2006/2007 FACULTY SENATE
MEETING DATES AND ROUTINE RESPONSIBILITIES DURING THE ACADEMIC YEAR

September 12, 2006   2:10 p.m.   Mendenhall Great Room
New Business left over from the April 19, 2005, Faculty Senate meeting.
Report from the Director of Athletics.
Report from the Chair of the Athletics Committee and Academic Integrity Subcommittee.

October 10, 2006   2:10 p.m.   Mendenhall Great Room
Report from the Director of Admissions on freshman class and home-schooled admissions.
Report from Chair of the Faculty Grievance Committee on last year's appellate activities.

November 7, 2006   2:10 p.m.   Mendenhall Great Room
Approval of Fall Graduation List, including Honors Program graduates.

December 5, 2006   2:10 p.m.   Mendenhall Great Room
Approval of Senate and Agenda Committee meeting dates for next academic year.

January 30, 2007   2:10 p.m.   Mendenhall Great Room
Election of Faculty Assembly Delegates and Alternates.
Report from the Chancellor on the employment category of all faculty.

February 20, 2007   2:10 p.m.   Mendenhall Great Room
Election of Members to the Faculty Officers' Nominating Committee.

March 20, 2007   2:10 p.m.   Mendenhall Great Room
Approval of Spring Graduation List, including Honors Program graduates.
Announce Research/Creative Activity Grant and Teaching Grant recipients.

April 17, 2007   2:10 p.m.   Mendenhall Great Room
Final reports from Academic Committees.

April 24, 2007   2:10 p.m.   Mendenhall Great Room
Organizational Meeting
Election of Faculty Officers for upcoming academic year.
Election of Academic, Administrative, Appellate, and Student Union Committees.
Election of Faculty Senate Committees

The Agenda Committee will meet on the following days during 2006/2007.

August 29, 2006	January 16, 2007
September 26, 2006	February 6, 2007
October 24, 2006	March 6, 2007
November 21, 2006	April 3, 2007

On September 19, from 2:00 – 5:00 p.m. in the MSC Brickyard, the Divisions of Student Life and Academic Affairs will present World Community Day, an interactive international fair that will introduce students to various world cultures and acquaint them with the many international resources available on campus.

World Community Day has been designed to actively engage students in onsite activities that provide them exposure and insight into various world cultures. Additionally, students will have opportunities to deliver meaningful outcomes at the event and will be encouraged to design personal plans to further their globalization awareness. One of the key features of the event will be an opportunity for ECU students to link up and talk directly to university students in Peru and Morocco via the ECU global classroom. Other features will include authentic cuisine, informational activities, live performances, and more.

If any of the classes you teach fit within the scope of this event and you would like to promote them at World Community Day, you may send information to include in resource lists and/or you may set up a table at the event to distribute literature. Please contact the Office of Student Development no later than September 14 if interested. Contact information can be found at the bottom of the page.

In addition to providing students with resource lists, the Office of Student Development will compile a list of books and movies that amplify the customs, history, and politics of the core countries to be explored at World Community Day. Your recommendations of appropriate media would be most appreciated. The core countries that will be explored at the event are Japan, India, Mexico, Sudan, China, the US, Morocco, and Peru.

We hope that you will participate and attend World Community Day and that you will strongly encourage your students to attend.

Sincerely,

Marilyn Sheerer, PhD, Interim Vice Chancellor for Student Life
Jim Smith, PhD, Provost and Vice Chancellor for Academic Affairs.

To reserve booth space, provide literature for distribution, or recommend materials for the reading/viewing list, please contact Carol Woodruff at the Office of Student Development at 737-1107 or woodruffc@ecu.edu.

Additional information can be found at http:www.ecu/edu/cs-studentlife/StudentDevelopment/World-Community-Day.cfm.

Parliamentary Overview for the ECU Faculty Senate

The Faculty Senate of East Carolina University follows Robert's Rules of Order, Newly Revised, currently using the 10th edition, published by Perseus Publishing (ISBN #0-7382-0384-X). The 704-page text is available for purchase through bookstores, but many websites contain summaries of the most common procedures and practices of these parliamentary rules.

