EAST CAROLINA UNIVERSITY
2010-2011 FACULTY SENATE

The seventh regular meeting of the 2010/2011 Faculty Senate will be held on **Tuesday, March 29, 2011,** at 2:10 pm in the Mendenhall Student Center, Great Room.

FULL AGENDA
(revised 3-24-11)

I. Call to Order

II. Approval of Minutes

February 22, 2011

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. Approval of Spring 2011 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.

G. Ken Wilson, Faculty Assembly Delegate
Report on the March 25, 2011, Faculty Assembly Meeting.

H. Mark Sprague, QEP Council Member
Discussion and vote on the Ranking of University Quality Enhancement Plan (QEP) Topics

- Discovering Leadership: The ECU Leadership Portfolio Framework of Action
- "The Vertical Writing Curriculum: Integrating and Aligning Writing Instruction at ECU"
- Support for Students in High Enrollment Courses
- Unity in Diversity: Building Connections Between Students, the University Experience, and Global Citizenship

I. Question Period

IV. Unfinished Business

V. Report of Committees

A. University Curriculum Committee, Jonathan Reid
   1. Overview of Committee Procedures.
   2. Curriculum matters contained in the February 10, 2011 and February 24, 2011 University Curriculum Committee minutes.

B. Academic Standards Committee, Linda Wolfe *Reports revised 3-24-11*
   1. Report on Activities of Online Quality Council.
   2. Distance Education Professional Development Requirement and Petition for Alternative Activity to meet the Requirement (attachment 1). *revised text*
   3. Proposed Peer Review of Online Distance Education Courses and DE Peer Review Instrument (attachment 2). *revised text*
   4. Approval for Foundation Curriculum Credit in Humanities: FORL 1060 Global Understanding through Literature. *revised title*
   5. Approval for Foundation Curriculum Credit in Basic Social Science: GEOG 2350
   6. Proposed New Section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Final Examinations (attachment 3). *revised text*

C. Admission and Retention Policies Committee, Joseph Thomas *Report revised 3-24-11*
   Proposed revisions to the *ECU Faculty Manual*, Part IV. Academic Integrity and to the online Student Handbook (attachment 4). (Link to line numbered text.)

D. Calendar Committee, Shanan Gibson
   Proposed Summer 2012 – Spring 2013 University Calendars (attachment 5).

E. Educational Policies and Planning Committee, Scott Gordon
   1. Update regarding input on Budget and Academic Program Prioritization.
   2. Proposed Additional Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section III. Curriculum Development (attachment 6).
   3. Report on Unit Academic Program Reviews of the Department of English, Department of Math, and Department of Hospitality Management.
   4. Request for Authorization to Plan a New Doctor of Nursing Practice Degree within the College of Nursing.
   5. Request for New Concentration in Software Testing within Masters Software Engineering Program in the Department of Computer Science within the College of Technology and Computer Science.
   6. Request for a New Certificate Program in Elementary Mathematics Education in the Department of Mathematics, Science and Instructional Technology within the College of Education.
   7. Request to change the name of the Department of Exercise and Sport Science to the Department of Kinesiology within the College of Health and Human Performance.

F. Faculty Governance Committee, Puri Martinez
   1. Interpretation of the *ECU Faculty Manual*, Appendix D. Tenure and Promotion Policies and Procedures, Section IV.C. External Peer Review for Promotion and the Conferral of Permanent Tenure (attachment 7).
   2. Proposed revisions to the *ECU Faculty Manual*, Part III. Academic Freedom (attachment 8).
   3. Proposed revisions to the *ECU Faculty Manual*, Appendix L. East Carolina University Code (attachment 9).

G. Faculty Welfare Committee, Katrina DuBose
   1. Proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection G. Faculty Absence and Part VI. General Personnel Policies, Section I. Employment Policies, Subsection D. Leaves of Absence (attachment 10).
   2. Proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection B. Collection of Money and Part V: Academic Information, Section I.L. Ordering Textbooks and Collateral Material (attachment 11).
   3. Proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection J. Salary Policies (attachment 12).

H. Libraries Committee, Cheryl McFadden
   1. Overview of both Joyner Library and Laupus Library Operating Budgets, including 2007/12 Library Funds, 2011/15 Projected Buying Power, and 2005/11 Budgets and Expenditures
   2. Resolution on Library Support (attachment 13).

I. Committee on Committees, Catherine Rigsby
   Second Reading of proposed changes to the following Standing University Academic Committee Charges:
   1. Academic Awards Committee (attachment 14).
   2. Academic Standards Committee (attachment 15).
   3. Admissions and Retention Policies Committee (attachment 16).
   4. Calendar Committee (attachment 17).
   5. Educational Policies and Planning Committee (attachment 18).
   6. Faculty Governance Committee (attachment 19).
   7. Faculty Information Technology Review Committee (attachment 20).
   8. Faculty Welfare Committee (attachment 21).
   9. Student Academic Appellate Committee (attachment 22).
   10. Teaching Grants Committee (attachment 23).
   11. Unit Code Screening Committee (attachment 24).
   12. University Budget Committee (attachment 25).

VI. New Business

Faculty Senate Agenda
March 29, 2011
Attachment 1.

Report revised 3-24-11

ACADEMIC STANDARDS COMMITTEE

Distance Education Professional Development Requirement

Revised text is highlighted.

Professional Development Activities for Online Instructors - 2010 – 2011 Academic Year

The following all qualify as professional development activity for the 2010-2-11 academic year:

- ✓ Any of the following activities if it is related to online learning /teaching
  - Attending an external conference session **or webinar** *(e.g. teaching of accounting online at a national accounting conference)*
  - Presenting a research paper *(e.g. comparison of learning outcomes for course taught face-to-face and online, etc.)*
  - Presenting a seminar (in-house or external)
  - Publishing a paper or proceeding **or other relevant professional publication**
  - Attending a seminar presented by the Office for Faculty Excellence (OFE) or ITCS (see examples in attachment) **or individual units**. To register for OFE programs, go to http://www.ecu.edu/ofe/ or http://www.ecu.edu/cs-acad/ofe/Spring11.cfm. To register for ITCS programs, go to http://www.ecu.edu/cs-itcs/faculty.cfm.
  - Being a finalist for a distance education award (e.g. Max Joyner, NCDLA, etc.)

  Documentation of the above can include program listings, history of participation, tables of content from program, certificate of completion, etc.

- ✓ Occasionally, individual ~~colleges~~ **units** will offer seminars and other programs related to online learning / teaching. As these are announced, they will be posted on both the ITCS website and the OFE website. *Documentation will be provided by the presenter(s). Please add it to your records.*

- ✓ Recordings of DE-related programs may be used to meet this activity requirement. To see a list of identified recordings offered by the OFE, go to http://www.ecu.edu/ofe/DE_workshops.cfm.

  After viewing the recorded program, you will be asked to complete a brief reflection and submit it (reflection template http://core.ecu.edu/ofe/reflection/index.cfm). Once the reflection has been reviewed, you will receive an email of completion for your records. ITCS will also provide recorded programs with a reflection for completion of this DE activity.

- ✓ Faculty in any program who teach courses related to online learning / teaching (e.g. the COE certificate program) must show evidence of continued study in the field. Attending a seminar on a new technology or software (e.g. Yammer, Brainshark) that ECU or a college might adopt would qualify.

- ✓ If there is a specific seminar or topic or activity that you think may qualify but you are not certain, or if you have questions or require further information, you can complete the below Petition for Alternative Activity to Meet the ECU Distance Education Professional Development Requirement and submit it to Oharam@ecu.edu. This form is in the process of being put online. Notification of the url when it is completed will be provided on both the ITCS and OFE websites.

Note: A drop down for DE Professional Development has been added to Sedona under Professional Development for your input of this activity. Please enter it and provide your documentation in your annual report submission.

Petition for Alternative Activity to meet the
ECU Distance Education Professional Development Requirement
2010-2011

Faculty can petition to have an activity other than those identified by the university meet the DE Professional Development requirement. To petition, complete this form, save it, and email it to oharam@ecu.edu.

Name _____ email _____

College _____ Department _____

Activity Title: _____

Date of Activity: _____

Description of activity and time Invested in its completion:

What insights, tools, strategies, or information gained in this activity can you use to enrich your teaching in distance education?

Completed petition should be emailed to oharam@ecu.edu.

Faculty Senate Agenda
March 29, 2011
Attachment 2.

Report revised 3-24-11

ACADEMIC STANDARDS COMMITTEE

Proposed Peer Review of Online Distance Education Courses and DE Peer Review Instrument

Revised text is highlighted.

The peer review process for online distance education (DE) classes will apply to all DE classes, including those taught by non-tenured, tenured and fixed-term faculty. Peer reviews are to be conducted at least every three years; they may be done more often as is the case for non-tenured tenured track faculty.

All policies for Face-to-Face peer reviews apply to the DE review. Unlike Face-to-Face peer reviews, however, a complete peer review of a DE course requires more than a snapshot of a class as occurs with a Face to Face peer review. DE courses should be peer reviewed at a point in the semester at which sufficient evidence exists to conduct a complete review. For example, the reviewer should be able to observe evidence of feedback to and communication with the students regarding assignments and grades. This evidence should be consistent and timely.

The goal for the 2011-12 academic year is that at least 1/3 of all DE faculty will be reviewed.

Peer Review Instrument for On-line Courses

Instructor _____ Course _____
Reviewer _____ Date _____
Based on your direct observations, place a check in the appropriate box.

Organization and Design	Exemplary	Satisfactory	Needs Improvement	N/A N/O
1. The course is easy to navigate.				
2. All vital course information is provided and easy to find.				
3. Technology is utilized to enhance learning and is appropriate to materials and learning objectives.				
4. Engages students in learning process.				
5. Includes list of resources and materials relevant to student success.				
Content				
1. Content is up-to-date and delivered in a logical sequence.				
2. Course goals and objectives are clearly stated.				
3. Course contains clear overview, syllabus, and tentative calendar.				
4. Summary and reinforcement of content is present.				

	Exemplary	Satisfactory	Needs Improvement	N/A
5. Content is presented in appropriate modules/sections and uses multiple learning methods.				
Student Assessment and Evaluation				
1. Assignments are appropriate for achieving learning outcomes/objectives of course.				
2. Course grading practices are easy to understand.				
3. Course includes adequate graded activities.				
4. Course has clearly defined methods and time frame of feedback and expectations in the syllabus. ~~Feedback about student performance is provided in a timely manner.~~				
5. Instructions for assignments/assessments are clear and well defined.				
Communication				
1. Course has clearly defined methods of communication for both student-to-instructor and student-to-student interaction.				
2. Encourages and provides appropriate opportunities for both student-to-instructor and student-to-student interaction.				
3. Clear methods are established for reaching instructor during office hours and other times of availability.				
4. Clear standards are established for expected instructor response time (turn around time).				
~~5. Communication methods are consistent throughout the duration of the course.~~				
Accountability				
1. There are adequate mechanisms in place to assure that the student enrolled in the course is actually the individual doing the work (this might include proctoring requirements, essay exams, project work, synchronous chats, etc.)				

