

**EAST CAROLINA UNIVERSITY  
2010-2011 FACULTY SENATE**

The fourth regular meeting of the 2010/2011 Faculty Senate will be held on  
**Tuesday, December 7, 2010, at 2:10 p.m.**  
in the East Carolina Heart Institute, Banquet Room A  
(located at 115 Heart Drive, #248 on map linked [here](#)).

(Enter front entrance of building, go through doors, past the information desk, and go to the right to Banquet Room A.)

**PLEASE NOTE CHANGE IN MEETING LOCATION.**

**AGENDA**

- I. Call to Order**
- II. Approval of Minutes**  
  
November 2, 2010
- III. Special Order of the Day**
  - A. Roll Call
  - B. Announcements
  - C. Steve Ballard, Chancellor
  - D. Marilyn Sheerer, Provost and Vice Chancellor for Academic and Student Affairs
  - E. Marianna Walker, Chair of the Faculty
  - F. Catherine Rigsby, Faculty Assembly Delegate  
Report on the November 12, 2010, Faculty Assembly Meeting.
  - G. Question Period
- IV. Unfinished Business**  
  
Libraries Committee, Robert Campbell  
Discussion on library resources and faculty needs in relation to SACS reaffirmation.
- V. Report of Committees**
  - A. University Curriculum Committee, Jonathan Reid  
Curriculum matters contained in the November 11, 2010, University Curriculum Committee minutes.
  - B. Agenda Committee, Rodney Roberts  
Proposed 2011-2012 Faculty Senate and Agenda Committee meeting dates  
(attachment 1).

- C. Research/Creative Activity Grants Committee, Carmine Scavo  
2011/2012 Research/Creative Activity Granting Guidelines (attachment 2).
- D. Faculty Governance Committee, Puri Martinez
  - 1. Proposed Revisions to the *ECU Faculty Manual*, Part III. Academic Freedom (attachment 3).
  - 2. Formal Faculty Advice on Proposed Faculty Workload Regulation (attachment 4).
- E. Academic Standards Committee, Mike Brown
  - 1. Proposed Policy to Remove Foundation Curriculum Credit from Courses (attachment 5).
  - 2. Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection X. Student Conduct (attachment 6).
  - 3. Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsections C. Certification, P. Re-examinations, Q. Release of Directory Information, T. Resale of Complimentary Textbooks, U. Senior Summary Sheet, and BB. Used Books. (attachment 7).
- F. Admission and Retention Policies Committee, Joseph Thomas  
Proposed Revisions to the *ECU Faculty Manual*, Part IV. Academic Integrity and to the ECU Code of Conduct (attachment 8).
- G. Educational Policies and Planning Committee, Scott Gordon  
Proposed Additional Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section III. Curriculum Development (attachment 9).
- H. Faculty Welfare Committee, Katrina DuBose
  - 1. Proposed Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section III. Institutional Services Available to Faculty, Subsection R. Tuition Privileges for Faculty (attachment 10).
  - 2. Proposed Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection J. Salary Policies (attachment 11).
  - 3. Proposed Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section VII. Other Policies, Subsection A. Substance Abuse Policy (attachment 12).
  - 4. Proposed Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section II. Welfare and Benefits, Subsections A. Hospitalization Insurance, B. Disability Income Plans, C. Mandatory Enrollment in Group Life Program, D. Group Insurance Plans, E. Social Security, F. Deferred Compensation Plan, G. Supplemental Retirement Income Plan of NC (401K), H. Tax Deferred Annuity, I. US Savings Bonds, J. Unemployment Compensation Benefits, K. Vacation and Sick Leave, L. Workers' Compensation, M. Flex Reimbursement Accounts, ~~K. Vacation and Sick Leave~~ (attachment 13).

## VI. New Business

**Faculty Senate Agenda  
December 7, 2010  
Attachment 1**

**AGENDA COMMITTEE REPORT**

Proposed 2011-2012 Faculty Senate and Agenda Committee Meeting Dates

Fall 2011 University Calendar		Spring 2012 University Calendar	
August 23	Classes Begin	January 6	Classes Begin
September 5	State Holiday	January 16	State Holiday
October 8-11	Fall Break	March 4-11	Spring Break
October 24-28	Early Registration	March 19-23	Early Registration
November 23-27	Thanksgiving Break	April 6-7	State Holiday
December 6	Classes End	April 23	Classes End
December 8-15	Exams	April 26-May 3	Exams

**Agenda Committee will meet:**

**Faculty Senate will meet:**

August 30, 2011	September 6, 2011
September 20, 2011	October 4, 2011
October 18, 2011	November 1, 2011
November 15, 2011	December 6, 2011
January 10, 2012	January 24, 2012
February 7, 2012	February 21, 2012
March 13, 2012	March 27, 2012
April 3, 2012	April 17, 2012
	April 24, 2012 (2012/13 organizational mtg.)

**Faculty Senate Agenda  
December 7, 2010  
Attachment 2.**

**RESEARCH/CREATIVE ACTIVITY GRANTS COMMITTEE REPORT**  
2011/2012 Research/Creative Activity Granting Guidelines

The RCAG Committee has proposed major revisions to the grant competition. These revisions can be summarized as:

- To compensate for a lower availability of internal and external funding resources in the areas of the humanities and the arts, preference in the evaluation of grant proposals will be given to proposals in those two areas. It is the topic of the proposal rather than the home department of the PI that will determine the proposal's classification;
- Faculty from the Brody School of Medicine are now eligible to apply for RCAG funding

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

The Research/Creative Activity Grants Committee (RCAG) solicits proposals for meritorious research or creative activities from eligible East Carolina University faculty members. Faculty members in all Colleges, Institutes and Centers are now eligible including faculty in the Brody School of Medicine. Awards will be made for 2011-12 academic year. Proposals should clearly show that the activity (a) is in the general area of the applicant's field, (b) is of scholarly

importance, (c) promises permanent worth, and (d) will not be directed toward graduate thesis research. The proposed research may be a pilot project to be used as a precursor for a proposal to be submitted to an external agency or it may be a stand-alone project. Funds are limited, so only projects that are exemplary in all aspects are likely to be funded.

Applications for projects in all areas of research and creative activity will be accepted. In this year's competition, the Committee seeks primarily to reward meritorious projects in areas for which there is currently a low availability of internal and external funding sources. Grant proposals in such areas will be given preference in the Committee's evaluation process. The Committee expects that most such proposals will be for projects in the arts, humanities, and underfunded social sciences. The subject matter of the proposal itself will be used to determine whether it is an underfunded discipline rather than the departmental affiliation of the faculty member. Proposals that are arts, humanities, or social science-oriented are solicited from faculty in any unit within the university. Faculty proposing projects in areas for which other sources of funding are available—natural science, medical/health, or some social sciences—are strongly encouraged to specify why RCAG funding is appropriate for their project.

The Committee anticipates that in future years the RCAG Committee will recommend funding only for proposals in underfunded subject areas since there are other internal and external funding sources more readily accessible to researchers in the natural sciences, medical/health affairs, and some social sciences.

We anticipate that \$100,000 will be available to fund meritorious projects for the 2011-12 academic year. This amount is about one-half that in recent years. Potential applicants need also be aware that there is a possibility that funding may be further reduced or eliminated pending the NC budget situation next year.

The awarding of grants will be made for a full fiscal year July 1, 2011 – June 30, 2012. This schedule will allow faculty to receive requested summer stipends either in the 2<sup>nd</sup> summer session 2011 or in the 1<sup>st</sup> summer session 2012. Announcement of awards is anticipated on or before May 1, 2011; however, it may be delayed due to the NC budget situation next year.

**Proposals are due in the Faculty Senate office, 140 Rawl Annex by 12:00 noon on Tuesday, February 8, 2011.**

#### Eligibility

Applicants must be full-time tenured or full-time tenure track faculty.

Faculty on fixed-term or part-time appointments are not eligible for grants to be awarded by this committee.

Members of the Research/Creative Activities Grants Committee are not eligible to submit proposals for funding from this committee. Members who wish to submit proposals must resign from the committee before submitting their proposal.

Recipients of awards from the following University sources may not apply for new funding under this competition if the award is still active during the *2011-12 academic year*:

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

The Research/Creative Activity Grants Committee funds the following expenses:

Stipends for Research/Creative Activity

Stipends will be equivalent to the prevailing compensation for full-time teaching in one summer session. Applicants cannot teach during the Summer Session in which he/she receives a stipend. These stipends are not available to faculty who hold 12-month contracts.

Project Expenses

These funds are for expenses related to the proposed project. Project Expense Grants cannot exceed \$10,000. Project expense funds should be expended or encumbered by the end of the funding fiscal year. Funds do not carry over to the following fiscal year. Guidelines for budget preparation and the justification for requested funds are included in the application packet.

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

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

Review Criteria:

- That the research/creative activity has the probability of leading to significant contributions in the field, including publication, presentation, performance, exhibition, and to the individual's professional enrichment and growth.
- That the research/creative activity is based on knowledge in the field, and the proposal clearly shows how the proposed effort extends, expands, and/or explores new directions, techniques or processes.
- That the research/creative activity possesses evidence of scholarly importance, consists of more than mere data collection or confirmation of easily anticipated results.
- That the research/creative activity is methodologically sound and within the competency of the applicant.
- That the research/creative activity of this project clearly justifies financial support by this University.

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

**PLEASE NOTE: ALL DECISIONS BY THE COMMITTEE ARE FINAL.**

Grant requirements

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

Other Restrictions

- The final reports from any previous awards must be on file in the Faculty Senate office before a new application will be considered.
- The publication of the results of projects supported by an award from the Research/Creative Activity Grants Committee should carry a printed acknowledgment of financial assistance from the Committee.

- There can be no co-project directors or co-principal investigators listed on cover page although collaborations with other faculty are acceptable..
- RCAG applicants are eligible to receive support from only one university funding source in any single year. Persons receiving funding from other such sources (e.g. Teaching Award, Research Development Award) must inform the RCAG committee of the award and will need to decline other awards in order to receive their RCAG grant.
- Individuals may not submit more than one proposal per funding period.
- Major changes to funded projects must be submitted in writing to the Chair of the Research/Creative Activities Grants Committee for possible further consideration by the Committee for approval.
- Applicants for projects involving research on human subjects or animals must be prepared to file the appropriate forms with the University Medical Center Institutional Review Board or the Institutional Animal Care and Use Committee upon notification of the award. Funding will be contingent on receipt of approval from the appropriate committee by July 1 of the award year.
- Failure to adhere to the formatting requirements for proposal will result in the elimination of a proposal from consideration.
- Following the evaluation and awarding of grants, the Committee will handle all appeals internally and their decision is final.

#### Application Process

Each grant proposal **MUST** include the attached application form signed by the applicant and the chairperson (or dean, as appropriate) of any unit involved. The original and **4** copies of the proposal (**total of 5 copies**) should be submitted to the Research/Creative Activity Grants Committee, c/o Faculty Senate Office, 140 Rawl Annex by **12:00 noon on Tuesday, February 8, 2011.** **In addition, the applicant must send an electronic version of the proposal in PDF format to the Faculty Senate Office ([faculty senate@ecu.edu](mailto:faculty senate@ecu.edu)) by the deadline.** No proposals will be accepted after this deadline.

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

#### Completing Application Cover Pages

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

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

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

Item 6: Acknowledge and sign Application Cover Page.

Item 7: Signature of Unit Head.

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

Item 9: List current grant/contract support and pending applications. Include project title, sponsor, your role in the project (PI, Co-PI etc), project period, award status (current or pending) and

total funding level. If previous proposals not funded by this committee received support from another University program, indicate the nature of that support, including the program that provided the funding, the amount of the award and the period covered by the award.

### Completing the Narrative

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

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

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

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

### Format Requirements (strictly enforced)

All pages paginated;

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

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

The abstract and proposal description must be double-spaced and together may not exceed eight (8) pages in length;

Any figures or tables included in the proposal description must fit within the eight-page limit;

A references cited section should follow the proposal description; citation format and spacing is at the discretion of the author;

- The appendices may not exceed four (4) pages in length
- The budget and accompanying justification may not exceed two (2) pages in length;
- The Vita may not exceed two (2) pages in length.

#### Multimedia Content

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

Examples of these file types include the following:

Still Graphics: JPEG, PNG, GIF, PDF

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

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

#### Budget and Budget Justification

The maximum possible funding is a summer stipend plus \$10,000 for project costs. Stipends are available at the rate of 16.67% of the applicant's salary, up to a cap equal to the prevailing cap on full-time teaching in one summer session. Applicants must use the *ECU Business Manual* (copies are available in all departments) in preparing the budget to determine which budget line is appropriate for requested funds and what current rates are allowable.

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

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

The budget may request money for:

- Research Assistants/Student Wages: Compensation for graduate and undergraduate students should be consistent with the standard compensation offered to these students in your department. Proposals for the sole purpose of support for graduate research assistants must be strongly justified.
- Travel: Applicants may only request funds for travel that is clearly be essential to completion of the project, such as data collection/observation that is site-specific. Attempts to obtain international travel funds from other (non-ECU) sources should be indicated. Travel for the purpose of presenting results at meetings will not be funded. Applicants requesting payment for use of a personal car must explain why ECU cars cannot be used. Multiple, short-distance trips must be justified. Travel will be reimbursed at state-approved rates.
- Research/Creative Activity Supplies: Itemize all supply requests.
- Printing: Activities involving organizing, presenting, and/or publishing or disseminating the results of completed research/creative activities will not be funded.
- Communications: Itemize.

