

**EAST CAROLINA UNIVERSITY
2007-2008 FACULTY SENATE**

The seventh regular meeting of the 2007/2008 Faculty Senate will be held on **Tuesday, March 18, 2008**, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

I. Call to Order

II. Approval of Minutes

February 19, 2008

III. Special Order of the Day

A. Roll Call

B. Announcements

C. Steve Ballard, Chancellor

D. Deirdre Mageean, Vice Chancellor for Research and Graduate Studies

E. Bob Morphett, Chair of the Alcohol, Tobacco and Other Drug Task Force

F. Mark Taggart, Chair of the Faculty

G. Approval of Spring 2008 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.

H. Question Period

IV. Unfinished Business

V. Report of Committees

A. Academic Standards Committee, Linda Wolfe
Recommendation of Courses for Foundation Curriculum Credit
ENTH 3502 Selected Topics in Ethnic Studies, Social Science
ENTH 3501 Selected Topics in Ethnic Studies, humanities

B. Calendar Committee, Shanan Gibson
Proposed Summer 2009 – Spring 2010 University Calendars (attachment 1).

Link to [overview of other UNC School calendars](#)

- C. Faculty Governance Committee, Puri Martinez
Proposed Revisions to the *ECU Faculty Manual*, Appendix C. Personnel Policies and Procedures for the Faculty of ECU (attachment 2).
- D. Teaching Grants Committee, Jan Tovey
Proposed Revisions to the Granting Application and Process (attachment 3).
- E. Unit Code Screening Committee, Garris Conner
Approval of the Revised Department of Psychology's Unit Code of Operation.
- F. University Curriculum Committee, Jane Manner
 - 1. Curriculum matters contained in the minutes of the February 14, 2008 and February 28, 2008, meetings.
 - 2. Proposed revisions to the Committee's Banking/Unbanking Form and Course Proposal Form (attachment 4).

VI. New Business

**CALENDAR COMMITTEE REPORT
Proposed 2009/2010 University Calendar**

**Summer Session 2009
First Term**

(Actual days First Term: 4 Mondays, 6 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for registration, 1 day for final examinations.)

March 16, Monday	Last day to apply for admission to Graduate School for first summer term.
May 15, Friday	Schedules canceled for all who have not paid fees by 4:00 pm.
May 18, Monday	New student registration; schedule changes.
May 19, Tuesday	Classes begin; late registration; schedule changes.
May 20, Wednesday	Last day for late registration and schedule changes (drop and add) for first term by 5:00 pm.
May 21, Thursday	Last day for schedule changes (add only) by 5:00 pm.
May 25, Monday	Memorial Day (no classes).
June 2, Tuesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
June 17, Wednesday	Last day for graduate students to drop courses without grades by 5:00 pm.
June 23, Tuesday	Classes end. Last day for submission of grade replacement requests.
June 24, Wednesday	Final examinations.

Second Term

(Actual days Second Term: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 6 Thursdays, 4 Fridays, 1 day for new student registration, 1 day for final examinations.)

May 1, Friday	Last day to apply for admission to Graduate School for second summer term.
June 22, Monday	Schedules canceled for all who have not paid fees by 4:00 pm.
June 24, Wednesday	New student registration; schedule changes.
June 25, Thursday	Classes begin; late registration; schedule changes.
June 26, Friday	Last day for late registration and schedule changes (drop and add) for second term by 5:00 pm.
June 29, Monday	Last day for schedule changes (add only) by 5:00 pm.
July 3, Friday	State holiday (no classes).
July 10, Thursday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
July 20, Monday	Last day to submit thesis to Graduate School for completion of degree in the summer session.
July 24, Friday	Last day for graduate students to drop courses without grades by 5:00 pm.
July 30, Thursday	Classes end. Last day for submission of grade replacement requests.
July 31, Friday	Final examinations; last day to submit appeals for readmission for Fall semester.

11-Week Summer Session

(Actual class days: 9 Mondays, 11 Tuesdays, 10 Wednesdays, 11 Thursdays, 9 Fridays, 1 day for Final Exams.)

March 16, Monday	Last day to apply for admission to Graduate School for summer term
May 15, Friday	Schedules canceled for all who have not paid fees by 4:00 pm.
May 18, Monday	Registration and schedule changes.
May 19, Tuesday	Classes begin; late registration; schedule changes.
May 20, Wednesday	Last day for late registration and schedule changes (drop and add) by 5:00 pm.
May 21, Thursday	Last day for schedule changes (add only) by 5:00 pm.
May 25, Monday	Memorial Day (no classes).
June 16, Tuesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
June 24, Wednesday	Midsummer Break (no classes).
July 3, Friday	State Holiday (no classes).
July 20, Monday	Last day to submit thesis to Graduate School for completion of degree in the summer session.
July 24, Friday	Last day for graduate students to drop courses without grades by 5:00 pm.
July 30, Thursday	Classes end. Last day for submission of grade replacement requests.
July 31, Friday	Final examinations; last day to submit appeals for readmission for Fall semester.

Fall Semester 2009

(Actual class days: 13 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 13 Saturdays. Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 13 Saturdays)

June 1, Monday	Last day to apply for admission to Graduate School for the Fall semester.
July 31, Friday	Last day to submit appeals for readmission for Fall semester.
August 14, Friday	Fall semester fees accepted with late processing fee.
August 17, Monday	Schedules canceled for all who have not paid fees by 4:00 pm.
August 24, Monday	Faculty meetings.
August 24, Monday	Advising, registration, and schedule adjustments.
August 25, Tuesday	Classes begin; late registration; schedule changes.
August 31, Monday	Last day for late registration and schedule changes (drop and add) by 5:00 pm.
September 1, Tuesday	Last day for schedule changes (add only) by 5:00 pm.
September 7, Monday	Labor Day holiday (no classes).
September 8, Tuesday	State holiday makeup day (classes which would have met on Monday, September 7, will meet on this day so there will effectively be the same number of Mondays and Tuesdays as every other weekday during the semester; Tuesday classes will not meet.)
September 8, Tuesday	Last day to apply for graduation in December.
October 6, Tuesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.

October 10-13 Saturday-Tuesday	Fall Break.
October 14, Wednesday	8:00 am - Classes resume.
October 19-23 Monday-Friday	Advising for Spring Semester 2010.
October 26, Monday	Registration for Spring Semester 2010 begins.
November 25-29 Wednesday-Sunday	Thanksgiving break.
November 30, Monday	8:00 am - Classes resume.
November 30, Monday	Undergraduate students last day to remove incompletes given during Spring and/or Summer session 2009.
November 30, Monday	Last day for graduate students to drop courses without grades by 5:00 pm.
December 1, Tuesday	Last day to submit thesis to the Graduate School for completion of degree in this term.
December 8, Tuesday	Graduate students last day to remove incompletes given during Fall 2008.
December 8, Tuesday	Classes end. Last day for submission of grade replacement requests.
December 9, Wednesday	Reading day.
December 10, Thursday	Final Examinations begin.
December 17, Thursday	Exams for Fall semester close at 4:30 pm; last day to submit appeals for readmission for Spring semester.
December 18, Friday	Commencement.