Areas of Strength

Areas Suggested for Improvement

Faculty Senate Agenda
March 29, 2011
Attachment 3.

Report revised 3-24-11

ACADEMIC STANDARDS COMMITTEE REPORT

Proposed New Section to the *ECU Faculty Manual*,
Part V. Academic Information, entitled Final Examinations

The proposed new section has been approved by the Faculty Senate on several occasions and either rejected and/or returned by the Chancellor for additional review (February 2010/#10-08; April 2010/#10-52; November 2010/#10-78). The Faculty Senate returned the most recent proposed text to the Committee in February 2011 (#11-16) for further review.

The text below represents additional review and revisions (noted in **bold** print).
Revised text is highlighted.

Revise and place in the Faculty Manual.

"Part V. Final Examinations
The normal expectation is that the completion of both face to face and online courses will include a final examination or an alternate method of evaluating student progress. Final examinations are required at the discretion of the faculty member and must be scheduled in the course syllabus made available to students. ~~If a final examination is not given during the final examination period, the faculty member must meet with the class during the scheduled examination time and use the allotted time for an appropriate instructional activity.~~ **If a final examination is not given during the final examination period, the scheduled time for the exam should be treated as regular class with appropriate instructional activity. Online courses that do not give a final exam must use the final exam week for instructional purposes. The chair of the unit is responsible for monitoring adherence to scheduled examination requirements.**

The University establishes a final examination schedule each semester to reduce conflicts in course final examination and to meet the UNC established course hour requirements. There will be no departure from the printed schedule of examinations **including graduate level courses except for clinical and non-traditional class schedules, including graduate level courses.** Changes for individual student emergencies of a serious nature will be made only with the approval of the instructor. A student who is absent from an examination without excuse will be given a grade of F for the examination. An incomplete (I) for the course will only be given in the case of a student absent from the final examination who has presented a satisfactory excuse to the instructor.

No test intended to substitute for the final exam may be given during the week preceding the final examination period. Faculty may not give an examination or an assignment in lieu of an examination on Reading Day."

Faculty Senate Agenda
March 29, 2011
Attachment 4.

Report revised 3-24-11

ADMISSION AND RETENTION POLICIES COMMITTEE REPORT
Proposed Revisions to the *ECU Faculty Manual*,
Part IV. Academic Integrity and to the online Student Handbook

The proposed revisions are to take effect Fall 2011.

Proposed additions are noted in **bold** print and deletions in ~~strikethrough~~. Revised highlighted text noted in *Procedures for responding to a suspected academic integrity violation*.

Revise and keep in the Faculty Manual.

"Principle of Academic Integrity
Academic integrity is a cornerstone value of the intellectual community at East Carolina University. Academic integrity ensures that students derive optimal benefit from their educational experience and their pursuit of knowledge. Violating the principle of academic integrity damages the reputation of the university and undermines its educational mission. 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. For these reasons, 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.

Purpose and Scope
This document sets forth procedures to be followed for suspected academic integrity violations at ECU. It also details possible penalties for violations. Additional penalties for academic integrity violations may be established by academic departments, programs, colleges, and schools. Any such additional penalties must be established democratically by the faculty in a means compatible with school or college policies and/or unit codes.
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
Policy on Research Conduct 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, theses, 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.

<u>Definitions of academic integrity violations</u>
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; omitting a citation to a source when paraphrasing or summarizing another's work; submitting a paper written by another person as one's own work.

Falsification/Fabrication. The statement of any untruth, either spoken or written, regarding any circumstances related to academic work. This includes any untrue statements made with regard to a suspected academic integrity violation.
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.

<u>University-wide responsibility to report academic integrity violations</u>
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 policyin a manner severe enough to merit a gradereduction or other substantial academic 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.

   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 reduction or other substantial academic 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.
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.

3. *University Community Member Responsibility*.
   All other 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, if applicable, 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.

<u>Procedures for responding to a suspected academic integrity violation</u>
These procedures apply to all students. If face-to-face meetings are 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.

For undergraduate students, if a suspected academic integrity violation occurs outside of a specific course, the case will be referred directly to the University Committee on Academic Integrity for an Academic Integrity Board hearing (see "University Committee on Academic Integrity" below).

For graduate students, if a suspected academic integrity violation occurs outside of a specific course, the case will be referred to the student's Faculty Advisor who will serve in the role of the faculty member in the steps that follow. In the event that no Faculty Advisor can be identified, the Graduate Program Director will serve in the role of the faculty member in the process outlined below

In the case of a suspected violation reported directly to OSRR for which an instructor of record can be identified, 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).

In the procedures outlined below, "faculty member" refers to the faculty member in charge of the course, or, in cases in which the suspected academic integrity violation occurs outside of a specific course at the graduate level, to the student's Faculty Advisor or Graduate Program Director.

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 on which notice is received is not counted, but the last day of the period being computed is counted.

Under documented, exceptional circumstances (e.g., the instructor of the course or the student involved will be travelling or otherwise unavailable for an extended period of time at some point during the steps described below), reasonable adjustments may be madeas needed to the stipulated deadlines.

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

dispatch (e.g., email from the faculty member's official ECU email account to the student's official ECU email account; hand-delivered letter accompanied by a brief form that the student signs to indicate the note was delivered; 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 7 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 7 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.

In the event that a faculty member discovers a suspected violation at a time immediately after which he or she will no longer be under contract with the university, the instructor should refer the case, including all evidence related to the suspected violation, to the University Committee on Academic Integrity for an Academic Integrity Board hearing. The AIB will review the evidence submitted through its normal hearing procedures and impose an appropriate academic penalty if a violation is found.

In all cases, a faculty member should not penalize the student's grade or impose any other substantial academic penalty unless and until it is determined, following the procedures below, that a violation has occurred.

2. *Student responds to notification*

a. Upon delivery of the written notification from the faculty member, the student has 7 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) and submit it to the OSRR within 18calendar days of the date on which the notice of a suspected violation was sent to the student. The OSRR will notify the student, in writing, of the faculty member's decision and penalty within 7 calendar days of receiving the AIV form.

In the event that the student involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding academic integrity violations, the OSRR will also submit a copy of the AIV form to the appropriate program administrator.

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 18 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. *Faculty member determines outcomes of the initial meeting*
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, and no AIV form will be submitted to the OSRR.

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 10calendar days after the initial meeting. The OSRR will notify the student, in writing, of the faculty member's decision and penalty within 7 calendar days of receiving the AIV form.

In the event that the student involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding academic integrity violations, the OSRR will also submit a copy of the AIV form to the appropriate program administrator.

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.

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 7 calendar days of receiving the faculty member's recommendation. Note that the role of the AIB hearing in this case is *not* to review the faculty member's assignment of an academic penalty but to determine if *additional* sanctions should be assigned.

Students with 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.

Violations involving multiple students

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 refer the case to the University Committee on Academic Integrity for an AIB hearing.

Appeals of Decisions Reached by the Faculty Member

Conditions for Appeal

If a faculty member imposes a grade penalty or other substantial academic penalty for a first violation of the academic integrity policy, the student may only appeal the decision to the Academic Integrity Appeal Board (AIAB, see below) 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 that 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 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 7 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.

<u>University Committee on Academic Integrity (UCAI)</u>
Composition/Membership
1. Faculty members - Sixteen faculty members, at least sixof whom should have graduate faculty status, elected for three-year staggered terms by the Faculty Senate.

2. Student members – Sixteen students, at least sixof 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, or designee, 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, multi-student violations, or suspected violations at the undergraduate level that occur outside of a specific course), 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. In cases involving possible violations by graduate students, 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 of 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. In cases involving possible violations by graduate students, 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, or designee, 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, or designee, 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 notice of a case that requires an AIB hearing. The faculty member (if appropriate), 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. f 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 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 (if appropriate) fail to appear without prior approval of the administrative officer, the AIB or AIAB will proceed with an in absentia hearing.

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

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

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

The Director of the OSRR, or designee, 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 the student involved in the violation is a graduate student or is in a degree program that has additional penalties for or policies regarding academic integrity violations, the OSRR will also submit a copy of the AIV form to the appropriate program administrator.

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 unit administrator 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 unit administrator'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, unit administrator, 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 Provost, 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 the Dean of the Graduate School that the student be dismissed from his or her graduate program.**
   i. **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 acounseling 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 OSRR of having fulfilled this requirement.**
   j. **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.)**
   k. **Assign, and ensure the completion of, 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

At the end of each academic year, the University Committee on Academic Integrity shall prepare a report that summarizes its work. This annual report shall be submitted early in the fall semester to the Faculty Senate, the Student Government Association Legislature, and the Academic Council."

~~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.

5. 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.

Approved: 26 April 1983, East Carolina University Chancellor

Amended: 18 January 1985, East Carolina University Chancellor

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Faculty Senate Agenda
March 29, 2011
Attachment 5.

CALENDAR COMMITTEE
2012/2013 University Calendar

Summer Session 2012
First Term
(Actual days First Term: 4 Mondays, 6 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for final examinations.)

March 15, Thursday	Last day to apply for admission to Graduate School for First Summer Term.
March 26, Monday	Last day to apply for graduation during the Summer Session.
April 15, Sunday	Last day to apply as a post baccalaureate teacher licensure student for Summer Session.
May 1, Tuesday	Last day to apply as an undergraduate student for First Summer Term & 11-Week Session.
May 9, Wednesday	Late processing Fee assessed for all who have not paid fees by 4:00 pm.
May 10, Thursday	Fees accepted with late processing fee.
May 11, Friday	Schedules canceled for all who have not paid fees by 4:00 pm.
May 14, Monday	New student registration; schedule changes.
May 15, Tuesday	Classes begin; schedule changes.
May 16, Wednesday	Last day for registration and schedule changes (drop and add) for First Term by 5:00 pm.
~~May 17, Thursday~~	~~Last day for schedule changes (add only) by 5:00 pm.~~ *pending FS Resolution #11-12 approval*
~~May 23, Wednesday~~	~~Schedules canceled for all who have not paid fees by 4:00 pm (late add).~~ *pending FS Resolution #11-12 approval*
May 28, Monday	Memorial Day (no classes).
June 1, Friday	Last day to apply as an undergraduate student for Second Summer Term.
June 1, Friday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.
June 13, Wednesday	Last day for graduate students to drop courses without grades by 5:00 pm.
June 19, Tuesday	Classes end. Last day for submission of grade replacement requests.
June 20, Wednesday	Final examinations.
June 22, Friday	Grades due at noon.
July 1, Sunday	Last day to apply as a undergraduate readmit student or post baccalaureate teacher licensure student for the Fall Semester.
August 7, Tuesday	Last day to submit appeals to SAAC for readmission for Fall Semester.

