



**Faculty Senate**  
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April 21, 2011

Chancellor Steve Ballard  
East Carolina University  
Spilman Building

Dear Dr. Ballard,

On April 19, 2011, the Faculty Senate adopted the following resolutions for your consideration. For your convenience, the resolutions are either provided as an electronic link or attachment.

- 11-51 New Section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Final Examinations.
- 11-52 Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic rocedures and Policies, Subsection Y. Disruptive Academic Behavior.
- 11-53 Peer Review Instrument for On-line Courses.
- 11-54 Request to Remove Foundation Curriculum Credit from HNRS 2116, 2216, 2316 and 2416.
- 11-55 Curriculum matters contained in the minutes of the March 24, 2011, and March 31, 2011 meetings.
- 11-56 Request for Authorization to Discontinue a Certificate in Aquatic Management, within the Department of Recreation and Leisure Studies, College of Health and Human Performance.
- 11-58 Formal faculty advice offering no wording changes to the interim Religious Accommodation University Regulation.
- 11-60 Revisions to the *ECU Faculty Manual*, Part VI. Section I. Employment Policies, Subsections H. Phased Retirement, I. Retirement and K. Emeritus Faculty Privileges.

**MEMORANDUM**

April 21, 2011

Page 2.

11-61 Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section II. Welfare and Benefits, Subsections A. Hospitalization Insurance, B. Disability Income Plans, C. Mandatory Enrollment in Group Life Program, D. Group Insurance Plans, E. Social Security, F. Deferred Compensation Plan, G. Supplemental Retirement Income Plan of NC (401K), H. Tax Deferred Annuity, I. US Savings Bonds, J. Unemployment Compensation Benefits, K. Vacation and Sick Leave, L. Workers' Compensation, M. Flex Reimbursement Accounts.

11-63 Formal faculty advice offering no wording changes to the Social Media Use Regulation.

Review and action by you is not necessary at this time for the following resolutions:

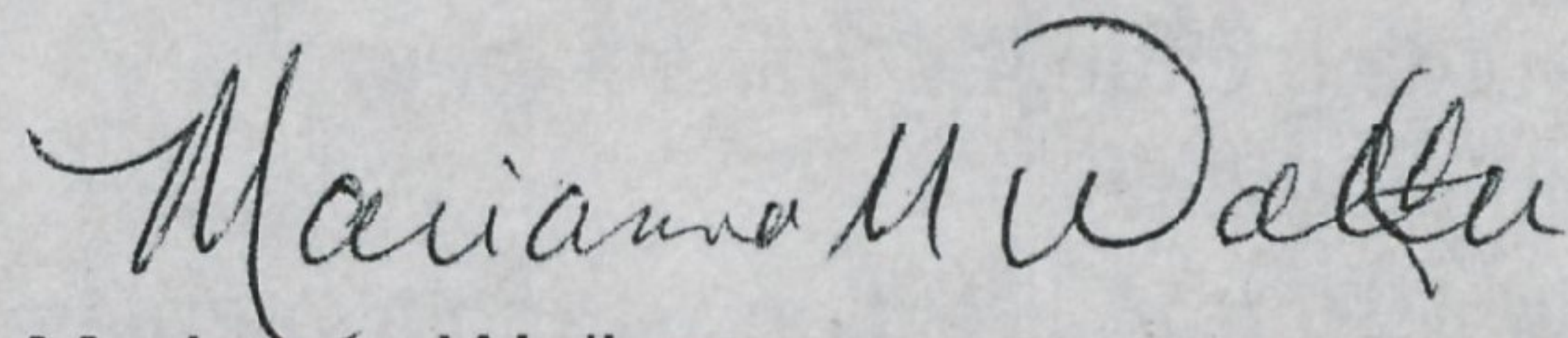
11-57 Educational Policies and Planning Committee Criteria for Reviewing Unit Academic Program Reviews.

11-59 Review of Class Attendance and Participation Regulations to address the below question: *Is it consistent with the university excused absence policy for instructors to declare on their syllabus that there will be no make-up exams and the lowest grade on quizzes/exams will be dropped?*

11-62 Revisions to several Standing University Academic Committee Charges:  
Academic Awards Committee  
Foundations Curriculum and Instructional Effectiveness Committee  
Educational Policies and Planning Committee

Thank you for your consideration of the above mentioned resolutions.

Sincerely,



Marianna Walker  
Chair of the Faculty

attachment

copy via email

Faculty Officers

Marilyn Sheerer, Provost, Vice Chancellor for Academic & Student Affairs

Phyllis Horns, Vice Chancellor for Health Sciences

Deirdre Mageean, Vice Chancellor for Research and Graduate Studies

## FACULTY SENATE RESOLUTIONS APPROVED AT THE APRIL 19, 2011, MEETING

### Faculty Senate Resolution #11-51

Approved by the Faculty Senate: April 19, 2011

Approved by the Chancellor: pending

#### 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) and again in March 2011 for further review. The text below represents additional review and revisions to the text.

#### 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 **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."

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## **Faculty Senate Resolution #11-52**

Approved by the Faculty Senate: April 19, 2011

Approved by the Chancellor: pending

Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information,  
Section I. Academic Procedures and Policies, Subsection Y. Disruptive Academic Behavior

Proposed revisions were approved by the Faculty Senate on several occasions and either rejected and/or returned by the Chancellor for additional review (March 2010 #10-27 and February 2011 #11-14). The text below represents additional review revisions to the text.