EXAMINATION SCHEDULE FALL SEMESTER 2009

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. The final exam meeting is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 10-December 17). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 10-December 17). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December 10-December 17). Classes meeting on Saturday morning will have their final examinations on Saturday, December 12, at the usual hour at which the classes meet.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes)

Common examinations will be held according to the following schedule:

CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Thursday, December 10
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Friday, December 11
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Monday, December 14
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Tuesday, December 15
MATH 1065	5:00 - 7:30 Wednesday, December 16

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, December 11
8:00 TTh	8:00 - 10:30 Thursday, December 10
9:00 MWF	8:00 - 10:30 Monday, December 14
9:00 TTh (9:30)	8:00 - 10:30 Tuesday, December 15
10:00 MWF	8:00 - 10:30 Wednesday, December 16
10:00 TTh	8:00 - 10:30 Thursday, December 17
11:00 MWF	11:00 - 1:30 Friday, December 11
11:00 TTh	11:00 - 1:30 Thursday, December 17
12:00 MWF	11:00 - 1:30 Monday, December 14
12:00 TTh (12:30)	11:00 - 1:30 Tuesday, December 15
1:00 MWF	11:00 - 1:30 Wednesday, December 16
1:00 TTh	11:00 - 1:30 Thursday, December 10
2:00 MWF	2:00 - 4:30 Friday, December 11
2:00 TTh	2:00 - 4:30 Thursday, December 10
3:00 MWF (3:30)	2:00 - 4:30 Monday, December 14
3:00 TTh (3:30)	2:00 - 4:30 Thursday, December 17
4:00 MWF	2:00 - 4:30 Wednesday, December 16
4:00 TTh	2:00 - 4:30 Tuesday, December 15
5:00 MWF	5:00 - 7:30 Monday, December 14
5:00 TTh	5:00 - 7:30 Thursday, December 10

Spring Semester 2010

(Actual class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 14 Saturdays. Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 14 Saturdays.)

October 15, Thursday	Last day to apply for admission to Graduate School for the Spring semester.
December 1, Tuesday	Last day to apply as an undergraduate transfer student for the Spring term.
December 11, Friday	Last day to submit appeals for readmission for Spring semester.
January 4, Monday	Spring semester fees accepted with late processing fee.
January 5, Tuesday	Class schedules canceled for all who have not paid fees by 4:00 pm.
January 6, Thursday	Advising and schedule adjustments.
January 7, Friday	Classes begin; late registration; schedule changes.
January 14, Thursday	Last day for late registration and schedule changes (drop and add) by 5:00 pm.
January 15, Friday	Last day for schedule changes (add only) by 5:00 pm.
January 18, Monday	State holiday (no classes).
January 22, Friday	Last day to apply for graduation in May.

February 19, Friday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 40 percent of their regularly scheduled class meetings.
March 7-14 Sunday-Sunday	Spring Break.
March 15, Monday	8:00 am - Classes resume.
March 15-19 Monday-Friday	Advising for Summer session and Fall semester 2010.
March 22, Monday	Registration for Summer session and Fall semester 2010 begins.
April 2-3 Friday-Saturday	State holiday (no classes).
April 15, Thursday	Undergraduate students last day to remove incompletes given during Fall semester 2009.
April 15, Thursday	Last day for graduate students to drop courses without grades by 5:00 pm.
April 16, Friday	Last day to submit thesis to the Graduate School for completion of degree in this term.
April 26, Monday	Graduate students last day to remove incompletes given during Spring and/or Summer session 2009.
April 26, Monday	Classes end. Last day for submission of grade replacement requests.
April 27-28 Tuesday-Wednesday	Reading days.
April 29, Thursday	Final examinations begin.
May 6, Thursday	Exams for Spring semester close at 4:30 pm.
May 7, Friday	Commencement.

EXAMINATION SCHEDULE SPRING SEMESTER 2010

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. The final exam meeting is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 29-May 6). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 29-May 6). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second night of their usual meeting during the examination period (April 29-May 6). Classes meeting on Saturday morning will have their final examinations on Saturday, May 1, at the usual hour at which the classes meet.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes)

Common examinations will be held according to the following schedule:

FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Thursday, April 29
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Friday, April 30
MATH 1065	5:00 - 7:30 Monday, May 3
CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Tuesday, May 4
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Wednesday, May 5

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Wednesday, May 5
8:00 TTh	8:00 - 10:30 Thursday, May 6
9:00 MWF	8:00 - 10:30 Friday, April 30
9:00 TTh (9:30)	8:00 - 10:30 Thursday, April 29
10:00 MWF	8:00 - 10:30 Monday, May 3
10:00 TTh	8:00 - 10:30 Tuesday, May 4
11:00 MWF	11:00 - 1:30 Wednesday, May 5
11:00 TTh	11:00 - 1:30 Tuesday, May 4
12:00 MWF	11:00 - 1:30 Friday, April 30
12:00 TTh (12:30)	11:00 - 1:30 Thursday, April 29
1:00 MWF	11:00 - 1:30 Monday, May 3
1:00 TTh	11:00 - 1:30 Thursday, May 6
2:00 MWF	2:00 - 4:30 Wednesday, May 5
2:00 TTh	2:00 - 4:30 Thursday, May 6
3:00 MWF (3:30)	2:00 - 4:30 Friday, April 30
3:00 TTh (3:30)	2:00 - 4:30 Tuesday, May 4
4:00 MWF	2:00 - 4:30 Monday, May 3
4:00 TTh	2:00 - 4:30 Thursday, April 29
5:00 MWF	5:00 - 7:30 Monday, May 3
5:00 TTh	5:00 - 7:30 Thursday, April 29

FACULTY GOVERNANCE COMMITTEE REPORT
Proposed Revisions to the *ECU Faculty Manual*,
Appendix C. Personnel Policies and Procedures for the Faculty of ECU
(Proposed additions are noted in **bold** print and deletions in ~~strikethrough~~.)

CONTENTS

- I. Selection and Appointment of New Faculty
 - A. Determination of Number and Nature of Positions
 - B. Selection Procedure
 - C. General Criteria
 - D. **Requirements for ranks and titles**
 - E. Initial Appointment

- II. Assignments
 - A. Assignment of Teaching Responsibilities
 - B. Assignment of Released Time
 - C. **Fixed-Term teaching load**

- III. Evaluation

- IV. Reappointment of Probationary Term Faculty Members**

- V. Reemployment of Fixed-Term Faculty Members**

- VI. Professional Advancement

- VII. Salary
 - A. Initial Salary
 - B. Determination of Annual Salary Increments
 - C. **Benefits and Raises for Fixed-Term Faculty**

- VIII. Faculty Personnel Files

- IX. Amendment Procedure

- X. **Effective Date**

Appendix C
PERSONNEL POLICIES AND PROCEDURES
FOR THE FACULTY OF EAST CAROLINA UNIVERSITY¹

I. Selection and Appointment of New Faculty

A. Determination of Number and Nature of Positions

~~Needed Allocation of **faculty** positions is the prerogative of the **academic council**. vice chancellor for academic affairs, the vice chancellor for health sciences and the vice chancellor for student life, as appropriate.~~

~~The unit administrator is responsible for recommending through administrative channels to the **academic council** vice chancellor for academic affairs, the vice chancellor for health sciences, or the vice chancellor for student life the number and nature of **faculty** positions needed to carry on the functions of the unit.~~

Acting in accord with the policies and procedures set forth in the Unit Code, the unit administrator shall recommend to the next higher administrator (for conveyance to the academic council) the number and nature of faculty positions needed to carry out the unit's mission and achieve the university, division, college and unit planning goals. All such recommendations shall be developed with input from the unit's fixed-term, probationary term, and tenured faculty and shall contain justifications addressing the unit staffing plan and appropriate planning goals of the university, division, college and unit.

In accord with the directives of the ECU Administrative Task-Force on Fixed-Term Faculty Employment, the Academic Council and deans shall not require that a faculty position be fixed-term rather than probationary term unless sound reasons exist. Such reasons include (a) the position is not permanently assigned to the unit, (b) the position is addressing temporary needs, (c) the position cannot be filled by a faculty member with a terminal degree, (d) the duties of the position are primarily clinical, (e) the position is by its nature term limited (term-limited endowed professorship, for example), or (f) this reflects the preference of the faculty member taking the position.

