

**EAST CAROLINA UNIVERSITY
2011-2012 FACULTY SENATE**

The eighth regular meeting of the 2011/2012 Faculty Senate will be held on **Tuesday, April 17, 2012**, at 2:10 pm in the Mendenhall Student Center, Great Room.

FULL AGENDA
REVISED 4/16/12

- I. **Call to Order**
- II. **Approval of Minutes**

March 20, 2012 and March 27, 2012
- III. **Special Order of the Day**
 - A. Roll Call
 - B. Announcements
 - C. Steve Ballard, Chancellor
 - D. Marilyn Sheerer, Provost and Senior Vice Chancellor for Academic Affairs
 - E. Marianna Walker, Chair of the Faculty
 - F. Wendy Sharer, Quality Enhancement Program (QEP) Director
David Weismiller, SACS Liaison and Associate Provost for IPAR
Report on QEP Component of SACS Reaffirmation
 - G. David Siegel and Mary Beth Corbin, Co-Chairs of UNIV 1000 Committee
Report of Committee
 - H. Question Period
- IV. **Unfinished Business**
- V. **Report of Graduate Council and Standing University Academic Committees**
 - A. Graduate Council, Terry West
Formal faculty advice on curriculum and academic matters contained in the Graduate Curriculum Committee meeting minutes of March 21, 2012 and March 28, 2012 which include curricular actions within the College of Allied Health Sciences, College of Nursing, College of Education, College of Health and Human Performance, College of Technology and Computer Science, School of Communication, Department of Physics, Department of Biology, Department of Economics, Department of Geography, and Coastal Resources Management Program.

- B. University Curriculum Committee, Donna Kain
Curriculum and academic matters contained in meeting minutes of March 22, 2012, which include curricular actions within Department of History, School of Art and Design, Classical Studies Program, Department of English, Department of Geological Sciences, Department of Chemistry; College of Business, College of Education, College of Health and Human Performance; and April 12, 2012 (5:30 meeting), which include matters related to revision of committee guidelines and forms.
- C. Unit Code Screening Committee, Patricia Anderson
1. Additional Proposed Revisions to the Allied Health Sciences Unit Code of Operation (attachment 1).
 2. Revised Academic Library Services Unit Code of Operation.
 3. Revised College of Education Unit Code of Operation.
- D. Calendar Committee, Charles Lesko
1. Revised Summer 2012 University Calendar (attachment 2).
 2. Proposed Summer 2013 – Spring 2014 University Calendars (attachment 3).
- E. Admission and Retention Policies Committee, Joseph Thomas
1. Proposed Revisions to the *ECU Undergraduate Catalog*, Section II. Admission and Readmission, subsection Readmission (attachment 4).
 2. Proposed Revisions to the *ECU Undergraduate Catalog*, Section V. Academic Regulations, Academic Eligibility Standards, subsection Nontraditional Student Suspension (attachment 5).
 3. Proposed Revisions to the *ECU Undergraduate Catalog*, Section V. Academic Regulations, subsection Attendance and Participation (attachment 6).
 4. Proposed New Subsection within the *ECU Undergraduate Catalog*, Section I. The University, entitled Student Academic Freedom (attachment 7).
 5. Proposed Revision to the *ECU Faculty Manual*, Part III. Academic Freedom to include a link to the proposed Statement on Student Academic Freedom (attachment 8).
- F. Faculty Governance Committee, George Bailey
1. Proposed Revisions to the *ECU Faculty Manual*, Part I. Introduction (attachment 9).
 2. Revisions to the *ECU Faculty Manual*, Part II. University Organization, Subsection III. University Policy (attachment 10).
 3. Proposed Revisions to the *ECU Faculty Manual*, Part II. University Organization, Subsection IV. Academic Policy (attachment 11).
 4. Proposed Revision to the *ECU Faculty Manual*, Part XIII. Promotion and Tenure Timeline (attachment 12). *pending final approval*
 5. Proposed Revisions to the *ECU Faculty Manual*, Appendix A. Faculty Constitution and By-Laws of East Carolina University (attachment 13).
- G. Research/Creative Activity Grants Committee, Britton Theurer
Formal Faculty Advice on Proposed Allocation of Research Space Regulation (attachment 14).