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

Revise and keep in the Faculty Manual.

### **Disruptive Academic Behavior**

**East Carolina University is committed to providing each student with a rich, distinctive educational experience. Disruptive academic behavior impedes the learning environment and hinders other students' learning. The course instructor has original purview over his/her class and may deny a student who is unduly disruptive the right to attend the class. Students who repeatedly violate reasonable standards of behavior in the classroom or other academic setting may be removed from the course by the instructor following appropriate notice. Students removed from a course under this policy will receive a "drop" according to university policy and are eligible for tuition refund as specified in the current tuition refund policy.**

**This policy does not restrict the instructor's prerogative to ask a disruptive student to leave an individual class session where appropriate or to refer the student to the Office of Student Rights and Responsibilities for violation of the Student Code of Conduct.**

### **Disruptive Academic Behavior**

**Disruptive academic behavior is any behavior likely to substantially or repeatedly interfere with the normal conduct of instructional activities, including meetings with instructors outside of class. Examples of such behavior include, but are not limited to, making loud or distracting noises; using cell phones and other electronic devices without prior approval; repeatedly speaking without being recognized; frequently arriving late or leaving early from class; and making threats or personal insults. A verbal expression of a disagreement with the instructor or other students on an academic subject matter discussed within the course, during times when the instructor permits discussion, is not in itself disruptive academic behavior.**

### **Procedure for Instructors**

**A student who does not follow reasonable standards of academic decorum should first receive a private verbal warning from the faculty member. The instructor should describe the behavior of concern to the student, explain that it is inappropriate, and ask the student to stop the behavior. If the behavior continues, the instructor should give the student a written warning indicating that the student will be removed from the course if the behavior does not cease. If the behavior persists, the instructor should discuss the situation with his/her department chair. If it is decided to remove the student from the**

course then the instructor should schedule a meeting with his/her department chair and the student to inform the student that s/he is being removed from the course. This decision must be communicated in writing to the student with a copy promptly forwarded to the Office of Student Rights and Responsibilities. The department chair must promptly communicate the decision in writing to the Office of the Registrar so that the student's schedule will be adjusted accordingly. Instructors should keep written documentation of all actions taken during this process.

If the behavior is threatening in nature or is likely to result in immediate harm, the faculty member should contact the East Carolina University Police Department for immediate assistance.

### **Student Appeals**

~~The student may appeal the decision of the instructor and department chair to the academic dean of the college in which the course is located. The appeal must be received by the dean, in writing, within three working days of the date of the decision to remove the student from the course.~~ The student may appeal the decision of the instructor and the department chair to remove him/her from the course to the academic dean of the college in which the course is located. The appeal must be received by the dean, in writing, within three working days of the date of the receipt of the decision by the student. The dean or dean's designee will review the appeal and the documentation, will discuss the appeal with the faculty member and, after discussion with the student and instructor, can affirm, reverse or modify the decision made by the instructor and department chair. The student, instructor and department chair will be notified of the appeal decision no later than three working days after receiving the appeal. The dean will provide written notification of the appeal decision to the Office of Student Rights and Responsibilities, and also, if the original decision is overturned, to the Registrar's Office. If the decision is made that the student is to return to the course then the student will be allowed to immediately return to the classroom without academic penalty and the chair will work with the student and instructor to facilitate the completion of any missed work. The dean's decision is final.

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### **Footnote**

"ECU provides reasonable accommodations to students with disabilities. When communicating a warning to a student, faculty should ensure the discussion is private and refer any student who discloses a disability to Disability Support Services."

**Faculty Senate Resolution #11-53**

Approved by the Faculty Senate: April 19, 2011

Approved by the Chancellor: pending

Proposed Peer Review Instrument for On-line Courses

Proposed process and instrument were presented to the Faculty Senate in March 2011 (#11-32) and returned to the Committee for additional review. The below instrument represents the Committee's additional review and contains final revisions to the instrument.

**Peer Review Instrument for On-line Courses**

For the policy on the Peer Review of On-line courses, see Part V of the Faculty Manual.

Instructor \_\_\_\_\_ Course \_\_\_\_\_

Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Based on your direct observations, place a check in the appropriate box.

What is the primary method of course delivery used?

|  |
|--|
| <input type="checkbox"/> Course Management System (i.e. Blackboard Moodle) |
| <input type="checkbox"/> Video Delivery (i.e. Centra, Mediasite, etc.)     |
| <input type="checkbox"/> Other<br>Explain:                                 |

The course is delivered in the following manner:

|                                       |
|---------------------------------------|
| <input type="checkbox"/> Synchronous  |
| <input type="checkbox"/> Asynchronous |