Why use a set of rules in the Faculty Senate?
Robert's Rules provides organizations like the Faculty Senate a set of rules for conduct at meetings, all in an effort to allow everyone to be heard and to make decisions without confusion.

What else governs the meetings of the Faculty Senate?
Appendix A of the ECU Faculty Manual contains the Faculty Constitution and By-Laws of our Faculty Senate. These documents describe the organization of the senate, elections, and the order of agenda. When there is no specified "rule" within these documents, Robert's Rules prevail.

What should senators do to prepare for the Faculty Senate meetings?
Each senator and alternate will receive a notice that the Faculty Senate agenda is available via e-mail and on the Faculty Senate website. Senators need to print the entire agenda, all attachments, and then review the documents to familiarize themselves with the content and issues before each meeting. Talking to other faculty members in a unit is a good way to find out the ideas on key issues that are relative to each unit.

Do senators have to stand up if they want to speak?
The Chair of the Faculty will recognize all speakers and will call them by name (be sure your name is clearly displayed in front of you at the table). It is especially helpful for senators who wish to speak during a senate meeting to stand, state their name, state their academic unit, and then make their point. The Secretary records these comments in the minutes of the meeting. It is important that persons are credited with their own comments if those ideas are included in the meeting minutes.

What do senators call each other during senate meetings?
The generic term "professor" is usually used as a title for all senators. For administrators with titles, it is appropriate to use that title. The Chair of the Faculty is usually addressed as Mr./Ms. Chair or Mr./Ms. Chairperson.

What do I need to know about parliamentary procedure if I'm serving as a faculty senator?
There are some basic points of parliamentary procedure that are most critical: making a motion, waiting for a motion to be seconded, debating a motion, and voting on the motion. A good review of these basic motions is available on the following website:
http://cyberbuzz.gatech.edu/apo/robert.html. The following websites offer summaries and overviews of parliamentary procedures and may be helpful tools. The deciding factor, though, are the strictest interpretations of the stated Robert's Rules. It is the responsibility of the Parliamentarian to make those interpretations and to advise the Chair during the actual meetings.

> http://www.robertsrules.com/course.html
> http://www.robertsrules.org
> http://www.taa-madison.org/q+d-rules.html
> http://www.arga.org/mr_robrt.htm

<u>Faculty Officers</u> (1 year terms)
http://www.ecu.edu/cs-acad/fsonline/senate/content.cfm

Mark Taggart	Chair of the Faculty	School of Music	328-4278
Dee Dee Glascoff	Vice Chair of the Faculty	College of Health & Human Performance	328-6583
Dale Knickerbocker	Secretary of the Faculty	Department of Foreign Languages	328-6521
Patricia Anderson	Parliamentarian	College of Education	328-4123

<u>Faculty Senate Organization</u> (*ECU Faculty Manual*, Appendix A)
http://www.ecu.edu/cs-acad/fsonline/manual/appa.cfm

- Faculty Senate has between 52 and 58 elected senators.
- The total number of senators depends on the number of full-time faculty in an electoral unit as reported in December by the Office of Institutional Planning, Research, and Effectiveness to UNC General Administration.
- Full-time faculty members, including fixed term faculty members, in at least their second year of appointment to the electoral unit are eligible to serve in the Faculty Senate.
  Full-time faculty members, including fixed term faculty members, are eligible to vote for the election of Faculty Senators within an electoral unit.
- Full-time, permanently tenured faculty members are eligible to serve as Chair and Vice Chair of the Faculty.
- Full-time faculty members in at least their second year of appointment are eligible to serve as Secretary of the Faculty.
- Senators and Alternates serve two-year terms; senators may be elected to succeed themselves twice.
- Ex-officio members: Chancellor, Provost/VC Academic Affairs, VC Health Sciences, VC for Research and Graduate Studies, Faculty Assembly delegates, immediate past Chair of the Faculty and an academic dean elected by the Administrative Council.
- The general faculty are the general electorate, and the Faculty Senate is the legislative and advisory body representing the general faculty.
- The functions, duties, and privileges of these two bodies, stipulated in the *ECU Faculty Manual,* Appendix A. Faculty Constitution, are exercised under the authority of the University Chancellor.
- The Faculty Senate and the various standing Academic Committees on which the faculty serve are the primary media for the essential joint effort of faculty and administration in the government of East Carolina University.
- The Chancellor and the Chair of the Faculty facilitate communication that enables continuing and effective faculty participation in all aspects of the University community.