~~The unit administrator, in keeping with the mission of the unit and the institutional context, shall follow the provisions of the unit code in making recommendations concerning the number and nature of positions needed.~~

B. Selection Procedure

The unit administrator shall notify the unit personnel committee of the number and nature of positions allocated to the unit. The actual selection process must then proceed in accordance with *Appendix D, Tenure and Promotion Policies and Procedures* and *Part VI, General Personnel Information*, the most recently revised Affirmative Action Plan, and applicable unit code provisions

¹For other policies and procedures dealing with faculty appointments, see *ECU Faculty Manual*, Appendix D.

C. General Criteria²

For appointment, as well as reappointment and promotion, the **tenured and probationary term** faculty member is evaluated on **past achievements and potential for future achievements in:** ~~potential and achievements in~~

- Teaching
- Creative Activity/Research
- Service to the university, the profession, and the community.

1. Teaching

East Carolina University recognizes the primary importance of teaching. East Carolina University expects each member of the faculty to have knowledge of subject matter commensurate with one's teaching assignment, to maintain awareness of developments in one's discipline, and to communicate to students one's knowledge of and interest in the discipline. The faculty member will encourage students in responsible and careful inquiry, in appreciation of the interrelation of various disciplines, and in recognition of the uses of learning and the value of the educated mind. Teaching includes activities and responsibilities beyond the classroom setting, e.g., advisement; mentoring; laboratory supervision; clinical rounds by a physician/professor accompanied by students; the direction of research projects and papers, dissertations, and theses; and other contacts and relationships outside the classroom. (Faculty Senate Resolution #97-43, December 1997)

2. Creative Activity/Research

East Carolina University encourages and supports the continuing efforts of faculty to develop a deeper appreciation of the importance of professional competency acquired through scholarship, research, and other creative activities appropriate to one's discipline. A faculty member's research and creative activities shall reflect the high professional standards incumbent upon those who enjoy full academic freedom; such activities must be measured by standards of quality, not merely by quantity.

3. Service

East Carolina University considers service to the university, the academic profession, and the community as an important aspect of academic performance. (See Section III).

For appointment, the fixed-term faculty member is evaluated on past achievements and potential for future achievements in the area(s) of responsibility stated in the contract letter.

D. Requirements for ranks and titles

1. General Provisions

Appointments are made at the academic ranks of instructor, assistant professor, associate professor, and professor. These are the only ranks which may involve a permanent tenure commitment. Appointments to all other titles are for a definite term and do not involve a permanent tenure commitment.

The following are the minimum required qualifications which may be considered when making appointments.

²These criteria are not designed to be used for persons with administrative rank to evaluate their administrative service. Criteria for that purpose shall be developed by proper administrative authority.

2. Ranks of Probationary Term Appointments

Instructor

- has evidence of a sound educational background for the specific position, or has equivalent professional experience
- has completed most or all the requirements for the appropriate terminal degree
- has demonstrable proof that the degree will be obtained within a short period of time as agreed upon by the academic unit and the appointing officer
- has demonstrated potential for effective teaching
- has demonstrated potential for effective clinical practice in disciplines where appropriate

Assistant Professor

- has qualifications of the previous rank
- holds the appropriate terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned
- shows evidence of potential for continued professional growth in teaching effectiveness, creative activity, or research
- has ability and willingness to participate in departmental, college, and university affairs
- has membership in professional organizations
- has demonstrated expertise in clinical practice in disciplines where appropriate

Associate Professor

- has qualifications of the previous rank
- has demonstrated teaching effectiveness
- has a record of creative or research activity resulting in publication or comparable productivity
- has demonstrated ability and willingness to participate in department, college, and university affairs
- has a record of effective service to the profession
- has a record of effective clinical practice in disciplines where appropriate

Professor

- has qualifications of the previous rank
- has an established record of excellence in teaching
- has a significant record of creative or research activity resulting in publication or comparable productivity
- has demonstrated excellent ability and willingness to participate in department, college, and university affairs
- has a record of significant service to the profession
- has a record of effective clinical practice in disciplines where appropriate

3. Titles of Fixed-Term Appointments

a. Faculty with duties primarily in instruction

Teaching Instructor

- holds, at a minimum, a master's degree appropriate to the area of instruction, or has equivalent professional experience
- has demonstrated potential for effective teaching

Teaching Assistant Professor

- has qualifications of the previous title
- holds the appropriate terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned

- has demonstrated effectiveness in teaching

Teaching Associate Professor

- has qualifications of the previous title
- has demonstrated superior teaching ability
- engages in professional development activities

Teaching Professor

- has qualifications of the previous title
- has demonstrated excellence in teaching
- engages in professional development activities
- has demonstrated a degree of proficiency sufficient to establish an excellent reputation among colleagues
- is qualified and competent in mentoring others (such as graduate students, teaching instructors, etc.)

b. Faculty with duties primarily in research

Research faculty are typically externally funded. Research faculty are encouraged to give seminars and teach occasional courses in their specialty. Teaching is at the discretion of the unit and the availability of funds.

Research Instructor

- holds a minimum of a master's degree appropriate for the specific position or has equivalent professional experience
- has demonstrated potential for effective research
- should be capable of carrying out individual research or should be trained in research procedures
- should have had the experience and specialized training necessary to develop and interpret data required for success in such research projects as may be undertaken

Research Assistant Professor

- has qualifications of the previous title
- holds the appropriate terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned
- has demonstrated effectiveness in research
- is qualified and competent to direct the work of others (such as technicians, graduate students, etc)

Research Associate Professor

- has qualifications of the previous title
- has extensive successful experience in scholarly or creative endeavors
- has the ability to propose, develop, and manage major research projects

Research Professor.

- has qualifications of the previous title
- has demonstrated a degree of proficiency sufficient to establish an excellent reputation among colleagues
- has demonstrated scholarly production in research, publications, professional achievements or other distinguished and creative activity

c. Faculty with duties primarily in clinical teaching

Clinical Instructor

- holds, at a minimum, a graduate degree appropriate for the specific position or has equivalent professional experience
- has demonstrated potential in clinical practice and teaching in the field

Clinical Assistant Professor

- has qualifications of the previous title
- holds the appropriate professional degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned
- has training and experience in an area of specialization
- has demonstrated expertise in clinical practice and teaching in the field

Clinical Associate Professor

- has qualifications of the previous title
- has extensive successful experience in clinical or professional practice in a field of specializations, or in a subdivision of the field, and in working with and/or directing others (such as professionals, faculty members, graduate students, etc) in clinical activities in the field
- has demonstrated superior teaching ability

Clinical Professor

- has qualifications of the previous title
- has demonstrated a degree of sustained excellence in clinical practice and teaching sufficient to establish an outstanding reputation among colleagues

d. Additional faculty titles

Artist-in-Residence; Writer-in-Residence. These titles may be used to designate temporary appointments, at any salary and experience level, of persons who are serving for a limited time or part-time, and who are not intended to be considered for professorial appointment.

Adjunct Instructor; Adjunct Assistant Professor; Adjunct Associate Professor; Adjunct Professor. These titles are used to appoint outstanding persons who have a primary employment responsibility outside the university or in a different department in the university, and who bring some specific professional expertise to the academic program. These positions are typically unfunded.

Affiliate Instructor; Affiliate Assistant Professor; Affiliate Associate Professor; Affiliate Professor. These titles are used in the School of Medicine to appoint outstanding persons who have a primary employment responsibility outside the university and who bring some specific professional expertise to the academic program. These positions are typically unfunded.

Visiting Instructor; Visiting Assistant Professor; Visiting Associate Professor; Visiting Professor. The prefix "visiting" before an academic title is used to designate a short-term full or part time appointment without tenure. Therefore the visiting title shall not be used for periods of time beyond the initial contract period. It shall be used only for those fixed-term faculty members who are visitors, temporary replacements, or for whose disciplines the institution in good faith expects to have only a short-term need. Use of the visiting title for an individual for more than 3 years is a misuse of this title.