- Equipment: Requests for equipment or software purchase will not be supported if: a) the needed equipment or software exists elsewhere on campus and is accessible to the applicant, b) the item is to be for general departmental use, or c) the item appears to represent one-time use by one person. Applicants are encouraged to determine the availability of desired equipment in other locations on campus. This is particularly true for computer equipment such as laptops.
- Other documented purposes necessary to the successful completion of the proposed activity and within the general policies of the University should be clearly specified and justified.

Completing the Checklist

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

#2011- \_\_\_\_\_

**East Carolina University**  
**Faculty Senate**  
**RESEARCH/CREATIVE ACTIVITY GRANTS COMMITTEE**

Application Cover Page for a Research/Creative Activity Grant

Proposals are due in the Faculty Senate office, 140 Rawl Annex  
 by 12:00 noon on Tuesday, February 8, 2011.

1. a. Name: \_\_\_\_\_

b. Department: \_\_\_\_\_

c. Academic Rank: \_\_\_\_\_

2. Proposal Title: \_\_\_\_\_  
 \_\_\_\_\_

3. Type of Grant (check one):

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

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

- a. Full-time tenured or tenure-track \_\_\_\_\_
- b. 12-month contract \_\_\_\_\_

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

Project requires approval from \_\_\_\_\_ IRB, \_\_\_\_\_ IACUC, \_\_\_\_\_ Not Applicable.

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

- a. I understand that I must file a final report of the results of the project with the Faculty Senate office no later than September 1, of the year in which the award terminates.
- b. I understand that publication, presentation, performance, or exhibit of work resulting from support of this project by ECU must carry a printed acknowledgment of this financial assistance by the University.
- c. I understand that if selected, receipt of funding is contingent upon receiving approval from IRB or Animal Care Committee by June 1 of the award year.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature of Unit Head

\_\_\_\_\_  
Date

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

YES

NO

East Carolina University  
Faculty Senate  
**RESEARCH/CREATIVE ACTIVITY GRANTS COMMITTEE**

Budget for Project Expenses with a 2011/2012 Research/Creative Activity Grant

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

\*Identify Other Sources of Funding:

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

East Carolina University  
**RESEARCH/CREATIVE ACTIVITY GRANTS COMMITTEE**  
Checklist for a 2011-2012 Research/Creative Activity Grant

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

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

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

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

- do not hold a 12-month contract

III. Please check the following proposal requirements:

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

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

East Carolina University  
Faculty Senate  
**RESEARCH/CREATIVE ACTIVITY GRANTS COMMITTEE**

**Final Report for a 2011/2012 Research/Creative Activity Grant**

Due September 1, 2012 in the Faculty Senate office (140 Rawl Annex)

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

Name: \_\_\_\_\_

Academic Unit: \_\_\_\_\_

Grant Number: #2011- \_\_\_\_\_

Grant Amount: \$ \_\_\_\_\_

Grant Title: \_\_\_\_\_

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

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

\_\_\_\_\_  
(Signature of Applicant) (Date)

\_\_\_\_\_  
(Signature of Unit Head) (Date)

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East Carolina University  
Faculty Senate  
**RESEARCH/CREATIVE ACTIVITY GRANTS COMMITTEE**

**Comments on a 2011/2012 Research/Creative Activity Grant**

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

Name: \_\_\_\_\_

Academic Unit: \_\_\_\_\_

Grant Number: #2011- \_\_\_\_\_

Grant Title: \_\_\_\_\_

Reviewer Comments:

FOR COMMITTEE USE  
DO NOT INCLUDE WITH PROPOSAL APPLICATION

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**Faculty Senate Agenda**  
**December 7, 2010**  
**Attachment 3.**

**FACULTY GOVERNANCE COMMITTEE REPORT**

Proposed Revisions to the *ECU Faculty Manual*, Part III. Academic Freedom

Revise and keep in the Faculty Manual.

**“Academic Freedom and Professional Ethics**  
(formerly Appendix E.)

**A. Academic Freedom**

**Academic freedom is the freedom to teach, both in and outside the classroom, to conduct research and to publish the results of those investigations, to address any matter of institutional policy or action whether or not as a member of an agency of institutional governance. Faculty should also have the freedom, within the law, to speak to any matter of social, political, economic, or other interest to the larger community, without institutional discipline or restraint, save in response to fundamental violations of professional ethics or statements that suggest disciplinary incompetence.**

The East Carolina University faculty and administration believe that in writing or speaking each member of the faculty has the same rights and duties as any other citizen. They believe also that each faculty member in exercising his or her right of free speech must realize that in the minds of many people he or she occupies a representative position and that in consequence the reputation of the university lies partly in his or her hands. Therefore, it is his or her duty to safeguard the reputation of the university and of his or her colleagues with special care.

East Carolina University accepts the following statement of principles made in 1940 by the American Association of University Professors:

“The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his or her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his or her subject, but he or she should be careful not to introduce into his or her teaching controversial matter which has no relation to his or her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he or she speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but his or her special position in the community imposes special obligations. As a person of learning and an educational officer, he or she should remember that the public may judge his or her profession and his or her institution by his or her utterances. Hence, he or she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he or she is not an institutional spokesperson.”

**East Carolina University shall not penalize or discipline members of its faculty because of the exercise of academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsibility (UNC Code, 601).**

## **B. Professional Ethics**

The East Carolina University faculty accepts the following statement of professional ethics by the American Association of University Professors:

- 1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.**
- 2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.**
- 3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.**
- 4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.**
- 5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.**

## **Disciplinary Sanctions**

A faculty member who is the beneficiary of institutional guarantees of tenure shall enjoy protection against unjust and arbitrary application of disciplinary sanctions. During the period of such guarantees, the faculty member may be discharged from employment, suspended, or demoted in rank or serious sanctions may be imposed only for reasons of:

1. incompetence, including significant, sustained unsatisfactory performance after the faculty member has been given the opportunity to remedy such performance and fails to do so within a reasonable time;
2. neglect of duty, including sustained failure to meet assigned classes or to perform other significant faculty professional obligations; or
3. misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty, including violations of professional ethics, mistreatment of students or other employees, research misconduct, financial fraud, criminal or other illegal, inappropriate or unethical conduct. To justify serious disciplinary actions, such misconduct should be either: (i) sufficiently related to a faculty member's academic responsibilities as to disqualify the individual from effective performance of university duties, or (ii) sufficiently serious to adversely reflect on the individual's honesty, trustworthiness or fitness to be a faculty member.

These sanctions may be imposed only in accordance with the procedures prescribed in Appendix D. VI of the *Faculty Manual*. For purposes of the *Faculty Manual*, a faculty member serving a stated term shall be regarded as having tenure until the end of the term. These procedures shall not apply to non-reappointment (Appendix D.V) or termination of employment (Appendix D.VII).

#### **D. The Institutional Review Board**

The Institutional Review Board (IRB) does not infringe on academic freedom. Rather, it provides an ethical framework in which the safety and the rights of humans are paramount and it acts to protect human health and well-being. The IRB may appropriately consider the qualifications of the faculty member or administrator as well as the qualifications of faculty supervisors who supervise research proposed by students and may, without infringing academic freedom, inquire about and ultimately not approve such research if the procedures appear inadequate.

#### **E. Employee Involvement in Political Candidacy and Office Holding.**

East Carolina University also accepts the following statement concerning "Professors and Political Activity" made in 1969 by the American Association of University Professors:

The college or university faculty member is a citizen and, like other citizens, should be free to engage in political activities so far as he or she is able to do so consistently with his or her obligations as a teacher and scholar.

Many kinds of political activity (e.g., holding part-time office in a political party, seeking election to any office under circumstances that do not require extensive campaigning, or serving by appointment or election in a part-time political office) are consistent with effective service as a member of a faculty. Other kinds of political activity (e.g., intensive campaigning for elective office, serving in a state legislature, or serving a limited term in a full-time position) may require that the professor seek a leave of absence from his or her college or university.

In recognition of the legitimacy and social importance of political activity by faculty members, universities and colleges should provide institutional arrangements to permit it, similar to those applicable to other public or private extramural service. Such arrangements may include the reduction of the faculty member's work load or a leave of absence for the duration of an election campaign or a term of office, accompanied by equitable adjustment of compensation when necessary.

A faculty member seeking leave should recognize that he or she has a primary obligation to his or her institution and to his or her growth as an educator and scholar; he or she should be mindful of the problem which a leave of absence can create for his or her administration, his or her colleagues, and his or her students; and, he or she should not abuse the privilege by too frequent or too late application or too extended a leave. If adjustments in his or her favor are made, such as a reduction of a work load, he or she should expect them to be limited to a reasonable period.

A leave of absence incident to political activity should come under the institution's normal rules and regulations for leaves of absence. Such a leave should not affect unfavorably the tenure status of a faculty member, except that time spent on such leave from academic duties need not count as probationary service. The terms of a leave and its effect on the professor's status should be set forth in writing.

**Employee involvement in political candidacy and office holding is subject to policy 300.5 of The UNC Policy Manual.**

~~The policy set forth by the board of governors regarding political activities of university employees is summarized in Part VI, General Personnel Information of the ECU Faculty Manual.~~

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**Faculty Senate Agenda  
December 7, 2010  
Attachment 4.**

**FACULTY GOVERNANCE COMMITTEE REPORT**  
Formal Faculty Advice on Proposed Faculty Workload Regulation

REG # (*To be done by Legal*)

PRR General Subject Matter (*To be done by Legal*)

Authority: Academic Council

History: [*Insert dates the PRR was first enacted and last revised.*]

Related Policies: *ECU Faculty Manual*; UNC Policy Manual, § 300.2.6[G] (Guidelines on Reassigned Time for Faculty), §400.3.1.1 [G] (Guidelines on Tenure and Teaching in the University of North Carolina) and §400.3.4 (Monitoring Faculty Teaching Workloads)

Additional References: A Report of Faculty Teaching Workload Covering the Years 2000 to 2006 (UNC General Administration, 2008); UNC Enrollment Growth Funding Productivity Matrix

Contact for Info: Associate Provost for Academic Affairs (328-0607)

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1. Purpose

As per UNC Policy 400.3.1.1 [G], teaching or instruction is the primary responsibility of each of the UNC institutions; therefore, while neither teaching nor service nor research is the sole measure of a faculty member's competence and contribution at any UNC institution, teaching should be the first consideration at all of the UNC institutions.

The purpose of this regulation is to define faculty workloads at East Carolina University as per policies established by the UNC Policy Manual and the *ECU Faculty Manual*. The Brody School of Medicine and the School of Dental Medicine are excluded from this regulation and will be governed by separate workload regulations, which must be approved by the Vice Chancellor for Health Sciences.

2. Definitions

- 2.1. Faculty Workload – the entirety of a faculty member’s duties for the relevant period
- 2.2. Relevant Period – academic year, contract period, or time-frame for special duties formally or informally assigned
- 2.3. Instructional Load – the portion of the faculty workload spent on direct instruction and instructional activities
- 2.4. Overload – a workload assignment that exceeds 1.0 full-time equivalent (FTE)
- 2.5. Course Reduction – a reduction in the instructional load to allow time for work on non-instructional activities
- 2.6. Faculty Scholarly Reassignment - an approved reassignment for a defined period of time in order for a faculty member to pursue a project involving research or creative activity as addressed in UNC Policy 300.2.6 [G]

3. Workload Assignments

- 3.1. The duties that commonly constitute a faculty member’s workload fall under the areas of instruction, research/scholarship or creative activity, service, clinical duties, community engagement and administration.
- 3.2. The Academic Council, in consultation with the academic deans, will establish workload and productivity criteria (see section 3.7 below) for each college for the relevant period.
- 3.3. The dean of each college, in consultation with the chairs and directors within the college, will establish workload and productivity criteria for each department or school in the college for the relevant period. These criteria will be guided by the requirements that the college meet workload and productivity criteria set by the Academic Council.
- 3.4. The chairperson or director of each department or school will establish individual workload and productivity requirements for each member of the faculty for the relevant period. These requirements will cumulatively meet the requirements for the department or school as established by the dean for the relevant period.
- 3.5. For faculty holding a joint appointment, the unit administrator of the faculty member’s primary academic unit, in consultation with the administrator(s) of the unit(s) to which the faculty member is jointly appointed, will set the workload and productivity requirements.
- 3.6. As a Doctoral/Research university, the University will maintain an overall equivalent of five 3 semester hour courses per year per 1.0 FTE.
- 3.7. Colleges will produce at least the average student credit hours (SCH) per FTE assigned by the Academic Council (see section 3.2 above) to the respective units as defined by UNC General Administration.

