carolina University 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.

C. How Often The Committee Reports:

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

D. 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*.

5. Standard Meeting Time:

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

FACULTY WELFARE COMMITTEE CHARGE

1. Name: Faculty Welfare Committee

2. Membership:

6 faculty members. Ex-officio member (with vote): The Chair of the Faculty.
Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor and the Assistant Vice Chancellor for Human Resources, or their appointed representatives.

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

4. A. Committee Responsibilities:

1. The committee considers programs and policies relating to insurance, annuities, leaves of absence, other fringe benefits, faculty salaries, and all other programs and policies which affect the general welfare of the faculty or of specific faculty members.
2. The committee recommends new programs and policies related to faculty welfare and revisions to existing ones.
3. Elected members of the committee shall serve as members of the Faculty and Staff Benefits Committee.

B. 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. The committee makes recommendations concerning the implementation of policy to the Faculty and Staff Benefits Committee.

C. How Often The Committee Reports:

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

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

None

5. Standard Meeting Time:

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

GENERAL EDUCATION COMMITTEE CHARGE

1. Name: General Education Committee

2. Membership:

7 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, and the Dean of Undergraduate Studies, or their appointed representatives.

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

4. A. Committee Responsibilities:

1. The committee makes recommendations concerning general education policies and requirements, the functioning of, and advising in, the General College, and students' entry into, tenure in, and egress from the General College.
2. The committee makes recommendations to the University Curriculum Committee regarding proposed changes in the general education requirements.
3. The committee reviews new course proposals requesting general education credit and informs the University Curriculum Committee of their acceptability for general education credit.
4. The committee coordinates policies and procedures regarding advising in the General College with the Student Advising and Retention Committee, with the General Education Committee having final authority.

B. To Whom The Committee Reports:

The committee makes its recommendations of general education policies and requirements to the Faculty Senate. The committee makes recommendations regarding proposed changes in the general education requirements to the University Curriculum Committee. The committee makes recommendations regarding new course proposals requesting general education credit to the University Curriculum Committee. The committee coordinates with the Student Advising and Retention Committee policies and procedures pertinent to advising in the General College and reports to the Faculty Senate.

C. How Often The Committee Reports:

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

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

The committee is empowered to make recommendations to the University Curriculum Committee on proposed changes in the general education requirements and on proposed courses that carry general education credit.

5. Standard Meeting Time:

The committee meeting time is scheduled for the 3rd Monday of each month.

HONORS PROGRAM COMMITTEE CHARGE

1. Name: Honors Program Committee

2. Membership:

8 faculty members, at least half of whom shall either have taught honors courses or be from units which have offered honors courses at sometime in the previous three years, and 2 student members elected by the students enrolled in the Honors Program. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Director of the Honors Program, and the Dean of the Undergraduate Studies, or their appointed representatives.

3. Quorum: 5 elected members exclusive of ex-officio.

4. A. Committee Responsibilities:

1. The committee promotes the Honors Program and recommends policies governing the offering of courses and the developing of courses and seminars to be officially designated as Honors Courses, Honors Sections, or Honors Seminars.
2. The committee recommends the criteria which undergraduate students must meet in order to be designated an "Honors Program Graduate" and recommends to the Faculty Senate the students to be awarded this designation.
3. The committee recommends semester course offerings and curricular changes in the Honors Program.
4. The committee provides general advice concerning the Honors Program.

B. To Whom The Committee Reports:

The committee makes its recommendations concerning policies, criteria, and designated "Honors Program Graduates" to the Faculty Senate. The committee recommends semester course offerings to the Director of Honors Program. The committee recommends curricular changes in the Honors Program to the University Curriculum Committee.

C. How Often The Committee Reports:

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

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

The committee is empowered to make recommendations concerning policies, criteria, and designated "Honors Program Graduates." The committee is empowered to recommend semester course offerings in the Honors Program.

5. Standard Meeting Time:

The committee meeting time is scheduled for the 3rd Tuesday of each month.

LIBRARIES COMMITTEE CHARGE

1. Name: Libraries Committee

2. Membership:

7 faculty members, with at least 2 from the Graduate Faculty and 1 from the School of Medicine, and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Director of Academic Library Services, and the Director of Health Sciences Library, or their appointed representatives.

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

4. A. Committee Responsibilities:

1. The committee considers the development of collections of books, periodicals, and other materials; library services; and the apportionment of University library budgets.
2. The committee recommends policies and procedures concerning the development of library collections, services, facilities, and apportionment of library budgets.
3. The committee interprets the problems and policies of both libraries to the faculty and conveys faculty opinion and needs to the library staff.

B. To Whom The Committee Reports:

The committee makes recommendations to the Faculty Senate concerning policies and procedures relating to the development of library collections and apportionment of library budgets. The committee makes recommendations to the Director of Academic Library Services and the Director of Health Sciences Library on matters relating to the services and facilities of the libraries and reports their recommendations to the Faculty Senate.

C. How Often The Committee Reports:

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

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

The committee is empowered to make recommendations concerning the policies and procedures relating to the development of library collections, services, facilities, and the apportionment of library budgets.

5. Standard Meeting Time:

The committee meeting time is scheduled for the 3rd Wednesday of each month.

READMISSION APPEALS COMMITTEE CHARGE

1. Name: Readmission Appeals Committee

2. Membership:

7 faculty members, 2 alternate faculty members, and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Director of Continuing Education and Summer School, the Registrar, and Dean of Undergraduate Studies, or their appointed representatives.

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

4. A. Committee Responsibilities:

1. The committee considers matters relating to the readmission of students.
2. The committee recommends policies, procedures, and standards regarding the readmission of students.
3. The committee serves as an appeals board for students seeking readmission and for continuing education students who have been declared academically ineligible to return.

B. To Whom The Committee Reports:

The committee makes recommendations to the Faculty Senate concerning policies, procedures, and standards governing the readmission of students. The committee reports its appellate decisions to the office of Undergraduate Studies. The committee notifies the Registrar if the decision is made to allow a student to return who has been declared academically ineligible.

C. How Often The Committee Reports:

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

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

The committee is empowered to make decisions on appeals made by students who have been declared academically ineligible to return.

5. Standard Meeting Time:

The committees does not have a standard meeting time.

RESEARCH/CREATIVE ACTIVITY GRANTS COMMITTEE CHARGE

1. Name: Research/Creative Activity Grants Committee

2. Membership:

12 faculty members. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Health Sciences, and the Associate Vice Chancellor for Research/Dean of the Graduate School, or their appointed representatives.

The membership of the committee shall be as follows: 6 from the College of Arts and Sciences, with two each from Humanities, Social Sciences, and the Sciences/Math, and 6 from the Professional Schools and other academic units, with no more than 1 from each professional school. Each member shall have demonstrated accomplishment in scholarship, research, or creative activity, as evidenced by data submitted for each person nominated by the Committee on Committees or from the floor of the Faculty Senate.

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

4. A. Committee Responsibilities:

1. The committee recommends policies and procedures governing the grant application process, criteria for the awarding of grants, guidelines for the use of research funds, and procedures for annual reporting by grant recipients.
2. The committee recommends the funding of meritorious research/creative activity 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.