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

March 26, Monday	Last day to apply for graduation during the Summer Session.

April 15, Sunday	Last day to apply as a post baccalaureate teacher licensure student for Summer Session.
May 1, Tuesday	Last day to apply as an undergraduate student for Second Summer Term & 11-Week Session.
May 2, Wednesday	Last day to apply for admission to Graduate School for Second Summer Term.
June 1, Friday	Last day to apply as an undergraduate student for Second Summer Term.
June 14, Thursday	Late processing fee assessed for all who have not paid fees by 4:00 pm.
June 15, Friday	Fees accepted with late processing fee.
June 18, Monday	Schedules canceled for all who have not paid fees by 4:00 pm.
June 20, Wednesday	New student registration; schedule changes.
June 21, Thursday	Classes begin; schedule changes.
June 22, Friday	Last day for registration and schedule changes (drop and add) for Second Term by 5:00 pm.
~~June 25, Monday~~	~~Last day for schedule changes (add only) by 5:00 pm.~~ *pending FS Resolution #11-12 approval*
~~June 29, Friday~~	~~Schedules canceled for all who have not paid fees by 4:00 pm (late add).~~ *pending FS Resolution #11-12 approval*
July 1, Sunday	Last day to apply as a undergraduate readmit student or post baccalaureate teacher licensure student for the Fall Semester.
July 4, Wednesday	State Holiday (no classes).
July 10, Tuesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.
July 16, Monday	Last day to submit thesis to Graduate School for completion of degree in the Summer Session.
July 20, Friday	Last day for graduate students to drop courses without grades by 5:00 pm.
July 26, Thursday	Classes end. Last day for submission of grade replacement requests.
July 27, Friday	Final examinations.
July 30, Monday	Grades due at noon.
August 7, Tuesday	Last day to submit appeals to SAAC for readmission for Fall Semester.

11-Week Summer Session

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

March 15, Thursday	Last day to apply for admission to Graduate School for Summer Session.
March 26, Monday	Last day to apply for graduation during the Summer Session.
April 15, Sunday	Last day to apply as a post baccalaureate teacher licensure student for Summer Session.
May 1, Tuesday	Last day to apply as an undergraduate student for First Summer Term & 11-Week Session.
May 9, Wednesday	Late processing fee assessed for all who have not paid fees by 4:00 pm.
May 10, Thursday	Fees accepted with late processing fee.
May 11, Friday	Schedules canceled for all who have not paid fees by 4:00 pm.
May 14, Monday	New student registration; schedule changes.
May 15, Tuesday	Classes begin; schedule changes.
May 16, Wednesday	Last day for registration and schedule changes (drop and add) by 5:00 pm.
~~May 17, Thursday~~	~~Last day for schedule changes (add only) by 5:00 pm.~~ *pending FS Resolution #11-12 approval*
~~May 23, Wednesday~~	~~Schedules canceled for all who have not paid fees by 4:00 pm (late add).~~ *pending FS Resolution #11-12 approval*

May 28, Monday	Memorial Day (no classes).
June 1, Friday	Last day to apply as an undergraduate student for Second Summer Session.
June 20, Wednesday	Midsummer Break (no classes).
June 21, Thursday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.
July 1, Sunday	Last day to apply as a undergraduate readmit student or post baccalaureate teacher licensure student for the Fall term.
July 4, Wednesday	State Holiday (no classes).
July 16, Monday	Last day to submit thesis to Graduate School for completion of degree in the Summer Session.
July 20, Friday	Last day for graduate students to drop courses without grades by 5:00 pm.
July 26, Thursday	Classes end. Last day for submission of grade replacement requests.
July 27, Friday	Final examinations.
July 30, Monday	Grades due at noon.
August 7, Tuesday	Last day to submit appeals to SAAC for readmission for Fall **S**emester.

Fall Semester 2012
(Actual class days: 13 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays.
Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays)

March 15, Thursday	Last day to apply as an undergraduate freshman student for the Fall Semester.
April 15, Sunday	Last day to apply as an undergraduate transfer student for the Fall Semester.
June 1, Friday	Last day to apply for admission to Graduate School for the Fall Semester.
July 1, Sunday	Last day to apply as a undergraduate readmit student or post baccalaureate teacher licensure student for the Fall Semester.
August 7, Tuesday	Last day to submit appeals to SAAC for readmission for the Fall Semester.
August 9, Thursday	Late processing fee assessed for all who have not paid fees by 4:00 pm.
August 10, Friday	Fees accepted with late processing fee.
August 13, Monday	Schedules canceled for all who have not paid fees by 4:00 pm.
August 20, Monday	Faculty meetings.
August 20, Monday	Advising, registration, and schedule adjustments.
August 21, Tuesday	Classes begin; schedule changes.
August 27, Monday	Last day for registration and schedule changes (drop and add) by 5:00 pm.
~~August 28, Tuesday~~	~~Last day for schedule changes (add only) by 5:00 pm.~~ *pending FS Resolution #11-12 approval*
~~August 29, Wednesday~~	~~Schedules canceled for all who have not paid fees by 4:00 pm (late add).~~ *pending FS Resolution #11-12 approval*
September 3, Monday	Labor Day Holiday (no classes).
September 4, Tuesday	State holiday makeup day. Classes which would have met on Monday, September 3, will meet on this day so there will effectively be the same number of Mondays and Tuesdays as every other weekday during the semester; Tuesday classes will not meet.
September 4, Tuesday	Last day to apply for graduation in December.
October 6-9, Saturday-Tuesday	Fall Break.

October 10, Wednesday	8:00 am - Classes resume.
October 15 – 19, Monday-Friday	Advising for Spring Semester 2013.
October 16, Tuesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.
October 22, Monday	Registration for Spring Semester 2013 begins.
November 1, Thursday	Last day to apply as an undergraduate student for the Spring Semester.
November 21-25, Wednesday-Sunday	Thanksgiving Break.
November 26, Monday	8:00 am - Classes resume.
November 26, Monday	Undergraduate students last day to remove incompletes given during Spring and/or Summer Session 2012.
November 26, Monday	Last day for graduate students to drop courses without grades by 5:00 pm.
November 27, Tuesday	Last day to submit thesis to the Graduate School for completion of degree in this term.
December 1, Saturday	Last day to apply as an undergraduate transfer student for the Spring Semester.
December 4, Tuesday	Graduate students last day to remove incompletes given during Fall 2011.
December 4, Tuesday	Classes end. Last day for submission of grade replacement requests.
December 5, Wednesday	Reading day.
December 6, Thursday	Final Examinations begin.
December 13, Thursday	Exams for Fall semester close at 4:30 pm.
December 14, Friday	Commencement.
December 15, Saturday	Grades due at noon.
December 21, Friday	Last day to submit appeals to SAAC for readmission for Spring Semester.

EXAMINATION SCHEDULE
FALL SEMESTER 2012

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. The final exam meeting is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 6-December 13). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 6- December 13). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm

on the second night of their usual meeting during the examination period (December 6- December 13). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

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

Common examinations, including DE sections, will be held according to the following schedule:

CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Thursday, December 6
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Friday, December 7
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Monday, December 10
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Tuesday, December 11
MATH 1065	5:00 - 7:30 Wednesday, December 12

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, December 7
8:00 TTh	8:00 - 10:30 Thursday, December 6
9:00 MWF	8:00 - 10:30 Monday, December 10
9:00 TTh (9:30)	8:00 - 10:30 Tuesday, December 11
10:00 MWF	8:00 - 10:30 Wednesday, December 12
10:00 TTh	8:00 - 10:30 Thursday, December 13
11:00 MWF	11:00 - 1:30 Friday, December 7
11:00 TTh	11:00 - 1:30 Thursday, December 13
12:00 MWF	11:00 - 1:30 Monday, December 10
12:00 TTh (12:30)	11:00 - 1:30 Tuesday, December 11
1:00 MWF	11:00 - 1:30 Wednesday, December 12
1:00 TTh	11:00 - 1:30 Thursday, December 6
2:00 MWF	2:00 - 4:30 Friday, December 7
2:00 TTh	2:00 - 4:30 Thursday, December 6
3:00 MWF (3:30)	2:00 - 4:30 Monday, December 10
3:00 TTh (3:30)	2:00 - 4:30 Thursday, December 13
4:00 MWF	2:00 - 4:30 Wednesday, December 12
4:00 TTh	2:00 - 4:30 Tuesday, December 11
5:00 MWF	5:00 - 7:30 Monday, December 10
5:00 TTh	5:00 - 7:30 Thursday, December 6

Spring Semester 2013

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

October 15, Monday	Last day to apply for admission to Graduate School for the Spring Semester.
November 1, Thursday	Last day to apply as an undergraduate student for the Spring Semester.

December 1, Saturday	Last day to apply as an undergraduate transfer student for the Spring Semester.
December 21, Friday	Last day to submit appeals to SAAC for readmission for Spring Semester.
January 7, Monday	Late processing fee assessed for all who have not paid fees by 4:00 pm.
January 8, Tuesday	Fees accepted with late processing fee.
January 9, Wednesday	Class schedules canceled for all who have not paid fees by 4:00 pm.
January 11, Friday	Advising and schedule adjustments.
January 14, Monday	Classes begin; schedule changes.
January 18, Friday	Last day for registration and schedule changes (drop and add) by 5:00 pm.
January 21, Monday	State Holiday (no classes).
~~January 22, Tuesday~~	~~Last day for schedule changes (add only) by 5:00 pm.~~ *pending FS Resolution #11-12 approval*
~~January 23, Wednesday~~	~~Schedules canceled for all who have not paid fees by 4:00 pm (late add).~~ *pending FS Resolution #11-12 approval*
January 29, Tuesday	Last day to apply for graduation in May.
March 7, Thursday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.
March 10-17, Sunday – Sunday	Spring Break.
March 15, Friday	Last day to apply as an undergraduate freshman student for the Fall Semester.
March 18, Monday	8:00 am - Classes resume.
March 18-22, Monday-Friday	Advising for Summer Sessions and Fall Semester 2013.
March 25, Monday	Registration for Summer Sessions and Fall Semester 2013 begins.
March 26, Monday	Last day to apply for graduation during the Summer Session.
March 29-30, Friday-Saturday	State Holiday (no classes).
April 16, Tuesday	Last day to apply as an undergraduate transfer student for the Fall Semester.
April 16, Tuesday	Last day to apply as a post baccalaureate teacher licensure student for Summer Sessions.
April 18, Thursday	Undergraduate students last day to remove incompletes given during Fall Semester 2012.
April 18, Thursday	Last day for graduate students to drop courses without grades by 5:00 pm.
April 19, Friday	Last day to submit thesis to the Graduate School for completion of degree in this semester.
April 30, Tuesday	State holiday makeup day. Classes which would have met on Friday, March 29, will meet on this day so there will effectively be the same number of Fridays and Tuesdays as every other weekday during the semester; Tuesday classes will not meet.
April 30, Tuesday	Graduate students last day to remove incompletes given during Spring Semester and/or Summer Session 2012.
April 30, Tuesday	Classes end. Last day for submission of grade replacement requests.