3.7.1. UNC Enrollment Change Formula Productivity Matrix

Program Category	SCH per Instructional Position		
	Undergraduate	Master’s	Doctoral
Category I	708.64	169.52	115.56
Category II	535.74	303.93	110.16
Category III	406.24	186.23	109.86
Category IV	232.25	90.17	80.91

3.7.2. Category I Disciplines: Communications & Journalism; English; Mathematics; Philosophy & Religion; Psychology; Corrections & Criminal Justice; Social Sciences; History; Other

3.7.3. Category II Disciplines: Area, Ethnic, Cultural & Gender Studies; Education; Foreign Languages, Literatures & Linguistics; Family & Consumer Sciences; Liberal Arts & Sciences, Humanities; Multi/Interdisciplinary Studies; Parks, Recreation, Leisure & Fitness; Business, Management & Marketing

- 3.7.4. Category III Disciplines: Agriculture; Natural Resources & Conservation; Architecture; Computer & Information Sciences; Engineering-related Technologies; Library Science; Biological Sciences; Physical Sciences; Public Administration & Services; Visual & Performing Arts; Health Professions
- 3.7.5. Category IV Disciplines: Engineering; Nursing
- 3.7.6. As per Board of Governors action, student credit hours for student teaching in Education are placed in Category III for all campuses. Medicine and Dentistry are excluded from this model due to distinct funding by the General Assembly.
- 3.8. College, department and faculty workload and productivity requirements and assignments may vary in relation to overall assignment of duties, disciplinary standards, class sizes, contact hours, accreditation requirements, and productivity goals.
- 3.9. Department chairs and school directors will ensure that the aggregated faculty workloads for the department or school meet the productivity criteria established for the department or school by the dean. Failure to satisfy the workload and productivity criteria established by the dean for the relevant period may result in an unsatisfactory performance evaluation and/or removal of administrative duties.
- 3.10. As per Appendix C, Part III of the *ECU Faculty Manual*, the unit administrator's annual performance evaluation of faculty members shall employ the criteria contained in the unit code approved by the Chancellor. The evaluation shall be based upon that year's assigned duties and shall consider: teaching, research and creative activities, patient care, service, and other appropriate responsibilities. 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.
- 3.11. Workload and productivity data alone are not sufficient justifications for the return of vacant faculty lines or for the allocation of new faculty lines. The Chancellor, Executive Council and/or Academic Council allocate or reallocate resources based upon a variety of factors, including but not limited to, workload and productivity data, institutional priorities, UNC General Administration initiatives, and legislative mandates.

#### 4. Instructional Assignments and Other Responsibilities

##### 4.1. Course Reductions

- 4.1.1. With the exception of assignment of academic administration responsibilities and 100% Faculty Scholarly Reassignment, both of which require approval from the appropriate vice chancellor, a department chair or director may authorize one or more course reductions if the demands of activities, as defined in section 4.1.4 below, warrant a reduction in the instructional load.
- 4.1.2. Reductions in the instructional load are measured in terms of credit hours and are determined on a case by case basis.
- 4.1.3. A faculty member who is granted a course reduction may not receive an instructional overload assignment for additional compensation without approval from the dean and the appropriate vice chancellor.
- 4.1.4. The criteria for course reductions will be grouped into the following reporting categories: course/curriculum development, heavy load of academic advising, accreditation/program review, technology training for instruction, co-curricular activities, academic administration, externally funded research, institutionally supported research, institutional service, service to the public, and service to the profession.
- 4.1.5. At the end of the academic year, the dean is responsible for generating a report which will identify all faculty course reductions for the academic year and the associated outcomes using the unit guidelines established for monitoring productivity. This report will be compiled for the unit and shall be due to the appropriate vice chancellor by the end of the fiscal year.

4.2. Faculty Scholarly Reassignment

- 4.2.1. Administrators shall adhere to guidelines established for 100% Faculty Scholarly Reassignments per UNC Policy 300.2.6[G] and ECU's Faculty Scholarly Reassignment Regulation.

5. Effective Date

- 5.1. This regulation is effective [insert date]

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**Faculty Senate Agenda  
December 7, 2010  
Attachment 5.**

**ACADEMIC STANDARDS COMMITTEE REPORT**

**Proposed Policy to Remove Foundation Curriculum Credit from Courses**

Background

After the 2005 Foundation Curriculum program was approved, units had to present a proposal to the Academic Standards Committee for approval all new courses for which Foundation Curriculum credit was desired. Pre-2005 courses that received general education credit under the older prefix system were grandfathered into the Foundation Curriculum program. There are now many courses that receive Foundation Curriculum credit, especially upper division courses, which are not being taught as Foundation Curriculum courses. This policy sets out a manner in which units can request that Foundation Curriculum credit be removed from courses that currently receive Foundation Curriculum credit but are not being taught according to the goals of the Foundation Curriculum.

Procedure

Units wishing to remove Foundation Curriculum credit from a course must send a memo to the Academic Standards Committee by email attachment stating the requested action and a list of the courses for which Foundation Curriculum credit should be removed. The list should include the name of the person requesting the action, and the prefix, number, and name of the course. If the course is cross-listed with another unit or is otherwise a cognate in another unit, a letter of approval from the cognate department must be submitted with the request to remove Foundation Curriculum credit. The Academic Standards Committee will consider the request and, if approved, will take the request to the Faculty Senate for final approval.

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**ACADEMIC STANDARDS COMMITTEE REPORT**

Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information,  
Section I. Academic Procedures and Policies, Subsection X. Student Conduct

Proposed text was first presented to the Faculty Senate in April 2010 (Resolution #10-63) and later returned to the Committee by the Chancellor for additional review. Those additional changes are noted in **bold** print and deletions in ~~strikethrough~~.

**Revise and keep in the Faculty Manual.**

"X. Student Conduct

The Student Code of Conduct and the procedures for its administration and enforcement exist to promote standards of behavior that create a positive environment in which students can learn and live. Instructors should be familiar with the Student Code of Conduct and refer students whose behavior violates community standards and/or disrupts any normal curricular or extracurricular functions of the university to the Office of Student Rights and Responsibilities or the Dean of Students. ~~In addition, instructors should follow the steps for addressing Disruptive Academic Behavior in the classroom as outlined in Section Y.~~ The Student Code of Conduct applies to **on- and off-campus behavior of both individual students and student groups/organizations, and to both undergraduate and graduate students.** The Student Code of Conduct is available at:

[http://www.ecu.edu/cs-studentlife/policyhub/conduct\\_code.cfm](http://www.ecu.edu/cs-studentlife/policyhub/conduct_code.cfm). **When appropriate, instructors should follow the steps for addressing Disruptive Academic Behavior in the classroom or other academic settings as outlined in Subsection Y of Part V of the ECU Faculty Manual. If student behavior appears threatening or likely to result in immediate physical harm, the faculty member should contact the ECU Police Department.**

The Academic Integrity Policy governs student conduct directly related to academic activities involving ECU students. All alleged violations of the policy must be resolved in accordance with the procedures outlined in the Academic Integrity Policy as found in Part IV Academic Integrity of the ECU Faculty Manual. The Academic Integrity Policy is available to students at:

[http://www.ecu.edu/cs-studentlife/policyhub/academic\\_integrity.cfm](http://www.ecu.edu/cs-studentlife/policyhub/academic_integrity.cfm)."

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## ACADEMIC STANDARDS COMMITTEE REPORT

Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsections C. Certification, P. Re-examinations, Q. Release of Directory Information, T. Resale of Complimentary Textbooks, U. Senior Summary Sheet, and BB. Used Books

Deletions are noted in strikethrough.

### Remove from the Faculty Manual.

#### ~~C. Certification~~

~~Current certification requirements for teachers and administrative personnel applicable in the State of North Carolina may be found in the School of Education. In order to assist students in pursuing their various programs, faculty members are requested to become acquainted with these requirements. If there are any questions regarding their interpretation, faculty members are urged to consult with the dean of the School of Education and the director of teacher education. For other regulations governing student programs, see the undergraduate and graduate catalogs.~~

### Remove from the Faculty Manual.

#### ~~P. Re-examinations~~

~~Only those graduating seniors in the last semester, who are passing a course at the time an examination is given, and who fail the examination will be given one re-examination on the course. No other re-examinations are to be given. A grade change resulting from a re-examination must be on file in the registrar's office one week after the original scheduled examination.~~

### Remove from the Faculty Manual.

#### ~~Q. Release of Directory Information~~

~~It is the policy of the university to make routinely available certain directory information on its students. This policy is for the convenience of students, parents, other members of the university community, and the general public. In compliance with the Family Educational Rights and Privacy Act (P.L. 93-380), the university will continue this policy of releasing directory information, such information being defined by the act as some or all of the following categories: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institute attended by the student. If any student does not wish any or all of this directory information released without his or her prior consent, then the student must notify the Office of the Registrar in writing within seven days after registration day of the current term of enrollment.~~

### Remove from the Faculty Manual.

#### ~~T. Resale of Complimentary Textbooks~~

~~East Carolina University has an established policy against the resale of complimentary copies of textbooks and encourages faculty to ask book buyers who come on campus to show their permit to solicit required by university regulations. Faculty are encouraged to dispose of complimentary copies of textbooks by giving them to students or returning them to the publisher. (Faculty Senate Resolution #88-53, December 1988.)~~

Remove from the Faculty Manual.

~~U. Senior Summary Sheet~~

~~Advisers shall confer with first-semester seniors concerning their remaining requirements for graduation. At this time the senior summary sheet is filled out in triplicate, one copy to be sent to the registrar for immediate verification, one to be kept by the student, and the third to be retained by the student's major department or school. The senior summary sheet will note the appropriate undergraduate catalog edition carrying the requirements to be met, the degree sought, the intended date of completion of all requirements, and the requirements unfulfilled to date. Remaining requirements will be listed specifically as provided in the appropriate catalog.~~

Remove from the Faculty Manual.

~~BB. Used Books~~

~~At the beginning of each semester, Dowdy Student Stores try to have on hand as many used books as possible since this is the best means available to help students keep the cost of their textbooks down. The store will pay 50 percent of the new price provided the store is not already overstocked on readopted texts. The used book will be sold at 75 percent of the new price. If that book is resold to the store, 50 percent of the new price will be paid again.~~

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Faculty Senate Agenda

December 7, 2010

Attachment 8.

**ADMISSION AND RETENTION POLICIES COMMITTEE REPORT**

Proposed Revisions to the *ECU Faculty Manual*,  
Part IV. Academic Integrity and to the ECU Code of Conduct

The proposed revisions are to take effect Fall 2011.

Proposed additions are noted in **bold** print and deletions in ~~strikethrough~~.

Revise and keep in the Faculty Manual.

**“Principle of Academic Integrity**

**Academic integrity is essential to intellectual, social, and cultural life at East Carolina University. Without the assurance of integrity in academic work, including research, degrees from the university lose value, and the world beyond campus (graduate schools, employers, colleagues, neighbors, etc.) learns that it cannot trust credits or a diploma earned at ECU. Academic integrity is required of every ECU student.**

**Maintaining the academic integrity of ECU is the responsibility of all members of the academic community. Faculty should ensure that submitted work accurately reflects the abilities of the individual student. Toward this end, faculty should—through both example and explicit instruction—instill in students a desire to maintain the university's standards of academic integrity and provide students with strategies that they can use to avoid intentional or accidental violation of the academic integrity policy.**

**In some instances, a faculty member may deem it best to approach a potential matter involving academic dishonesty as a learning opportunity. In such cases, a faculty member may require that a student complete additional work in order to better understand the severe nature of academic dishonesty and to learn ways of avoiding future infractions. If at any point, however, the faculty member determines that a grade penalty is merited in the case, either as a result of the initial infraction or as a result of a student not sufficiently completing the**

additional work agreed to, she or he must follow the process outlined below, including reporting the situation to the Office of Student Rights and Responsibilities (OSRR) for its review and handling.

This regulation sets forth minimal standards for academic integrity at ECU. As such, it forms the basis for other regulations or rules which may be mandated by law or established by academic units. Any such additional academic unit policies and/or penalties must be established democratically by the unit faculty in a means compatible with the unit code.

In addition to the penalties outlined below, individual units may have additional ethical and behavioral expectations of their students, particularly at the graduate level, including expectations for the conduct of research, and may take corrective action according to their regulations or rules. The University of North Carolina defines research misconduct as "fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting the results." More specifically,

- a. Fabrication is making up data or results and recording or reporting them.
- b. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. The research record is the record of data or results that embody the facts resulting from the research inquiry and includes, but is not limited to research proposals, laboratory records, both physical and electronic, progress reports, abstracts, these, oral presentations, internal reports, books, dissertations, and journal articles.
- c. Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- d. Research misconduct does not include honest error or differences of opinion.

ECU's policy on research misconduct, as elaborated by the Division of Research and Graduate Studies (<http://www.ecu.edu/cs-acad/rgs/Research-Policies.cfm>), is necessary to ensure university compliance with this UNC system policy as well as with state and federal laws. All faculty, staff and students should be familiar with it. The procedures for reporting, investigating and determining penalties in cases of academic integrity violations shall not supersede procedures for reporting, investigating and determining penalties for research misconduct.

#### University-wide responsibility to report academic integrity violations

Because academic integrity violations are unfair to honest students and because they damage the reputation of the entire university, ignoring academically dishonest behavior is almost as problematic as actively participating in a violation.

##### **1. Faculty Member Responsibility.**

If a faculty member suspects that a student has violated the academic integrity policy in a manner severe enough to merit a grade penalty, he or she should, as a matter of academic duty, follow the procedures outlined below, making sure that the OSRR is aware of students who might be endangering the integrity of the university. Faculty are strongly encouraged to include a statement regarding this policy in their syllabi because it puts students on notice of the faculty member's policy and it alerts students to the importance of Academic Integrity to the ECU community. Sample policy language is available from the OSRR.