B. 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 research/creative activity proposals to the Faculty Senate.

C. How Often The Committee Reports:

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

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

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

5. Standard Meeting Time:

The committee does not have a standard meeting time.

RESEARCH/CREATIVE ACTIVITY POLICIES COMMITTEE CHARGE

1. Name: Research/Creative Activity Policies Committee

2. Membership:

7 faculty members. Ex-officio member (with vote): The Chair of the Faculty.
Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Health Sciences, the Associate Vice Chancellor for Research/Dean of the Graduate School, and the Director of Sponsored Programs, or their appointed representatives.

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

4. A. Committee Responsibilities:

1. The committee suggests activities to improve and promote professional scholarly productivity and recommends policies and procedures governing the awarding of Research Awards.
2. The committee recommends Research Awards for meritorious research/creative activity.

B. To Whom The Committee Reports:

The committee recommends to the Faculty Senate policies and procedures governing the awarding of Research Awards, and activities to improve and promote professional scholarly productivity. The committee recommends to the Associate Vice Chancellor for Research recipients of Research Awards and reports the recipients of Research Awards to the Faculty Senate.

C. How Often The Committee Reports:

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

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

The committee is empowered to recommend recipients of Research Awards.

5. Standard Meeting Time:

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

STUDENT ADVISING AND RETENTION COMMITTEE CHARGE

1. Name: Student Advising and Retention Committee
2. Membership:

6 faculty members and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Life, the Dean of Undergraduate Studies, the Chair of the Readmission Appeals Committee, or their appointed representatives.
3. Quorum: 4 elected members exclusive of ex-officio.
4. A. Committee Responsibilities:
 1. The committee considers matters related to the advising and retention of students.
 2. The committee reviews policies and procedures governing the advising, orientation, and retention of students.
 3. Recommendations concerning policies and procedures bearing upon advising in the General College are to be coordinated with the General Education Committee, which has final authority.

B. To Whom The Committee Reports:

The committee recommends to the Faculty Senate policies and procedures governing advising, orientation, and retention of students . The committee coordinates recommendations regarding advising in the General College with the General Education Committee.

C. How Often The Committee Reports:

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

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

The committee is empowered to make recommendations to the appropriate university officials regarding the policies and procedures governing the advising, orientation, and retention of students.
5. Standard Meeting Time:

The committee meeting time is scheduled for the 3rd Thursday of each month.

STUDENT SCHOLARSHIPS, FELLOWSHIPS, AND FINANCIAL AID COMMITTEE CHARGE

1. Name: Student Scholarships, Fellowships, and Financial Aid Committee

2. Membership:

8 faculty members and 2 student members (1 appointed by the Student Government Association, the other elected by the committee from a recommendation made by the Director of Financial Aid). Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Life, the Director of Admissions, and the Director of Financial Aid, or their appointed representatives.

3. Quorum: 5 elected members exclusive of ex-officio.

4. A. Committee Responsibilities:

1. The committee makes recommendations concerning policy considerations in the granting of scholarships and fellowships, and in financial aid programs administered by the University.
2. The committee recommends recipients of student financial aid.
3. The committee keeps up-to-date information on scholarships and fellowships and makes it available to students.
4. The committee serves as the University Appeals Board in all student financial aid matters.
5. The committee reviews periodically the overall operation of the Student Financial Aid Office.

B. To Whom The Committee Reports:

The committee makes its recommendations concerning policies and procedures to the Faculty Senate. The committee recommends grant recipients to the Director of Financial Aid. The committee reports appellate decisions to the Director of Financial Aid.

C. How Often The Committee Reports:

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

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

The committee is empowered to make recommendations with respect to policy considerations in the granting of scholarships, fellowships, and financial aid. The committee is empowered to make decisions regarding the granting of financial aid. The committee is also empowered to make decisions in appeals made to it concerning financial aid.

5. Standard Meeting Time:

The committee meeting time is scheduled for the 4th Monday of each month.

TEACHING EFFECTIVENESS COMMITTEE CHARGE

1. Name: Teaching Effectiveness Committee

2. Membership:

10 faculty members and 3 student members. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Dean of the College of Arts and Sciences, and the Dean of one undergraduate professional school, or their appointed representatives. The deans of the undergraduate professional schools shall rotate in membership from year to year in alphabetical order of their schools. The student members and the deans of undergraduate professional schools shall serve one-year terms.

3. Quorum: 6 elected members exclusive of ex-officio.

4. A. Committee Responsibilities:

1. The committee promotes teaching excellence and is concerned with the identification and development of faculty teaching effectiveness.
2. The committee studies and develops methods and procedures for the identification of teaching excellence through programs such as surveys of student and collegial opinion.
3. The committee assists units requesting aid in developing teaching evaluation instruments for personnel decisions and, when requested, assists individual faculty members in improving their teaching effectiveness.
4. The committee recommends policies and procedures in the awarding of the annual Alumni Teaching Excellence Awards.
5. The chair of the committee, along with the Vice Chancellor for Academic Affairs, creates an annual ad hoc Teaching Awards Committee to review and evaluate materials submitted by applicants. The Chair of the Teaching Effectiveness Committee serves as chair of the ad hoc committee.

B. To Whom The Committee Reports:

The committee makes recommendations to the Faculty Senate regarding the methods, policies, and procedures to be employed in identifying teaching excellence.

C. How Often The Committee Reports:

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

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

None

5. Standard Meeting Time

The committee meeting time is scheduled for the 4th Wednesday of each month.

TEACHING GRANTS COMMITTEE CHARGE

1. Name: Teaching Grants Committee

2. Membership:

12 faculty members. Ex-officio member (with vote): The Chair of the Faculty.
Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, and the Vice Chancellor for Health Sciences, or their appointed representatives.

The membership of the committee shall be as follows: 6 from the College of Arts and Sciences, with 2 each from Humanities, Social Sciences, and Sciences/Math, and 6 from the professional schools and other academic units, with not more than 1 from each professional school.

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

4. A. Committee Responsibilities:

1. 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.
2. 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.

B. To Whom The Committee Reports:

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

C. How Often The Committee Reports:

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

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

The committee is empowered to recommend teaching grant proposals to be funded.

5. Standard Meeting Time:

The committee does not have a standard meeting time.

UNIT CODE SCREENING COMMITTEE CHARGE

1. Name: Unit Code Screening Committee

2. Membership:

7 faculty members. Ex-officio members (with vote): The Chair of the Faculty, and the Chair of the Faculty Governance Committee, or an appointed representative from that committee. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, and the Vice Chancellor for Health Sciences, or their appointed representatives.

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

4. A. Committee Responsibilities:

1. The committee reviews all new academic unit codes and changes to existing academic unit codes to insure conformity with the *East Carolina University Code* and the Guidelines for Unit Codes established by the committee. The committee gives units the opportunity to answer any objections the committee may have to the acceptance of their codes.
2. The committee revises the Guidelines for Unit Codes when necessary.