- \* Check 1 if response equals Exemplary
- \* Check 2 if response equals Satisfactory
- \* Check 3 if response equals Needs Improvement

| <u>Organization and Design</u>   | 1 | 2 | 3 | N/A<br>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.                               |   |   |   |            |
| <u>Content</u>   | 1 | 2 | 3 | N/A<br>N/O |
| 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.  |   |   |   |            |
| 5. Content is presented in appropriate modules/sections and uses multiple learning methods.            |   |   |   |            |

| <b><u>Student Assessment and Evaluation</u></b>  | 1 | 2 | 3 | N/A<br>N/O |
|--|---|---|---|------------|
| 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.   |   |   |   |            |
| 5. Instructions for assignments/assessments are clear and well defined.  |   |   |   |            |
| <b><u>Communication</u></b>  | 1 | 2 | 3 | N/A<br>N/O |
| 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).   |   |   |   |            |
| <b><u>Accountability</u></b>   | 1 | 2 | 3 | N/A<br>N/O |
| 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

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**Faculty Senate Resolution #11-57**

Approved by the Faculty Senate: April 19, 2011

Approved by the Chancellor: not applicable

Criteria for Reviewing Unit Academic Program Reviews

In its April 8, 2011 meeting, the Educational Policies and Planning Committee (EPPC) developed and approved criteria for its review of Unit Academic Program Review materials. The EPPC seeks Faculty Senate approval for these criteria.

The criteria are:

1. Did the unit response acknowledge each of the external reviewer's recommendations?
2. Did the unit response address each of the recommendations in an action plan that is specific, measureable, achievable, realistic, and time-bound?

Link to current Procedures for Unit Academic Program Review:

<http://www.ecu.edu/cs-acad/fsonline/customcf/committee/ep/reviewguidelines.pdf>

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## **Faculty Senate Resolution #11-58**

Approved by the Faculty Senate: April 19, 2011

Accepted by the Chancellor: pending

### Formal faculty advice on interim Religious Accommodation University Regulation

Members of the Admission and Retention Policies Committee reviewed the proposed interim regulation and offered no wording changes.

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#### 1. Introduction

The University strives to ensure that applicants, employees, students, and visitors do not suffer discrimination because of religion or national origin. The University does not discriminate against any qualified student, employee or applicant for employment because of race, sex, creed, religion, national origin, age, color, handicapping condition, sexual orientation, veteran's status, political affiliation, or genetic information.

#### 2. Accommodations Requirements

2.1. Minimum Requirements for Students: Students shall be allowed a minimum of two excused absences each academic year for religious observances required by the faith of the student. Students shall provide written notice to the faculty member for the affected class of their request for an excused absence for a religious observance in a reasonable time prior to the date of the observance. If a faculty member determines a specific minimum period of prior notice to be reasonable with regard to a class for purposes of complying with this requirement, he or she should communicate that to the students in the class.

2.1.1. Students shall be given the opportunity to make up tests and other work missed due to such an excused absence for a religious observance.

2.1.2. The Requirements in 2.1 are effective immediately and shall apply at the beginning of the 2010-11 academic year.

2.2. Considerations: The University accommodates the religious observances and practices of employees and students except where such accommodation causes undue hardship on the conduct of the University's business, but always in compliance with applicable law. The extent of the University's obligation is determined initially by considering statutory requirements, and any obligation of accommodation beyond that shall be determined with consideration of business necessity, financial costs and expenses, and resulting personnel and/or academic problems.

#### 3. Complaints or Grievances Regarding these Provisions

Any member of the University community desiring information or having a complaint or grievance in regard to these provisions should contact the Associate Provost for Equity, Diversity, and Community Relations, Dr. Taffye Benson Clayton, Office of Equity, Diversity and Community Relations, Suite G-406 Old Cafeteria Building, East Carolina University, Greenville, North Carolina 27858-4353. Telephone (252) 328-6804. Internet: <a href="http://www.ecu.edu/edc">www.ecu.edu/edc</a>.

4. Retaliation for Participating in a Complaint Regarding these Provisions

Any act by a University employee or student of reprisal, interference, restraint, penalty, discrimination, coercion, retaliation, or harassment against an employee or student for using the applicable policies responsibly interferes with free expression and openness and violates University policy. Accordingly, members of the University community are prohibited from acts of reprisal and/or retaliation against those who file complaints, are involved as witnesses, or otherwise try to responsibly use University policies.

**Additional References:** NC General Statutes Sec. 116-11(3a)

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**Faculty Senate Resolution #11-59**

Approved by the Faculty Senate: April 19, 2011

Approved by the Chancellor: not applicable

Review of University Excused Absence Policy

At the request of the Chair of the Faculty and University Faculty Athletics Representative, the Committee reviewed the current Class Attendance and Participation Regulations, located in the *University Undergraduate Catalog, Academic Regulations* to address the below question:

Is it consistent with the university excused absence policy for instructors to declare on their syllabus that there will be no make-up exams and the lowest grade on quizzes/exams will be dropped?

Without specific recommended revisions to the current regulations, the Committee does not see a need to offer revisions at this time. The Committee does suggest that members of the Athletics Department consider drafting a generic form for instructors to sign and return to either the Department or student verifying that the instructor agrees to honor valid university excused absences and provide reasonable and equitable means for a student to make up work missed as a result of those absences. The Committee also reminds the Athletics Department of the appeal process included in the current Class Attendance and Participation Regulations.