May 1, Wednesday	Reading day.
May 1, Wednesday	Last day to apply as an undergraduate student for First Summer Term & 11-Week Session.
May 2, Thursday	Final examinations begin.
May 9, Thursday	Exams for Spring Semester close at 4:30 pm.
May 10, Friday	Commencement.
May 11, Saturday	Grades due at noon.

EXAMINATION SCHEDULE
SPRING SEMESTER 2013

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. The final exam meeting is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (May 2-9). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (May 2-9). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second night of their usual meeting during the examination period May 2-9). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

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

Common examinations, including DE sections, will be held according to the following schedule:

FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Thursday, May 2
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Friday, May 3
MATH 1065	5:00 - 7:30 Monday, May 6
CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Tuesday, May 7
CHEM 1121, 1131, 1151, 1161, 2753; 2763	5:00 - 7:30 Wednesday, May 8

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

12:00 MWF	11:00 - 1:30 Friday, May 3
12:00 TTh (12:30)	11:00 - 1:30 Thursday, May 2
1:00 MWF	11:00 - 1:30 Monday, May 6
1:00 TTh	11:00 - 1:30 Thursday, May 9
2:00 MWF	2:00 - 4:30 Wednesday, May 8
2:00 TTh	2:00 - 4:30 Thursday, May 9
3:00 MWF (3:30)	2:00 - 4:30 Friday, May 3
3:00 TTh (3:30)	2:00 - 4:30 Tuesday, May 7
4:00 MWF	2:00 - 4:30 Monday, May 6
4:00 TTh	2:00 - 4:30 Thursday, May 2
5:00 MWF	5:00 - 7:30 Monday, May 6
5:00 TTh	5:00 - 7:30 Thursday, May 2

EDUCATIONAL POLICIES AND PLANNING COMMITTEE
Proposed Additional Revisions to the *ECU Faculty Manual*,
Part V. Academic Information, Section III. Curriculum Development

Proposed text was 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 were approved by the Faculty Senate in December 2010 (Resolution #10-94). However, following the meeting, additional revisions relating to Appendix D were brought to the attention of the Committee by the Chair of the Faculty and those revisions are now noted in **bold** print for Faculty Senate consideration.

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). 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;
- 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
- 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;
- Graduate School Administrative Board for master's or doctoral programs;
- 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.)

In cases of financial exigency or the initiation of a discontinuation, curtailment, or elimination of a teaching, research, or public service program, the provisions of the ECU Faculty Manual, Appendix D will apply.

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 Agenda
March 29, 2011
Attachment 7.

FACULTY GOVERNANCE COMMITTEE

Interpretation of the *ECU Faculty Manual*, Appendix D. Tenure and Promotion Policies and Procedures, Section IV.C. External Peer Review for Promotion and the Conferral of Permanent Tenure

Faculty candidates for promotion and/or tenure consideration during 2011-2012 and members of their respective unit Tenure Committees are selecting external peer reviewers at this time. The purpose of this interpretation is to provide clarity on the current provisions stated in the *ECU Faculty Manual*, Appendix D. Tenure and Promotion Policies and Procedures, Section IV.C. External Peer Review for Promotion and the Conferral of Permanent Tenure as follows:

> *"By the last week of March of the Spring term prior to the academic year in which a promotion or tenure decision is scheduled, the unit Tenure Committee shall produce a list of possible external reviewers. The candidate for promotion and/or permanent tenure shall provide a similar list, noting for each name the professional relationship, if any, between the reviewer and the candidate. The candidate shall also provide similar relationship information for each name on the unit Tenure Committee's list. These two lists must be independently compiled and if the two lists contain a common set of prospective external reviewers, the unit Tenure Committee list shall be revisited and new possible external reviewers shall be identified as replacement for those originally on both lists."*

The statement (noted in red) indicates that prospective external reviewers appearing on the two independently compiled lists cannot serve and that new reviewers must be identified to replace those reviewers originally on both the candidate's list and the committee's list. **This provision was NOT intended to prevent a unit Tenure Committee from selecting an external peer reviewer who was also suggested by the faculty candidate.**

The Faculty Governance Committee will review these regulations and propose to the Faculty Senate revisions to Appendix D in Fall 2011. Until revisions are approved, the Faculty Governance Committee is asking the Faculty Senate to approve this interpretation as formal notification that an

individual suggested by both the faculty candidate for promotion and/or tenure and the unit's Tenure Committee **may be selected** to serve as an approved external peer reviewer.

Faculty Senate Agenda
March 29, 2011
Attachment 8.

FACULTY GOVERNANCE COMMITTEE

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

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

Revise and keep in the Faculty Manual.

"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 as derived from the 1940 *Statement of Principles on Academic Freedom and Tenure* by the American Association of University Professors. ~~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 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.

The policy set forth by the board of governors regarding political activities of university employees can be found in **The University Policy Manual with a link to the Board of Governors policy (see item 300.5 http://www.northcarolina.edu/policy/index.php)** ~~is summarized in Part VI. General Personnel Information of the *ECU Faculty Manual.*~~"

Faculty Senate Agenda
March 29, 2011
Attachment 9.

FACULTY GOVERNANCE COMMITTEE

Proposed revisions to the *ECU Faculty Manual*, Appendix L. East Carolina University Code

(Additions are noted in **bold** print, deletions in ~~strikethrough~~ and further action in **purple** print.)

Revise and keep in the Faculty Manual.

FACULTY INVOLVEMENT IN SELECTION AND EVALUATION OF ADMINISTRATORS
~~EAST CAROLINA UNIVERSITY CODE~~

~~Preamble~~
~~In order to establish a mutual understanding which produces an essential joint effort in the government of East Carolina University, the faculty, administration, and trustees adopt the following code of regulations of university government.~~

~~A. Voting Faculty Member~~
~~[Please refer to *ECU Faculty Manual* Interpretation #I00-13, #I98-9, #I96-6, #I94-3.]~~
~~As pertains to faculty voting for the unit's nominating committee for appointment of administrative officials, for making recommendations on code content to the permanently tenured unit faculty members, in quadrennial evaluations of the effectiveness of unit programs, and in quadrennial evaluations of the effectiveness of unit administrators, a voting faculty member is someone who is appointed to a full-time faculty position; who is a permanently tenured or probationary term faculty person; who has been employed in any faculty position for at least 12 consecutive months at East Carolina University; who has regular academic faculty rank (*ECU Faculty Manual*, *Appendix D, Tenure and Promotion Policies and Procedures of ECU*); and who must, except as noted below for faculty on leaves of absence, be carrying at East Carolina University, at the time of the voting, not less than half the normal teaching/research program as practiced in the unit of appointment. (Faculty Senate Resolution #00-20)~~

~~The teaching/research requirement does not apply to unit administrators, librarians, or other university officers who may hold tenured positions in home units. Voting rights within individual units on matters addressed in their codes, other than those referred to in this document, should be a topic addressed in individual unit code development. The School of Medicine may define voting faculty for the purpose of this code in accordance with their unique structures, subject to the approval of the Faculty Senate.~~

~~A faculty member on leave of absence who satisfies the aforementioned criteria for a voting faculty member shall be eligible to participate in the election of the unit's nominating committee for appointment of administrative officials, in making recommendations on code content to the unit's permanently tenured faculty, and in quadrennial evaluations of the effectiveness of unit programs and/or administrators, provided that the absence of the member on leave shall not have exceeded twelve months duration at the time of the voting and provided that the member on leave returns to East Carolina University to participate.~~

~~B. Appointment of Administrative Officials~~

The faculty involvement in selection and evaluation of administrators are regulated by the following policies and guidelines:

Board of Trustee Policy on Appointment and Review of Administrative Officers at ECU, November 2007

Board of Trustee Implementation Guidelines, Spring 2009

~~This section of Appendix L has been superseded by dated 11-30-07.~~

~~Each administrative official (exclusive of the Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Health Sciences, the Vice Chancellor for Research, the Vice Chancellor for Business Affairs, the Vice Chancellor for Student Life, the Vice Chancellor for Institutional~~

~~Advancement, the Director of Athletics, and their assistants) whose direct concern is with academic matters will be appointed according to the following procedure:~~

~~1. The immediately superior administrative official will convene a nominating committee which will be formed in the following way:~~

~~a. The officer will designate a committee of at least five persons.~~

~~b. At least three-fifths of this committee will be faculty members belonging to the entire constituency of the office to be filled, elected by secret ballot by a majority of the members of that constituency present and voting at a meeting called for that purpose by the convening officer.~~

~~c. The remainder of the committee will be chosen from permanently tenured faculty members or administrators in a manner designated by the appointing officer. (Please refer to *ECU Faculty Manual* Interpretation #I05-20.]~~

~~2. This nominating committee shall:~~

~~a. establish criteria that the new official must meet,~~

~~b. solicit and screen applicants for the position, and~~

~~c. submit to the appointing officer one or more nominees. The committee shall determine by secret ballot that the nominees are acceptable to a majority of the permanently tenured faculty of the school, department, or college.~~

~~3. The appointing officer may accept one of the committee's nominees or may reject all of them. If the appointing officer should reject them, the committee must produce an additional nominee or nominees.~~

~~In the event that return to the East Carolina University campus is impractical, the member on leave shall be eligible to participate only in quadrennial evaluations of the effectiveness of unit programs and/or administrators. In either case, the member on leave shall be informed of the nature of the pending issue by the unit administrator, who shall forward by registered mail to the member on leave appropriate reports, information, date and time of the vote, and, whenever the pending issue is a quadrennial evaluation, ballot(s). In the event that the member on leave is unable to return to the campus to participate, then the ballot(s) must be returned by the member within a thirty-day period from the time that the ballot(s) had been posted in Greenville, NC. If the member chooses to return to the campus to participate, then the member shall destroy the posted ballot(s).~~

The text found in this section will be removed from Appendix L and placed in a new section of the Faculty Manual devoted to Unit Codes.