<u>Faculty Senate Committees</u>
http://www.ecu.edu/cs-acad/fsonline/academiccommittees/committeesmainpage.cfm

21 Standing Academic Committees

Curriculum and Academic Support
Academic Standards
Calendar
Continuing and Career Education
Educational Policies and Planning
Faculty Information Technology Review
Libraries
University Athletics
University Budget
University Curriculum

Faculty Issues
Academic Awards
Faculty Welfare
Research/Creative Activity Grants
Teaching Grants
University Environment

Governance Issues
Agenda
Committee on Committees
Faculty Governance
Unit Code Screening

Student Issues
Admission and Retention Policies
Student Academic Appellate
Student Scholarships, Fellowships, and Financial Aid

5 Standing Appellate Committees

Due Process
Faculty Grievance
Grievance Board
Hearing
Reconsideration

September 2006

Student Newspaper Readership Program

Overview of the Program: After a successful one-year pilot run, the Student Newspaper Readership Program will officially launch in the fall of this year. This program provides free newspapers (*USA Today*, the *New York Times*, the *News & Observer*, and the *Daily Reflector*) to students. Newspaper stands are located in every residence hall and at five locations on campus--Mendenhall Student Center, Joyner East, Bate Building, Wright Place, and the Croatan. (Note: A sixth box will be located on west campus in October.) The newspaper stands on campus are purple, and students may access a free paper by swiping their 1 cards.

Program goals include enhancing the learning environment on campus; increasing students' knowledge of local, national, and world events; encouraging a lifelong daily newspaper readership habit; and creating more engaged citizens. This program has been offered at other universities with a demonstrated effectiveness.

Faculty Opportunities: An important aspect of this program is the use of newspapers as supplemental or foundational tools in the classroom. Faculty who incorporate the newspapers into their curriculum are eligible to receive a free daily copy of the newspaper(s) during the semester of use. Participating newspapers also provide various online resources for faculty who incorporate newspapers into the classroom. When using newspapers as part of your curriculum, please ask students to pick up the newspapers as needed from the designated locations rather than requiring them to purchase a newspaper subscription.

Complimentary Newspapers: To receive your complimentary newspaper(s) please forward a copy of your syllabus, which cites the newspaper(s) that you will be using, to smitha@ecu.edu. Once approved, you will be given a lock box combination to receive your daily edition. You are eligible to receive a free copy of each paper that you use in your course.

Student Newspaper Readership Website: Included here is the website for the Student Newspaper Readership Program http://www.ecu.edu/cs-studentlife/readership/index.cfm Links are provided for how to read a newspaper, best practices for faculty, and much more.

For more information contact Al Smith, PhD, Assistant Vice Chancellor for Student Development. 328-9928 or smitha@ecu.edu. He will be happy to meet with interested faculty to explain the program in greater detail.

Note: While we cannot guarantee that all students will receive newspapers, the amount of newspapers provided has been estimated to meet or exceed demand.

Key Sections in the *ECU Faculty Manual*

The full manual is available at http://www.ecu.edu/cs-acad/fsonline/manual/facultymanual.cfm

Administrative Personnel	
Annual Evaluation	Appendix L. Section G.
Appointment	Appendix L. Section B.
Quadrennial Unit Administrator Evaluation	Appendix L. Section F.
Responsibilities	Part VIII.

Definitions	
Unit Code	Appendix L. Section C.
Voting Faculty Member for personnel issues	Appendix D. Section IV.
Voting Faculty Member for appointment of administrative officials, recommendations on unit code content, five year unit program evaluation, quadrennial unit administrator evaluation and annual evaluation of university administrators	Appendix L. Section A.