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**Faculty Senate Resolution #11-60**

Approved by the Faculty Senate: April 19, 2011

Approved by the Chancellor: pending

Proposed revisions to the *ECU Faculty Manual*, Part VI. Section I. Employment Policies, Subsections H. Phased Retirement, I. Retirement and K. Emeritus Faculty Privileges

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

Revisions to this section were presented in March 2010 (#10-37) and returned to the Committee for further review.

Revise and keep in the Faculty Manual with other retirement information, including Phased Retirement and Emeritus Faculty Privileges.

**“Retirement**

All full-time faculty of the university with a permanent appointment must participate in the university’s retirement program. Information regarding the retirement plans can be found at the online links below:

**Overview of retirement plan options:**

[http://www.ecu.edu/cs-admin/humanresources/customcf/Benefits/Benefits Retirement Plans.pdf](http://www.ecu.edu/cs-admin/humanresources/customcf/Benefits/Benefits_Retirement_Plans.pdf)

**Statutory provisions for the State Retirement system:**

[http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bychapter/chapter\\_135.pdf](http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bychapter/chapter_135.pdf)

**NC State Treasurer’s Retirement home page:**

<http://www.nctreasurer.com/dsthme/RetirementSystems>

**Privileges for Retired Faculty**

The following University websites provide information on privileges awarded to retired faculty:

**1. ECU Retired Faculty Association**

The East Carolina University Retired Faculty Association (ECURFA) provides retired faculty with a continuing link to the university and to colleagues and friends through social activities, receptions, and group travel. It also provides an opportunity to give back to the university through an endowment fund. Go to the following below to obtain further information: <http://www.ecu.edu/ecurfa>

**2. Parking permits**

The parking privileges for retired faculty are outlined in The Parking and Transportation Policy (200-0070) under “Special Parking Situations”, sections “Phased Retirement” and “Retired Faculty”. Refer to the link below to obtain current information on parking privileges for retirees: [http://www.ecu.edu/parking/standard\\_manual.cfm](http://www.ecu.edu/parking/standard_manual.cfm)

**3. ECU 1 Card**

The ECU 1 Card is the official university photo ID card. Some privileges for retired faculty

require presenting an ECU 1 Card (Retiree version). Procedures for obtaining an ECU 1 Card for retirees can be found at the website listed below: <http://www.ecu.edu/cs-admin/1card/getthecard.cfm>

**4. E-mail**

Retired faculty may continue to use their ECU e-mail account in accordance with University guidelines. Details can be found at the ITCS website: <http://www.ecu.edu/cs-itcs/email/FacultyStaffEmail.cfm>

**5. Student Recreation Center membership**

Retired faculty may purchase annual, semester, or summer memberships to the Student Recreation Center. They must present their ECU 1 Card when purchasing a membership. Refer to the website below to obtain further information: <http://www.ecu.edu/cs-studentlife/crw/membership/fees.cfm>

**6. Joyner Library access**

Retired faculty may apply for borrowing privileges at the Joyner Library Circulation desk. They must present their ECU 1 Card to obtain services. Further information may be obtained at the website below: <http://www.ecu.edu/cs-lib/accesssrv/circulation/circpolicy.cfm>

**7. Laupus Library access**

Retired faculty may apply for borrowing privileges at the Laupus Library Circulation desk. They must present their ECU 1 Card to obtain services. Further information may be obtained at the website below: <http://www.ecu.edu/cs-dhs/laupuslibrary/circulation.cfm>

Revise and keep in the Faculty Manual with other retirement information, including Retirement and Emeritus Faculty Privileges.

**“Phased Retirement**

Participation in East Carolina University’s Phased Retirement Program is available to tenured faculty who meet University of North Carolina Program eligibility criteria as detailed in the policy available online at:

<http://www.northcarolina.edu/policy/index.php?tag=300.7.2>

Application Forms can be found at the following website:

<http://www.ecu.edu/cs-acad/aa/AAPersonnelForms.cfm>

Revise and keep in the Faculty Manual with other retirement information, including Phased Retirement and Retirement. Also add LINK to this subsection in Faculty Marshals, Mace Bearer, and Academic Apparel subsections of the Faculty Manual.

**“Emeritus Faculty Privileges**

Upon the recommendation of the unit personnel committee, unit head, appropriate dean, and appropriate vice chancellor, in accordance with criteria defined in the unit code, the chancellor may grant the faculty retiree emeritus status (as defined in Personnel Policies and Procedures for the Faculty, Appendix C) which includes the continuance of eligibility

to march, wearing appropriate regalia, in University commencement exercises and other University formal processions, as active faculty.”