B. To Whom The Committee Reports:

The committee makes its recommendations on new academic unit codes and changes to existing ones to the Faculty Senate. The committee recommends revisions of the Guidelines for Unit Codes to the Faculty Senate.

C. How Often The Committee Reports:

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

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

None

5. Standard Meeting Time

The committee does not have a standard meeting time.

WRITING ACROSS THE CURRICULUM COMMITTEE CHARGE

1. Name: Writing Across the Curriculum Committee

2. Membership:

8 faculty members, each from a different academic unit, and 2 student members.
Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, and the Vice Chancellor for Health Sciences, or their appointed representatives; the Director of the Writing Across the Curriculum Program, the Director of Composition, and the Director of the Writing Center.

3. Quorum: 5 elected members exclusive of ex-officio.

4. A. Committee Responsibilities:

1. The committee promotes the Writing Across the Curriculum Program and recommends policies and guidelines governing the development and offering of courses and seminars that are officially to be designated as writing-intensive courses.
2. The committee recommends semester course offerings and curricular changes in the Writing Across the Curriculum Program.
3. The committee reviews the annual report of the Director of the Writing Across the Curriculum Program.

B. To Whom The Committee Reports:

The committee reports to the Faculty Senate recommendations of policies, procedures, and criteria governing the development and offering of courses and seminars. The committee recommends semester course offerings in the Writing Across the Curriculum Program to the Director of the Writing Across the Curriculum Program. The committee recommends curricular changes in the Writing Across the Curriculum Program to the University Curriculum Committee.

C. How Often The Committee Reports:

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

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

The committee is empowered to recommend semester course offerings and curricular changes in the Writing Across the Curriculum Program.

5. Standard Meeting Time

The committee meeting time is scheduled for the 4th Thursday of each month.

FACULTY AFFAIRS COMMITTEE REPORT

REVISIONS TO *APPENDIX C*. *PERSONNEL POLICIES AND PROCEDURES FOR THE FACULTY OF ECU*

Appendix C, Section III, page C-4.

- Replace: "The unit administrator's annual performance evaluation of faculty members shall employ criteria approved by the unit and by the vice chancellor for academic affairs, the vice chancellor for health sciences, or the vice chancellor for student life, as appropriate, which shall be based upon that year's assigned duties and responsibilities (except. as earlier noted, for the previous year's Spring semester survey of student opinion) and shall take into account the nature of the assignments in terms of"
- with: "The unit administrator's annual performance evaluation of faculty members shall employ the criteria contained in the unit code approved by the chancellor (see *Appendix L*, Section C). The evaluation shall be based upon that year's assigned duties and responsibilities (except. as earlier noted, for the previous year's Spring semester survey of student opinion) and shall consider:"

Appendix C, Section IV, page C-5, 1st paragraph.

- Replace: ". . . Evaluation of faculty for purposes of promotion shall be governed in each unit by regulations established in an under the units code of operations subject to *Appendix C*. With the approval of the vice chancellor for academic affairs, the vice chancellor for health sciences and dean of the School of Medicine, and the vice chancellor for student life, as appropriate, specific regulations governing evaluation of faculty for purposes of promotion may vary from unit to unit. As a minimum each unit shall.."
- with: ". . . Evaluation of faculty for purposes of promotion shall accord with the regulations established in accordance with the unit code and shall employ the criteria contained in the unit code approved by the chancellor (see *Appendix L*, Section C). Specific regulations and criteria governing evaluation of faculty for purposes of promotion may vary from unit to unit. As a minimum each unit shall."

FACULTY AFFAIRS COMMITTEE REPORT

REVISIONS TO *APPENDIX J. INFORMAL FACULTY GRIEVANCE PROCEDURE FOR GRIEVANCES INVOLVING SEX DISCRIMINATION AND OTHER EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS*

Appendix J, Section A. page J-1, 1st paragraph,

Replace: ". . . Therefore, it is university policy that no member of the faculty will suffer discrimination in his or her employment status as a member of the faculty on the basis of race, color, religion, sex, age, national origin, creed, handicap, or political affiliation...."

with: ". . . Therefore, it is university policy that no member of the faculty will suffer discrimination in his or her employment status as a member of the faculty on the basis of race, color, religion, sex, **sexual orientation**, age, national origin, creed, handicap, or political affiliation...."

FACULTY AFFAIRS COMMITTEE REPORT

REVISIONS TO *APPENDIX K. EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY OF EAST CAROLINA UNIVERSITY*

Appendix K., page K-1, 3rd paragraph,

Replace: "East Carolina University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age, or handicap."

with: "East Carolina University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, **sexual orientation**, age, or handicap."

FACULTY WELFARE COMMITTEE REPORT

RANK OF LECTURER GRANTED EMERITUS STATUS

Emeritus rank is the last earned rank accorded to faculty members upon retirement. The Faculty Welfare Committee proposes that a faculty member with the rank of lecturer may be granted emeritus status by the appropriate vice chancellor upon written request by the unit personnel committee, unit head, and appropriate dean.

FACULTY WELFARE COMMITTEE REPORT

PROPOSED PRIVILEGES FOR RETIRED FACULTY

The Faculty Welfare Committee proposes to revise the *East Carolina University Faculty Manual*, Part III, Academic Information, to include a subsection on the privileges granted to retired faculty as follows.

RETIRED FACULTY

The following privileges are awarded to retired faculty:

1. Use of campus mailbox for a period of one year, subject to availability.
2. Right to be included in the University catalogues and directories.
3. Continuance of eligibility to take one course per semester without fees, subject to class availability.
4. Access to library services under the same conditions as active faculty, including the use of the shuttle bus, subject to space availability.
5. Continuance of eligibility to purchase tickets to inter-collegiate athletic, cultural, and entertainment events under the same conditions as active faculty.
6. Access to the University Employee Assistance Program (EAP) when such services are available. This will include information on Social Security, financial, insurance, and retirement assistance.
7. University identification card upon request.
8. Membership in the University Credit Union under the same conditions as active members, subject to the University Credit Union By-Laws.
9. Free campus parking decal, valid in all locations, with the exception of private parking lots.

FACULTY WELFARE COMMITTEE REPORT

PROPOSED PRIVILEGES FOR EMERITI FACULTY

The Faculty Welfare Committee proposes to revise the *East Carolina University Faculty Manual*, Part III, Academic Information, to include a subsection on the privileges granted to faculty with emeritus status as follows.