4. Emeritus status

The titles "emeritus" and "emerita" will be conferred upon those retired faculty, including those on Phased Retirement, who have made a significant contribution to the university through a long and distinguished record of scholarship, teaching, and/or service.

E. Initial Appointment

[For additional provisions related to initial faculty appointments, see *ECU Faculty Manual*, Appendix D.II.]

Appointment to the faculty is made by the chancellor or his/her designee.¹ Upon receiving recommendations by appropriate unit committees and administrators, the chancellor or his/her designee shall issue a contract letter for initial appointment to the faculty that becomes binding upon being executed by the faculty appointee. This contract letter shall specify the faculty appointee's: rank or title; initial salary rate; length or term of appointment; tenure status—fixed-term, probationary term, or appointment with permanent tenure; initial assignments and/or responsibilities; and reference to the criteria for evaluation of faculty performance, as provided in Appendices C and D, unit codes, and other appropriate unit documents; and any special terms and conditions of employment that are initiated by the unit administrator in accordance with Appendix D.

Any action conferring permanent tenure with the initial faculty appointment requires approval of the Board of Trustees.

~~Appointment to the faculty is made by the chancellor or his/her designee.^{3[3]} Criteria for evaluation of faculty performance shall be provided in writing and discussed before initial employment. A record of this discussion shall be placed in the faculty member's personnel file. Any action conferring permanent tenure with the initial appointment requires approval of the board of trustees. The initial contract shall be signed by the chancellor, or his designee, and the appointee. This contract shall be accompanied by and elaborated on by a letter signed by the chancellor, or his designee, and a letter signed by the unit administrator.~~

~~The chancellor's letter shall specify rank or title; salary; length of appointment; and tenure status, whether fixed term, probationary term appointment, or appointment with permanent tenure (*ECU Faculty Manual*, Appendix D). The unit administrator's letter shall establish the specific conditions of employment.~~

II. Assignments

A. Assignment of Teaching Responsibilities

Prior to making final faculty assignments and at least two weeks prior to the beginning of each semester, the unit administrator shall apprise each unit faculty member, in writing, of the duties and responsibilities in teaching, after soliciting faculty teaching preferences. If changes in a faculty member's assignment become necessary, the faculty member shall be notified of such changes prior to the effective date of the amended assignment.

B. Assignment of Released Time

Faculty members who are to be granted released time from teaching shall be informed in writing of the purpose of the reduced teaching assignment.

C. Fixed-Term teaching load

No fixed-term faculty member shall be required to teach more than twelve credit hours per semester.

I. Evaluation

Each faculty member with **either a fixed-term, probationary term, or permanently tenured appointment** shall receive annually an evaluation of his/her performance from the unit administrator which shall be based upon current academic year data, except that data from the previous year's spring semester survey of student opinion of teaching may be utilized when current spring semester survey data are unavailable⁴. This annual evaluation shall:

- be in writing;
- ~~state the percentage of variable salary increment available to the unit to be recommended by the unit administrator for the faculty being evaluated;~~
- be discussed with the faculty member prior to being sent to any other administrator or placed in the faculty member's personnel file; in the case of faculty members with probationary period appointments, a record of this discussion shall be placed in the faculty member's personnel file; and
- be signed and dated by the unit administrator and the faculty member, who may attach to the evaluation a concise comment regarding the evaluation. The signature of the faculty member signifies that the faculty member has read, but does not necessarily concur in, the evaluation.

The unit administrator shall forward to each faculty member a copy of that member's annual evaluation within ten days ~~of~~ after completing the evaluations of unit members.

Fixed-term faculty members shall be evaluated for their performance of duties as stated in their contracts. The categories of duties, 1 through 5 listed below, shall be explicitly stated in the fixed-term contracts. Unit codes shall contain evaluation criteria and policies for evaluating fixed-term faculty members for initial hiring, re-hiring, annual performance evaluation, raises, or advancement in title, and multi-year contracts.

The unit administrator's annual performance evaluation of faculty members shall employ the criteria contained in the unit code approved by the chancellor (*ECU Faculty Manual, Appendix L*). 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:

1. teaching

The quality of teaching must be evaluated by means of

- a. data from surveys of student opinion, when such data have been gathered in accordance with established procedures of the department or the university which guarantee the integrity and completeness of said data. As part of the effort to evaluate the teaching of faculty members, each unit shall either: develop and use its own instrument(s) as approved by the chancellor to determine student opinion of teaching or utilize the instrument developed by the Teaching Effectiveness Committee to determine student opinion of teaching.
- b. formal methods of peer review, including direct observation of the classroom teaching of new and probationary term faculty.

⁴ With respect to Appendix C, Section III. Evaluation, "academic units" are defined as: departments described in the codes of operation of professional schools, the departments in the College of Arts and Sciences, professional colleges and schools without departments, Academic Library Services, Health Sciences Library, and any other units in which faculty evaluations are made. In the College of Arts and Sciences and in professional colleges and schools whose unit codes describe departmental structures, departmental chairs are the unit administrators. In professional colleges and schools that do not have departments described in their unit codes, the dean of the school is the unit administrator.

- c. procedures provided for in unit codes;
2. research and creative activities;
3. patient care;
4. services rendered on department, school, college, and university committees, councils, and senates; service to professional organizations; service to local, state and national governments; contributions to the development of public forums, institutes, continuing education projects, patient services and consulting in the private and public sectors; and
5. other responsibilities as may be appropriate to the assignment.

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

IV. Reappointment of Probationary Term Faculty Members Please refer to Appendix D of the *ECU Faculty Manual*.

V. Reemployment of Fixed-Term Faculty Members

All faculty positions that are occupied by faculty members holding fixed-term contracts shall periodically be evaluated to determine if it is feasible to make the position probationary term. When it is recommended that a position that is occupied by a fixed-term faculty member be made probationary term, personnel committee and unit administrator should determine collaboratively the appropriate kind of search recommended (search waiver, internal search or external search).

The repeated re-employment in full-time, fixed-term positions of faculty members whose qualifications are on a par with those of the probationary term faculty members in the unit is justifiable only when special conditions apply, such as (a) the position is not permanently assigned to the unit, (b) the position is addressing temporary needs, (c) the position cannot be filled by a faculty member with a terminal degree, (d) the duties of the position are primarily clinical, (e) the position is by its nature term limited (term-limited endowed professorship, for example), or (f) this reflects the preference of the faculty member taking the position. Qualified full-time, fixed-term faculty members should be encouraged to apply for probationary term positions.

Use of part-time positions should be subject to the same conditions listed in a-f in the above paragraph. The continuous reappointment of part-time or temporary positions that do not afford benefits to the candidate should be avoided (unless mutually desirable for the candidate and the unit).

VI. Professional Advancement

Advancement in title for fixed-term faculty and promotion for tenured and probationary term faculty are means through which professional achievement is encouraged, recognized, and rewarded by the university. Evaluation of faculty for purposes of promotion **or advancement in title** 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 (*ECU Faculty Manual*, Appendix L).

Departments in professional schools may also establish guidelines for evaluation of faculty for promotion **or advancement in title** consistent with the criteria in their school's unit code. Specific regulations and criteria governing evaluation of faculty for purposes of promotion **or**

advancement in title may vary from unit to unit. **For evaluations pertaining to Fixed-Term contract renewal at a higher title, the criteria shall be stated in the unit code.**

As a minimum each unit shall:

- apply published criteria in teaching and creative activity and service for evaluating faculty for promotion **or advancement in title**;
- make available procedures which will permit each faculty member to report achievements annually or on a more frequent basis;
- assure each faculty member the right to discuss one's candidacy with the unit administrator and/or the personnel committee at any time; and
- notify each faculty member within four days of receipt of the administration's call for promotion **or advancement in title** recommendations.