##### **2. Student Responsibility.**

Students are also expected to promote academic integrity in the ECU community, both by upholding it in their own work and by taking the responsibility to report any suspected violations. A student knowing of circumstances in which an academic integrity violation may have occurred or is likely to occur should bring this knowledge to the attention of a faculty member or the OSRR and the faculty member or the OSRR will contact the instructor(s) involved.

### **3. *University Community Responsibility.***

All university community members are also expected to promote academic integrity in the ECU community, both by upholding it in their own work and by taking the responsibility to report any suspected violations. A university community member knowing of circumstances in which an academic integrity violation may have occurred or is likely to occur should bring this knowledge to the attention of a faculty member or the OSRR.

### **4. *OSRR Responsibility.***

When a suspected violation is reported to the OSRR, the office will first discuss the suspected violation with the faculty member(s) in charge of the course(s) involved. The OSRR, in consultation with the faculty member(s), will follow the procedures outlined in this policy.

#### **Definitions of academic integrity violations**

An academic integrity violation is defined as any activity that exhibits dishonesty in the educational process or that compromises the academic honor of the university. Examples of academic integrity violations include, but are not limited to, the following:

***Cheating.*** Unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work.

***Some examples of cheating (note that this is not an exhaustive list):*** Copying from another student's paper or receiving unauthorized assistance during a quiz or examination; using books, notes or other devices when these are not authorized; improperly obtaining tests or examinations; collaborating on academic work without authorization and/or without truthful disclosure of the extent of that collaboration; allowing or directing a substitute to take an examination.

***Plagiarism.*** Copying the language, structure, ideas, and/or thoughts of another and adopting the same as one's own original work.

***Some examples of plagiarism (note that this is not an exhaustive list):*** Submitting a paper that has been purchased or downloaded from an essay-writing service; directly quoting, word for word, from any source, including online sources, without indicating that the material comes directly from that source; intentionally omitting a citation to a source when paraphrasing or summarizing another's work; submitting a paper written by another student (past or present) as one's own work.

***Falsification/Fabrication.*** The statement of any untruth, either spoken or written, regarding any circumstances relative to academic work.

***Some examples of falsification/fabrication (note that this is not an exhaustive list):*** making up data, research results, experimental procedures, internship or practicum experiences, or otherwise claiming academic-related experience that one has not actually had; inventing or submitting deceptive citations for the sources of one's information; submitting a false excuse for absence from class or other academic obligation.

***Multiple submission.*** The submission of substantial portions of the same academic work for

credit more than once without authorization from the faculty member who receives the later submission.

**Some examples of multiple submission (note that this is not an exhaustive list):** Submitting the same essay for credit in two courses without first receiving written permission; making minor revisions to an assignment that has already received credit in a course and submitting it in another class as if it were new work.

**Violation assistance.** Knowingly helping or attempting to help someone else in an act that constitutes an academic integrity violation.

**Some examples of violation assistance (note that this is not an exhaustive list):** Knowingly allowing another to copy answers during an examination or quiz; distributing test questions or examination materials without permission from the faculty member teaching the course; writing an essay, or substantial portions thereof, for another student to submit as his or her own work; taking an examination or test for another student.

**Violation attempts.** Attempting any act that, if completed, would constitute an academic integrity violation as defined herein. In other words, it does not matter if a student succeeds in carrying out any of the above violations—the fact that a violation was attempted is itself a violation of academic integrity.

#### Procedures for responding to a suspected academic integrity violation

These procedures apply to all students. If a face-to-face meeting is not possible alternative arrangements will be made as appropriate. Procedural guidelines for working with distance education students on issues of academic integrity are available from the OSRR.

In the case of a suspected violation reported directly to OSRR, that office will first consult with the faculty member(s) in charge of the course(s) affected. The faculty member will determine if he or she wishes to pursue an academic penalty for the student in her or his course. Following this consultation, if the suspected violation involves multiple students, the OSRR may decide to pursue additional academic penalties outside of that course by taking the case to the University Committee on Academic Integrity for an Academic Integrity Board (AIB) hearing (see below).

Except where calendar day is specified, the word “day” in these procedures means any day except Saturday, Sunday, or an institutional holiday; in computing any period of time, the day in which notice is received is not counted, but the last day of the period being computed is counted.

1. ***Faculty member notifies student in writing of suspected violation and requests meeting with student***

When a faculty member believes an academic integrity violation has occurred in his or her class, the faculty member must request, in writing and sent by some method with evidence of receipt (e.g., hand delivery letter or via receipt-request postal mail), that the student meet with him or her to discuss the suspected violation. This written notice must be sent to the student(s) involved within 5 calendar days of the time the suspected violation comes to the attention of the faculty member. In the event that the violation is discovered or the notification sent during a time when classes are not being held, the 5 calendar days will be counted starting with the next day classes are held. \*Note that a student may not withdraw from a course while a suspected academic integrity violation is being investigated.

2. ***Student responds to notification***

a. Upon delivery of the written notification from the faculty member, the student has 5

calendar days to contact the faculty member and schedule a meeting day and time. If the student fails to respond to faculty notification within 5 calendar days, the student will forfeit the opportunity to present his or her understanding of the situation to the faculty member.

b. In the event of the student's lack of response, the faculty member may find the student responsible for the violation and may impose sanctions as outlined below. In this case, the faculty member will complete an Academic Integrity Violation Form (AIV form). The completed form will be submitted by the faculty member to the OSRR within 10 calendar days of the delivery of written notice. The OSRR will notify the student, in writing, of the faculty member's decision and penalty within 5 calendar days of receiving the AIV form. The AIV form will be kept for 8 years in the OSRR, unless the student has been suspended or expelled, in which case the disciplinary record is kept permanently.

### 3. *Initial meeting occurs*

a. *Scheduling.* The initial meeting between the faculty member and the student suspected of an academic integrity violation should be held within 14 calendar days of the time that the suspected violation has come to the attention of the faculty member.

b. *Nonparticipating observer(s).* The student and the faculty member may each have a nonparticipating observer at the initial meeting. The faculty member's nonparticipating observer should be another faculty member from the department. The chair of the department should be notified of the meeting. The student may select a faculty member or student who is not involved in the suspected violation. The observer(s) is/are to watch the procedures impartially and take careful notes for reference in the event of an appeal of the decision made by the faculty member (see Appeals of Decisions, below).

c. *Meeting procedures.* At the meeting, the faculty member will explain the reasons for his or her suspicion of an academic integrity violation. The student will be given the opportunity to respond and to explain any circumstances that he or she believes the faculty member needs to consider with regard to the situation.

### 4. *Meeting outcomes*

One of the following outcomes of the initial meeting will be communicated to the student within 10 calendar days of the meeting:

a. *No violation found—no penalty.* If the faculty member believes that no violation occurred, he or she will impose no penalty. He or she will notify the student in writing of this decision.

b. *Violation found—academic penalty assigned by faculty member.* If the faculty member believes there has been a violation, he or she will assign an appropriate academic penalty, including, for instance, reducing the grade on the assignment or reducing the course grade. The faculty member's penalty can be as severe as failure for the course and a grade of "XF" recorded on the student's transcript to indicate that failure in the course was the result of an academic integrity violation. The "X" designation must remain on the student's transcript for at least one year and will be removed from the official transcript after one year only if the student has completed the academic integrity training module and obtained the approval of the Director of the OSRR. The approval of the Director of the OSRR must be obtained through the submission of a formal written request for removal of the "X" designation. Courses in which a student receives a grade of "XF" are not eligible for grade replacement even if the "X" is removed from the official transcript with the approval of the Director of the OSRR. In all

cases, courses for which a student receives an "XF" will be factored into the student's GPA, even if the "X" is removed from the official transcript and the course is retaken.

The faculty member will impose an academic penalty by completing an Academic Integrity Violation Form (AIV form, available from the OSRR). The completed AIV form will be submitted by the faculty member to the OSRR within 5 calendar days of the initial meeting. The OSRR will notify the student, in writing, of the faculty member's decision and penalty within 5 calendar days of receiving the AIV form. In the event that a graduate student is involved in the event, the OSRR will forward a copy of the AIV to the Dean of the graduate school. The AIV form will be kept for 8 years in the OSRR, unless the student has been suspended or expelled, in which case the disciplinary record is kept permanently.

c. *Violation found—severe enough for referral to University Committee on Academic Integrity (UCAI, see below) for an Academic Integrity Board (AIB) hearing.* If the faculty member believes that a failing grade in the course alone is inadequate disciplinary action given the severity of the violation, he or she may recommend to the OSRR that the case be forwarded to the UCAI to pursue further action (see below). The OSRR will inform the student of the referral to the UCAI within 5 calendar days of receiving the faculty member's recommendation.

#### Repeated violations

If, upon receiving an AIV form from a faculty member, the OSRR discovers that the student has prior academic integrity violations in his or her file, the case will be referred to the UCAI for an AIB hearing to consider more severe academic penalties. If a student is suspended or expelled as a result of an academic integrity violation, a record of the penalty will be kept permanently in the student's file.

#### Multi-student violations

The OSRR will receive all reports of violations involving multiple students (for example, paper mills or cheating rings). Faculty members, students, and community members should, in all cases, report suspected violations involving multiple students to the OSRR. In the event that the OSRR receives credible reports of multi-student violations, that office reserves the right to conduct a hearing and levy additional academic penalties on the students involved.

#### Appeals of Decisions Reached by the Faculty Member

##### *Conditions for Appeal*

If a faculty member imposes an academic penalty for a first violation of the academic integrity policy, the student may appeal the decision to the Academic Integrity Appeal Board (AIAB, see below) only if one of the following applies:

- The student believes that the faculty member has not sufficiently supported his or her decision based on the materials discussed during the initial meeting.
- The student believes the penalty is not appropriate for the violation and/or is in conflict with course policies as stated in the syllabus. Note that if specific penalties are indicated in the course syllabus, it is expected that students who have violated the Academic Integrity Policy will be held to those penalties.

A student may appeal a faculty member's imposition of a penalty even if the faculty member has not properly followed the steps outlined above. In such a case, the faculty member should, upon receiving notice that a student has appealed an academic penalty imposed as a result of an academic integrity violation, fill out the AIV form indicating the violation and the

academic penalty imposed, submit the form to the OSRR, and participate in the appeal process as outlined below.

### ***Process for Appeals***

Students wishing to appeal a faculty member's imposition of a penalty for an Academic Integrity Violation must complete the "Academic Integrity Violation Appeal Form," available from the OSRR. Upon receipt of the completed appeal form, a three-member panel, consisting of one administrator from the OSRR, and one trained student and one trained faculty member from the University Committee on Academic Integrity (UCAI, see below), will review the appeal request to determine if it is appropriate to forward to the Academic Integrity Appeal Board (AIAB, see below). The student and faculty member participating in this panel will not be eligible to participate in any subsequent hearing of the AIAB. If the three-member panel determines that there is no clear basis for appeal in the student's request, it will report this finding to the student, who may, if desired, revise his or her appeal request and submit it for reconsideration. Request for appeal through the "Academic Integrity Violation Appeal Form" may only be revised and resubmitted once for each academic integrity case. If a student's request for an appeal is found to be without sufficient basis for a second time, the faculty member's initial academic penalty shall stand and no other avenues of appeal may be pursued.

### ***Time limit on Appeals***

A student wishing to appeal an academic integrity penalty must submit the "Academic Integrity Violation Appeal Form" to the OSRR within 5 calendar days after receiving notification of the decision made by the faculty member. Failure to do so will result in the faculty member's initial academic penalty being the final, and no further appeal will be possible.

### **University Committee on Academic Integrity (UCAI)**

#### ***Composition/Membership***

1. Faculty members - Ten faculty members, at least four of whom should have graduate faculty status, elected for three-year staggered terms by the Faculty Senate.
2. Student members – Twelve students, at least four of whom should be graduate students, elected by and from among the members of the Student Conduct Board. These students shall serve for a year and may be reelected for one additional year.

The Director of the OSRR shall serve as administrative officer of the committee, but shall not participate in hearings.

### ***Academic Integrity Board (AIB)***

When a case is referred directly to the UCAI (for example, in the case of repeat violations or multi-student violations), a panel of five UCAI members—three faculty members and two students—will be selected to serve as the AIB for the case. If the case involves possible violations by a graduate student, every attempt should be made to ensure that all three faculty members on the board have graduate faculty status, but in all cases at least two of the three faculty members must have graduate faculty status. The student members of the board must be graduate students. The AIB is charged with determining whether a student has violated this policy and, if appropriate, assigning sanctions. The AIB will select a chair from among its faculty membership. All members of the AIB may vote on the selection of a chair.

### ***Academic Integrity Appeal Board (AIAB)***

In the case of appeals to decisions made by a faculty member or by the AIB, a panel of five UCAI members—three faculty members and two students—will be selected to serve as the AIAB. In the case of appeals to decisions reached by the AIB, the UCAI members hearing the appeal should not have ruled on the initial case. If the appeal involves possible violations by a graduate student, every attempt should be made to ensure that all three faculty members on the appeal board have graduate faculty status, but in all cases at least two of the three faculty members must have graduate faculty status. The student members of the appeal board must be graduate students. The AIAB will select a chair from among its faculty membership. All members of the AIAB may vote on the selection of a chair.