EMERITUS STATUS FOR FACULTY

Upon the recommendation of the unit personnel committee, unit head, and appropriate dean, the appropriate vice chancellor may grant the faculty retiree emeritus status. The following privileges are awarded to this individual:

1. Lifetime use of campus mailbox, when available.
2. Free campus parking decal, valid in all locations, with the exception of private parking lots.
3. Voting membership of the general faculty in convocation and entitled to the privileges of such membership. Emeritus faculty will not have voting privileges within their respective units.
4. Support services within their respective unit, subject to the availability of resources and discretion of unit head.
5. Right to be an ex-officio member of a University standing Faculty Senate Academic Committee, including ad-hoc committees, task forces, and subcommittees.
6. Right to be an ex-officio member of a University standing Graduate School Committee, including ad-hoc committees, task forces, and subcommittees.
7. Right to be included in the University catalogues and directories.
8. Continuance of eligibility to take one course per semester without fees, subject to class availability and space.
9. Access to library services under the same conditions as active faculty, including the use of the shuttle bus, subject to space availability.
10. Access to recreational facilities under the same conditions as active faculty and covered by the same liability insurance.
11. Continuance of eligibility to purchase tickets to inter-collegiate athletic, cultural, and entertainment events under the same conditions as active faculty.
12. Access to the University Employee Assistance Program (EAP) when such services are available. This will include information on Social Security, financial, insurance, and retirement assistance.
13. Continuance of eligibility to march, wearing appropriate regalia, in University commencement exercises and other University formal processions, as active faculty.
14. University identification card upon request.
15. Membership to the University Credit Union under the same conditions as active members, subject to the University Credit Union By-Laws.

Full Faculty Senate Agenda
February 22, 1994
attachment 8.

GENERAL EDUCATION COMMITTEE REPORT

REVISED PROCEDURE FOR NEW COURSES

The General Education Committee proposes that all future new courses for general education credit go through the General Education Committee for review and recommendation to the University Curriculum Committee prior to consideration by the University Curriculum Committee.

**Full Faculty Senate Agenda
February 22, 1994
attachment 9.**

GENERAL EDUCATION COMMITTEE REPORT

REVISION TO CURRICULUM COURSE PROPOSAL FORM

The General Education Committee requests that the Faculty Senate office personnel revise the University Course Proposal Form (dated 6-14-91) to include a General Education review section.

Revise Section III. Justification for the Course, C. Miscellaneous as follows and renumber the remaining items in this section.

- 7.** Statement and date of General Education Committee action
_____endorsed for general education credit

 Humanities Fine Arts _____Social Sciences
_____not endorsed _____not applicable _____other (specify)
Date _____

GENERAL EDUCATION COMMITTEE REPORT

RESTATEMENT OF GENERAL EDUCATION GOALS AND OBJECTIVES

The General Education Committee proposes the following restatement of the University's General Education Goals and Objectives.

PART I. PREFACE

East Carolina University's program of general education is mandated by the Board of Governors' mission statement, Strategic Directions statement, and Strategies statement for the University of North Carolina, and by the Board of Governors' mission statement for East Carolina University. The sections of *The General Mission of the University of North Carolina* (Long-Range Planning: The University of North Carolina Board of Governors, adopted November 13, 1992) directly addressing general education are reproduced below:

1) UNC Statement of Mission

. . . to discover, create, transmit, and apply knowledge to address the needs of individuals and society. This mission is accomplished through instruction, which communicates the knowledge and values and imparts the skills necessary for individuals to lead responsible, productive, and personally satisfying lives . . . (p. 19)

I. Instruction

Through instruction, an institution communicates existing knowledge and values and imparts skills to successive generations of students. Instruction includes all of those teaching and related scholarly activities that define the *primary* purpose of each of the constituent institutions of the University of North Carolina. . .

The basic contributions of colleges and universities to the state and to the nation are made through students by their individual contributions through life as citizens. Through instruction in the basic arts and sciences, social sciences, fine arts, and a broad range of professional disciplines, the University prepares students to lead rewarding lives and to function effectively in the work force and as responsible members of society. Thus, teaching and learning constitute the primary service the University renders to society. (p. 20)

2) UNC Strategic Directions

IV.B. Improve the quality of undergraduate education

One of the basic objectives assigned to the Board of Governors by statute is to improve the quality of education. . .

Educational quality is also determined by the breadth and coherence of the general education, or core curriculum, and by the quality of the programs that constitute academic majors . . .

3) UNC Strategies

Strengthen undergraduate degree programs.

* Urge institutions to establish goals for their general education or core curricula and to review these curricula periodically to ensure their breadth, coherence, and importance to the overall undergraduate degree program.

4) General Statement of Educational Mission, East Carolina University

(Long-Range Planning: The University of North Carolina Board of Governors, adopted November 13, 1992, p. 52):

. . . The fundamental educational goal of the university is to provide students with a substantive general education and to enable students and other constituents to secure specialized and multidisciplinary knowledge. . .

GENERAL EDUCATION COMMITTEE REPORT
RESTATEMENT OF GENERAL EDUCATION GOALS AND OBJECTIVES
attachment 10 (continued).

(2)

The following excerpts from East Carolina University's mission statement, basic goals statements, priorities for action, and strategy statements contained in *Strategies for Distinction: University Directions* (East Carolina University, 1990-1995) address and implement those portions of the UNC Board of Governors' mission statement, strategic directions statement, and strategies statement that address East Carolina University's general education responsibilities:

1) Educational Mission

The fundamental educational goal of the University is to provide students with a substantive general education and to enable students and other constituents to secure specialized and multidisciplinary knowledge. Through instruction and other educational activities, the University is committed to developing each student's ability to discover, evaluate, and communicate knowledge; to make informed decisions; and to recognize a decision's ethical dimensions. The University is committed to imparting a sense of responsible citizenship, nourishing an understanding of the interdependencies of humankind and the environment, enhancing individual potential, and fostering a lifelong commitment to learning, self-discipline, and human well-being. The University strives to serve all who can benefit from these commitments and to address the educational needs of the mid-Atlantic region.

2) Basic Goals

Goal 1: Achieve distinction in undergraduate education

East Carolina University is committed to distinction in undergraduate education as the primary goal for the university. . .

H. Develop a general studies program that provides (1) a substantial and coherent core of studies in the liberal arts, mathematics, and sciences and (2) strict limits on the use of general studies courses as part of requirements for academic majors.

3) Division of Health Sciences Unit Plan: Priorities for Action

1. Achieve distinction in undergraduate education

d. Ensure that health professional students have appropriate general education.

4) Division of Academic Affairs Unit Plan: Priorities for Action

1. Achieve distinction in undergraduate education

i. In cooperation with appropriate committees, review and implement appropriate changes in general education requirements to ensure a substantial and coherent core of studies in humanities, fine arts, social studies, mathematics, and sciences.

PART II. GENERAL EDUCATIONAL EXPECTATIONS

East Carolina University's general education goals and objectives address and satisfy the UNC Board of Governors' general statement that East Carolina University shall provide students with a substantive general education.

Currently, the course-specific expected educational results are stated in the official course syllabi for the departments offering general education courses. The following are the generic general educational expectations that apply to all general education courses:

General Educational Expectations for All Students Taking General Education Courses:

- a. Acquire experience in scientific and conceptual methods of critical analysis.
- b. Acquire experience in creative, imaginative, and intuitive artistic processes.
- c. Achieve a basic understanding of one or more of the disciplines within each of the following categories: natural sciences and mathematics, social sciences, humanities and fine arts.

GENERAL EDUCATION COMMITTEE REPORT (3)
RESTATEMENT OF GENERAL EDUCATION GOALS AND OBJECTIVES
attachment 10 (continued).