Upon request by the faculty member, the unit administrator and the unit personnel committee shall evaluate the faculty member for promotion **or advancement in title**. Following such evaluation, the unit administrator and the personnel committee shall inform the faculty member of their respective recommendations. Promotion **or advancement in title** shall be based primarily upon the faculty member's total demonstrated professional competence and achievement. Procedures to be followed for promotion are found in *ECU Faculty Manual*, Appendix D. **Procedures to be followed for advancement in title should be specified in each code unit in accordance with *ECU Faculty Manual*, Appendix D, section D; and Appendix C.D.3.**

Among the many qualifications which may be considered when making recommendations for promotion, the following are essential:

Assistant Professor

- has qualifications of the previous rank
- holds the appropriate terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned
- shows evidence of potential for continued professional growth in teaching effectiveness, creative activity, or research
- has ability and willingness to participate in departmental, college, and university affairs
- has membership in professional organizations
- has demonstrated expertise in clinical practice in disciplines where appropriate

Associate Professor

- has qualifications of the previous rank
- has demonstrated teaching effectiveness
- has a record of creative or research activity resulting in publication or comparable productivity
- has demonstrated ability and willingness to participate in department, college, and university affairs
- has a record of effective service to the profession
- has a record of effective clinical practice in disciplines where appropriate

Professor

- has qualifications of the previous rank
- has an established record of excellence in teaching
- has a significant record of creative or research activity resulting in publication or comparable productivity
- has demonstrated excellent ability and willingness to participate in department, college, and university affairs

- has a record of significant service to the profession
- has a record of effective clinical practice in disciplines where appropriate

Promotion usually should be accompanied by a salary increment which shall be separate from any and all other increments to which the individual may be entitled. Notwithstanding any previous statement that has appeared herein, competence for promotion to a specific rank may be attested to by advanced study, culminating in appropriate graduate degrees, or by extensive work experience in the teaching fields or in a professional practice which is demonstrably of highest quality.

Advancement in title should be accompanied by a salary increment which shall be separate from any and all other increments to which the individual may be entitled. Notwithstanding any previous statement that has appeared herein, competence for advancement in title may be attested to by demonstrated excellence in the performance of duties as stated in the contract of the fixed-term faculty.

VII. Salary

A. Initial Salary

Initial salary shall be based on degree attainment, pertinent experience, professional activity, scholarly publication or its equivalent, and level of responsibility, consideration being given to the salaries of personnel presently in the unit and salaries within the discipline in comparable institutions.

B. Determination of Annual Salary Increments

The unit administrator shall recommend annual salary increments to appropriate administrative officials in accordance with requirements imposed by the North Carolina General Assembly, The University of North Carolina Board of Governors, and the university administration, and shall employ any additional criteria that have been established in this appendix, in units codes, or in policies required by unit codes. Basic criteria for assessing merit shall include the degree of teaching excellence; creative activity and research; service to local, state, and national governments; as well as contributions to the development of public forums, institutes, continuing education projects, and patients' services. The unit administrator shall report annually to the unit, in dollar amounts and percentages, the total increment allotted, mean salary increment, and range in salary increments for the unit. Each faculty member shall be informed by the unit administrator of any salary increment recommendations made on behalf of the faculty member by the unit administrator.

C. Benefits and Raises for Fixed-Term Faculty

Equitability of salary and benefits for fixed-term faculty members should be reviewed no later than every other academic year. When salary increments are provided by the Board of Governors, all full-time fixed-term faculty who have completed one year of employment and have been reemployed for a second or subsequent year shall receive raises in accordance with their annual evaluation and criteria established by the Board of Governors and the unit code. However, the unit code shall not prohibit a full-time fixed-term faculty member from receiving a raise in accord with the applicable raise policies for the academic year as stated in the General Administration's raise memorandum to the university.

No fixed-term faculty member shall be required to teach more than 12 semester hours during the fall or spring semester, or six hours during the summer term. Any fixed-term faculty member who teaches more than 12 hours is teaching an overload and will be appropriately compensated for doing so, with the exception of faculty members who voluntarily teach special directed readings and like courses.

The continuous reappointment of faculty members in .75 FTE or greater per academic year fixed-term positions without benefits shall occur only if mutually agreed upon by the faculty member and the unit administrator.

VIII. Faculty Personnel Files

(Please refer to *ECU Faculty Manual Interpretation #190-1*.)

~~North Carolina law defines a personnel file as any information gathered by East Carolina University that relates to an individual's application, selection or non-selection, promotion, demotion, transfer, leave, salary, suspension, performance evaluation, disciplinary action, or termination of employment, wherever located and in whatever form.~~

The procedures of Article 7 of Chapter 126 of the General Statutes of North Carolina shall govern matters relating to personnel files.

A faculty member's primary personnel file shall reside in the code unit office under the supervision of the code unit administrator. The location and custodian of other files containing personnel records will be listed in the *Personnel File Checklist* attached to the inside cover of the primary personnel file. All evaluative documents will be contained in the primary personnel file. **In particular, official copies of Personnel Action Dossiers, as outlined in Part XII, including those documents submitted by faculty for consideration in the tenure, reappointment and promotion processes,** shall reside in the primary personnel file.

The unit administrator is responsible for providing faculty members access to their personnel file. Faculty members are encouraged to examine their primary personnel file often, subject to certain restrictions of state law. Faculty members may examine other files containing personnel records subject to the same restrictions. A faculty member may obtain copies of any materials that are not restricted by State law in the personnel file and may attach a concise statement in response to any item therein. This concise statement shall be submitted to the custodian for inclusion as an attachment to the specific document. A person designated by the faculty member may examine that employee's personnel file with the written authorization of the faculty member. **Willful disclosure of confidential information or unauthorized access to a personnel file violates State law and University regulations and may result in disciplinary action under University regulations. A unit administrator or chair of a personnel committee, who knows of these violations but does not act, has neglected his or her duties and may also be disciplined in accordance with University regulations.**

~~No material obtained from an anonymous source shall be placed in the primary personnel file or any other file containing personnel records except for data from student opinion surveys. Data from student opinion surveys shall be used in the annual evaluation and shall be submitted by the authorized surveying agent to the faculty member and the unit administrator. Evaluative materials or summaries thereof prepared by peer committees as part of a regular evaluation system may be placed in the primary personnel file when signed by a representative of the committee. Faculty members must be made aware within a reasonable time of any change in their personnel file. The procedures of Article 7 of Chapter 126 of the General Statutes of North Carolina shall govern matters relating to personnel files.~~

Please see the ECU Faculty Manual, Part VI. for further information on state statutes and ECU policy concerning faculty personnel files. (Faculty Senate Resolution #00-12, March 2000)

IX. Amendment Procedure

Amendments to *ECU Faculty Manual, Appendix C. Personnel Policies and Procedures* may be proposed by any full-time member of the faculty, by any faculty committee, or by any member of the administration of East Carolina University. The proposed amendment(s) shall be submitted to the Faculty Senate for consideration and shall be handled as any other item of legislation which comes before the senate. Such proposed amendments, if approved by the senate, shall be submitted to the chancellor, and then to the board of trustees for its approval.

X. Effective Date

All provisions of these policies and procedures shall become effective on the date they are approved by the East Carolina University Board of Trustees.

**Approved: Faculty Senate Resolution #94-05
18 March 1994
ECU Board of Trustees**

**Amended: Faculty Senate Resolution #94-05, March 1994
Faculty Senate Resolution #96-4, March 1996
Faculty Senate Resolution #97-20, April 1997
Faculty Senate Resolution #97-43, December 1997
Faculty Senate Resolution #99-7, March 1999
Faculty Senate Resolution #00-12, March 2000
Faculty Senate Resolution #05-09, April 2005
Faculty Senate Resolution #06-11, July 2006**

Interpretation:

Interpretation made to Section VI. (2-15-90)

TEACHING GRANTS COMMITTEE REPORT
Proposed Revisions to the 2008/2009 Teaching Grant Application Process
(Additions are noted in **bold** print and deletions are noted by ~~strikethrough~~)

TEACHING GRANTS COMMITTEE
Information on 2008/2009 Teaching Grants

The purpose of these grants is to provide funding to improve teaching instruction at the University. Full time tenured, tenure-track, and fixed term faculty members are eligible to apply for these grants. Preference will be given to projects that are creative and innovative or meet demonstrated needs. The Committee's evaluation criteria are included below.