### ***Bias***

Individuals coming before either the AIB or the AIAB may challenge the participation of any panel member due to his/her previous knowledge, experience, belief, or emotion that would influence decision making either positively or negatively. The challenging party will be asked to provide specific reasons for the challenge. The Chair of the UCAI along with the Director of the OSRR will determine whether the identified panel member should be removed. If the removal of a panel member results in less than five panel members being able to serve parties will be given the option to continue with the existing panel or to reschedule the hearing for review by a full panel.

### ***Procedures for the AIB and the AIAB***

The Director of the OSRR will notify the parties involved of a meeting of the AIB or the AIAB (whichever board is appropriate) within 10 calendar days of receiving an appeal that has been forwarded by the three-member appeal review panel or a notice of repeated or serious violation of this policy. The faculty member, the student, witnesses, Student Advisors, and the Student Case Presenter (see below) shall be provided not less than 10 calendar days' notification of the date, time, and place of the meeting. Appropriate waivers of the Family Educational Rights and Privacy Act (FERPA) must be obtained prior to any hearing. If a grade for the student in the course must be submitted, the faculty member shall record a grade of incomplete, pending a decision by the board.

Those who may be present at a hearing include

1. The student, who has the right to be accompanied by a Student Advisor
2. The faculty member, who has the right to be accompanied by a Student Advisor
3. A Student Case Presenter, who gives an extensive and detailed summary of the case and presents materials relevant to the case
4. The Director of the OSRR (nonparticipating)
5. Witnesses for the faculty member or student
6. Any other person called by the chair

Attorneys are not permitted to participate in University conduct processes unless the student is facing pending criminal charges stemming from the incident in question. In such situations, the attorney may only advise his/her client. The attorney is not permitted to ask questions or present information. The student will assume all responsibility for attorney fees.

Should the student or the faculty member fail to appear without prior approval of the administrative officer, the AIB or AIAB will proceed with an absentia hearing.

Detailed procedures for AIB and AIAB hearings are available from the Office of Students Rights and Responsibilities.

A majority of the appropriate board will decide the issue. The chair will vote only in the case of tie.

The Director of the OSRR will serve as administrative officer and is responsible for maintaining accurate and complete records of the proceedings.

The Director of the OSRR will notify each party in writing, and by some method with evidence of receipt (e.g., hand delivery letter or via receipt-request postal mail), of the decision of the board within 10 calendar days after the conclusion of the hearing. In the event that a graduate student is involved in the case, the Director of the OSRR will send a copy of the notification to the Dean of the Graduate School.

***Possible Actions by the AIB and AIAB***

1. ***Determination that the evidence is insufficient to sustain the charge or charges.*** In the case of an appeal of a decision reached by a faculty member, the academic penalty imposed by the faculty member will be removed. When this action is taken, in order to protect both the student and the faculty member, continuation in the class(es) and other related issues must be resolved by the department chair in consultation with the student and the faculty member. If the department chair is involved in the case, the dean will resolve any issues. In the event that the faculty member or student wishes to appeal the department chair's decision, final authority rests with the dean. Any special arrangements for continuation in the course (e.g., switching the student into another section of the course for the remainder of the semester, arrangements for outside assessment/grading of student work, etc.) must be agreed to in writing and kept by the dean, department chair, and student for 8 years.
2. ***Determination that the evidence is sufficient to support the charge or charges.*** The board's actions may include, but are not limited to, one or more of the following:
  - a. Sustain, following a student appeal, the academic penalty imposed by the faculty member or the AIB.
  - b. Issue, following a student appeal, a revised academic penalty if the initial penalty is deemed too severe for the violation. This action may only be taken in cases in which specific penalties for specific violations are not clearly stated in the course syllabus. In all cases in which there is sufficient evidence to support the charges and the specific penalties for violations are clearly stated in the course syllabus, those penalties will be upheld.
  - c. Recommend, in cases where a suspected violation has been directly referred to the AIB, that the faculty member(s) involved assign a failing grade for the course or some portion thereof.
  - d. Recommend that the appropriate Vice Chancellor, in accordance with policies and procedures of the UNC policy manual, impose disciplinary suspension from the University for a designated period of time.
  - e. Recommend that the Chancellor, in accordance with policies and procedures of the UNC policy manual, impose expulsion from the University. The academic transcript records the expulsion permanently.
  - f. Recommend to appropriate offices or units that a degree be revoked should a violation be discovered after graduation.
  - g. Recommend to appropriate offices or units that the student be removed from employment as a graduate assistant.
  - h. Recommend to appropriate offices or units that the student be required to attend a period of counseling with a member of the university staff or a counseling professional

of the student's choice and at the student's expense. It will be the responsibility of the student to provide evidence to the board of having fulfilled this requirement.

- i. Recommend to appropriate offices or units that the student be prohibited from officially representing the university in any capacity (as a member of an athletic team, as a member of a campus organization or group, etc.)
- j. Assign an educational task.

### Appeals of decisions reached by the Academic Integrity Board and Academic Integrity Appeal Board

The student may appeal an original decision of AIB to the AIAB following the "Process for Appeals" explained above.

With the exception of cases in which a student is being expelled from the university, the decisions of the AIAB are final, and no other avenues of appeal may be pursued. If the student is being expelled from the university, s/he has a right to appeal the decision to the Chancellor, the East Carolina University Board of Trustees, and finally to the University of North Carolina Board of Governors.

### Annual Reports

The University Committee on Academic Integrity shall submit a summary report of its proceedings to the Faculty Senate, the Student Government Association Legislature, and the Academic Council."

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- ~~I. Principle~~
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#### ~~I. Principle~~

~~Academic integrity is expected of every East Carolina University student. Academic honor is the responsibility of the students and faculty of East Carolina University.~~

#### ~~II. Academic Integrity Violations~~

~~Academically violating the Honor Code consists of the following:~~

- ~~A. Cheating—Unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work.~~
- ~~B. Plagiarism—Copying the language, structure, ideas, and/or thoughts of another and adopting same as one's original work.~~
- ~~C. Falsification—Statement of any untruth, either spoken or written, regarding any circumstances relative to academic work.~~
- ~~D. Attempts—Attempting any act which if completed would constitute an academic integrity violation as defined herein.~~

#### ~~III. Student Observation of Suspected Violation~~

~~A student or group of students knowing of circumstances in which an academic violation of the Honor Code may have occurred or is likely to occur is encouraged to bring this knowledge to the attention of the responsible faculty member, or to the dean or department chairperson, or to the attention of a member of the University Academic Integrity Board~~

#### ~~IV. Organization and Procedures~~

A. ~~The faculty member has original jurisdiction in all suspected violations. In cases where the faculty member believes a violation has occurred, the faculty member must summon the student to a primary interview in accordance with the procedure below.~~

B. ~~Primary Interview~~

1. ~~Notification~~

~~A student who is believed to have violated academically the Honor Code shall be informed of the charge by the faculty member who identified the violation. Subsequently, the student will be called to an interview with the faculty member concerned. The interview shall be set within three class days after the alleged violation has come to the attention of the faculty member.~~

2. ~~Composition~~

~~The student and the faculty member may each have a nonparticipating observer at the interview. The faculty observer shall be the chairperson of the department or dean, associate dean, or assistant dean of the college or school. The student may select a student or faculty member as he/she desires. The observer(s) is/are to observe the procedures impartially and to be prepared to testify in the event of an appeal from the judgment of the faculty member.~~

3. ~~Procedure~~

a. ~~At the interview, the faculty member shall present evidence in support of the charge or charges against the student. The student shall be given an opportunity to respond and present evidence to rebut the charge or charges.~~

b. ~~After hearing the student, the faculty member may either dismiss the charge or find it supported on the basis of the evidence. If supported, the faculty member may record a failing grade in the course or some portion thereof or take other appropriate action. He or she shall report the action taken to the associate dean of students and director of student services.~~

4. ~~Referral to Academic Integrity Board~~

~~After completion of the primary interview and on the basis of the evidence presented, if the faculty member is of the opinion that a failing grade in the course(s) is inadequate disciplinary action, the faculty member may refer the entire case to the Academic Integrity Board for appropriate action. Such referral must be made within fourteen calendar days after the primary interview. In each case, a new hearing will be conducted by the Academic Integrity Board without regard to the findings made or any disciplinary action taken during the primary interview.~~

C. ~~Appeals~~

a. ~~The student may appeal the decision of the primary interview to the Academic Integrity Board if:~~

~~(i.) the student believes the penalty too severe considering the offense or~~

~~(ii.) the student contests the decision of the faculty member on the basis of the evidence presented.~~

b. ~~The appeal must be submitted to the office of the Associate Dean of Students and Director of Student Services within five class days after notification of the decision by the faculty member.~~

C. ~~University Academic Integrity Board~~

1. ~~Composition~~

a. ~~Four faculty members and four alternates elected for three-year staggered terms by the Faculty Senate.~~

b. ~~Three students and four alternates nominated by the SGA Executive Council and elected by the SGA Legislature. These students shall serve for a year and may be reelected for one additional year.~~

c. ~~A quorum shall consist of four faculty members and three students.~~

d. ~~The chairperson, elected for a one-year term, shall be a faculty member of the board, elected by members of the entire board and may be re-elected.~~

e. ~~The associate dean of students and director of student services shall serve as administrative officer of the board.~~

2. ~~Original Jurisdiction~~

~~The Academic Integrity Board shall have original jurisdiction over academic violations of the Honor Code if the faculty member elects to refer the case after the primary interview.~~

3. ~~Appellate Jurisdiction~~

~~The Academic Integrity Board shall have appellate jurisdiction in cases appealed by the student pursuant to the provisions of IV.B.5., above.~~

4. ~~Procedures~~

a. ~~The associate dean of students and director of student services on behalf of the chairperson, shall notify the parties involved of a meeting of the Academic Integrity Board within ten class days after an appeal by a student. The faculty member, the student, witnesses, and the independent nonparticipating observer(s), shall be provided not less than seven days notification of the date, time, and place of the meeting. If a grade for the student in the course must be submitted, the faculty member shall record a grade of incomplete, pending a decision by the board.~~

b. ~~Those present at the hearing shall be:~~

- ~~1) the student, who has the right to be accompanied by witnesses;~~
- ~~2) the faculty member, who has the right to be accompanied by witnesses;~~
- ~~3) independent nonparticipating observer(s) if present at the primary interview;~~
- ~~4) any other person called by the chairperson; and~~
- ~~5) the student attorney general and the student public defender.~~

c. ~~Should the student or the faculty member fail to appear without prior approval of the administrative officer, the Academic Integrity Board shall proceed with an absentia hearing.~~

d. ~~The Academic Integrity Board will follow the hearing procedures established for the University Honor Board.~~

e. ~~A majority of the board shall decide the issue. The chairperson shall vote only in the case of a tie.~~

f. ~~The associate dean of students and director of student services shall serve as administrative officer for maintaining accurate and complete records of the proceedings.~~

g. ~~The administrative officer of the Academic Integrity Board shall, on behalf of the chairperson, notify each party of the decision of the board.~~

5. ~~Actions by the Board~~

a. ~~Evidence insufficient to sustain charge or charges~~

~~When this action is taken, in order to protect both the student and the faculty member, continuation in the class(es) and other related issues must be resolved by the dean or department chairperson in consultation with the student and the faculty member.~~

b. ~~Evidence sufficient to support the charge or charges~~

~~The board may impose one or more of the following sanctions:~~

- ~~1) sustain the decision of the faculty member or recommend to the faculty member that the student receive a failing grade for the course(s) or some portion thereof;~~
- ~~2) impose probation for a period of time not to exceed one year;~~
- ~~3) impose suspension or dismissal from the university;~~
- ~~4) require a period of counseling with a member of the university staff or a counseling professional of the student's choice. It will be the responsibility of the student to provide evidence to the board of having fulfilled this requirement; and/or~~
- ~~5) take any other action commensurate with the findings. See *Student Government Association Handbook*.~~

6. ~~An appeal of a decision of the Academic Integrity Board may be submitted to the vice chancellor for student life. The vice chancellor for student life and the vice chancellor for academic affairs shall jointly review the decision and take appropriate action.~~

7. ~~Annual Reports~~

~~The Academic Integrity Board shall submit a summary report of its proceedings to the Faculty Senate, the SGA Legislature, the vice chancellor for student life, and the vice chancellor for academic affairs.~~

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**Faculty Senate Agenda  
December 7, 2010  
Attachment 9.**

**EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT**

Proposed Additional Revisions to the *ECU Faculty Manual*, Part V. Academic Information,  
Section III. Curriculum Development

Proposed text was first presented to the Faculty Senate in January 2010 (Resolution #10-03) and later returned to the Committee by the Chancellor for additional review. Following that review, additional changes are noted in **bold** print and deletions in ~~strikethrough~~.

**Revise and keep in the Faculty Manual.**

### “III. Academic Program and Curriculum Development

Program and curriculum development is a faculty responsibility. Program and curriculum changes may be initiated, prepared, and presented for review to all relevant ECU campus bodies by voting faculty as defined in *ECU Faculty Manual, Appendix L*. Development of new academic degree programs and certificates is governed by the policies and procedures of the General Administration (GA). ~~specified in Administrative Memorandum 406 and in Administrative Memorandum 407 for Distance Education.~~ Consultation with the ECU Office of Academic Programs is recommended before preparing program development requests. Instructions on specific procedures and documents for program and curriculum development proposals are available on the office of [Academic Programs website](#).