- d. Acquire knowledge of the foundations of Western and other civilizations and cultures.
- e. Acquire the knowledge and abilities that constitute the objectives stated in syllabi for general education courses.

PART III. PROPOSED GENERAL EDUCATION COURSE GOALS AND OBJECTIVES
English Composition Component

The curriculum focuses on student aptitudes rather than on a particular content because composing is a recursive process that depends not on specific knowledge but on fluent, flexible, creative thinking. To concentrate on the essentials of composing, the program explicitly treats stages of the process (discovery, drafting, etc.). It concentrates on exposition and argument as the modes most useful for the student and citizen. It teaches students how to use library resources so that students may expand their access to knowledge essential for informed discourse. The program emphasizes critical thinking as well as traditional rhetorical skills because only insight can generate substance for the writer's craft to shape. In order to meet the East Carolina University general educational goals, students will develop the following aptitudes:

Goal 1. Students should be able to use various heuristic and planning tactics in preparing a written composition. In drafting and revising, they should choose words carefully, exploit English syntax fully, and ensure coherence. They should edit for standard written English usage, punctuation and spelling. They should also become competent in using the computer to perform these processes.

Component Rationale: The ability to engage in the writing process--discovering subjects; exploring subjects; and drafting, revising, and editing manuscripts is an aptitude fundamental to academic achievement and to a full civic life.

Goal 2. Students should grow increasingly able to read in order to understand literally, to infer, to recognize ideological bias', and to evaluate. They should deepen their sensitivities to connections and differences among texts. They should also increase their capacities for reflecting on experience, analyzing, and solving problems creatively.

Component Rationale: The ability to engage in reading and thinking critically is an aptitude fundamental to academic achievement and to a full civic life.

Goal 3. Students should understand the aims and means of the expositor and the advocate and should be able to write, to inform, and to persuade these rhetorical roles.

Component Rationale: The ability to write clear expository and argumentative compositions is an aptitude fundamental to academic achievement and to a full civic life.

Goal 4. Students should be able to formulate research questions, identify and search both print and electronic bibliographic indexes, locate resources in the library, and read widely for selected kinds of information. They should be able to incorporate information gained from the library and other sources into their compositions, citing documents appropriately.

Component Rationale: The ability to conduct bibliographic research and use library resources effectively in written compositions is an aptitude fundamental to academic achievement and to a full civic life.

GENERAL EDUCATION COMMITTEE REPORT (4)
RESTATEMENT OF GENERAL EDUCATION GOALS AND OBJECTIVES
attachment 10 (continued).

Natural Sciences Component

In order to meet the East Carolina University general educational goals, students of natural sciences will develop the following aptitudes:

Goal 1. Develop, refine, and apply the observational, analytical and quantitative thinking skills necessary for scientific inquiry.

Component Rationale: Providing students with the ability to make, communicate, and implement informed and responsible decisions in those areas of life involving science, mathematics and technology requires that students develop their observational, analytical and quantitative thinking skills, as well as develop an understanding of the critical role of experimentation in differentiating among various scientific hypotheses and in distinguishing scientific theories from those of pseudo-science.

Goal 2. Develop knowledge of scientific concepts and theories and of techniques and approaches useful in the process of scientific inquiry.

Component Rationale: Developing students' ability to evaluate scientific information requires exposure to the principles and practices of one or more of the physical, chemical, biological and geological sciences.

Goal 3. Enhance human potential and foster human well-being through the understanding of science.

Component Rationale: Developing students' awareness and knowledge of the natural sciences is essential to enhancing students' understanding of the environmental, ethical, political, socioeconomic, and technological issues of our global society and thus is essential to enhancing human potential and fostering a life-long commitment to human well-being.

Goal 4. Develop the ability to recognize the ethical dimensions of research and a sense of responsible citizenship.

Component Rationale: Imparting to students an appreciation for and an understanding of past, present, and potential future impact of science on society is essential to their understanding of the ethical dimensions of science and their ability to become responsible citizens.

Mathematics Component

In order to meet the East Carolina University general educational goals, students of mathematics will develop the following aptitudes:

Goal 1. Utilize mathematical techniques and procedures in problem-solving activities.

Component Rationale: Developing students' problem-solving skills in the area of mathematics most appropriate to their major course of study--including college algebra, business-oriented mathematics, or number systems--will empower students with the knowledge to succeed in their technological and quantitative studies. Problem-solving skills requiring basic mathematical procedures will be important attributes for obtaining employment in the workplace of the near future.

Goal 2. Develop the ability to recognize and use the words and symbols of mathematics.

GENERAL EDUCATION COMMITTEE REPORT (5)
RESTATEMENT OF GENERAL EDUCATION GOALS AND OBJECTIVES
attachment 10 (continued).

Component Rationale: This is a technological and scientific age, and mathematics is the language of technology and science. Developing students' facility with the language of mathematics will provide a basic foundation for understanding and contributing to the solution of many social and environmental problems.

Goal 3. Utilize logical reasoning and critical thinking skills in analyzing mathematical problems and models.

Component Rationale: Developing the students' ability to think critically and reason logically is a precondition for obtaining the other goals listed. Mathematical problems and models are widely recognized as effective in simulating real world situations which require logical and critical thought processes.

Social Sciences Component

The social sciences study the past and present activities of individuals, groups and cultures from different theoretical, analytical and methodological perspectives. In order to meet the East Carolina University general educational goals, students of social sciences will develop the following aptitudes:

Goal 1. Develop a basic understanding of theories, concepts and scientific approaches employed in the social sciences.

Component Rationale: The diversity of the social sciences should enrich students' understanding of theoretical, analytical and methodological perspectives for appreciating behavior and social interaction.

Goal 2. Acquire a basic understanding of the ethical questions and values associated with the social sciences.

Component Rationale: Students should understand that the study of social science and the applications of research have a moral as well as a scientific dimension.

Goal 3. Achieve a basic understanding of the historical and cultural developments that underlie society.

Component Rationale: Students should understand that groups and societies exist and evolve within both a cultural and historical context.

Goal 4. Think critically, communicate effectively and use scientific and conceptual methods in studying social science subject matters.

Component Rationale: Students should have experience in critically evaluating social science findings and in communicating those findings using appropriate terminology.

Humanities and Fine Arts Component

In order to meet the East Carolina University general educational goals, students of humanities and fine arts will develop the following aptitudes:

Goal 1. Develop the critical reading, writing, and thinking skills necessary to make, communicate and implement informed decisions.

Component Rationale: Providing students with the ability to make, communicate, and implement informed, responsible, and ethical decisions in any area of life--public or private--requires that students develop their critical reading, writing, and thinking skills, preconditions for achieving the remaining goals on this list.

GENERAL EDUCATION COMMITTEE REPORT
RESTATEMENT OF GENERAL EDUCATION GOALS AND OBJECTIVES
attachment 10 (continued).

(6)

Goal 2. Develop the ability to discover, evaluate, and communicate knowledge and to foster a lifelong commitment to learning.

Component Rationale: Developing students' ability to discover, evaluate, and communicate knowledge and fostering students' lifelong commitment to learning require that students learn to understand and implement the activities and methods that create and critically respond to the world's art, drama, literature, music and philosophy.