~~C. Development, Screening, and Implementation of Unit Codes~~

~~1. Each autonomous, self-governing unit shall democratically develop a code of operations. This code must be approved by a majority of the permanently tenured faculty members of the unit. The code will provide for the conduct of unit affairs according to *Robert's Rules of Order, Newly Revised*. Each code will be submitted to the Faculty Senate and the chancellor for review and ratification. In the colleges and schools electing to organize into self-governing, autonomous units at the department level, codes shall be submitted to the appropriate dean for advice prior to submission to the Faculty Senate. After consultation with the Provost or Vice Chancellor for Health Sciences, the chancellor shall ratify a code or shall return the code document to the code unit for revision and appropriate approval.~~

~~2. The faculty may democratically decide to organize into self-governing, autonomous units at the department, school, or college level in accordance with guidelines established by the Faculty Senate. A school's or college's proposal to organize into self-governing, autonomous units will be reviewed by the Faculty Governance Committee. If the Faculty Governance Committee finds the proposal conforms to the guidelines, the proposal will be forwarded to the Faculty Senate for their consideration. If the Faculty Senate acts favorably, the proposal will be forwarded to the Chancellor. With the Chancellor's approval, codes of operation for the individual units shall be democratically developed. Upon approval of the codes, the code of the school or college will become null-and-void.~~

~~Said school or college may democratically develop a constitution as a governance document. However, this constitution may not conflict with the authorities, responsibilities, and characteristics of the constituent units. If faculty members of schools or colleges do not choose to organize into self-governing, autonomous units, faculty in individual departments may democratically develop rules for the internal organization and operation of their departments. (Faculty Senate Resolution #03-51, December 2003)~~

~~3. To provide consistency unit codes should be developed following an approved outline that includes at least:~~

~~a. a preamble~~
~~b. definitions of the unit's faculty, its voting faculty, its graduate faculty~~
~~c. the administrative organization of the unit~~
~~d. the membership, terms, and duties of standing committees~~
~~e. a section that states regulations, criteria, and weights governing the evaluation of faculty members annually and otherwise for all personnel actions, including recommendations for merit awards, reappointment, promotion, and the award of permanent tenure (*ECU Faculty Manual, Appendices C and D*).~~
~~f. procedures for meetings within the unit~~
~~g. procedures for the unit's faculty members to indicate in a timely fashion and by vote their approval or disapproval of the unit's major planning documents, assessment documents, and other major reports prior to their submission in final form to person(s) outside the unit (Faculty Senate Resolution #03-37, October 2003)~~
~~h. procedures for discussing with its unit administrator the unit's annual budget request and annual report~~
~~i. procedures for developing criteria for salary increases (Faculty Senate Resolution #05-08, April 2005)~~
~~j. amendment procedures.~~

~~4. Each faculty member within a unit should have the most recent version of the unit's code.~~
~~5. With each quadrennial evaluation the unit administrator and the appropriate committee reviewing the unit's code should report to the Faculty Senate that the unit's code meets the current Faculty Senate guidelines for codes.~~
~~6. Unit codes that have been reviewed and approved by the Unit Code Screening Committee, the Faculty Senate, and the Chancellor should be deposited in the Faculty Senate office. The original should include a page containing the signatures of the chair of each reviewing body and the Chancellor or the Chancellor's delegate. If the Chancellor upon reviewing the unit's code requires changes in the code, the document should be returned to the unit for the required revisions and should continue through the review cycle until no further changes are required.~~
~~7. Immediately prior to the unit's quadrennial evaluation of its unit administrator, the Chancellor shall remind the unit's faculty and administrator that they must follow the unit's code.~~
~~8. The Chair of the Faculty and the Chancellor, or the Chancellor's delegate, shall arrange and schedule an orientation program for newly appointed administrators, to be conducted during the fall semester of each academic year.~~

The text found in this section will be removed from Appendix L and placed in a new section of the Faculty Manual devoted to Unit Codes.

~~D. Code Unit Changes~~
~~1. The policies and procedures set forth in this section apply to the following code unit changes:~~
~~a. dissolving a code unit without terminating faculty members' employment,~~
~~b. dividing a code unit into two or more code units,~~
~~c. merging a code unit with one or more code units,~~

d. moving a code unit,
e. changing a code unit's status from a department in a college to a school, or from a school to one or more departments in a college,
f. renaming a code unit, in addition, changes in unit nomenclature shall be approved by UNC General Administration before such changes become effective. [Please refer to interpretation #05-19.]
g. any combination of the above.

Changes will not occur until the faculty members in the units affected and the Faculty Senate have the opportunity to recommend to the Chancellor approval or disapproval of the proposed changes as originally presented or as amended by the affected units or the Faculty Senate. (Faculty Senate Resolution #98-28, November 1998)

2. Proposals recommending code unit changes of the sort listed above may be initiated by:
   a. at least one-fourth of a code unit's faculty members or
   b. by administrators holding faculty status.

Proposals must include at least a vestigial code of operations reflecting the changes and detailed plans for any faculty who might be displaced by the change. [Please refer to interpretation #01-17.]

3. Procedures for making code unit changes are as follows:
   a. The person(s) initiating a proposal will provide copies of the proposal to the faculty members and unit administrators of all code units to be altered by the proposed changes.
   b. Within 15 working days after the proposal has been distributed the initiator(s) will meet to discuss the proposal with the faculty members of the unit(s) or with representatives elected by each affected unit, the unit administrators, and the appropriate deans and vice chancellors (or their representatives).
   c. Within 10 working days after this meeting, the permanently tenured faculty members of each affected unit will meet and vote their approval or disapproval of the proposal in its original form or as amended and then will communicate in writing the results of their action to their unit administrator. The unit administrator will not participate in this vote. (Faculty Senate Resolution #00-20) (Faculty Senate Resolution #03-37, October 2003)
   d. Within 10 working days the unit administrator will forward to the next higher administrator the results of the unit's action and his or her concurrence or non-concurrence with the unit's action.
   e. Within 10 working days the next higher administrator will communicate in writing to the initiator(s) and to the appropriate vice-chancellor(s) the following: the unit faculty's action, the unit administrator's concurrence or non-concurrence with that action, and his or her concurrence or non-concurrence with that action.
   f. The initiator(s) shall present copies of the proposal, the affected units' faculty recommendations, and the relevant administrators' concurrence or non-concurrence to the chair of the Educational Policies and Planning Committee. The committee shall consult with appropriate deans and vice-chancellors, and, if it deems necessary, with other faculty members and administrators. Within 40 working days (during the regular academic year), the committee will report its recommendations to the Faculty Senate.
   g. The Faculty Senate will vote in a timely manner to recommend to the Chancellor the approval or disapproval of the proposal as originally received by the Educational Policies and Planning Committee or as amended by the Faculty Senate.
   h. If the changes are approved by the Chancellor (and higher authority if necessary), implementation of these changes will be overseen by a committee including a faculty member appointed by the Chancellor, a faculty member appointed by the Chair of the

~~Faculty, and a faculty member appointed by the Educational Policies and Planning Committee. The committee will provide timely reports on progress to the Educational Policies and Planning Committee.~~

~~E.~~ Five-Year Unit Program Evaluation

The text found in this section will be removed from Appendix L and a new section of the Faculty Manual will be created to include the following text:

1. **The unit Academic Program Review will be conducted according to the Guidelines for Unit Academic Program Review (Faculty Senate Resolution #08-51).**

2. **Changes to these guidelines need to be approved by the Educational Policies and Planning Committee and the Faculty Senate.**

3. **The unit Academic Program Review shall be used in the development of the unit's operational and strategic planning. (Faculty Senate Resolution #08-66)**

~~1. Every fifth year, beginning with the 1998-1999 academic year, each unit shall complete a self-evaluation of its operation. The appropriate vice chancellor shall give notice to the voting faculty members of the unit that they shall meet and elect by secret ballot an evaluation committee. The committee shall supervise the unit evaluation ensuring full participation by all unit faculty members. The evaluation shall include, but not be limited to, all academic programs, budgets, teaching, research, creative activity, and service activities. Expressions of student opinion concerning academic programs and teaching shall be included.~~

~~2. The dean or unit administrator shall be ineligible to serve on the evaluation committee.~~

~~3. The unit faculty members shall meet to consider the report and recommendations of the evaluation committee not later than the end of January. The report and recommendations shall be distributed to the unit faculty members not later than one week prior to the meeting. The voting faculty members of the unit shall vote by secret ballot whether or not to accept the evaluation committee's report and recommendations. Acceptance shall require three-fifths of the voting faculty members of the unit. The report and recommendations, whether accepted or not, and the vote of the unit shall be submitted to the next higher administrative official not later than thirty calendar days prior to the completion of the spring semester. The next higher administrative official shall review the report and the vote, and then forward the report through higher administrative offices to the Chancellor for review and comment. If any administrator above the unit level fails to concur with the unit's recommendation that administrator shall inform the faculty of the unit in writing of the reasons for his or her decision.~~

~~4. The unit program evaluation shall be used in the development of the unit operational plan. (Faculty Senate Resolution #98-28, November 1998)~~

~~F. Quadrennial Unit Administrator Evaluation~~

~~[Please refer to *ECU Faculty Manual* Interpretation #00-13]~~

~~1. The voting faculty of each unit shall vote on the effectiveness of the unit administrator. During March of the unit administrator's fourth year of appointment and every fourth year thereafter, the voting faculty shall discuss and vote by secret ballot on the effectiveness of the unit administrator. Please refer to the ECU Policy on Review of Administrative Officers, dated 3-18-02.~~

~~2. Each unit will elect a Faculty Leader for the Quadrennial Unit Administrator Evaluation. For units with only one Personnel Committee, the elected chair of the Personnel Committee will serve as the Faculty Leader for the Quadrennial Unit Administrator Evaluation. For units with more than one Personnel Committee, the unit administrator will call a meeting of the chairs of the Personnel Committees during the fall semester preceding the Quadrennial Unit Administrator Evaluation. At that meeting, a voting faculty member of the unit will be nominated and elected by the chairs of the Personnel Committees within the unit to serve as the Faculty Leader for the Quadrennial Unit Evaluation.~~

~~3. The Faculty Leader of the Quadrennial Unit Administrator Evaluation will call a meeting of the voting faculty during March of the following semester. At that meeting, with the unit administrator absent, the faculty will discuss and vote by secret ballot on the effectiveness of the unit administrator. Absentee ballots must be made available for voting faculty members in advance of this meeting; ballots must be deposited with the Faculty Leader for the Quadrennial Unit Administrator Evaluation prior to the meeting so that those ballots may be intermingled with and then counted along with ballots of faculty members present for the meeting. It is the responsibility of the Faculty Leader for the Quadrennial Unit Administrator Evaluation to ensure that absentee ballots and all other ballots are kept secret and confidential.~~

~~4. The balloting will be conducted by the Faculty Leader for the Quadrennial Unit Administrator Evaluation, assisted by members of the Personnel Committee(s) from the unit. They shall distribute, collect, and count the ballots after adding any absentee ballots cast prior to the meeting. The unit administrator shall not vote in this procedure.~~

~~5. Before adjourning the meeting, the Faculty Leader for the Quadrennial Unit Administrator Evaluation shall announce the results of the balloting to the voting faculty members. Immediately following the meeting, the Faculty Leader for the Quadrennial Unit Administrator Evaluation shall convey to the unit administrator the results of the balloting. A copy of this correspondence shall also be submitted to the next higher administrative official by the Faculty Leader for the Quadrennial Unit Administrator Evaluation.~~

~~6. A negative vote by a majority of the voting faculty, excluding the unit administrator, shall constitute a recommendation that the unit administrator be removed. A decision to terminate an administrative officer's appointment shall be made by the Chancellor.~~

~~(Faculty Senate Resolution #03-05, March 2003)~~

~~G.~~ Annual Evaluation of University Administrators

Faculty shall evaluate administrators annually, employing an instrument approved by the Faculty Senate and the Chancellor. The results of such evaluations shall be made available to the administrator and the administrator's supervisor.