The Academic Program Development Collaborative Team, an advisory body to the Academic Council, collaborates with units to strengthen program proposals and informs the Educational Policies and Planning Committee of its recommendations to the Academic Council and to the dean of the Graduate School concerning graduate programs under consideration. The office of Continuing Studies processes requests to deliver new and existing academic programs through distance education. The chancellor has the final campus authority on academic program decisions.

#### A. Definitions

##### 1. Degree Programs

A degree program is a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a particular level of instruction. All degree programs are categorized individually in the University's academic program inventory at the twelve-digit CIP code level. As a general rule, a degree program requires coursework in the discipline specialty of at least 27 semester hours at the undergraduate level and 21 semester hours at the doctoral level. A master's-level program requires that at least one-half of the total hours be in the program area. Programs with fewer hours are designated a concentration within an existing degree program. Degree programs require the approval of the GA and the Board of Governors (BOG). Minors and concentrations receive final approval at the campus level.

##### 2. Certificates

A certificate program provides an organized program of study that leads to the awarding of a certificate rather than a degree. Certificate programs are offered at the pre-baccalaureate, post-baccalaureate, and post-master's levels. UNC-GA has indicated that post-baccalaureate and post-master's certificates must require a specified number of hours (18 sh for post-baccalaureate, and 24 sh for post-master's) to be reported to the Integrated Postsecondary Education Data System (IPEDS). Program planners should be aware that not meeting these criteria may impact consideration of financial aid eligibility. Once a certificate is approved, ECU will submit it to the Department of Education to determine if the program is eligible for participation in the Title IV (financial aid) programs.

##### 3. Teacher Licensure Areas (TLA)

These are specific course clusters which meet licensure requirements of the State Board of Education but do not lead to the conferral of a particular degree or a certificate. These may be at the entry level or advanced level of teacher licensure. When an institution receives authorization from the State Board of Education to offer a TLA, the senior vice president for academic affairs of UNC-GA must be notified. A current inventory of teacher licensure programs approved by the State Board of Education is available from the North Carolina Department of Public Instruction.

#### B. Curriculum Approval Process

Curriculum development includes developing courses and requirements for new academic programs, and developing and revising courses and requirements for existing programs.

The following is the order for seeking campus approval for undergraduate curriculum changes (1000-4000-level):

- Curriculum committee of dept/school in which the program is/will be housed;
- Voting faculty of dept/school in which the program is/will be housed;
- Academic Standards (if requesting Liberal Arts Foundations Curriculum Credit);
- Writing Across the Curriculum Committee (if requesting Writing Intensive credit);
- **University Service-Learning Committee (if requesting Service-Learning credit);**
- Communicate with units and programs that may be directly or indirectly affected by the curriculum;
- Chairperson/director of dept/school in which the program is/will be housed;
- Curriculum committee of the college in which the program is/will be housed ~~and TLA proposals to Council on Teacher Education;~~
- **Council on Teacher Education (for Teacher Licensure Areas);**
- Dean of the college in which the program is/will be housed;
- University Curriculum Committee;
- Faculty Senate;
- Chancellor

The following is the order for seeking campus approval for graduate curriculum changes (5000-level and above):

- Curriculum committee of dept/school in which the program is/will be housed;
- Voting faculty of dept/school in which the program is/will be housed;
- Communicate with units and programs that may be directly or indirectly affected by the curriculum;
- Chairperson/director of dept/school in which the program is/will be housed;
- Curriculum committee of the college in which program is/will be housed and TLA proposals to Council on Teacher Education;
- Dean of the college in which the program is/will be housed;
- Graduate Curriculum Committee;
- Graduate School Administrative Board;
- Chancellor

### C. Program Development Approval Process

Program development includes developing new academic degree programs, minors, certificates, and new concentrations within existing degree programs, as well as requesting degree title changes, and moving or discontinuing programs.

#### 1. New Degree Programs

Proposals for new academic degrees must include a list of all UNC and private in-state institutions that offer the same or a similar degree. Program planners are expected to contact those institutions regarding their experience with program productivity (applicants, majors, job market, placement, etc.). To facilitate this portion of the planning process, the UNC-GA Division of Academic Affairs provides a link to the UNC Academic Program Inventory and a link to program inventories for other in-state institutions. In addition, proposals must include the Classification of Instructional Programs code under which the proposed program is to be classified. Faculty should allow ample time for review of proposals at all levels.

The approval process to plan or establish new undergraduate or graduate degree programs involves three distinct steps:

Step I: Notification of Intent to Plan (NIP) for bachelor's or master's; Request for Authorization to Plan (RAP) for doctoral

Step II: Program Requirements/Course Approval

Step III: Request for Authorization to Establish (RAE)

In Step I, the appropriate planning document (NIP for bachelor's or master's; RAP for doctoral) is submitted in the following order for seeking campus approval:

- Consultation with Academic Program Development Collaborative Team
- Curriculum committee of dept/school in which the program is/will be housed;
- Voting faculty of dept/school in which the program is/will be housed;
- Chairperson/director of dept/school in which program is/will be housed;
- Curriculum committee of the college in which program is/will be housed; TLA proposals to Council on Teacher Education;
- Dean of the college in which the program is/will be housed;
- **Appropriate Vice Chancellor (for information purposes only)**
- University Curriculum Committee or Graduate Curriculum Committee as appropriate for degree level;
- Graduate School Administrative Board for master's or doctoral programs
- ~~Appropriate Vice Chancellor (for information only)~~
- Educational Policies and Planning Committee
- Faculty Senate and Academic Council;
- Chancellor

In Step II, the approval of new degree requirements and courses is completed as specified above in "Curriculum Approval Process" for undergraduate and graduate programs.

In Step III, a request for authorization to establish a bachelor's, master's, or doctoral program is submitted in the following order for seeking campus approval:

- Consultation with Academic Program Development Collaborative Team;
- Curriculum committee of dept/school in which the program is/will be housed;
- Voting faculty of dept/school in which the program is/will be housed;
- Chairperson/director of dept/school in which the program is/will be housed;
- Curriculum committee of the college in which the program is/will be housed; TLA proposals to Council on Teacher Education;
- Dean of the college in which the program is/will be housed;
- **External review (master's and doctoral programs only);**
- **Appropriate Vice Chancellor (for information purposes only)**
- University Curriculum Committee or Graduate Curriculum Committee as appropriate for degree level;
- ~~External review (master's and doctoral programs only);~~
- Graduate School Administrative Board for master's or doctoral programs;
- ~~Appropriate Vice Chancellor (for information only)~~
- Educational Policies and Planning Committee;
- Faculty Senate and Academic Council;
- Chancellor

2. New Minors, Certificates, Concentrations; Degree Title Changes; Teacher Licensure Areas; and Discontinuing Degree Programs

The following is the order for seeking campus approval for undergraduate or graduate minors, certificates, concentrations, degree title changes, teacher licensure areas, and discontinuing a degree program. (Discontinuing minors, certificates, concentrations, and teacher licensure areas are considered curricular actions.) **The Chancellor or his or her designee in consultation with the Chair of the Faculty may establish deadlines of not less than two weeks by which each person and/or committee listed must report its concurrence (approval) or non-concurrence with the proposed action. Failure to report by the established deadline shall be considered an abstention and the proposed action shall progress to the next level for consideration.**

- Curriculum committee of dept/school in which the program is/will be housed;
- Voting faculty of dept/school in which the program is/will be housed;
- Chairperson/director of dept/school in which the program is/will be housed;
- Curriculum committee of the college in which the program is/will be housed; TLA proposals to Council on Teacher Education;
- Dean of the college in which the program is/will be housed;
- **Appropriate Vice Chancellor (for information purposes only)**
- University Curriculum Committee or Graduate Curriculum Committee as appropriate for degree level;
- Graduate School Administrative Board for graduate programs;
- Educational Policies and Planning Committee;
- Faculty Senate and Academic Council;
- Chancellor (Once new teacher licensure areas are approved by the North Carolina State Board of Education, they must be submitted to UNC-GA.)

### 3. Moving Degree Programs

The following is the order for seeking campus approval for moving a program.

- Curriculum committee of dept/school in which the program is currently and will be housed;
- Voting faculty of dept/school in which the program is currently and will be housed;
- Chairperson/director of dept/school in which program is currently and will be housed;
- Curriculum committee of the college in which program is currently and will be housed; TLA proposals to Council on Teacher Education;
- Dean of the college in which the program is currently and will be housed;
- **Appropriate Vice Chancellor (for information purposes only)**
- University Curriculum Committee or Graduate Curriculum Committee as appropriate for degree level;
- Graduate School Administrative Board for graduate programs;
- Educational Policies and Planning Committee;
- Faculty Senate and Academic Council;
- Chancellor

### 4. Process Completion

The proposing academic unit, in collaboration with the office of Academic Programs, prepares the final version of undergraduate and graduate program requests for the chancellor's consideration. Once the chancellor has made an affirmative decision, the office of Academic Programs submits the new program request and chancellor's communiqué to UNC-GA.

(Faculty Senate Resolution #03-29, April 2003)

Editorially revised Section III.B. October 2003)

Attachment 10.

**FACULTY WELFARE COMMITTEE REPORT**

Proposed Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section III. Institutional Services Available to Faculty, Subsection R. Tuition Privileges for Faculty

Proposed additions are noted in **bold** print and deletions in ~~strikethrough~~.

Revise and keep in the Faculty Manual.

**“Tuition Privileges for Faculty**

**In accordance with the North Carolina General Statute, East Carolina University faculty are eligible to take classes at a reduced cost. See [http://www.ecu.edu/cs-admin/financial\\_serv/cashier/Tuition-Waiver.cfm](http://www.ecu.edu/cs-admin/financial_serv/cashier/Tuition-Waiver.cfm) for more information.”**

~~R. Tuition Privileges for Faculty~~

~~Subject to the University of North Carolina Board of Governors' policy, full-time faculty who are eligible for membership in a state-supported retirement plan will be allowed free tuition for one course per school term for classes attended outside of the required work hours. See *ECU Business Manual*.~~

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**Faculty Senate Agenda**

**December 7, 2010**

**Attachment 11.**

**FACULTY WELFARE COMMITTEE REPORT**

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

Proposed additions are noted in **bold** print and deletions in ~~strikethrough~~.

Revise and keep in the Faculty Manual.

**“Salary Policies**

**Faculty annual salaries are paid semimonthly. New employees receive the first check on the last work day of September. When the 15th or last day of a month falls on a non-work day for the business office, distribution of checks will be made on the last work day prior to that day. Arrangements must be made with the payroll office to have checks deposited in a local bank to the faculty's account. Salaries for summer term I teaching are paid in three installments. Salaries for summer term II are paid in two installments, and salaries for 11-week summer term are paid in five installments.**

**Federal and state income tax withholdings are based off information furnished to the payroll office on the US Treasury Department Form W-4 and North Carolina Department of Revenue Form NC-4, respectively**

**For a more detailed description on Salary Policies (e.g. overloads, summer overloads, research/creative activity, less than full time employees, etc.) see the following resources:**

**ECU Policy Manual: <http://www.ecu.edu/prr/>, Human Resources: <http://www.ecu.edu/hr/>, Financial Services (payroll): [http://www.ecu.edu/cs-admin/financial\\_serv/payroll/index.cfm](http://www.ecu.edu/cs-admin/financial_serv/payroll/index.cfm).”**

~~J. Salary Policies~~

~~Faculty annual salaries are paid semimonthly. New employees receive the first check on the last work day of September. Checks are distributed to each department by special messenger in the morning on the 15th. and last day of each calendar month. When the 15th. or last day of a month falls on a nonwork day for the~~

business office, distribution of checks will be made on the last work day prior to that day. Arrangements may also be made with the payroll office to have checks deposited in a local bank to the faculty's account. Salaries for summer term teaching are paid at the close of each term. Federal income tax is withheld on the basis of information furnished to the payroll office on US Treasury Department Form W-4. It is the responsibility of the employee to furnish the payroll office with a revised Form W-4 if the number of withholding exemptions is changed due to deaths, births, or other reasons. Since withholding exemptions are applied to the regular salary of the individual, the withholding tax on supplemental salaries for summer term, extension teaching, etc., must be calculated without benefit of exemptions. In January of each year, each employee will receive from the payroll office receipts, US Treasury Department Form W-2 and NC Department of Revenue Form NC-2 for income taxes withheld for the previous calendar year.

State income tax is withheld on the basis of information furnished to the payroll office on North Carolina Department of Revenue Form NC-4. It is the responsibility of the employee to furnish the payroll office with a revised Form NC-4 if the number of withholding exemptions is changed due to deaths, birth, or other reasons. If supplemental wages such as bonuses, commissions, or overtime pay are paid at the same time as regular wages, the income tax to be withheld is determined as if the aggregate of the supplemental and regular wages were in a single wage payment for the regular payroll period.

For a full-time member of the faculty or EPA professional staff, the salary approved by the Board of Governors is the full compensation to be expected during the period of employment. No additional payments may be made for university duties that are generally related to the position to which the individual is appointed. The period of appointment includes all formal holidays and interludes during which no classes are scheduled.