Goal 3. Enhance human potential and foster an appreciation of the humanities and fine arts.

Component Rationale: Enhancing human potential and fostering an appreciation of the humanities and fine arts require students to develop a commitment to aesthetic, historical, theoretical and other dimensions of the world's art, drama, literature, music, and philosophy.

Goal 4. Develop the ability to recognize a decision's ethical dimensions and to impart a sense of responsible citizenship.

Component Rationale: Providing students with the ability to recognize and respond to the ethical dimensions present in decisions in all areas of life and fostering in students a sense of responsible citizenship require that students develop an understanding of basic ethical theories and methods and that students develop their ability to recognize and critically evaluate the philosophical foundations and the ethical considerations basic to academic disciplines and to the human condition generally.

Health and Physical Education Component

The health and physical education component of the general education requirements enables students to develop knowledge and skills related to the healthful functioning of the human body, thereby fostering a commitment to human well-being. The goals of health education and of physical education are closely related and interdependent. In order to meet the East Carolina University general educational goals, students of health and physical education will develop the following aptitudes:

Goal 1. Develop an understanding of the physical, psychological, and sociocultural factors and human behaviors that influence human well-being and affect the major health problems in our society.

Goal 2. Develop an understanding of the role of knowledge and personal responsibility in fostering a commitment to personal health and well-being.

Goal 3. Develop an understanding of the components of health-related physical fitness and their relationship to personal health and well-being.

Goal 4. Develop or enhance physical fitness or life-time sport psychomotor skills.

Component Rationale: Enhancing human potential and fostering a commitment to human well-being requires that each student develop knowledge and skills related to factors affecting his or her personal health. In order for students to make informed decisions about how to lead healthy, productive lives, they must have an understanding of the various dimensions of health, and recognize behaviors and develop skills that will have a positive impact on their well-being. Exercise and physical fitness contribute to longevity, wellness, and productivity, thereby enhancing human potential.

TEACHING EFFECTIVENESS COMMITTEE REPORT

PARKING PRIVILEGES FOR RECIPIENTS OF TEACHING EXCELLENCE AWARDS

The Teaching Effectiveness Committee recommends that the recipients of the Robert and Lina Mays and Robert L. Jones Alumni Teaching Excellence Awards be allowed to identify parking spaces of their choice, to be reserved for their exclusive use, with signs to that effect erected at the chosen parking spaces for the duration of the academic year following the bestowal of the awards.

AD HOC COMMITTEE TO REVIEW ADMINISTRATIVE EVALUATIONS REPORT

COMMITTEE REPORT ON DEPARTMENT CHAIR EVALUATIONS

Summary

The Ad Hoc Committee on Administrator Evaluations is composed of Linda Allred, Joe Ciechalski, Helen Grove, Jeff Johnson, Havva Meric, and Carmine Scavo. The committee was charged by the Faculty Senate with reviewing the subject of faculty ratings of administrator performance. The committee broke this subject into two--faculty ratings of their respective department chairs; and faculty ratings of administrators at levels higher than their individual departments. We have studied both questions and are recommending the use of the DECAD, as developed by Kansas State University, for the rating of department chairs by their respective faculty. At a later time, we will return with a recommendation for faculty ratings of other administrators.

The DECAD would be combined with other sources of information to compose a complete department chair evaluation by higher level administrators. Our reasons for recommending the DECAD are given below, and unresolved issues needing Faculty Senate action are described.

In recommending the DECAD, we emphasize that the rating of department chairs by faculty should be only part of a larger department chair evaluation scheme that is *not*, at the current time, formally specified.

Charge of the Committee

This committee was charged with reviewing the subject of faculty ratings of administrator performance and making recommendations about continuing the use of the current form or replacing it with a new form.

ECU currently uses a form for faculty rating of department chair performance that was developed in house many years ago. The same form is used for faculty ratings of department chairs as for faculty ratings of higher level administrators. While the current form does have certain attractive features (i.e., simplicity, low cost), there is a high level of dissatisfaction with its continued use. This committee thinks that the current form should be discontinued for two reasons. First, many of the questions are not valid indicators of the underlying concepts the form is intended to measure; and second, the roles of department chairs and higher level administrators are different enough within the university to warrant separate faculty rating forms for these positions.

The committee considered whether to develop a new form in house or to use a commercially available form. Given that a well developed form is available commercially and at an affordable cost, the committee is recommending adoption of this form. We recommend the DECAD (see attachments) a form specifically designed to solicit faculty ratings of department chairs, be adopted for use as the faculty evaluation portion of the department chair evaluation process. This form is recommended for the following reasons:

- First and foremost, the DECAD is specifically tailored for ascertaining faculty ratings of department chair performance. While department chairs are administrators, they are also faculty. While department chairs have important links to deans, vice chancellors, etc., they also have important links to members of their own departments. While department chairs often are required to communicate university policies to their departments, they are also required to communicate departmental needs to the university administration. This mixing of roles is difficult for more generic forms of evaluation to tap.

AD HOC COMMITTEE TO REVIEW ADMINISTRATIVE EVALUATIONS REPORT
COMMITTEE REPORT ON DEPARTMENT CHAIR EVALUATIONS (2)
attachment 12 (continued).

- The DECAD not only asks faculty to rate department chairs on a variety of attributes, it also asks faculty and department chairs to evaluate the importance of each of the attributes on which faculty rate the department chair. This procedure has two benefits. First, the department chair's and faculty's importance ratings can be matched, yielding a measure of the degree of consensus between the chair and the department. Second, the overall faculty rating of the department chair is weighted by the relative importance that the faculty attach to the various rating scales.
- The DECAD norms department chair ratings to a national norm group. This allows department chairs at ECU not only to be compared among themselves but also to be compared to a national sample of department chairs at other universities.
- As indicated above, the DECAD gives similar results as the current administrator evaluation form for questions phrased similarly. Importantly, the DECAD also solicits more ratings on a variety of questions that are not asked in the current questionnaire. These scores are combined on the DECAD report into several summary scales: personnel management, planning and development, departmental reputation, and a total evaluation score. Each of these are weighted by faculty importance ratings and by the chair's importance ratings. Agreement among faculty on importance of the various factors and agreement between the chair and faculty are also reported.
- The DECAD is relatively inexpensive to administer and process. For a university of ECU's size, Kansas State University would charge \$25 per department chair evaluated (assumes 25 or more chairs evaluated per year). The current administrator evaluation has no "real" cost attached to it since all costs (printing of questionnaires, data processing, printing of evaluations, etc.) are covered in house. However, if it were possible to calculate these costs, the DECAD would most likely be in line with the current questionnaire. Possible additional costs for the DECAD include training of individuals on campus who were familiar enough with the DECAD reporting form such that they could act as resource people if there were questions about individual evaluations. Additionally, deans who use the DECAD for deciding on department chair evaluations would need to be trained in DECAD interpretation, as would the individual department chair themselves. This training could be handled in house by the resource people trained by Kansas State University.