Application Process

Each grant proposal must include the application form signed by the applicant and the Chairperson (or Dean, as appropriate) of any unit involved.

Since this is a blind review of the proposals, the applicant's name should only be on ~~the 1~~ **two (2) signed, print copies of the** original application form and checklist that is turned in to the committee. **Make certain the applicant's name is not disclosed on any part of the proposal; such disclosure will disqualify the proposal.**

Submit ~~The 2 signed, print copies of the~~ original application form, proposal, and checklist ~~and 17 copies of the proposal should be submitted to the Teaching Grants Committee, c/o Faculty Senate Office, 140 Rawl Annex~~ **and one electronic copy in PDF format to faculty senate@ecu.edu** by the deadline of 12:00 noon on Tuesday, October 7, 2008. **NO PROPOSALS WILL BE ACCEPTED AFTER THIS DEADLINE.**

Completing the Application

All items 1-10 must be completed and submitted together. Grant applicants are asked to attach the proposal cover sheet and checklist only to the **two signed print copies of the** proposal. The ~~remaining 17 copies~~ **electronic PDF copy** should not include a cover sheet or checklist, in order to ensure anonymity.

Item 1: Self-explanatory.

Item 2: Indicate whether you are applying for a Summer Stipend **Grant, or** Project Expense Grant, or Dual Summer Stipend and Project Expense Grant. Indicate the amount requested if ~~applying for a Project Expense Grant or Dual Summer Stipend and Project Expense Grant.~~ **for project expenses.**

Item 3: Self-explanatory.

Item 4: Self-explanatory.

Item 5: Because your proposal will be read by people from many disciplines, it should be clear and free of specialized terms. Since this is a blind review, the applicant's name should only be on the 1 cover sheet and checklist that is turned in to the committee.
(a) Proposal Title and Abstract (Page 1)

Abstract should be between 100 and 200 words and should be written using non-technical language **and should indicate course number and title.**

(b) Proposal Description **Outline** (Page 2 through 5)

The format of the proposal description must:

- Be no more than four 8 1/2 x 11" double-spaced pages **with 1" margins on top bottom and both sides of each page, and not exceed approx. 1000 words total.** No proposal with a description over four pages in length will be considered.
- Use a type face no smaller than 12 characters per inch.

Include each of the following sections in your Teaching Grant proposal:

1. Purpose/Objective

~~It is expected that~~ The purpose of this project will be to increase the effectiveness of an applicant's course or courses. Give specific objectives and student learning outcomes.

2. **Project Description** (Approach/Method/Procedure)

3. Need and Impact

The need and impact section should show the percentage of each relevant course that will be impacted, the level of the course, the normal size of the course, and how often the course will be taught. The course must have already been approved by all relevant committees. **Applicants should seek Institutional Review Board (IRB) approval, if required (<http://www.ecu.edu/irb>).** Make it obvious how the project will affect the applicant's teaching and student learning outcomes.

4. Schedule of Activities and Their Proposed Deadlines **for the weeks of summer session 1.**

5. Evaluation Plan

Part of your evaluation plan should include a short list of questions that will be submitted to the students in impacted classes, and peer evaluations. Make your evaluation plan clear. Be specific as to what you intend to do to determine the effectiveness of your end product.

Item 6: Budget

Complete the attached proposed budget for the Project Expense Grant. **Summer Stipends should NOT be included in the Budget.** ~~Line items should be separately explained and fully justified.~~ **Attach a separate page to the budget that justifies and explains each line item requested.** Travel requests must be directly related to the proposed project. Requests to attend regularly-held professional meetings or conferences should be thoroughly explained and justified. The proposed travel items may not replace or supplement academic-unit travel funds. List other sources for funding. Be specific on budget items. List to whom tuition or honoraria are to be paid; who is traveling where, how, and when; your source of price estimates. Student wages are not an allowable expense. If not applicable please indicate by N/A.

Item 7: Appendices

- (a) List courses you teach and your scholarly interests that are relevant to this proposal. If you have release time or compensatory time applicable during the proposed project period, provide brief details.
- (b) List all proposal titles and dates of grants previously funded from the Committee.
- (c) If consultants are to be used in the Project Expense Grant, ~~give~~ **provide their** credentials and your rationale for hiring them.
- (d) If project involves attending a workshop or seminar, attach a copy of the flyer or announcement.

Additional supporting materials and appendices are discouraged.

Item 8: Checklist

Attach this checklist to ensure that you have completed all the necessary items. Since this is a blind review of the proposals, the applicant's name should only be on the 1 original application form, proposal, and checklist. ~~These items, along with 17 copies of the proposal will be submitted to the Committee.~~

Item 9: Self-explanatory.

Item 10: Self-explanatory.

Completing Other Documents

Progress Report Attached is a copy of the report that will be completed by the faculty member at the conclusion of the grant period. This is not to be included in the proposal packet submitted to the committee.

The grantee must submit a report of the results of the project to the Teaching Grants Committee c/o Faculty Senate office, 140 Rawl Annex. **Progress reports are due by September 15 of the next fiscal year.** Progress reports from previous funded grants must be on file with the Committee before an additional application will be considered.

Evaluation This page is an example of what criteria will be used by the Committee to evaluate the grant proposal.

Proposals that will not be considered

- Application forms that are incomplete.
- Proposals that do not meet guidelines and format.
- **Proposals for course development or revision.**
- Proposals from individual(s) who have failed to carry out previously funded projects without adequate justification and timely notification to the Vice Chancellor for Academic Affairs or Vice Chancellor for Health Sciences.
- Proposals from individuals who have failed to submit a report due from a previously funded project.
- Proposals that develop a program handbook or recruitment materials.
- Proposals that are not directly related to improved instruction at the University.
- Proposals from current members of the Teaching Grants Committee.
- Proposals that have been submitted and funded in the same year by the Research/Creative Activity Grants Committee.
- Proposals submitted by grant recipients who have received funding for a Teaching Grant in ~~any~~ **consecutive previous** year.

**East Carolina University
TEACHING GRANTS COMMITTEE
Application for 2008/2009 Teaching Grant**

The applicant's name should only be on the **2 copies of the** original application form, proposal, and checklist **only**. The ~~remaining 17 copies~~ **electronic copy** of the proposal should not include names in order to ensure anonymity.

1. Name _____

2. Please check one: Summer Stipend _____ Project Related Expense _____ Amount Requested: _____
Dual Summer Stipend and Project Related Expense _____ Amount Requested: _____

3. Proposal Title

4. School/Department/College

5. Give a brief description of the project. Each of the following will be used to evaluate your proposal. The proposal must use these headings in the following order:

- (a) Proposal Title and Abstract **including course number and title**
- (b) ~~Project Description~~ **Proposal Outline**
 - 1. purpose/objective
 - 2. **project description** (approach/method/procedure)
 - 3. need and impact
 - 4. schedule of activities and their proposed deadlines **for SS1**
 - 5. evaluation plan

6. Complete the attached proposed budget for ~~the Project Expense Grant.~~ **project expenses.**

7. Appendices

- (a) List courses you teach and your scholarly interests that are relevant to this proposal. If you have release time or compensatory time applicable during the proposed project period provide brief details.
- (b) List all proposal titles and dates of grants previously funded from the Committee.
- (c) If consultants are to be used in the Project Expense Grant, give credentials and your rationale for hiring them.
- (d) If project involves attending a workshop or seminar, attach a copy of the flyer or announcement.
- (e) **IRB approval or evidence of application to IRB**

8. Complete the attached checklist and attach it only to the **2 signed print copies of the original** proposal. ~~The remaining 17 copies~~ **The electronic copy** should not include a checklist.