Approved:
Faculty Senate Resolution #93-41
10 December 1993
East Carolina University Board of Trustees

Amended:
Faculty Senate Resolution #96-5, March 1996
Faculty Senate Resolution #96-15, May 1996
Faculty Senate Resolution #98-28, November 1998
Faculty Senate Resolution #00-20, April 2000
Faculty Senate Resolution #03-05, March 2003
Faculty Senate Resolution #03-32, April 2003 (editorial revisions)
Faculty Senate Resolution #03-37, October 2003
Faculty Senate Resolution #03-51, December 2003
Faculty Senate Resolution #05-08, April 2005

Interpretations:
Section A. (2-11-98, 9-6-96, and 2-23-94)
Section A. and F. (2-1-00)
Section D.2. (Faculty Senate Resolution #01-12, February 2001)
Section D.1.f. (Faculty Senate Resolution #05-07, February 2005)
Section B.1.c. (Faculty Senate Resolution #05-40, September 2005)

Faculty Senate Agenda
March 29, 2011
Attachment 10.

FACULTY WELFARE COMMITTEE

Proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection G. Faculty Absence and Part VI. General Personnel Policies, Section I. Employment Policies, Subsection D. Leaves of Absence

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

Revise and combine with text located in Part VI. Section I.D. and keep in the Faculty Manual.

~~G. Faculty Absence~~
~~Any faculty member who contemplates being absent from regular campus duties is expected to make arrangements in advance with his or her unit administrator. The unit administrator then makes arrangements for this absence as well as substitute arrangements with the appropriate vice chancellor. A petition to travel form must be completed and submitted to the office of the appropriate vice chancellor at least two weeks in advance for in-state trips, at least three weeks in advance for out-of-state trips, and at least four weeks for out-of-country trips. In the event of an absence caused by an emergency or illness, a faculty member is advised to inform the dean or chairperson at his or her earliest convenience.~~

Revise and keep in the Faculty Manual under Benefits and Leave with other reorganized items.

~~D. Leaves of Absence~~

"Faculty Absence and Leave
Faculty members unable to perform their duties are expected to make arrangements in advance with their unit administrators. The unit administrator then determines the acceptability of the absence from duty, and if necessary, will coordinate substitute arrangements with the appropriate administrator (dean or vice chancellor). If the absence from duty is associated with travel, faculty must be in compliance with the East Carolina University travel policy (http://www.ecu.edu/cs-admin/financial_serv/accountspayable/travelmanual.cfm) which mandates that all university travel is subject to availability of budgeted funds and must be approved before travel may begin. In the event of an absence from duty caused by an emergency or illness, a faculty member is advised to inform the unit administrator at his or her earliest convenience; normally the notification should be within one business day. Faculty members incurring an illness or emergency for more than three consecutive business days are to be notified by the unit administrator of their potential entitlements under the Family and Medical Leave Act (FMLA). Refer to http://www.ecu.edu/cs-admin/HumanResources/Benefits.cfm for additional information on leave and benefits coverage under FMLA.

Faculty members may take a leave of absence for one or more semesters (normally not more than two academic years or more often than once in three years) or appropriate period of time

for the faculty in the Brody School of Medicine. The leave can be with salary or without salary, depending on the type of leave and the advance approval for the leave of absence.

Faculty members requesting a professional leave of absence should include the reason(s) for the request and the dates the faculty member is requesting leave. The unit administrator will forward the request to the Personnel Committee, which will make a recommendation to the unit administrator. The unit administrator will make a recommendation and will forward both recommendations to the immediate supervisor. This procedure shall be repeated at each administrative level until the recommendation reaches the appropriate vice chancellor. After reviewing the recommendations, the vice chancellor will make a decision and will notify in writing the faculty member, the unit administrator, and the administrator's immediate supervisor.

Leaves of absence include, but are not limited to, the following:

1. Professional leave. Leave is granted to give permanently tenured faculty members opportunities for research, advanced study and/or professional growth. For probationary-term faculty members, this type of leave allows faculty members to accept competitive awards in programs such as the Fulbright or Fogarty Fellowships, allowing research or advanced study opportunities.

2. Faculty Scholarly Reassignment. Leave is granted for a faculty member to pursue full-time a project involving research or creative (scholarly) activity. Details of the ECU Faculty Scholarly Reassignment policy, including eligibility and terms and conditions, are located at (link to be provided).

3. Personal leave. In accordance with ECU's Faculty Serious Illness and Parental Leave Policy, a faculty member may request personal leave for purposes such as serious illnesses, maternity leave, or parental leave as defined by the Family and Medical Leave Act (FMLA). See http://www.ecu.edu/cs-admin/HumanResources/Benefits.cfm for more information.

4. Public service leave. A faculty member may run for political office, serve in appointed or elected public office, or serve in an appointed professional office and request a leave of absence. See "Political Activities of Employees" of the UNC policy manual policy (http://www.northcarolina.edu/policy/index.php?pg=vb&node_id=331) for more information on this type of leave.

5. Community Service Leave. Leave is granted under certain criteria for volunteers to support schools, communities, citizens, and non-profit charitable corporations. See the University Policy Manual (http://www.ecu.edu/business_manual/Human_Resources_Policy13.htm) and the UNC "community service leave" policy (http://www.northcarolina.edu/policy/index.php?pg=dl&id=288&inline=1&return_url=%2Fpolicy%2Findex.php%3Fpg%3Dvb%26tag%3DChapte_r%2B300) for more information on this type of leave.

6. Military Service Leave. Leave is granted to fulfill a military obligation, such as a call to active duty for a reservist. See policy link (http://www.ecu.edu/business_manual/Human_Resources_Policy13.htm) for more information.

Faculty members may retain voting privileges while they are on leave of absence but in attendance at specified committee meetings, such as personnel, promotion, and tenure committees. Please refer to Section IV. of the ECU Tenure and Promotion Policies and Procedures located in the *ECU Faculty Manual*. Leaves of absence for probationary-term faculty members may, under cases of severe personal exigency or other compelling personal circumstances, include extension of the length of the probationary term. The conditions for, and approval process of, extensions of the probationary term can be found in Section II.C.4 of the ECU Tenure and Promotion Policies and Procedures, located in the *ECU Faculty Manual*. Continuation of benefits for faculty members on leave is covered by university and state regulations.

Prior to taking leave, faculty members are encouraged to speak with a university benefits counselor to determine benefit continuation options. Additional information is available at the following website: http://www.ecu.edu/cs-admin/HumanResources/Benefits.cfm."

~~A faculty member may take a leave of absence for one or more semesters (normally not more than two academic years or more often than once in three years.) The leave can be with salary or without salary, depending on the type of leave and the advance approval for the leave of absence.~~
~~A faculty member who is requesting a professional leave of absence for one semester (or appropriate period of time for the School of Medicine) or more should forward a written request to the unit administrator. The request should include the reason(s) for the request and the dates the faculty member is requesting leave. The unit administrator will forward the request to the Personnel Committee, which will make a recommendation to the unit administrator. The unit administrator will make a recommendation and will forward both recommendations to the immediate supervisor. This procedure shall be repeated at each administrative level until the recommendation reaches the appropriate vice chancellor. After reviewing the recommendations, the vice chancellor will make a decision and will notify in writing the faculty member, the unit administrator, and the administrator's immediate supervisor. (This does not include request for leave subject to the Family Medical Leave Act. For a copy of that procedure, please contact the Department of Human Resources.) (Faculty Senate Resolution #00-30, November 2000)~~
~~There are generally 3 types of leaves of absence.~~

1. ~~Professional leave. This type of leave is granted to give a permanently tenured faculty member opportunities for research, advanced study and/or professional growth. For probationary-term faculty members, this type of leave allows faculty members to accept competitive awards in programs such as the Board of Governors Doctoral Assignment Fellowship, Fulbright Fellowship, or Fogarty Fellowship programs, allowing research or advanced study opportunities.~~
2. ~~Personal leave. Faculty members may request personal leave for purposes such as illness, childbirth, and/or child care.~~
3. ~~Public service leave. A faculty member may run for political office, serve in appointed or elected public office, or serve in an appointed professional office and use this type of leave.~~

~~Policies governing this type of leave are explained in the ECU Faculty Manual, Part VI., Section 1., Employee Involvement in Political Candidacy and Officeholding. A leave of absence for the purpose of holding public office may not exceed two years. Any requests for leave of absence must be made in writing, in accordance with unit codes and with ECU Faculty Manual, Appendix D. Tenure and Promotion Policies and Procedures of ECU. Requests must accompany the personnel recommendation form. Leaves of absence are subject to Appendix D., Section II.C.3. Extensions of the Probationary Term. For faculty members who do not have tenure, a period of leave might not count as a part of the probationary period. The tenure decision might be postponed for a period as specified in Appendix D., Section II.C.3. Since leaves are often granted under circumstances that place an ethical obligation on the recipient of such leaves to return, the faculty member on leave~~

~~should observe the same rules regarding adequate notice of resignation as found in Appendix D, II.A.5., Notice of Resignation. The returning faculty member's pay will begin in the semester in which he or she returns from leave. The contract between the faculty member on leave and the university will be renewed. Raises and promotions awarded during the period of leave will be placed into effect at the time that the faculty member returns from leave. While on leave, the faculty member will have the opportunity to maintain group life, health, and total disability insurance consistent with the policies of the university. It should be noted that if the health insurance is not continued while on leave of absence, the employee and dependents will be subject to a preexisting clause for any medical condition, whether diagnosed or not, for one year upon their re-enrollment in the plan. (Faculty Senate Resolution #98-5, February 1998)~~

~~The University also has a Serious Illness and Disability Leave for Faculty policy that is detailed in Section VII.C. of this document.~~

Faculty Senate Agenda
March 29, 2011
Attachment 11

FACULTY WELFARE COMMITTEE

Proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection B. Collection of Money and Part V: Academic Information, Section I.L. Ordering Textbooks and Collateral Material

In December 2010, the Chancellor rejected the proposed revisions (#10-84) due to them not adequately addressing internal control weaknesses cited in prior internal audits. It was also suggested that applicable policies, regulations, rules, and processes including special course fees offered through the Dowdy Student Store be reviewed. The Chair of the Faculty requested appropriate verbiage from the University's Auditor and the proposed new text is noted below in **bold** print.