Faculty Employment	
Appointments	Appendix C. Section I. Appendix D. Section II.
Conflicts of Interest and Commitment Policy	Appendix I.
Conflicts of Interest Policy	Appendix V.
Cumulative Review of Permanently Tenured Faculty	Appendix B.
Definition of a Voting Faculty Member for appointment of administrative officials, recommendations on unit code content, five year unit program evaluation, quadrennial unit administrator evaluation and annual evaluation of university administrators.	Appendix L. Section A.
Definition of a Voting Faculty Member for personnel issues.	Appendix D. Section IV.
Discrimination Policy	Appendix V.
Due Process Before Discharge or Imposition of Serious Sanction	Appendix D. Section VI.
Employment of Related Persons	Part VI. Section IV.
Employment Status	Appendix Y, Section I.
Evaluation	Appendix C. Section III.
External Professional Activities	Part VI. Section V.
Faculty Absence	Part V. Section I.G.
Improper Relationships Between Students and Faculty	Appendix U., Appendix V.
Institutional Services Available to Faculty	Part VI. Section III.
Involvement in Political Candidacy	Part VI. Section I.C.
Leaves of Absence	Part VI. Section I.D.
Non-Reappointment or Non-Conferral of Permanent Tenure	Appendix D. Section V.
Personnel Action Dossier	Part XII.
Personnel Records	Part VI. Section VIII., Appendix C. Section VI.
Professional Advancement	Appendix C. Section IV.
Promotion	Appendix C., Appendix D.
Racial and Ethnic Harassment Policies	Appendix W.
Resignation and Reappointment	Appendix D.
Retirement	Part VI. Section I.H.
Salary Policies	Part VI. Section I.I., Appendix C. Section V.
Serious Illness and Disability Leave for Faculty	Part VI. Section VII.C.

Sexual Harassment Policy	Appendix V.
Tenure	Appendix D.
Termination of Employment	Appendix D. Section VII.
Travel and Expense Allowances	Part VI. Section I.K.
Vacation and Sick Leave	Part VI. Section II.K.
Welfare and Benefits	Part VI.

Faculty Responsibilities	
Assignments	Appendix C. Section II.
Curriculum Development	Part V. Section III.
Faculty Load	Part V. Section I.H.
Office Hours	Part V. Section I.K.
Orientation of Courses	Part V. Section I.M.
Planning New Degree Programs, Minors, etc.	Part V. Section III.
Program Development	Part V. Section III.
Student Advising	Part V. Section I.V.

Faculty Senate Structure	
Approved Resolutions	Resolutions
Meeting Agendas	Agendas
Meeting Minutes	Minutes
Roster	Roster
Scheduled Meeting Dates	Meeting Dates
Standing Academic Committees	Academic Committees
Standing Appellate Committees	Appellate Committees

Grievance Procedures	
Discharge or Imposition of Serious Sanctions	Appendix D, Section VI.
Employment Status and Institutional Relationships	Appendix Y, Section I.
Non-Reappointment or Non-Tenure Decisions	Appendix D, Section V.
Sex Discrimination or Equal Employment Opportunity Complaints	Appendix J, Section II.
Sexual or Racial Harassment or Discrimination or Conflicts of Interest Complaints	Appendix X, Section VII.
Termination of Employment	Appendix D, Section VII.

Miscellaneous	
Code of the Board of Governors	Part XI.
Faculty Constitution and By-Laws	Appendix A.
Faculty Manual Interpretations	Interpretations
Faculty Senate Organization	Appendix A.
Graduate School Organization	Appendix F.
UNC Faculty Assembly	Part X.
University's Academic Policy	Part II. Section IV.
University's Administrative Policy	Part II. Section V.
University's Organization Policy	Part II. Section III.
University's Vision, Mission, and Strategic Plan	Part II. Section II.

Research Information	
Animal Care and Use	Part VII. Section V.
Copyright Policy	Part VII. Section III.
Custody, Retention, Transfer, and Access to Research Data and Records	Part VII. Section VII.

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