- H. Committee on Committees, Catherine Rigsby
First Reading of Proposed Revisions to the Standing University Academic Research/Creative Activity Grants Committee Charge (attachment 15).
- I. Faculty Welfare Committee, Ken Ferguson
1. Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection J. Salary Policies (attachment 16).
 2. Formal Faculty Advice on the Current Faculty Spousal and Domestic Partner Hiring Standard Operating Procedure (attachment 17).
- J. Academic Awards Committee, Pat Royal
Proposed Revisions to the Procedures for Annual Lifetime and Five-year Achievement University Research/Creative Activity Awards (attachment 18).
- K. Educational Policies and Planning Committee, Scott Gordon
Curriculum and Academic Program matters included in the April 13, 2012 and April 14, 2012 meeting minutes, including:
1. Request for revisions to the Concentrations in the MAEd in Mathematics, Department of Mathematics, Science, and Instructional Technology Education, within the College of Education.
 2. Request for Authorization to Establish a PhD Program in Economics, Department of Economics, within the College of Arts and Sciences.
 3. Unit academic program reviews
 - a. Department of Geography
Response to external review recommendations.
 - b. Department of Recreation and Leisure Studies
Response to external review recommendations.
- L. Foundations Curriculum and Instructional Effectiveness Committee, Linda Wolfe
1. Removal of Foundation Curriculum Course Credit for CHEM 2770 Biological Chemistry and CHEM 2771 Biological Chemistry Laboratory.
 2. Removal of Foundation Curriculum Course Credit for ANTH 4050 Psychological Anthropology, ANTH 4054 Anthropology of Religion, ANTH 4253 Social Anthropology and ANTH 4260 Cultural Ecology.
 3. Removal of Foundation Curriculum Course Credit for HIST 3005 Selected Topics in History, HIST 3333 Biography in History, HIST 4550 Honors and HIST 4551 Honors.
 4. Removal of Foundation Curriculum Course Credit for ECON 3030, ECON 3144, ECON 3244, ECON 3323, ECON 3343, ECON 3353, ECON 3365, ECON 3420, ECON 3630, ECON 3750, ECON 3855, ECON 3960, ECON 4020, ECON 4214, ECON 4320, ECON 4373, ECON 4430 and ECON 4850.
 5. Removal of Foundation Curriculum Course Credit for FREN 2440, FREN 2441, FREN 2442, FREN 2443, FREN 3500, FREN 3555, FREN 3556, FREN 3557, FREN 3558, FREN 3560, GERM 3340, GERM 3400, GERM 3500, GERM 3520, GERM 3530, GERM 3540, GERM 3550, GRK 3001, GRK 3002, GRK 4001, GRK 4002, LATN 3001, LATN 3002, LATN 4001, LATN 4002, SPAN 4555, SPAN 4556, SPAN 4557, SPAN 4558, SPAN 4560, SPAN 4561, SPAN 4562 and SPAN 4563.

6. Recommendation establishing Domestic and Global Diversity Course Requirements (attachment 19).
7. Proposed revisions to *ECU Faculty Manual*, Appendix C. Section III. Evaluation in reference to the Student Perception of Teaching Survey (attachment 20).

M. Libraries Committee, Cheryl McFadden

1. Support of Letter to Chancellor Requesting Continued Involvement of the Committee and Library Administration in all phases of design, planning and decision-making of future space needs (attachment 21).
2. Information on Both University Library Budgets.

VI. New Business

REMOVED FROM AGENDA

- ~~C. Writing Across the Curriculum Committee, Elizabeth Swaggerty
Curriculum matters contained in the meeting minutes of April 9, 2012 which relate
to writing intensive designation (WI).~~
- ~~L. Foundations Curriculum and Instructional Effectiveness Committee, Linda Wolfe
6. Removal of Foundation Curriculum Course Credit for POLS 3013, POLS 3033,
POLS 3035, POLS 3204, POLS 3232, POLS 3270, POLS 3297, POLS 4310,
POLS 4360 and POLS 4384.~~

UNIT CODE SCREENING COMMITTEE REPORT

Additional Proposed Revisions to the Allied Health Sciences Unit Code of Operation