Remove text from the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection B. Collection of Money.

~~B. Collection of Money~~

~~No individual or department of the university may collect any money without being authorized to do so by the business office, and reports of all such collections, when authorized, shall be made on forms provided by the business office. All money collected shall be turned in to the business office promptly for deposit. All disbursements are to be made by check drawn by the business office. The foregoing regulation by the board of trustees applies to university funds and does not apply to civic and charitable fund campaigns. Collections of funds for special instructional materials, such as magazines, should be made by a designated student and not a faculty member.~~

Add text (noted in bold) to the *ECU Faculty Manual*, Part V. Academic Information, Section I.L. Ordering Textbooks and Collateral Material, to read as follows:

"L. Ordering Textbooks and Collateral Material

All items, including textbooks and supplies, that the students are expected to purchase should be requisitioned each semester in a format provided by the Dowdy Student Stores. Book requisitions

received on the requested due dates allow the store time to prepare buy-back lists used in purchasing from the students any book that they no longer need. This helps the students to keep the total costs of textbooks down as much as possible.

In a cooperative arrangement the Dowdy Student Stores provides an instructor publishing service for supplemental course materials. The store provides quality academic course materials that are sold alongside the textbooks for the course. The course pack department of the store will obtain copyright permission, process orders, and calculate and collect royalties. This service is provided at no charge to your department. A complimentary desk copy of their course pack is available to the instructors upon request.

Unit administrators or their designees will inform instructors when textbook and course supply orders are due. Instructors submit a requisition for each course providing the Part V-8 information needed to order the necessary books and supplies. If no textbook is required for a course this should be so noted. Unit administrators should retain a copy of the requisitions in each departmental office for future reference. (FS Resolution #10-53, April 2010)

When special instructional materials (*e.g.*, magazines, field-related supplies, etc.) are required for a course, the Institutional Trust Funds Office within the Division of Administration and Finance should be contacted in order to provide guidance regarding the special course fee process and whether these services can be provided by the Dowdy Student Stores. "

Faculty Senate Agenda
March 29, 2011
Attachment 12.

FACULTY WELFARE COMMITTEE

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

Revisions to this section were first proposed in December 2010 (#10-96) and returned to the Committee for further review. Proposed additional revisions 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 payment on the first available payroll date as stated on the employee contract.** When the 15th or last day of a month falls on a non-work day for the business office, **distribution of payment** ~~paycheck~~ will be made on the last work day prior to that day. Arrangements must be made with the payroll office to have all **payments** ~~paychecks~~ deposited in a local bank to the faculty **member**'s account. Salaries for summer **teaching are paid in accordance with the employee contract.** ~~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.

New Faculty and non-immigrant visa holders must complete an I-9 form and updated forms when required by Federal law. Criminal background checks will also be conducted on all new faculty.

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/payrollforms.cfm."

~~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 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. (Faculty Senate Resolution #03-14, March 2003)

Faculty Senate Agenda
March 29, 2011
Attachment 13.

LIBRARIES COMMITTEE
Resolution on Library Support

WHEREAS, both the J.Y. Joyner and the William E. Laupus Health Sciences Libraries are an integral part of the academic core of East Carolina University, and

WHEREAS, funding for both libraries has experienced reductions over the past several years and the libraries anticipate substantial additional reductions in FY 2012,

THEREFORE BE IT RESOLVED, THAT funding for library collections and services be secured in order to preserve this aspect of ECU's academic core, and that the libraries be spared from future reductions in funding that might adversely affect the education and research missions of East Carolina University.

Faculty Senate Agenda
March 29, 2011
Attachment 14.

COMMITTEE ON COMMITTEES REPORT
Second Reading of Proposed Revisions to the Academic Awards Committee Charge

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

1. Name: Academic Awards Committee

2. Membership:
   ~~7~~ **8** elected faculty members.
   Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Research and Graduate Studies or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.
   The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
   A. The committee recommends, when required, policies and procedures governing the granting of awards for meritorious teaching and advising, research, and service.
   B. The committee recommends candidates for receipt of awards in the various categories including, but not limited to, the ~~Alumni Distinguished Professor for~~ **Alumni Association Outstanding** Teaching Awards, **Lifetime and Five-Year University** Research**/Creative Activity** Awards, **Board of Governors Award for Excellence in Teaching Awards, Board of Governors Award for Excellence in Teaching, Max Ray Joyner Award for Faculty Service Through Continuing Education,** and University Scholarship of Engagement Awards.

~~C. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* that corresponds to the Committee's charge and recommends changes as necessary.~~

5. To Whom The Committee Reports:
The committee recommends to the Faculty Senate policies and procedures governing awards in the various categories. The committee recommends candidates for awards to the appropriate issuing body.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to recommend candidates for awards.

8. Standard Meeting Time:
The committee meeting time is scheduled for the first Thursday of each month.

Faculty Senate Agenda
March 29, 2011
Attachment 15.

COMMITTEE ON COMMITTEES REPORT

Second Reading of Proposed Revisions to the Academic Standards Committee Charge

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

1. Name: ~~Academic Standards~~ **Foundations Curriculum and Instructional Effectiveness**

2. Membership:
~~7~~ **8** elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative,** the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
A. The committee recommends policies to improve and advance faculty teaching and student learning.
B. The committee promotes teaching excellence and recommends means to identify faculty teaching success. The committee assists units requesting aid in developing teaching evaluation instruments for personnel decisions. The committee recommends policies and programs to improve the physical environment in which teaching occurs. The committee provides a forum for faculty opinion concerning the design of new academic buildings and renovation of existing academic buildings.

C. The committee makes recommendations regarding proposed changes, including individual courses, in the ~~general education~~ **Foundations Curriculum**. The committee makes recommendations to the ~~University Curriculum Committee~~ **Faculty Senate** regarding proposed changes in the ~~general education~~ **Foundations Curriculum** requirements.
D. The committee reviews the annual report of the Director of the Writing Across the Curriculum Program and the Director of the Honors Program.
E. The chair or appointed representative serves as an ex-officio member of the University Athletics Committee.
F. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* **and the *University Graduate Catalog*** that corresponds to the Committee's charge and recommends changes as necessary.

5. To Whom The Committee Reports:
The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited above. The committee recommends curricular changes in the Writing Across the Curriculum Program, Honors Program, and ~~General Education~~ **Foundations Curriculum** to the ~~University Curriculum Committee~~ **Faculty Senate.**

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to make reports to the program directors as indicated above and to the University Curriculum Committee as appropriate.

8. Standard Meeting Time:
The committee meeting time is scheduled for the third Monday of each month.

Faculty Senate Agenda
March 29, 2011
Attachment 16.

COMMITTEE ON COMMITTEES REPORT
Second Reading of Proposed Revisions to the
Admission and Retention Policies Committee Charge

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

1. Name: Admission and Retention Policies Committee

2. Membership:
~~7~~ **8** elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative,** the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association. The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:

A. The committee considers matters related to undergraduate **and graduate** recruitment, admission, advising, and retention of students.

B. The committee recommends to the Faculty Senate policies and procedures governing undergraduate **and graduate** recruitment, admissions, advising, retention, and readmission.

C. The committee considers and proposes to the Faculty Senate policies and procedures pertaining to academic credits and standards. This includes, but is not limited to, auditing and repetition of courses, advanced placement credit, grading, course attendance, scholastic eligibility requirements, academic probation and suspension, degrees with distinction, honors listings (Honor Roll, Dean's List, Chancellor's List), schedule changes, withdrawal from the University, course-load limitation, residence requirements for graduation and other similar items.

D. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* **and the *University Graduate Catalog*** that corresponds to the Committee's charge and recommends changes as necessary.

5. To Whom The Committee Reports:
The committee makes its recommendations to the Faculty Senate.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
None

8. Standard Meeting Time:
The committee meeting time is scheduled for the first Monday of each month.

Faculty Senate Agenda
March 29, 2011
Attachment 17.

COMMITTEE ON COMMITTEES REPORT

Second Reading of Proposed Revisions to the Calendar Committee Charge

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

1. Name: Calendar Committee

2. Membership:
   ~~7~~ **8** elected faculty members.
   Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative,** the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association. The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
   A. The committee considers calendar matters for university units, except the School of Medicine.
   B. The committee is concerned with the number of days the University shall be in session during the regular terms, each semester, and summer-session terms. The committee also recommends the beginning and closing dates of the regular terms, each semester, and summer-session terms.
   C. The committee schedules examination, holiday, and vacation periods.
   D. The committee develops and presents calendar guidelines to the Faculty Senate. The committee makes recommendations based on these approved guidelines and other matters affecting the calendar.
   E. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* **and the *University Graduate Catalog*** that corresponds to the Committee's charge and recommends changes as necessary.

5. To Whom The Committee Reports:
   The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:
   The committee reports to the Faculty Senate at the March meeting and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:
   None

8. Standard Meeting Time:
   The committee does not have a standard meeting time.

Faculty Senate Agenda
March 29, 2011
Attachment 18.

COMMITTEE ON COMMITTEES REPORT

Second Reading of Proposed Revisions to the Educational Policies and Planning Committee Charge

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

1. Name: Educational Policies and Planning Committee

2. Membership:
   ~~7~~ **8** elected faculty members.
   Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative,** the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.
   The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
   A. The committee considers the adequacy, balance, and excellence of all of the University's undergraduate and graduate programs relative to accepted academic standards. This consideration shall cover the undergraduate and graduate programs as problems or concerns arise.
   B. The committee advises the Chancellor on the educational policies and organizations, goals, standards, and procedures of the University following such consideration, as outlined in Section 4.A., or as requested otherwise by the Chancellor or the Faculty Senate.
   C. The committee reviews information concerning proposals for all new curricula, programs, and academic policies, or for revisions in all existing policies, prior to the implementation of such proposals in the long-range planning of academic programs in the College of Arts and Sciences, the various professional schools, the Graduate School, and the Division of Continuing Studies. The Committee uses the University Academic Standards and Resources as the basis for its reviews.
   D. The committee acts upon requests for permission to plan and establish all new degree programs and requests for permission to establish new minors. The committee shall use the University Academic Standards and Resources as the basis for its review.
   E. The committee advises the Chancellor of action to be taken if the University experiences financial exigency, or in the event that a major curtailment of an existing teaching, research, or public service program is considered (*ECU Faculty Manual*, Appendix D. Tenure and Promotion Policies and Procedures).
   F. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* **and the *University Graduate Catalog*** that corresponds to the Committee's charge and recommends changes as necessary.