~~b. Upon the recommendation of the unit personnel committee, unit head, appropriate dean, and appropriate vice chancellor, the chancellor may grant the faculty retiree emeritus status (as defined in Appendix C.) which includes the items listed above under Section I.1.2.a. and, in addition, the following privileges:~~

~~1) Access to recreational facilities under the same conditions as active faculty.~~

~~2) Continuance of eligibility to march, wearing appropriate regalia, in University commencement exercises and other University formal processions, as active faculty.~~

~~(FS Resolution #07-26, December 2007)~~

#### September 2007 Update

~~Participation in East Carolina University's Phased Retirement Program is available to tenured faculty who meet University of North Carolina Program eligibility criteria. Information on the Program, including policies, guidelines, and applicable forms are available on the office of academic affairs personnel forms web page and from the offices of the academic deans, the provost/vice chancellor for academic and student affairs, and the vice chancellor for health sciences. (FS Resolution #07-34, December 2007)~~

#### ~~I. Retirement~~

##### ~~1. Insurance~~

~~All full-time employees of the university with a permanent appointment must participate in the North Carolina Teachers' and State Employees' Retirement System with the exception that employees who hold faculty rank are eligible to choose between the North Carolina Teachers' and State Employees' Retirement System (TSERS) or the Optional Retirement Program (ORP). When first employed or when given a permanent appointment, all employees should contact the department of Human Resources to be enrolled in the retirement system. Once the eligible employee has made a choice and enrolled in the system he or she selects, the decision will be irrevocable. It is not possible to change from one program to the other during employment in an eligible position. All members of TSERS or ORP will contribute 6 percent of their earnings, including summer session salaries. All retirement contributions to either TSERS or to ORP are tax sheltered from federal and state withholding taxes. For those who teach a regular nine-month school term and who are active members of TSERS, one year of creditable service is allowed for retirement purposes. The employee in TSERS should apply for retirement benefits at least thirty days but not more than ninety days prior to the effective date. Arrangements for retirement should be made at the university department of Human Resources. For those in ORP, individual guidance from the ORP representatives is always available. A few months before retirement age, the employee will receive information and specific figures for options in regard to retirement benefits from ORP. (FS Resolution #07-26, December 2007)~~

~~Employees who retire under either the optional retirement program (ORP) or the North Carolina Teachers' and State Employees' Retirement System and who are eligible to receive benefits through the NC Comprehensive Health Benefit Plan must complete an application in the university department of Human Resources for transfer of health benefit coverage from the active employee group to the retiree group. Transfer is required for continuation of health insurance benefits upon retirement. Any premium due for coverage of dependents may be deducted from the monthly retirement benefit check for those who are members of the North Carolina Teachers' and State Employees' Retirement System.~~

Additional information about the two retirement systems is given below:

~~a. TSERS~~

~~The university is required to contribute 10.83 percent of all employee salaries that are subject to retirement deductions. A part of this percentage is for accrued liability incurred by the retirement system's pension fund, death benefit trust fund, and retirees' health care benefits. Some of the key points for eligibility for certain benefits are as follows:~~

- ~~1) Monthly payments at retirement are based on salary, age, and years of credit~~
- ~~2) Unreduced retirement benefit at age sixty five with five years of credit, or at age sixty with twenty five years of credit, or at any age with thirty years of credit; reduced benefit after age fifty and twenty years of credit, or at age sixty with five years of credit~~
- ~~3) A right to a reduced benefit at age sixty after five years of credit, regardless of whether the employee is working~~
- ~~4) In the event of the employee's death, the beneficiary will receive a refund of the employee contributions with interest. If the employee dies in active service (while being paid salary or within 180 days after salary payments cease) after completing twenty years of service credit regardless of age or reaching age sixty with five years of service credit, the principal beneficiary named to receive a refund of contributions and interest (provided only one person is named) may choose to receive a monthly benefit for life instead of a refund of contributions with interest. This is known as the survivor's alternate benefit. If two or more persons or an estate is named as beneficiary, the survivor's alternate benefit does not apply.~~
- ~~5) If an employee dies while still in active service (while being paid salary), after one year as a contributing member, the beneficiary will receive a single lump sum payment known as the death benefit. This payment equals the highest twelve months salary in a row during the twenty-four months before death.~~
- ~~6) Coverage in the NC Disability Income Plan as described in the state retirement book. Employees should maintain a current record of designation of beneficiary with the TSERS. Any changes regarding the designated beneficiary may be made at the university department of Human Resources. In the event that the employee terminates his or her services with the university without qualifying for retirement benefits, he or she may withdraw the portion of accumulated retirement contributions or may leave the accumulated contributions on deposit with TSERS. After a refund has been made, the employee forfeits all credit for years of service earned during past employment.~~

~~b. Optional Retirement Program (ORP)~~

~~The university will contribute 6.66 percent on all earnings paid the employee. Both the employee's contribution and the university's portion will be placed on deposit with ORP account. Funds will be distributed as requested by the employee at the time he or she is enrolled. Some of the key points of the Optional Retirement Program are as follows:~~

- ~~1) Premiums are invested in fixed common stock funds and variable accounts as decided by the employee.~~
- ~~2) Ownership of an ORP account is immediate for the employee's funds but require a five year vesting period for the University contributions. The annuities do not provide use for collateral on a loan. If an employee leaves the University before completing the five year vesting period and is employed with another University or college that does not offer participation with one of the current Optional Retirement Program carriers for ECU, the following options would be available:~~
  - ~~a. The employee could repurchase his/her investment.~~

~~— b. The employee could elect a 12-month delay option. If re-employed within 12 months from date of separation at ECU with a University or college that offers participation with one of the ORP carriers, all funds contributed to the ORP carrier during employment with ECU would be vested immediately.~~

~~— c. The employee could leave his funds in the ORP account and ECU would receive reimbursement for its contribution.~~

~~— If an employee leaves the University before completing the five-year vesting period and is employed by a University or college that will allow him/her to participate with a like ORP carrier at ECU, all funds are immediately vested.~~