9. I understand and accept the terms and conditions set forth in the Teaching Grants Committee Grant Application Guidelines, including the requirement for a final report.

(Signature of Applicant) (Date)

10. I have reviewed this grant application and believe that the applicant/s is/are qualified and that this project will be of substantial benefit to this unit. I understand that the unit is responsible for processing grant expenditures.

(Signature of Unit Head) (Date)

East Carolina University
TEACHING GRANTS COMMITTEE
Budget for a 2008/2009 Teaching Grant (Complete if applicable)

Item	Funding Requested	*Funds from Other Sources
a) Honoraria Banner Account #: _____	\$ _____	\$ _____
b) Educational/Research Supplies Banner Account #: _____	\$ _____	\$ _____
c) Travel Expenses - Registration fees Banner Account #: _____	\$ _____	\$ _____
Travel Expenses - other Banner Account #: _____	\$ _____	\$ _____
d) Communication - Telephone Banner Account #: _____	\$ _____	\$ _____
Communication - Postage/mail Banner Account #: _____	\$ _____	\$ _____
e) Printing Banner Account #: _____	\$ _____	\$ _____
f) Other Services (engraving, ads, food, services) Banner Account #: _____	\$ _____	\$ _____
g) Equipment - under \$500.00 Banner Account #: _____	\$ _____	\$ _____
Equipment - over \$500.00 Banner Account #: _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

Student wages are not an allowable expense. Projects expenses are subject to funding availability.

*Identify Other Funding Sources:

**East Carolina University
TEACHING GRANTS COMMITTEE**

Budget Justification for a 2008/2009 Teaching Grant (Complete if applicable)

(Please refer to Item 6 of the Information sheet for further information.)

<u>Item</u>	<u>Funding Requested</u>	<u>*Funds from Other Sources</u>
a) Honoraria Justification:	\$ _____	\$ _____
b) Educational/Research Supplies Justification:	\$ _____	\$ _____
c) Travel Expenses - Registration fees Justification:	\$ _____	\$ _____
Travel Expenses - other Justification:	\$ _____	\$ _____
d) Communication - Telephone Justification:	\$ _____	\$ _____
Communication - Postage/mail Justification:	\$ _____	\$ _____
e) Printing Justification:	\$ _____	\$ _____
f) Other Services (engraving, ads, food, services) Justification:	\$ _____	\$ _____
g) Equipment - under \$500.00 Justification:	\$ _____	\$ _____
Equipment - over \$500.00 Justification:	\$ _____	\$ _____

East Carolina University
TEACHING GRANTS COMMITTEE
Checklist for a 2008/2009 Teaching Grant

Since this is a blind review of the proposals, the applicant's name should ~~only~~ be on the ~~one~~ **two signed copies of the** original application form, proposal, and checklist **only**. ~~The remaining 17 copies~~ **The electronic copy** should not include an application form or checklist, to ensure anonymity of the proposal.

Proposals that are not in compliance with the checklist will be immediately rejected.

I. Please check that you qualify for the granting of a Teaching Grant proposal:

- full-time faculty member of East Carolina University
 - completed all previous Progress Report forms
- (If unsure, please call the Faculty Senate office at 328-6537 for verification.)

II. Please check the following items noting that your original application form and proposal include:

- applicant's name (Item 1) (The applicant's name should ~~only~~ be on the ~~one~~ **two signed copies of the** original application form, proposal, and checklist **only**.
- ~~summer salary, project related expenses, if necessary, or dual summer stipend and project related expenses~~ (Item 2)
- proposal title (Item 3)
- school/department/college (Item 4)
- abstract (100 to 200 words) (Item 5a)
- ~~description of proposal~~ **outline** (Item 5b), noting the restrictions of:
 - no smaller than 12 character per inch type size
 - four 8 1/2 x 11 double spaced pages (**approx. 1000 words total**)
 - **1" margins, top, bottom and both sides**
 - clear and free of specialized terms
 - ~~credentials and rationale if consultants were hired~~
 - ~~workshop or seminar announcement, if applicable~~
 - course name and number directly impacted by this proposal
- proposed budget and brief justification, not required for Summer Stipend proposals) (Item 6)
- list of courses the applicant teaches and brief details if applicant has release time (Item 7a)
- list of all proposal titles and dates of grants previously funded from the Committee (Item 7b).
- credentials and rationale if consultants are to be used (Item 7c).
- flyer or announcement of workshop or seminar if applicable (Item 7d).
- IRB approval or evidence of application to IRB (Item 7e)**
- checklist is attached to only the **two copies of the** original application form and proposal (Item 8).
- applicant's signature and date (Item 9)
- applicant's unit head's signature and date (Item 10)

III. The proposal must use these headings in the following order:

- proposal title
- abstract
- purpose/objective
- project description** (approach/method/procedure)
- need and impact
- schedule of activities and their proposed deadlines
- evaluation plan

IV. Please briefly explain if you encountered difficulties in writing this proposal and/or any suggestions that you may have with revising the proposal guidelines and application format.

(Signature of Applicant)

(Date)

East Carolina University
TEACHING GRANTS COMMITTEE
Progress Report for 2008/2009 Teaching Grant

DUE SEPTEMBER 15, 2009¹⁰

**Future grant proposals will not be considered unless Progress Reports
have been filed on all previous year grants.**

Name: _____

Academic unit: _____

Grant #2009-_____ Please check one: Summer Stipend____ Project Expense____ Dual _____

Amount Awarded: _____

Grant Title: _____

(If possible, please limit the report to 5 pages.)

1. Give the status of this project (e.g., not begun, midway, completed). If project is not near completion, please explain.
2. By what methods did you evaluate the effect of your project? What were the results?
3. In what ways has this project improved your teaching or course?
4. If you were going to do the same project again, what would you change?
5. Please include a 250-word abstract which may be used in university publications.
6. Please include a copy of the questions that you gave to students to evaluate the effect of your project, and examples of the student responses. If you wrote a manual, please attach a copy, or please provide the committee with some other materials that will allow the committee to evaluate the project (e.g. in the case of software development, please include a disk).
7. Please include a budget report (not required for Summer Stipend proposals).
8. Please add any comments relating to problems with your project, new ideas, or suggestions derived through your communication with others that may be useful to the committee in evaluating and improving its effectiveness.

(Signature of Applicant)

(Date)

(Signature of Unit Head)

(Date)

Please return to the Faculty Senate office, 140 Rawl Annex.