Regardless of the salary source, total compensation paid during the period of appointment cannot exceed the salary amount authorized in the current academic salary increase document, except for extraordinary situations that must be approved in advance by the appropriate vice chancellor.

**Total Compensation:** An individual's total annual salary compensation from all university sources may not exceed 133% of the annual nine-month base salary or 100% for a twelve-month employee during the twelve-month contract period without prior authorization from the appropriate vice chancellor.

Bonus amounts awarded to EPA or CSS employees as part of the Clinical Faculty Compensation Plan or Management Flexibility Act are not to be included in the calculation of total annual salary compensation in the determination of the above amounts.

**Less Than Full-time Employees:** Upon appropriate approvals, individuals with appointments of less than full-time during an academic year or fiscal year can increase their commitment up to full-time with additional compensation. However, in no event may the effort of an individual exceed full-time commitment unless specifically approved in advance; additional compensation must be proportional to the base salary rate and not exceed full-time equivalency unless specifically approved in advance.

**Research/Creative Activity:** It is expected that such other proposed duties or tasks may require reduction in other planned responsibilities of the faculty or professional staff member. For example, arrangements may be made for reassigned time or research contract "buyouts" if faculty members are to conduct sponsored program activities during the regular academic year. Sponsored program activity does not normally constitute extraordinary or exceptional projects for consideration for supplemental payment.

**Overloads:** Effective August 1, 2002, overload stipends for any purpose should normally be limited to one per academic year and only after the appropriate dean has granted prior approval and notified their appropriate vice chancellor. Pay rates for non-distance education overloads will be equated to the annual nine-month salary rate; i.e., pay per credit hour for overloads may not exceed the per credit hour nine-month rate based on a twelve-credit hour per semester full-time basis.

As per Administrative Memorandum 407, a second overload stipend for distance education purposes may be granted during an academic year, but only after prior approval from the appropriate vice chancellor. Units must ensure that overloads are necessary and should reduce reassignments for non-instructional purposes if at all possible prior to authorizing an overload stipend. It is preferable that overloads be kept to a minimum and be granted no more than once per academic year. Pay rates for distance education overloads may not exceed the published rates for summer school.

~~Summer Overloads: No overloads will be permitted during summer school sessions except in extraordinary circumstances and with prior approval. Compensation from any and all salary sources for summer employment may be arranged not to exceed three ninths of the previous year's nine-month annual salary base rate. The pay rate from summer school funds and distance education summer school courses will be based on a percentage of the nine-month rate up to a published annual maximum per session. The specific rates may be obtained through the office of the Provost.~~

~~Work for ECU Outside the Home Unit: Prior approval to teach or perform other duties outside the faculty member's home unit is required from all involved administrative levels.~~

~~Salary Conversion Rate for Faculty Holding Twelve-month Appointments: The salary of a faculty member holding a twelve-month appointment will be converted back to a nine-month faculty salary at the rate of 9/11ths of his/her twelve-month base salary. Exceptions to this pattern may occur based on individual based negotiations depending on the level of the position, experience, and other factors. The approval of the Chancellor is required for such conversions to occur.~~

~~External Activities for Pay: The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by Part VI. of the *ECU Faculty Manual*. Individuals are expected to comply with these policies that include seeking prior administrative permission to the commencement of the activity and the filing of annual conflict of interest statements at the end of the academic year. The External Activities for Pay forms and the Conflict of Interest Forms are available at [www.aa.ecmedu/forms](http://www.aa.ecmedu/forms). (Faculty Senate Resolution #03-14, March 2003)~~

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## Faculty Senate Agenda December 7, 2010

### Attachment 12.

#### FACULTY WELFARE COMMITTEE REPORT

Proposed Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section VII. Other Policies, Subsection A. Substance Abuse Policy

Proposed additions are noted in **bold** print and deletions in strikethrough.

Revise and keep in the Faculty Manual.

#### **"A. Substance Abuse Policy**

**The highest standards of personal and professional conduct must be maintained by faculty, staff, and students. Illegal or abusive use of drugs or alcohol, referred to in this policy as substance abuse, by members of the university community adversely affects the mission of the university and is prohibited. A substance abuse policy adopted by the East Carolina University Board of Trustees, consistent with the UNC Board of Governors' Policy on Illegal Drugs, is intended to: prevent substance abuse through a strong educational effort; encourage and facilitate the use of counseling services and rehabilitation programs by those members of the university community who require their assistance in stopping substance abuse; and discipline appropriately those members of the university community who engage in illegal drug or alcohol related behaviors.**

The substance abuse policy of East Carolina University is located at <http://www.ecu.edu/cs-acad/ugcat/policies.cfm>. The UNC Board of Governor's Policy on Illegal Drugs is located at [http://www.northcarolina.edu/policy/index.php?pg=dl&id=300&inline=1&return\\_url=%2Fpolicy%2Findex.php%3Fpg%3Dvb%26tag%3DChapter%2B1300](http://www.northcarolina.edu/policy/index.php?pg=dl&id=300&inline=1&return_url=%2Fpolicy%2Findex.php%3Fpg%3Dvb%26tag%3DChapter%2B1300)."

#### ~~A. Substance Abuse Policy~~

~~East Carolina University is dedicated to the pursuit and dissemination of knowledge and, as such, expects all members of the academic community to behave in a manner conducive to that end. The highest standards of~~

~~personal and professional conduct must be maintained by faculty, staff, and students. Illegal or abusive use of drugs or alcohol, referred to in this policy as substance abuse, by members of the university community adversely affects the mission of the university and is prohibited. Accordingly, the East Carolina University Board of Trustees adopts the following policy, consistent with The UNC Board of Governors' Policy on Illegal Drugs. The policy is intended to accomplish the following:~~

- ~~\_\_\_\_\_ prevent substance abuse through a strong educational effort;~~
- ~~\_\_\_\_\_ encourage and facilitate the use of counseling services and rehabilitation programs by those~~
- ~~\_\_\_\_\_ members of the academic community who require their assistance in stopping substance \_\_\_\_\_ abuse;~~
- ~~\_\_\_\_\_ and discipline appropriately those members of the academic community who engage in illegal drug~~
- ~~\_\_\_\_\_ or alcohol related behaviors.~~

#### ~~1. Educational Efforts to Prevent Substance Abuse~~

~~In keeping with its primary mission of education, East Carolina University will conduct a strong educational program aimed at preventing substance abuse and illegal drug or alcohol use. Educational efforts shall be directed toward all members of the academic community and will include information about the incompatibility of the use or sale of illegal substances with the goals of East Carolina University; the health hazards associated with illegal drug or alcohol use; the incompatibility of substance abuse with the maximum achievement of educational, career, and other personal goals; and the potential legal consequences of involvement with illegal drugs or alcohol.~~

#### ~~2. Counseling and Rehabilitation Services to Prevent Substance Abuse~~

~~Those faculty, staff, or students who seek assistance with a substance abuse related problem shall be provided with information about drug counseling and rehabilitation services available through East Carolina University and also through community organizations. Those who voluntarily avail themselves of university services shall be assured that applicable professional standards of confidentiality will be observed.~~

#### ~~3. Disciplinary Actions to Prevent Substance Abuse~~

~~Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Article 5 of Chapter 90 of the North Carolina General Statutes. Any member of the university community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by the university. It is expected that East Carolina University students, faculty members, administrators, and other employees who use or possess alcoholic beverages will do so as legally prescribed by the laws of the State of North Carolina, within the regulations of East Carolina University, and in a manner which does not disrupt the lives of others. A person whose conduct is outside these parameters will be subject to the judicial rules and procedures of the university.~~

~~It is not "double jeopardy" for both the civil authorities and the university to proceed against and punish a person for the same specified conduct. The university will initiate its own disciplinary proceedings against a student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interests of the university. Penalties will be imposed by the university in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators, and other employees, as required by *Appendix D, Tenure and Promotion Policies and Procedures of ECU*, by board of governors' policies applicable to the employees exempt from the State Personnel Act, by the East Carolina University Student Judicial System, and by regulations of the State Personnel Commission. The penalties to be imposed by the university may range from written warnings with probationary status to expulsions from enrollment and discharges from employment. However, the following minimum penalties shall be imposed for the particular offenses described. (State personnel policy provides that employees subject to the State Personnel Act may not be suspended from employment for punitive reasons for more than three days. Whenever this policy mandates "suspension" of an employee subject to the State Personnel Act as a minimum penalty, that employee must instead be terminated in accordance with the state personnel policy.)~~

#### ~~a. Trafficking in Illegal Drugs~~

~~(1) For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, NC General Statutes 90-89, or Schedule II, NC General Statutes 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.~~

~~(2) For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, NC General Statutes 90-91 through 90-94, (including but not limited to, marijuana, pentobarbital, codeine) the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent. For a second offense, any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.~~

#### ~~b. Illegal Possession of Drugs~~

~~(1) For a first offense involving the illegal possession of any controlled substance identified in Schedule I, NC General Statutes 90-89, or Schedule II, NC General Statutes 90-90, the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent.~~

~~(2) For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, NC General Statutes 90-91 through 90-94, the minimum penalty shall be probation, for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the chancellor or the chancellor's designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment or from employment for any unexpired balance of the prescribed period of probation.~~

~~(3) For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators, or other employees.~~

#### ~~c. Possession and Use of Alcohol~~

~~(1) For offenses involving the illegal possession, use, sale, and/or distribution of alcohol in violation of NC General Statutes 18B-300 & 12B-301 & 302; 18B-1006(a); or Greenville Ordinance No. 812-1-2, a student will be subjected to a progressive penalty system based on the type of infraction and the circumstances involved. Penalties may be warning, probation, fine, volunteer community service, and/or removal from the residence system or the university.~~

~~(2) In certain circumstances, involvement in an alcohol education and/or counseling program may be offered to a student in lieu of being referred to the Honor Board with a recommendation for suspension. Specifically, a student given this option will be required to participate in a program of assessment, education, and counseling; pay a fee of sixty dollars, and be placed on university probation. A student may participate in this program only once in lieu of disciplinary action.~~

~~(3) University employees subject to the State Personnel Act may be disciplined in accordance with the rules and regulations for personal misconduct, i.e., final written warning, which may include a three day suspension without pay, or dismissal.~~

~~When a student, faculty member, administrator, or other employee has been charged by the university with a violation of policies concerning illegal drugs or alcohol, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the chancellor or, in the chancellor's absence, the chancellor's designee concludes that the person's continued presence within the university community would constitute a clear and immediate danger to the health or welfare of other members of the university community, provided, that if such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.~~

~~In the case of employees, anyone convicted of a criminal drug statute violation occurring in the work place shall notify the university no later than five days after such a conviction. The university will commence disciplinary action against such an individual within thirty days of notice of the conviction.~~

occur. Information about these plans may be obtained from the University Benefits Office in Human Resources. See the University Policy Manual for more information.

~~A. Hospitalization Insurance~~

~~Hospitalization insurance is provided for full-time or half-time permanent employees through a statewide self-insured program known as the State of North Carolina Comprehensive Health Benefit Plan and HMO's as approved for the service area. The university will contribute a set amount governed by the State Legislature for employee's premium for those who have a three-quarters or above permanent appointment. If the cost for individual coverage is higher than what the State Legislature has approved for payment, the employee will pay the difference. However, half-time permanent employees must pay their entire premium through payroll deduction if they wish to be covered. All eligible employees may also insure their dependents by payment of premium through payroll deduction. The employee may enroll or make changes in coverage by visiting the department of Human Resources. The new employee may gain coverage on the first of the month following the date he or she begins work or on the first of any succeeding month. The only exception would be an employee starting in August with a nine-month contract. This employee will receive his/her first paycheck in September and therefore coverage would be effective the first of October. The employee may start coverage September 1st but must pay the full cost. If an employee enrolls when first eligible for coverage, there is no waiting period for basic coverage. The only exception would be if the employee was being rehired within 12 months of separation as a state employee and did not continue health insurance coverage. If the employee terminates employment with the last workday occurring during the first half of the month, hospitalization coverage will cease at the end of that same month. If the employee works as many as half or more of the workdays of a month that termination of employment occurs, hospitalization coverage may be extended through the following month.~~

**B. Workers' Compensation**

**All university employees, including paid student help, are covered by workers' compensation that provides for certain benefits in the event there is an on-the-job accident, causing injury. If and when an on-the-job accident causing injury should occur, it should be reported immediately to the supervisor who will notify the appropriate university offices. For additional information about workers' compensation and for related forms, see the University Policy Manual.**

~~B. Disability Income Plans~~

~~1. North Carolina Plan~~

~~a. Short-term Benefits~~

~~A participant is not entitled to receive any benefits from the plan for a period of sixty continuous calendar days from the onset of disability. The benefits are payable after the conclusion of the waiting period for a period of 365 calendar days provided the participant meets the following requirements:~~

- ~~1) at least one year of contributing membership service in the retirement system earned within thirty-six calendar months preceding the disability,~~
- ~~2) be found to be mentally or physically disabled for the further performance of the usual occupation, and~~
- ~~3) disability must have been continuous and incurred at the time of active employment. The monthly short-term benefit will equal 50 percent of 1/12th of the annual base rate of compensation last payable prior to the beginning of the short-term benefit period. The monthly benefit will be reduced by any monthly payments received for workers' compensation (excluding permanent partial workers' compensation awards).~~

~~b. Long-term Benefits~~

~~Payable after the conclusion of short-term disability period or after salary continuation payments cease, whichever is later, for as long as the participant is permanently disabled, but not after the participant becomes eligible for an unreduced service retirement, provided he or she meets the following requirements:~~

occur. Information about these plans may be obtained from the University Benefits Office in Human Resources. See the University Policy Manual for more information.