5. To Whom The Committee Reports:
The committee advises the Chancellor **through their report to the Faculty Senate** as described in 4.B. above. The committee reports to the Faculty Senate concerning ~~its recommendations to the Chancellor and/or~~ requests it has received from the Chancellor. The committee reports to the Faculty Senate the action it has taken on requests for permission to plan and establish new degree programs and requests for permission to establish new minors. ~~This report may be made by electronic means through the Faculty Senate office.~~

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to advise the Chancellor as described in 4.B above.

8. Standard Meeting Time:
The committee meeting time is scheduled for the second Friday of each month.

Faculty Senate Agenda
March 29, 2011
Attachment 19.

COMMITTEE ON COMMITTEES REPORT

Second Reading of Proposed Revisions to the Faculty Governance Committee Charge

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

1. Name: Faculty Governance Committee

2. Membership:
~~7~~ **8** elected **tenured** faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative,** the Chair of the Faculty, and one faculty senator selected by the Chair of the Faculty.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:

A. The committee considers matters relating to Appendix A. Faculty Constitution and By-Laws, where there is no conflict with the functions of the Committee on Committees.

B. The committee considers matters relating to Appendix C. Personnel Policies and Procedures for the Faculty of ECU, Appendix L. ECU Code, and other governance documents not specified in other committee charges.

C. The committee considers policies and procedures related to initial faculty appointment, tenure, promotion in rank, merit, (see Appendix D. Tenure Policies and Regulations of ECU), and other such matters as may pertain to the general well-being of the faculty, e.g. sexual harassment policy.

D. The committee advises the Chair of the Faculty regarding the contents of the Faculty Manual.

E. The committee considers matters relating to unit re-evaluations.

F. The committee shall review personnel policies and procedures (Appendices C and D). This process shall occur every five years. ~~, beginning September 2003.~~

~~G. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* that corresponds to the Committee's charge and recommends changes as necessary.~~

5. To Whom The Committee Reports:
The committee recommends to the Faculty Senate revisions to Appendix A, Faculty Constitution and By-Laws, Appendix C. Personnel Policies and Procedures for the Faculty of ECU, Appendix D. Tenure Policies and Regulations of ECU, and Appendix L. ECU Code. The committee makes recommendations concerning unit re-evaluations to the Faculty Senate. The committee makes its recommendations on policies concerning initial faculty appointment, tenure, promotion, and merit to the Faculty Senate.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to advise the Chair of the Faculty regarding the contents of the *Faculty Manual*.

8. Standard Meeting Time:
The committee meeting time is scheduled for the 2nd Wednesday of each month.

Faculty Senate Agenda
March 29, 2011
Attachment 20.

COMMITTEE ON COMMITTEES REPORT

Second Reading of Proposed Revisions to the
Faculty Information Technology Review Committee Charge

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

1. Name: Faculty Information Technology ~~Review~~ Committee

2. Membership:
~~7~~ **8** elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research **and Graduate Studies** or an appointed representative, the Chief Information Officer or an appointed representative, the Chair of the Faculty or an appointed representative, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
A. The purpose of the committee is to ensure timely, informed faculty opinion on any Information Technology action in any area of the University that may affect significantly the University's academic mission. The committee recommends policy related to the academic use of information technology. [All Information Technology actions that affect more than one academic unit or that are initiated above the academic College or School department levels are recognized as actions that may affect significantly the University's academic mission.]
B. The committee initiates, reviews and makes recommendations on proposals to plan, implement, revise or eliminate information technology initiatives, goals, standards, policies, procedures or actions that significantly impact the University's academic mission.
C. The committee shall prepare and make available a format for proposals requesting permission to plan, implement, revise or eliminate an information technology initiative, goal, standards, policy, procedure or action.
~~D. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* that corresponds to the Committee's charge and recommends changes as necessary.~~

5. To Whom The Committee Reports:
The committee makes recommendations to the Chief Information Officer, and reports to the Faculty Senate. At their discretion, reports are also submitted to the appropriate administrative officer(s).

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

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

The committee makes its recommendation to the appropriate university administrator. The committee reports its recommendations and other actions to the Faculty Senate.

3. Standard Meeting Time:
The committee meeting time is scheduled for the second Monday of each month. Additional meetings may be scheduled as needed.

Faculty Senate Agenda
March 29, 2011
Attachment 21.

COMMITTEE ON COMMITTEES REPORT

Second Reading of Proposed Revisions to the Faculty Welfare Committee Charge

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

1. Name: Faculty Welfare Committee

2. Membership:
~~7~~ **8** elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative,** the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
   A. The committee considers programs and policies relating to insurance, annuities, leaves of absence, and all other programs and policies which affect the general welfare of the faculty or of specific faculty members.
   B. The committee reviews policies related to faculty salaries and fringe benefits and reports annually to the Faculty Senate on these topics.
   C. The committee recommends new programs and policies related to faculty welfare and revisions to existing ones.
   ~~D. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* that corresponds to the Committee's charge and recommends changes as necessary.~~

5. To Whom The Committee Reports:
The committee recommends new programs and policies related to faculty welfare, or revisions to existing ones, to the Faculty Senate.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
None

8. Standard Meeting Time:
The committee meeting time is scheduled for the second Thursday of each month.

Faculty Senate Agenda
March 29, 2011
Attachment 22.

COMMITTEE ON COMMITTEES REPORT

Second Reading of Proposed Revisions to the Student Academic Appellate Committee Charge

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

1. Name: Student Academic Appellate Committee

2. Membership:
~~7~~ **8** elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative** the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association. The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
A. The committee serves as an appeals board for entering students who do not meet admission requirements.
B. The committee serves as an appeals board for students denied permission to drop a course.
C. The committee serves as an appeals board for students who wish to appeal administrative decisions involving the interpretation and enforcement of policies pertaining to academic credits and standards.
D. The committee serves as an appeals board for students seeking readmission after being declared academically ineligible to return.
E. The committee serves as an appeals board for students appealing financial aid decisions.
F. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* **and the *University Graduate Catalog*** that corresponds to the Committee's charge and recommends changes as necessary.

5. To Whom The Committee Reports:
The committee reports its appellate decisions to the appropriate administrative office.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to make appellate decisions regarding students as outlined in its committee responsibilities.

8. Standard Meeting Time:
The committee meeting time is scheduled for the first Wednesday of each month.

Faculty Senate Agenda
March 29, 2011
Attachment 23.

COMMITTEE ON COMMITTEES REPORT

Second Reading of Proposed Revisions to the Teaching Grants Committee Charge

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

1. Name: Teaching Grants Committee

2. Membership:

12 elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative,** the Chair of the Faculty and one faculty senator selected by the Chair of the Faculty.

The membership of the committee shall serve according to their disciplinary expertise. Ideally this would include six members from the College of Arts and Sciences, with at least two each from Humanities, Social Sciences, and the Sciences/Math, and six members from the Professional Schools and other academic units, with no more than one from each professional school.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
   A. The committee recommends policies and procedures governing the grant application process, criteria for the awarding of grants, guidelines for the use of teaching grant funds, and procedures for annual reporting by grant recipients.
   B. The committee recommends teaching grant proposals to be funded, based on the merit of the proposals. Members of the committee are permitted to submit proposals for the committee's consideration. No member of the committee may vote on his or her own proposal, but no member is prohibited from voting on any other proposal before the committee. That member of the committee shall not be present when his or her proposal is being considered by the committee.

~~C. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* that corresponds to the Committee's charge and recommends changes as necessary.~~

5. To Whom The Committee Reports:
The committee submits recommendations of proposals to be funded to the appropriate vice chancellor and reports the final list of funded proposals to the Faculty Senate. The committee makes recommendations concerning the policies and procedures governing teaching grant proposals to the Faculty Senate.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to make recommendations regarding the funding of research proposals.

8. Standard Meeting Time:
The committee does not have a standard meeting time.

Faculty Senate Agenda
March 29, 2011
Attachment 24.

COMMITTEE ON COMMITTEES REPORT

Second Reading of Proposed Revisions to the Unit Code Screening Committee Charge

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

1. Name: Unit Code Screening Committee

2. Membership:
~~7~~ **8** elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointment representative,** the Chair of the Faculty, one faculty Senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
   A. The committee reviews academic unit codes and changes to existing academic unit codes to insure compliance with the *ECU Faculty Manual* and policies, "General Guidelines for Writing and Revising Unit Codes" (adopted by the Faculty Senate), the Code of the University of North Carolina, and other appropriate documents.
   B. The committee revises the "General Guidelines for Writing and Revising Unit Codes" when necessary.
   ~~C. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* that corresponds to the Committee's charge and recommends changes as necessary.~~

5. To Whom The Committee Reports:
   The committee makes its recommendations to the Faculty Senate.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
   None

8. Standard Meeting Time:
   The committee does not have a standard meeting time.

Faculty Senate Agenda
March 29, 2011
Attachment 25.

COMMITTEE ON COMMITTEES REPORT

Second Reading of Proposed Revisions to the University Budget Committee Charge

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

1. Name: University Budget Committee

2. Membership:
   ~~7~~ **8** elected faculty members.
   Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research **and Graduate Studies** or an appointed representative, the Vice Chancellor for Administration and Finance or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

   The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

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

4. Committee Responsibilities:
   A. The committee serves as a communication link between the Faculty Senate and the Chancellor for budgetary matters. The committee informs the Faculty Senate about changes and proposed changes in the university budget.
   B. The committee receives information and advises the Chancellor regarding budgetary and reallocation decisions including the lapsed salary budget, the carryover budget, and the biennium budget requests.
   C. The committee advises the Chancellor **through the Faculty Senate** on annual budget priorities and policy, biennial budget requests and priorities, tuition changes, and the relationship of budget decisions to the university's mission.
   ~~D. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* that corresponds to the Committee's charge and recommends changes as necessary.~~

5. To Whom The Committee Reports:
   The committee advises the Chancellor **through their** ~~The committee~~ reports to the Faculty Senate concerning its recommendations to the Chancellor.

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

7. Power Of The Committee To Act Without Faculty Senate Approval:
   The committee is empowered to advise the Chancellor as described in section 4.A.1 above.

8. Standard Meeting Time:
   The committee meeting time is scheduled for the third Thursday of each month.