In our evaluation of the DECAD, the committee conducted a pilot study in the spring semester, 1993. Seventeen department chairs volunteered to have both the ECU administrator evaluation form and the DECAD distributed in their departments. The ECU evaluation was processed by the Office of Planning and Institutional Research, while the DECAD was processed by Kansas State University. Results were returned to the respective department chairs with a copy (after names and department identifiers were removed) going to the committee. The committee then asked individual department chairs to comment on both forms. The results of this pilot study are summarized below.

- High correlations between questions that are similarly worded indicate that the DECAD and the ECU instrument show high levels of agreement.
- The DECAD measures a significant number of items not measured by the ECU instrument.
- Department chair response to the DECAD was favorable. Six of the seventeen department chairs involved in the pilot study responded to an invitation to provide more in-depth comments on the two evaluation instruments. All six gave qualified support to the DECAD over the ECU instrument. Several chairs made a compelling case that the DECAD needed some sort of open ended component to allow faculty to augment their ratings on the closed ended questions.

AD HOC COMMITTEE TO REVIEW ADMINISTRATIVE EVALUATIONS REPORT
COMMITTEE REPORT ON DEPARTMENT CHAIR EVALUATIONS (3)
attachment 12 (continued).

Committee Recommendations

- This committee recommends that the DECAD be adopted as instrument to gather faculty input on department chair performance.
- The committee also recommends that an open-ended, semi-structured series of questions be attached to the DECAD such that faculty can augment their ratings of department chairs with more in-depth comments. The responses to this section of the faculty survey would be returned to the department chair for feedback purposes only; individual department chairs could at their own volition forward these responses to their deans, if they so wish.
- The committee suggests that the open-ended questions follow the format used in an early version of the DECAD. These are:
 1. Which matters need attention in the department during the next year or two?
 2. Identify any departmental policies or procedures which:
 - a) you feel need immediate improvement
 - b) are particularly effective and should be emphasized.
 3. What is the most important observation you can make about your department chair's:
 - a) administrative effectiveness?
 - b) administrative style?
 4. Other comments:
- Two schools (Art and Social Work) are not organized into departments and thus do not have formal department chairs. Both schools do, however, have associate deans or coordinators, serving under the respective deans, who have many of the same responsibilities of more traditional department chairs. After examining the university organizational chart and consulting with the respective deans, the committee recommends the following:
 1. The Associate Deans for Graduate Studies, and Undergraduate Studies, and the Directors of Criminal Justice, and Field Education in the School of Social Work should be rated by faculty on the DECAD since their responsibilities more closely resemble those of department chairs in other schools;
 2. Coordinators in the School of Art should *not* be rated by faculty on the DECAD since:
 - a. their responsibilities are quite different from department chairs in other schools, and;
 - b. the School of Art currently uses an in-house instrument for regularly collecting faculty ratings of these coordinators.

Attached: DECAD Chairperson Information Form
DECAD Survey Form -- Faculty Reactions to Chairperson Activities

CHAIRPERSON INFORMATION FORM

Decad

for use with the Decad Survey Form

Last Name (Up to 11 letters)											Init.
A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T
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X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

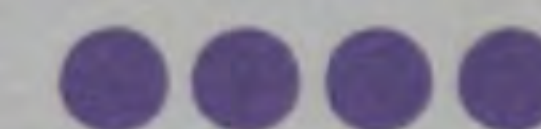
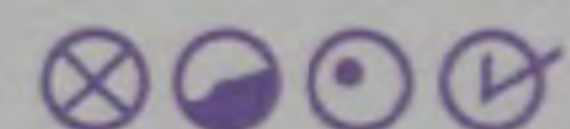
DEPARTMENT										
A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C
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P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S
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U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

Name: _____

Department: _____

Institution: _____

USE NO. 2 PENCIL ONLY

Proper
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of
faculty
asked to
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8	8	8
9	9	9

For
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4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

- The list below describes responsibilities which some department chairpersons/heads pursue. Darken the number which describes your judgment of how important each of these is in your role as chairperson/head:

1 — Not Important 2 — Only So-So 3 — Fairly Important
4 — Quite Important 5 — Essential

CHAIRPERSON/HEAD RESPONSIBILITIES

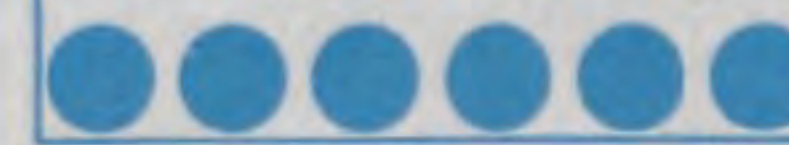
1. Guides the development of sound procedures for assessing faculty performance	(1) (2) (3) (4) (5)
2. Recognizes and rewards faculty in accordance with their contributions to the department's program	(1) (2) (3) (4) (5)
3. Guides development of sound organizational plan to accomplish departmental program	(1) (2) (3) (4) (5)
4. Arranges effective and equitable allocation of faculty responsibilities such as committee assignments, teaching loads, etc.	(1) (2) (3) (4) (5)
5. Takes lead in recruitment of promising faculty	(1) (2) (3) (4) (5)
6. Fosters good teaching in the department	(1) (2) (3) (4) (5)
7. Stimulates research and scholarly activity in the department	(1) (2) (3) (4) (5)
8. Guides curriculum development	(1) (2) (3) (4) (5)
9. Maintains faculty morale by reducing, resolving, or preventing conflicts	(1) (2) (3) (4) (5)
10. Fosters development of each faculty member's special talents or interests	(1) (2) (3) (4) (5)
11. Understands and communicates expectations of the campus administration to the faculty	(1) (2) (3) (4) (5)
12. Effectively communicates the department's needs (personnel, space, monetary) to the dean	(1) (2) (3) (4) (5)
13. Facilitates obtaining grants and contracts from extramural sources	(1) (2) (3) (4) (5)
14. Improves the department's image and reputation in the total campus community	(1) (2) (3) (4) (5)
15. Encourages an appropriate balance among specializations within the department	(1) (2) (3) (4) (5)

**DO NOT WRITE
ON THIS SIDE
OF THE FORM**

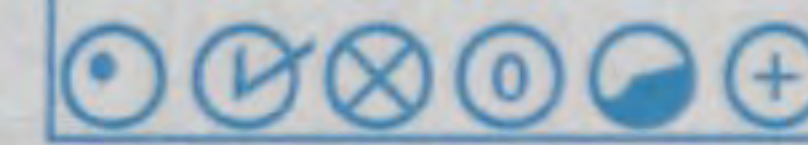
IMPORTANT!