~~A. Hospitalization Insurance~~

~~Hospitalization insurance is provided for full-time or half-time permanent employees through a statewide self-insured program known as the State of North Carolina Comprehensive Health Benefit Plan and HMO's as approved for the service area. The university will contribute a set amount governed by the State Legislature for employee's premium for those who have a three-quarters or above permanent appointment. If the cost for individual coverage is higher than what the State Legislature has approved for payment, the employee will pay the difference. However, half-time permanent employees must pay their entire premium through payroll deduction if they wish to be covered. All eligible employees may also insure their dependents by payment of premium through payroll deduction. The employee may enroll or make changes in coverage by visiting the department of Human Resources. The new employee may gain coverage on the first of the month following the date he or she begins work or on the first of any succeeding month. The only exception would be an employee starting in August with a nine-month contract. This employee will receive his/her first paycheck in September and therefore coverage would be effective the first of October. The employee may start coverage September 1st but must pay the full cost. If an employee enrolls when first eligible for coverage, there is no waiting period for basic coverage. The only exception would be if the employee was being rehired within 12 months of separation as a state employee and did not continue health insurance coverage. If the employee terminates employment with the last workday occurring during the first half of the month, hospitalization coverage will cease at the end of that same month. If the employee works as many as half or more of the workdays of a month that termination of employment occurs, hospitalization coverage may be extended through the following month.~~

**B. Workers' Compensation**

**All university employees, including paid student help, are covered by workers' compensation that provides for certain benefits in the event there is an on-the-job accident, causing injury. If and when an on-the-job accident causing injury should occur, it should be reported immediately to the supervisor who will notify the appropriate university offices. For additional information about workers' compensation and for related forms, see the University Policy Manual.**

~~B. Disability Income Plans~~

~~1. North Carolina Plan~~

~~a. Short-term Benefits~~

~~A participant is not entitled to receive any benefits from the plan for a period of sixty continuous calendar days from the onset of disability. The benefits are payable after the conclusion of the waiting period for a period of 365 calendar days provided the participant meets the following requirements:~~

- ~~1) at least one year of contributing membership service in the retirement system earned within thirty-six calendar months preceding the disability,~~
- ~~2) be found to be mentally or physically disabled for the further performance of the usual occupation, and~~
- ~~3) disability must have been continuous and incurred at the time of active employment. The monthly short-term benefit will equal 50 percent of 1/12th of the annual base rate of compensation last payable prior to the beginning of the short-term benefit period. The monthly benefit will be reduced by any monthly payments received for workers' compensation (excluding permanent partial workers' compensation awards).~~

~~b. Long-term Benefits~~

~~Payable after the conclusion of short-term disability period or after salary continuation payments cease, whichever is later, for as long as the participant is permanently disabled, but not after the participant becomes eligible for an unreduced service retirement, provided he or she meets the following requirements:~~

- 1) ~~have at least one year of contributing membership service in the retirement system earned within ninety-six calendar months preceding the disability, prior to the end of the short-term disability period.~~
- 2) ~~make application to receive long-term benefits within 180 days after the conclusion of the short-term disability period or after salary continuation payments cease, whichever is later,~~
- 3) ~~be certified by the medical board to be mentally or physically disabled for the further performance of usual occupation,~~
- 4) ~~disability must have been continuous, likely to be permanent, and incurred at the time of active employment, and~~
- 5) ~~not eligible to receive an unreduced retirement benefit from the Teachers' and State Employees' Retirement System.~~

~~During the first thirty-six months of the long-term disability period, the monthly long-term benefit will equal 65 percent of 1/12th of the annual base rate of compensation that was last payable prior to the beginning of the short-term benefit period. The monthly benefit will be reduced by any monthly payments received for workers' compensation (excluding permanent partial workers' compensation awards) and by any primary social security benefits the participant may be receiving; however, the benefit payable will be no less than ten dollars a month. Employees apply for benefits through the university department of Human Resources. When the employee terminates employment with the university or state, membership in the plan automatically terminates.~~

## ~~2. TIAA Group Long-Term Disability Insurance Plan~~

~~The TIAA Group Long-Term Disability Insurance Plan is offered only to employees with academic rank who are members of the optional retirement program. The employee may subscribe voluntarily and make payment of the premium through payroll deduction. The computation of premium will be based upon total monthly compensation used for deduction of ORP retirement contributions to include summer school pay. Highlights of the plan are:~~

- a. ~~Pays a regular income when disabled and cannot work after a 90 day waiting period.~~
- b. ~~Replaces up to 66 2/3% of your monthly wage base, to a maximum of \$10,000 per month.~~
- c. ~~Protects retirement by providing a contribution equal to monthly contributions to the ORP carrier for investment.~~
- d. ~~Reflects occupation in determining if disabled, as well as paying benefits if working but unable to earn full wage base as a result of disability.~~
- e. ~~Pays benefits for as long as disability continues up to the age 65 or even longer if disabled after age 60.~~
- f. ~~Pays a benefit to dependent if participant dies after receiving disability benefits.~~
- g. ~~Allows conversion to an individual policy if participant terminates employment.~~

## ~~3. Liberty Mutual Disability Insurance~~

~~Available to members of the Teachers' and State Employees' Retirement System. This is a long and short-term disability insurance plan. This is designed to fill in the gaps of the State's disability plan for the first year of employment (since there is no coverage available under the State's plan); as a supplement during the State's short-term period before and after five years of service; and, in the event your salary exceeds the covered maximum salary limit under the State's short-term and long-term benefit periods. Liberty's long-term disability insurance is designed to supplement the State's benefit up to a level of 66 2/3 percent of salary to a maximum benefit of \$10,000 per month (reduced by payments from other sources).~~

## ~~C. Mandatory Enrollment in Group Life Program~~

~~All new permanent employees employed at least 75% are required to enroll in the ECU Group Life Program which is based on age and salary at full cost to the employee. Preexisting conditions are waived upon initial enrollment. An employee may request cancellation of the policy and receive a refund of all premiums for his or her individual coverage if requested within 60 days of the effective date of coverage. The policy may be canceled after that date but no refund of premiums will be granted.~~

## **C. Vacation and Sick Leave**

Faculty with professorial rank who have twelve-month employment contracts may earn leave as authorized by the vice chancellors and chancellor. Teaching faculty who have a nine-month employment contract do not earn any vacation or sick leave.

~~K. Vacation and Sick Leave~~

~~Personnel with professorial rank who have twelve-month employment contracts may earn leave as authorized by the vice chancellors and chancellor but under a different leave policy from that provided for SPA employees. Teaching faculty who have a nine-month employment contract do not earn any vacation or sick leave. All full-time permanent SPA employees who work one-half or more of the regularly scheduled workdays in any month shall earn vacation and sick leave. Part-time, permanent SPA employees who are employed on a continuing basis for a fixed number of hours each week in a permanent budgeted position for as much as half-time shall earn vacation and sick leave on a pro-rata basis if work is performed for one-half or more of the scheduled workdays in a month. Some administrative personnel who are exempt from the State Personnel Act (EPA) may also earn vacation and sick leave under the same leave policy as applied to SPA employees. This is limited to certain full-time administrative and professional personnel, such as the chancellor, vice chancellors, deans, and their associates. The amount of leave that may be earned each month and the conditions for its use are described in the *ECU Business Manual*~~

**D. Faculty Serious Illness and Parental Leave Policy**

**This policy provides leave with pay for eligible faculty for cases of serious health conditions, maternity leave, or parental leave as defined by the Family and Medical Leave Act. See the University Policy Manual for more information.**

~~D. Group Insurance Plans~~

~~University employees who hold a permanent appointment on a 50% basis or above may subscribe to various types of group insurance by voluntary payment of premiums through payroll deduction. The university department of Human Resources is responsible for coordinating insurance plans offered to university employees as underwritten by these companies. Anyone interested in any of these plans should contact the university department of Human Resources for more information. The various group plans are life insurance (such as level term, decreasing term, permanent cash value, accidental death and dismemberment), disability income insurance, dental insurance, cancer coverage insurance, and intensive care insurance.~~

~~E. Social Security~~

~~All university employees, with the exception of students, are subject to the provisions of the Federal Social Security Act that requires a percentage contribution subject to the current Social Security law. This is a separate contribution from the state retirement that cannot be withdrawn. The amount paid by the employee will be matched by the university. All state-owned agencies and institutions are considered one employer under the Social Security law; therefore, if the employee receives earnings from more than one agency or institution within the calendar year, it should be brought to the attention of the university payroll department. Social Security benefits may be claimed at the age of 62; however, these benefits will be lower than the benefits received at age 65, which is the age at which maximum benefits may be claimed. Retirement benefits under the Social Security law will be based on average earnings beginning with 1937, or beginning with 1951, whichever will allow the higher benefit. There is also provided a broad program of health insurance called Medicare for people 65 years of age and over. One part of Medicare is hospital insurance, which helps pay for hospital care and certain follow-up services. The other part is voluntary medical insurance, which helps pay physician's fees and other medical bills. More detailed information may be obtained from the local Social Security administration office.~~

~~F. Deferred Compensation Plan~~

~~The NC State Legislature approved in 1971 the establishment of a deferred compensation for state employees whereby a portion of earnings could be deferred by investment in the plan that would result in a deferment of federal and state taxes. If any employee is interested in the plan, he or she should contact the department of Human Resources for additional information.~~

~~G. Supplemental Retirement Income Plan of NC (401K)~~

~~The State of North Carolina sponsors this plan through legislation enacted by the General Assembly, which has given responsibility for the plan to the Department of the State Treasurer and a board of trustees. A portion of an employee's earnings may be deferred by investment in the plan that would result in a deferment of federal and state taxes. This plan is similar to the benefit available under Internal Revenue Code 403(b). Any employee interested in the plan should contact the department of Human Resources for additional information.~~

~~H. Tax-Deferred Annuity~~

~~Section 403(b) of the United States Internal Revenue Code provides that the employees of East Carolina University may contractually reduce their current compensation for the purchase of an annuity. This enables an employee to make tax-deferred monthly contributions of a fixed amount to a company of their choice. These contributions may be made through payroll deduction and are exempt from the state and federal withholding taxes until the annuity benefits are paid. Employees interested in the annuity plan should contact the department of Human Resources.~~

~~I. US Savings Bonds~~

~~Government bonds may be purchased through the payroll savings plan by employees who are paid bimonthly. Applications may be acquired from the university department of Human Resources.~~

~~J. Unemployment Compensation Benefits~~

~~All university employees except student help are insured against loss of work when it occurs due to lack of work. The department of Human Resources will issue to the employee, upon termination of employment, a separation notice that may be used to file a claim at the North Carolina Employment Security Commission for any benefits due under the law. Unemployment insurance is for unemployed workers who are qualified, ready, and willing to work, and who are actively trying to find work. It is not for persons who are unwilling or unable to work, or for those who are on vacation or those who are ill.~~

~~K. Vacation and Sick Leave~~

~~Personnel with professorial rank who have twelve-month employment contracts may earn leave as authorized by the vice chancellors and chancellor but under a different leave policy from that provided for SPA employees. Teaching faculty who have a nine-month employment contract do not earn any vacation or sick leave. All full-time permanent SPA employees who work one-half or more of the regularly scheduled workdays in any month shall earn vacation and sick leave. Part-time, permanent SPA employees who are employed on a continuing basis for a fixed number of hours each week in a permanent budgeted position for as much as half-time shall earn vacation and sick leave on a pro-rata basis if work is performed for one-half or more of the scheduled workdays in a month. Some administrative personnel who are exempt from the State Personnel Act (EPA) may also earn vacation and sick leave under the same leave policy as applied to SPA employees. This is limited to certain full-time administrative and professional personnel, such as the chancellor, vice chancellors, deans, and their associates. The amount of leave that may be earned each month and the conditions for its use are described in the *ECU Business Manual*.~~

~~L. Workers' Compensation~~

~~All university employees, including paid student help, are covered by workers' compensation that provides for certain benefits in the event there is an on-the-job accident, causing injury. If and when an on-the-job accident causing injury should occur, it should be reported immediately to the university safety and health office. Responsibility for claiming compensation is on the injured employee. Any claim filed by the employee must be made through the university health and safety office with the North Carolina Industrial Commission within two years from date of injury; otherwise, the claim will be barred by law. The university is considered a self-insured employer and will be responsible for all claims as approved by the NC Industrial Commission. The employee should not pay for drugs and treatment received or charge it against personal hospitalization insurance coverage. Although the university will pay for prescribed drugs, physician's fees, and hospital charges as approved, there will be a waiting period of seven calendar days from date of injury before any weekly worker's compensation can begin for loss of work. Faculty members are required to report to the administration any hazards to safety and any accidents or other unusual occurrences or emergencies that may be of general concern.~~

~~M. Flex Reimbursement Accounts~~

~~Employees may set aside money before taxes (Federal, State, and FICA) from their salary to be used for medical and dependent care expenses. This is a reimbursement account for use by employees.~~