In October 2010, the Chancellor held for further study the proposed revisions to the Allied Health Sciences Unit Code of Operation included in FS Resolution #10-71, stating:

I am holding the following resolution for further study by the Office of the University Attorney:

Faculty Senate Resolution 10-71

Revisions to the College of Allied Health Sciences Unit Code of Operation

In March 2012, the Chancellor approved with edits the proposed revisions to the Allied Health Sciences Unit Code of Operation included in FS Resolution #10-71 stating:

I hereby **approve of the following resolution with edits:**

Faculty Senate Resolution 10-71

Revisions to the College of Allied Health Sciences Unit Code of Operation

Section III.D.1. Each department will form, at a minimum, those committees necessary to implement ~~the ECU~~ [insert "established university policies"] and [insert "the"] College of Allied Health Sciences Code. [remove the "a" at the end of the word Code.]

Section III.D.1.d. Screen and set initial probationary term appointments and submit appropriate recommendations to the department chair [insert "in accordance with established university policies."] (Personnel Committee and/or Promotion Committee as appropriate).

The Committee now reports that faculty within the College of Allied Health Sciences have agreed to the suggested edits from the Chancellor and the revised College of Allied Health Sciences Unit Code of Operation is complete.

Faculty Senate Agenda
April 17, 2012
Attachment 2.

CALENDAR COMMITTEE REPORT
 Revised Summer 2012 University Calendar

11-1-11 Editorially revised to correct duplication error
 2-13-12 Editorially revised to correct cancellation dates (noted by ~~strikethrough~~ and **highlight**).
 3-26-12 Editorially revised to correct registration date (noted in purple).

Revisions are noted in **BOLD RED**.

University Calendar
Summer Session 2012
 First Term

(Actual days First Term: 4- **5 Mondays**, **6 5 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 8, Tuesday	Late processing fee assessed for all who have not paid fees by 4:00 pm.
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 10, Thursday	Schedules canceled for all who have not paid fees by 4:00 pm.
May 11, Friday	New student registration; schedule changes.
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 14, Monday	Classes begin; 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	Schedules canceled for all who have not paid by 5:00 pm.
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 18, Monday	Classes end. Last day for submission of grade replacement requests.
June 19, Tuesday	Classes end. Last day for submission of grade replacement requests.
June 19, Tuesday	Final examinations.
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.

**University Calendar
Summer Session 2012
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.
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.

**University Calendar
Summer Session 2012
11-Week Summer Session**

(Actual class days: 9 **10 Mondays**, 11 **10 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 8, Tuesday	Late processing fee assessed for all who have not paid fees by 4:00 pm.

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 10, Thursday	Schedules canceled for all who have not paid fees by 4:00 pm.
May 11, Friday	New student registration; schedule changes.
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 14, Monday	Classes begin; 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	Schedules canceled for all who have not paid by 5:00 pm.
May 28, Monday	Memorial Day (no classes).
June 1, Friday	Last day to apply as an undergraduate student for Second Summer Session.
June 19, Tuesday	Midsummer Break (no classes).
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 Semester.

**Faculty Senate Agenda
April 17, 2012
Attachment 3.**

CALENDAR COMMITTEE REPORT
Proposed Summer 2013 – Spring 2014 University Calendars

**University Calendar
Summer Session 2013
First Term**

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

March 14, Thursday	Last day to apply for admission to Graduate School for First Summer Term.
March 25, Monday	Last day to apply for graduation during the Summer Session.
March 25, Monday	Registration for Summer Session begins.
April 14, Sunday	Last day to apply as a post baccalaureate teacher licensure student for Summer Sessions.
April 30, Tuesday	Last day to apply as an undergraduate student for First Summer Term & 11-Week Session.
May 6, Monday	Late Processing Fee assessed for all who have not paid fees by 5:00 pm.