USE NO. 2 PENCIL ONLY

Proper Marks



Improper Marks



Department _____

Institution _____

Decad**SURVEY FORM--FACULTY REACTIONS TO CHAIRPERSON ACTIVITIES**

- The list below describes 15 responsibilities which some department chairpersons/heads pursue. In Column 1, darken the number corresponding to your judgment of how important each of these should be for your chairperson/head using the following code:

1 — Not Important
2 — Only So-So

3 — Fairly Important

4 — Quite Important
5 — Essential

- Use Column 2 to describe how effectively you feel your department chairperson/head fulfilled each responsibility during the past 12 months. Omit any item if you feel you cannot make a valid judgement; otherwise darken the number best corresponding to your estimate:

1 — Poor
2 — Only So-So

3 — In Between

4 — Good
5 — Outstanding

IMPORTANCE
COLUMN 1

CHAIRPERSON/HEAD RESPONSIBILITIES

PERFORMANCE
COLUMN 2

1. (1) (2) (3) (4) (5)	Guides the development of sound procedures for assessing faculty performance	16. (1) (2) (3) (4) (5)
2. (1) (2) (3) (4) (5)	Recognizes and rewards faculty in accordance with their contributions to department's program	17. (1) (2) (3) (4) (5)
3. (1) (2) (3) (4) (5)	Guides development of sound organizational plan to accomplish departmental program	18. (1) (2) (3) (4) (5)
4. (1) (2) (3) (4) (5)	Arranges effective and equitable allocation of faculty responsibilities such as committee assignments, teaching loads, etc.	19. (1) (2) (3) (4) (5)
5. (1) (2) (3) (4) (5)	Takes lead in recruitment of promising faculty	20. (1) (2) (3) (4) (5)
6. (1) (2) (3) (4) (5)	Fosters good teaching in the department	21. (1) (2) (3) (4) (5)
7. (1) (2) (3) (4) (5)	Stimulates research and scholarly activity in the department	22. (1) (2) (3) (4) (5)
8. (1) (2) (3) (4) (5)	Guides curriculum development	23. (1) (2) (3) (4) (5)
9. (1) (2) (3) (4) (5)	Maintains faculty morale by reducing, resolving or preventing conflicts	24. (1) (2) (3) (4) (5)
10. (1) (2) (3) (4) (5)	Fosters development of each faculty member's special talents or interests	25. (1) (2) (3) (4) (5)
11. (1) (2) (3) (4) (5)	Understands and communicates expectations of the campus administration to the faculty	26. (1) (2) (3) (4) (5)
12. (1) (2) (3) (4) (5)	Effectively communicates the department's needs (personnel, space, monetary) to the dean	27. (1) (2) (3) (4) (5)
13. (1) (2) (3) (4) (5)	Facilitates obtaining grants and contracts from extramural sources	28. (1) (2) (3) (4) (5)
14. (1) (2) (3) (4) (5)	Improves the department's image and reputation in the total campus community	29. (1) (2) (3) (4) (5)
15. (1) (2) (3) (4) (5)	Encourages an appropriate balance among academic specializations within the department	30. (1) (2) (3) (4) (5)

OVER—

• Indicate how frequently each of the following 30 statements is descriptive of your department chairperson/head by darkening the number corresponding to your judgment:

1 — Hardly Ever (not at all descriptive)

2 — Less than Half the Time

3 — About Half the Time

4 — More than Half the Time

5 — Almost Always (very descriptive)

The department chairperson/head:

31. Makes own attitudes clear to the faculty	(1)	(2)	(3)	(4)	(5)
32. Tries out new ideas with the faculty	(1)	(2)	(3)	(4)	(5)
33. Works without a plan	(1)	(2)	(3)	(4)	(5)
34. Maintains definite standards of performance	(1)	(2)	(3)	(4)	(5)
35. Makes sure his/her part in the department is understood by all members	(1)	(2)	(3)	(4)	(5)
36. Lets faculty members know what's expected of them	(1)	(2)	(3)	(4)	(5)
37. Sees to it that faculty members are working up to capacity	(1)	(2)	(3)	(4)	(5)
38. Sees to it that the work of faculty members is coordinated	(1)	(2)	(3)	(4)	(5)
39. Does little things that make it pleasant to be a member of the faculty	(1)	(2)	(3)	(4)	(5)
40. Is easy to understand	(1)	(2)	(3)	(4)	(5)
41. Keeps to him/herself	(1)	(2)	(3)	(4)	(5)
42. Looks out for the personal welfare of individual faculty members	(1)	(2)	(3)	(4)	(5)
43. Refuses to explain actions	(1)	(2)	(3)	(4)	(5)
44. Acts without consulting the faculty	(1)	(2)	(3)	(4)	(5)
45. Is slow to accept new ideas	(1)	(2)	(3)	(4)	(5)
46. Treats all faculty members as his/her equal	(1)	(2)	(3)	(4)	(5)
47. Is willing to make changes	(1)	(2)	(3)	(4)	(5)
48. Makes faculty members feel at ease when talking to them	(1)	(2)	(3)	(4)	(5)
49. Puts faculty suggestions into action	(1)	(2)	(3)	(4)	(5)
50. Gets faculty approval on important matters before going ahead	(1)	(2)	(3)	(4)	(5)
51. Postpones decisions unnecessarily	(1)	(2)	(3)	(4)	(5)
52. Is more a reactor than an initiator	(1)	(2)	(3)	(4)	(5)
53. Makes it clear that faculty suggestions for improving the department are welcome	(1)	(2)	(3)	(4)	(5)
54. Is responsive to one "clique" in the faculty but largely ignores those who are not members of the clique	(1)	(2)	(3)	(4)	(5)
55. In expectations of faculty members, makes allowance for their personal or situational problems	(1)	(2)	(3)	(4)	(5)
56. Lets faculty members know when they've done a good job	(1)	(2)	(3)	(4)	(5)
57. Explains the basis for his/her decision	(1)	(2)	(3)	(4)	(5)
58. Gains input from faculty on important matters	(1)	(2)	(3)	(4)	(5)
59. Acts as though visible department accomplishments were vital to him/her	(1)	(2)	(3)	(4)	(5)
60. Acts as though high faculty morale was vital to him/her	(1)	(2)	(3)	(4)	(5)

• Questions 61-70 ask about yourself or the department in general. Use this answer code:

1 — Definitely False

2 — More False than True

3 — In Between

4 — More True than False

5 — Definitely True

61. I enjoy my work in this department	(1)	(2)	(3)	(4)	(5)
62. I have a positive relationship with the department chairperson	(1)	(2)	(3)	(4)	(5)
63. I agree with the priorities and emphasis which have guided recent development in the department	(1)	(2)	(3)	(4)	(5)
64. The department has been getting stronger in recent years (use responses 1 or 2 if it has been getting weaker, use response 3 if there has been little change)	(1)	(2)	(3)	(4)	(5)

During the past 12 months, the department chairperson's/head's effectiveness has been seriously impaired by:

65. Enrollment/retraining problems in the department	(1)	(2)	(3)	(4)	(5)
66. Inadequate facilities for the department	(1)	(2)	(3)	(4)	(5)
67. Bureaucratic requirements and regulations	(1)	(2)	(3)	(4)	(5)
68. Inadequate financial resources to support departmental programs	(1)	(2)	(3)	(4)	(5)
69. A relatively low priority given to the department by the chairperson's/head's immediate superior	(1)	(2)	(3)	(4)	(5)
70. Obstructionism/negativism from one or more senior members of the faculty	(1)	(2)	(3)	(4)	(5)