~~3) ORP contracts do not contain a disability benefits provision. A disabled participant may wish to start annuity income payments with the amount of income depending upon the same factors that determine the amount of income if benefits began under normal circumstances.~~

~~4) In the event of death of the employee, the full current value of ORP contract, including the portion bought by the employers, is paid as an income to the designated beneficiary. There is no additional death benefit provision under ORP.~~

~~5) There are several options provided by ORP to the employee at retirement time.~~

~~6) Employees enrolled in ORP are provided coverage under the NC Disability Income Plan as outlined in the state retirement handbook. Participation is based upon the same factors as if the employee enrolled in TSERS.~~

## ~~2. Privileges for Retired Faculty~~

~~a. The following privileges are awarded to retired faculty:~~

~~1) Use of campus addresses that include a post box and electronic mail account for a period of at least one year, subject to availability. After the initial one-year period, electronic mail accounts will be deactivated if they are not used for a 90-day period. If the retiree does not request activation of the account within 90 days of deactivation, the University will remove the account from the email system. (University Administrative Policy #1.902)~~

~~2) Right to be included in the University catalogues and directories.~~

~~3) Continuance of eligibility to take one course per semester without fees, subject to class availability.~~

~~— (Prior to age 65, retired faculty are not eligible to participate in the system-wide tuition waiver program. As stated in the university catalogs, "persons 65 years of age or older who meet the requirements for in the in-state rate of tuition and the university requirements for admission can have their tuition and fees waived provided space is available in the requested course(s).")~~

~~4) Access to library services under the same conditions as active faculty, subject to space availability.~~

~~5) Continuance of eligibility to purchase tickets to inter-collegiate athletic, cultural, and entertainment events under the same conditions as active faculty.~~

~~6) Access to the University Employee Assistance Program and Provider Directory when such services are available (Faculty Senate Resolution #05-51)~~

~~(7) University identification card upon request.~~

~~8) Fully retired faculty may request a free B parking permit and may also park in spaces designated "Retired Faculty." Faculty in phased retirement and retired faculty who are re-employed by the university may request a free B parking permit and may upgrade the B permit to an A permit (by paying the price difference between an A and a B permit) while bypassing the wait list, but may not park in spaces designated "Retired Faculty." (Faculty Senate Resolution #07-15, June 2007)~~

**Faculty Senate Resolution #11-61**

Approved by the Faculty Senate: April 19, 2011

Approved by the Chancellor: pending

Proposed Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section II. Welfare and Benefits, Subsections A. Hospitalization Insurance, B. Disability Income Plans, C. Mandatory Enrollment in Group Life Program, D. Group Insurance Plans, E. Social Security, F. Deferred Compensation Plan, G. Supplemental Retirement Income Plan of NC (401K), H. Tax Deferred Annuity, I. US Savings Bonds, J. Unemployment Compensation Benefits, K. Vacation and Sick Leave, L. Workers' Compensation, M. Flex Reimbursement Accounts

Revisions to this section were presented in December 2010 (#10-98) and returned to the Committee for further review and inclusion of information on disability income.

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

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

"II. ~~Welfare and~~ **Benefits and Leave**

A. **Benefits** ~~Hospitalization Insurance~~

B. **Workers' Compensation** ~~Disability Income Plans~~

C. **Disability Insurance**

D. **Vacation and Sick Leave** ~~Mandatory Enrollment in Group Life Program~~

E. **Faculty Serious Illness and Parental Leave Policy** ~~Group Insurance Plans~~

II. ~~Welfare and~~ **Benefits and Leave**

A. **Benefits**

A variety of benefits are available to permanent employees of ECU, based on specific eligibility criteria. All benefits are subject to state regulations, university policies and procedures, and individual plan documents. Employee benefits are subject to change and reasonable notice is provided to employees by Human Resources when changes occur. Information about benefits may be obtained from the University Benefits Office in Human Resources located online at [http://www.ecu.edu/cs-admin/HumanResources/Staff\\_Faculty.cfm](http://www.ecu.edu/cs-admin/HumanResources/Staff_Faculty.cfm). See the University Policy Manual for more information.

B. **Workers' Compensation**

All university employees, including paid student workers, are covered by workers' compensation that provides for certain benefits in the event there is an on-the-job injury or illness. If and when an on-the-job injury or illness should occur, it should be reported immediately to the supervisor who will notify the appropriate university offices. For additional information about workers' compensation and related forms see the University Policy Manual and Environmental Health and Safety website <http://www.ecu.edu/cs-admin/oehs/ih/workerscomp.cfm>.