East Carolina University
TEACHING GRANTS COMMITTEE
Evaluation of 2008/2009 Proposal

Summer Stipend #2009-_____ Project Expense #2009-_____ Dual Proposal #2009-_____

Evaluator # _____

Applicant(s) _____

Proposal Title _____

Is this proposal appropriate for Committee consideration, given our charge to recommend funding for projects to improve teaching? Yes _____ No _____

Please evaluate the proposal using the following scale: POOR (1) FAIR (2) AVERAGE (3) GOOD (4) EXCELLENT (5)
(score each item 1-5, multiply the score times the number given for each item, and total the scores for each item)

1. Impact: (x 8) _____

Potential for specific faculty and/or student development for an approved course
Probability for enhancing teaching
Stated expected outcome
Related to teaching assignments: guides, supplements, tutorials, applications, CAI
Demonstrated needs, **or** creativity and innovation

Some Examples of Inappropriateness:

- Research /Creative Activities:
- Broad/General Faculty Development:
- Administration-Related Activities:
- Lack of Consideration of Other More Appropriate Sources of Funds On Campus:
- Curriculum Assessment/Approval:
- Course Development or Revision**

Low Impact upon Students / Applicant

- One-time vs. Continuing Impact:
- Product Development
- Focus On Regulatory Function (OSHA) Rather Than Teaching-Related Goals/Activities:
- Emphasis of the proposal on Teaching Assistants rather than on the applicant and students

2. Management Design: (x 5) _____

- Clear purpose/objectives
- Approach—**Description**
- Realistic time management plan
- Appropriate/specific/reasonable budget (not required for Summer Stipend proposals)

3. Delineated Evaluation Plan: (x 5) _____
Addressing the question raised in the proposal
Rating the impact of the evaluation plan on the applicant's teaching

4. Proposal Presentation: (x 2) _____
Organization (Specified format and length of proposal etc.)
Clarity of presentation

TOTAL: _____

Comments: _____

Recommendations to Applicant:

UNIVERSITY CURRICULUM COMMITTEE REPORT
Proposed Revisions to the Course Proposal Form and Banking/Unbanking Form

Committee goals in reviewing Course Banking/Unbanking Form and Course Approval form were to:

- Simplify the process
- Eliminate duplicate documentation

To accomplish this we:

- Eliminated the need to document the unbanking of courses with this form
- Editorially revised the course proposal form to address course unbanking.
- Shortened the form to only include information necessary for unbanking
- Added a note about Foundations Curriculum
- Made editorial changes to the Course Proposal form.

Proposed Undergraduate University Curriculum Committee Course Banking Form

Undergraduate Courses (1000-4999) are submitted to the University Curriculum Committee (UCC).

UCC Guidelines for submission may be accessed via the web at:

www.ecu.edu/cs-acad/fsonline/cu/curriculum.cfm.

Requests for course deletion may be submitted to the UCC by memorandum.

Course (Prefix and Number): _____

Date: _____

Proposal is to:

Bank a Course: _____ (Please complete this form)

Unbank a Course: _____ (Please use the Course Proposal Form)

NOTE:

Foundations Curriculum Undergraduate Courses: A course that is designated as Foundations Curriculum (FC), loses that designation when banked. When the course is unbanked, it must be submitted to the Academic Standards Committee for reconsideration of the foundations curriculum designation.

Writing Intensive Undergraduate Courses: A course that is designated as Writing Intensive (WI), loses that designation when banked. When the course is unbanked, it must be submitted to Writing Across the Curriculum Committee for reconsideration of the writing intensive designation.

I. COURSE TO BE BANKED

A. Course Prefix, Number, Title, Credit Hours:

Undergraduate Page # _____

B. Justification for banking:

II. STATEMENTS OF SUPPORT/SIGNATURES

Provide one copy of the proposal with the required, original signatures to the chair of the University Curriculum Committee [1000-4999 courses].

A. Interdisciplinary Action/Overlap or Duplication of Courses and Coordination with the Affected Units or Programs:

Not Applicable _____ Applicable* _____

*If applicable, please complete part B below, indicating affected units and courses. Provide to the chair(s) of the curriculum committee(s) documentation of notification to and response from affected units.

B. Degree(s) and or Course(s) for which this course is required or is a prerequisite and any changes in the credit hours required for completion of degree caused by the banking/unbanking/deleting of this course:

Degree(s)/Course(s)	Appropriate Catalog Page(s)	Changes in Degree Hours

A list of the courses and/or degrees may be obtained by accessing the "Course Search" tool found under Academic Planning on OneStop. Include page number on which the degree(s)/course(s) appear in the current catalog. A list of the courses and/or degrees may be obtained by contacting the Office of Academic Programs.

Submission of forms, proposals, and memoranda of request are to be submitted electronically via e-mail as designated below. The e-mail should include the following:

- completed course banking form
- memorandum of request, outlining the requested action (if part of a larger package);
- file(s) containing appropriate notification and responses

E-mail should be sent to the University Curriculum Committee at cucsubmissions@ecu.edu at least two weeks in advance of the meeting at which the request will be considered by the committee. The e-mail should include the information specified above. A hard copy of the documents, containing signatures where appropriate, should be delivered to the chair of the UCC immediately thereafter.

Please remember to include a signed signature form.



**University Curriculum Committee
Course Proposal Form
for Courses Numbered 0001 – 4999**

Note: Before completing this form, please carefully read the accompanying instructions.

1. Course Prefix and Number:

2. Date:

3. Requested Action (check only one box):

<input type="checkbox"/>	New Course
<input type="checkbox"/>	Revision of Active Course
<input type="checkbox"/>	Revision & Unbanking of a Banked Course
<input type="checkbox"/>	Renumbering of Existing Course from: <input style="width: 100px;" type="text"/> # <input style="width: 100px;" type="text"/> to <input style="width: 100px;" type="text"/> #

4. Justification for new course, ~~or course revision~~, unbanking, or renumbering:

5. Course description exactly as it should appear in the next catalog:

6. If this is a course revision, briefly describe the requested change:

7. Page Number from current undergraduate catalog:

8. The Writing Across the Curriculum Committee must approve Writing Intensive (WI) Credit for all courses prior to their consideration by the UCC. If WI credit is requested, has this course been approved for Writing Intensive (WI) credit (yes/no)?

If Yes, will all sections be Writing Intensive (yes/no)?

9. The Academic Standards Committee must approve Foundations Curriculum Credit for all courses prior to their consideration by the UCC. If FC credit has been approved by the ASC, then check the appropriate box (check at most one):

	English (EN)		Science (SC)
	Humanities (HU)		Social Science (SO)
	Fine Arts (FA)		Mathematics (MA)
	Health (HL)		Exercise (EX)

10. Course Credit:

Lecture Hours		Weekly	<u>or</u>		Per Term	Credit Hours		s.h.
Lab		Weekly	<u>or</u>		Per Term	Credit Hours		s.h.
Studio		Weekly	<u>or</u>		Per Term	Credit Hours		s.h.
Practicum		Weekly	<u>or</u>		Per Term	Credit Hours		s.h.
Internship		Weekly	<u>or</u>		Per Term	Credit Hours		s.h.
Other (e.g., independent study):								
Total Credit Hours								s.h.

11. Anticipated yearly student enrollment:

12. Affected Degrees or Academic Programs:

Degree(s)/Course(s)	Catalog Page	Change in Degree Hours

13. Overlapping or Duplication with Affected Units or Programs:

	Not Applicable
	Applicable (Notification and/or Response from Units Attached)

14. Approval by the Council for Teacher Education (required for courses affecting teacher education programs):

	Not Applicable
	Applicable (CTE has given their approval)

15. Instructional Format: please identify the appropriate instructional format(s):

Lecture
Lab
Student Teaching
Correspondence
Seminar
Practica

Internship
Studio
Clinical
Honors
Colloquia
Other

16. Statements of Support:

	Current staff is adequate
	Additional Staff is needed (describe needs in the box below):

	Current facilities are adequate
	Additional Facilities are needed (describe needs in the box below):

	Initial library resources are adequate
	Initial resources are needed (in the box below, give a brief explanation and estimate for cost of acquisition of required resources):

	Unit computer resources are adequate
	Additional unit computer resources are needed (in the box below, give a brief explanation and an estimate for the cost of acquisition):

	ITCS Resources are not needed
	Following ITCS resources are needed (put a check beside each need):
	<input type="checkbox"/> Mainframe computer system
	<input type="checkbox"/> Statistical services
	<input type="checkbox"/> Network connections
	<input type="checkbox"/> Computer lab for students
	Describe any computer or networking requirements of this program that are not currently fully supported for existing programs (Includes use of classroom, laboratory, or other facilities that are not currently used in the capacity being requested).
	Approval from the Director of ITCS attached

17. Syllabus – please insert course syllabus below. Do not submit course syllabus as a separate file. You must include (a) the name of the textbook chosen for the course, (b) the course objectives, (c) the course content outline, and (d) the course assignments and grading plan.