**C. Disability Insurance**

ECU has disability insurance coverage for both short-term (2 to 12 months with the possibility of a 12 month extension) and long-term (greater than 12 months) situations. The specific details of the disability insurance options can be found at the HR Benefits website: <http://www.ecu.edu/hr/benefits.cfm>. Questions regarding disability coverage should be directed to a University Benefits Counselor listed online at [http://www.ecu.edu/cs-admin/HumanResources/HR\\_Staff.cfm](http://www.ecu.edu/cs-admin/HumanResources/HR_Staff.cfm)

**D. Vacation and Sick Leave**

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

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

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

~~A. Hospitalization Insurance~~

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

~~B. Disability Income Plans~~

- ~~1. North Carolina Plan~~
  - ~~a. Short-term Benefits~~

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

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

~~b. Long-term Benefits~~

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

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

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

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

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

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

~~3. Liberty Mutual Disability Insurance~~

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

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

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

~~D. Group Insurance Plans~~

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

~~E. Social Security~~

~~All university employees, with the exception of students, are subject to the provisions of the Federal Social Security Act that requires a percentage contribution subject to the current Social Security law. This is a separate contribution from the state retirement that cannot be withdrawn. The amount paid by the employee will be matched by the university. All~~

~~state-owned agencies and institutions are considered one employer under the Social Security law; therefore, if the employee receives earnings from more than one agency or institution within the calendar year, it should be brought to the attention of the university payroll department. Social Security benefits may be claimed at the age of 62; however, these benefits will be lower than the benefits received at age 65, which is the age at which maximum benefits may be claimed. Retirement benefits under the Social Security law will be based on average earnings beginning with 1937, or beginning with 1951, whichever will allow the higher benefit. There is also provided a broad program of health insurance called Medicare for people 65 years of age and over. One part of Medicare is hospital insurance, which helps pay for hospital care and certain follow-up services. The other part is voluntary medical insurance, which helps pay physician's fees and other medical bills. More detailed information may be obtained from the local Social Security administration office.~~

~~F. Deferred Compensation Plan~~

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

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

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

~~H. Tax Deferred Annuity~~

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

~~I. US Savings Bonds~~

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

~~J. Unemployment Compensation Benefits~~

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

~~K. Vacation and Sick Leave~~

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

~~L. Workers' Compensation~~

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

~~M. Flex Reimbursement Accounts~~

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

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**Faculty Senate Resolution #11-62**

Approved by the Faculty Senate: April 19, 2011

Approved by the Chancellor: not applicable

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 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. **The committee should consider the diversity of nominees and should seek and recommend qualified women and minority faculty.**
8. Standard Meeting Time:  
The committee meeting time is scheduled for the first Thursday of each month.

## Second Reading of Proposed Revisions to the Academic Standards Committee Charge

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

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

2. Membership:

7 elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost 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, **including development of peer review instruments for teaching face-to-face and distance education courses**. 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 **and Honors College Advisory Committee**.

F. 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 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:  
None
8. Standard Meeting Time:  
The committee meeting time is scheduled for the third Monday of each month.

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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* 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.

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**Faculty Senate Resolution #11-63**

Approved by the Faculty Senate: April 19, 2011

Accepted by the Chancellor: pending

Formal Faculty Advice on Social Media Use Regulation

Formal faculty advice offering no wording changes to the Social Media Use Regulation.

Title: Social Media Use

PRR Classification #: (List POL, REG RULE and leave #blank. To be done by Legal)

PRR General Subject Matter: (Leave blank. To be done by Legal)

Authority: Chancellor

History: New

**Related Policies:**

Academic Computer Use Policy [www.ecu.edu/cs-itcs/policies/academicpolicy.cfm](http://www.ecu.edu/cs-itcs/policies/academicpolicy.cfm)

Copyright Policy [libguides.ecu.edu/copyright](http://libguides.ecu.edu/copyright)

ECU Social Media Guidelines [www.ecu.edu/cs-itcs/customCF/SocialMediaGuidelines.pdf](http://www.ecu.edu/cs-itcs/customCF/SocialMediaGuidelines.pdf)

E-Discovery Governed by NC State Rule of Civil Procedure |

[aw.onecle.com/north-carolina/1a-rules-of-civil-procedure/index.html](http://aw.onecle.com/north-carolina/1a-rules-of-civil-procedure/index.html)

Family Educational Rights and Privacy Act (FERPA)

[www.ecu.edu/cs-itcs/itsecurity/upload/FERPA%20Flyer.pdf](http://www.ecu.edu/cs-itcs/itsecurity/upload/FERPA%20Flyer.pdf)

Graphics and Licensing Standards [www.ecu.edu/licensing](http://www.ecu.edu/licensing)

Healthcare Applicable Use Policies [www.ecu.edu/cs-dhs/hipaa/aup.cfm](http://www.ecu.edu/cs-dhs/hipaa/aup.cfm)

IT Security Compliance & Regulations [www.ecu.edu/cs-itcs/itsecurity/regulations.cfm](http://www.ecu.edu/cs-itcs/itsecurity/regulations.cfm)

Network Use Regulation [www.ecu.edu/cs-itcs/policies/networkpolicy.cfm](http://www.ecu.edu/cs-itcs/policies/networkpolicy.cfm)

North Carolina Identity Theft Act [www.ecu.edu/cs-itcs/itsecurity/NCIDTheftDetailed.cfm](http://www.ecu.edu/cs-itcs/itsecurity/NCIDTheftDetailed.cfm)

Official and Recognized ECU Social Media Sites [www.ecu.edu/SMofficial](http://www.ecu.edu/SMofficial)

Social Security Number Resource Page [www.ecu.edu/cs-itcs/ssnresource/index.cfm](http://www.ecu.edu/cs-itcs/ssnresource/index.cfm)

Trademark and Logo Use [www.ecu.edu/cs-admin/univpubs/the\\_university\\_image.cfm](http://www.ecu.edu/cs-admin/univpubs/the_university_image.cfm)

University Attorney Statement on Copyright [www.ecu.edu/cs-itcs/policies/copyright.cfm](http://www.ecu.edu/cs-itcs/policies/copyright.cfm)

The University Image [www.ecu.edu/univpubs/the\\_university\\_image.cfm](http://www.ecu.edu/univpubs/the_university_image.cfm)

University Marketing Standards [www.ecu.edu/cs-admin/univpubs/the\\_university\\_image.cfm](http://www.ecu.edu/cs-admin/univpubs/the_university_image.cfm)

University Marketing [www.ecu.edu/mktg](http://www.ecu.edu/mktg)

University Student and Employee Computer Use Policy

[www.ecu.edu/cs-itcs/policies/staffstudentpolicy.cfm](http://www.ecu.edu/cs-itcs/policies/staffstudentpolicy.cfm)

**Additional References:**

**Contact for Info:** Chief Information Officer, 252.328.9103, [norrisj@ecu.edu](mailto:norrisj@ecu.edu)

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## **1. Purpose**

- 1.1. Social media sites are online communities used increasingly in all aspects of our professional and personal lives to communicate and distribute information. Well-known examples of these sites are Facebook, YouTube, and Twitter.
- 1.2. The increase in usage of this type of media has resulted in new ways to share events, reach out to alumni, and gather feedback on issues. Along with positive effects are new concerns that we want to make employees and students aware of, such as the increased diligence we need to have in communicating on these sites to maintain an atmosphere of integrity, honesty, and respect that is free of harassment, exploitation, and intimidation. To help guide us in the use of these tools, we have created this regulation and the social media guidelines referenced in the Additional references sections for our community of users.

## **2. Applicability**

- 2.1. This regulation is applicable to all East Carolina University (ECU) faculty, staff, temporary employees, students, contractors, and visitors to campus accessing the university network and/or data.

## **3. Instructional Use**

- 3.1. Required student communication for instruction should be limited to university-managed tools that protect student data as required by FERPA and meet the guidelines for legal e-discovery. Several university tools meet these requirements (e.g., Blackboard, Centra, Yammer). An updated list of recommended tools will be maintained within the ECU Social Media Guidelines.
- 3.2. If you choose to use a non-managed social media tool (e.g., Facebook, Twitter, etc.) for supplementary discussion and informal activity, this regulation must be followed.

## **4. University Business Use**

- 4.1. Only university employees, not student employees, are authorized to create external social media networking sites to conduct university business that requires community outreach.
- 4.2. If authorized by the home department and in adherence with this regulation, an employee may post department information, resources, calendars, and events on authorized university social media sites.
- 4.3. Each social media site requires a university employee to act as administrator to manage and monitor the site.
- 4.4. All social media activity must be consistent with the principles set forth in the ECU Social Media Guidelines.

## **5. ECU Trademark, Logo, and University Mark**

- 5.1. Only sites that have been authorized to do so may use the ECU logo or trademarks. Any use of a university mark must be consistent with the regulations and standards established by University Marketing.

- 5.2. Application and authorization for the use of the ECU logo and trademark is outlined in the ECU Social Media Guidelines.
- 5.3. There are two types of authorized sites: (1) Official – a site that represents the entire university and uses ECU trademarks and logos, and (2) Recognized – a site that represents a portion of the university (e.g., a department or college), complies with this regulation, applicable social media guidelines, and approved by University Marketing.
- 5.4. Once all guidelines are met, please register your site with University Marketing. A list of Official and Recognized social media sites will be maintained in one location by University Marketing.

## **6. Ensuring Privacy in Communications**

- 6.1. All sites, regardless of status, are expected to maintain confidentiality by excluding confidential or proprietary information about ECU, its students, faculty, staff, patients, or alumni.
- 6.2. All sites should reflect good ethical judgment and follow university policies and federal requirements, such as FERPA and HIPAA.
- 6.3. ECU strictly prohibits the unauthorized disclosure of protected health information including patient images on any social media sites.
- 6.4. Sites will not use information shared on these sites as part of passwords and/or answers to passphrase security questions.

## **7. Disclaimer**

- 7.1. Individuals or groups within the university community are not permitted to present personal opinions on ECU maintained sites in a manner that implies endorsement by the university.
- 7.2. If posted material may reasonably be construed to imply the support, endorsement, or opposition of the university, including opinions or views on issues, the material will be accompanied by the following disclaimer. "The contents including all opinions and views expressed within this site, are entirely personal and do not necessarily represent the opinions or views of anyone else, including other employees in my department or at ECU. ECU has not approved and is not responsible for the material contained at this site."

## **8. Compliance and Monitoring**

- 8.1. Users of social media networks must adhere to all university computer policies, regulations, rules, and standards. ECU does not routinely monitor social media sites; however, the university reserves the right to investigate issues that are reported or discovered to enforce applicable federal, state, University of North Carolina Board of Governors, and University laws and policies.
- 8.2. In response to concerns or complaints, university administrators may examine profiles on social networking sites that are being used to conduct university business and use information in formal or informal disciplinary proceedings.