May 8, Wednesday	Schedules canceled for all who have not paid fees by 5:00 pm.
May 13, Monday	New student registration; schedule changes.
May 14, Tuesday	Classes begin; schedule changes.
May 15, Wednesday	Last day for registration and schedule changes (drop and add) for first term by 5:00 pm.
May 15, Wednesday	Census Day (Official enrollment count taken at 5:00 pm).
May 27, Monday	State Holiday (no classes).
May 31, Friday	Last day to apply as an undergraduate student for Second Summer Term.
May 31, 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 12, Wednesday	Last day for graduate students to drop courses without grades by 5:00 pm.
June 18, Tuesday	Classes end. Last day for submission of grade replacement requests.
June 19, Wednesday	Final examinations.
June 21, Friday	Grades due at noon.
June 30, Sunday	Last day to apply as an undergraduate readmit student or post baccalaureate teacher licensure student for the Fall term.
August 6, Tuesday	Last day to submit appeals to SAAC for readmission for Fall Semester.

University Calendar
Summer Session 2013
 Second Term

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

March 25, Monday	Last day to apply for graduation during the Summer Session.
March 25, Monday	Registration for Summer Session begins.
April 14, Sunday	Last day to apply as a post baccalaureate teacher licensure student for Summer Session.
April 30, Tuesday	Last day to apply as an undergraduate student for Second Summer & 11-Week Session.
May 1, Wednesday	Last day to apply for admission to Graduate School for Second Summer Term.
May 31, Friday	Last day to apply as an undergraduate student for Second Summer Term.
June 13, Thursday	Late Processing Fee assessed for all who have not paid fees by 5:00 pm.
June 17, Monday	Schedules canceled for all who have not paid fees by 5:00 pm.
June 19, Wednesday	New student registration; schedule changes.
June 20, Thursday	Classes begin; schedule changes.
June 21, Friday	Last day for registration and schedule changes (drop and add) for second term by 5:00 pm.
June 24, Monday	Census Day (Official enrollment count taken at 5:00 pm).
June 30, Sunday	Last day to apply as an undergraduate readmit student or post baccalaureate teacher licensure student for the Fall term.
July 4, Thursday	State Holiday (no classes).
July 9, 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 15, Monday	Last day to submit thesis to Graduate School for completion of degree in the summer session.
July 19, Friday	Last day for graduate students to drop courses without grades by 5:00 pm.
July 25, Thursday	Classes end. Last day for submission of grade replacement requests.
July 26, Friday	Final examinations.
July 29, Monday	Grades due at noon.
August 6, Tuesday	Last day to submit appeals to SAAC for readmission for Fall semester.

**University Calendar
Summer Session 2013**

11-Week Summer Session

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

March 14, Thursday	Last day to apply for admission to Graduate School for Summer Term.
March 25, Monday	Last day to apply for graduation during the Summer Session.
March 25, Monday	Registration for Summer Session begins.
April 14, Sunday	Last day to apply as a post baccalaureate teacher licensure student for Summer Session.
April 30, Tuesday	Last day to apply as an undergraduate student for First Summer Term & 11-Week Session.
May 6, Monday	Late Processing Fee assessed for all who have not paid fees by 5:00 pm.
May 8, Wednesday	Schedules canceled for all who have not paid fees by 5:00 pm.
May 13, Monday	New student registration and schedule changes.
May 14, Tuesday	Classes begin; schedule changes.
May 15, Wednesday	Last day for registration and schedule changes (drop and add) by 5:00 pm.
May 16, Thursday	Census day (Official enrollment count taken at 5:00 pm).
May 27, Monday	State Holiday (no classes).
May 31, Friday	Last day to apply as an undergraduate student for Second Summer Term.
June 19, Wednesday	Midsummer Break (no classes).
June 20, 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.
June 30, Sunday	Last day to apply as an undergraduate readmit student or post baccalaureate teacher licensure student for the Fall Semester.
July 4, Thursday	State Holiday (no classes).
July 15, Monday	Last day to submit thesis to Graduate School for completion of degree in the summer session.
July 19, Friday	Last day for graduate students to drop courses without grades by 5:00 pm.
July 25, Thursday	Classes end. Last day for submission of grade replacement requests.
July 26, Friday	Final examinations.
July 29, Monday	Grades due at noon.
August 6, Tuesday	Last day to submit appeals to SAAC for readmission for Fall Semester.

**University Calendar
Fall Semester 2013**

(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, Friday	Last day to apply as an undergraduate freshman student for the Fall Semester.
March 25, Monday	Registration for Fall Semester 2013 begins.
April 15, Monday	Last day to apply as an undergraduate transfer student for the Fall Semester.
June 1, Saturday	Last day to apply for admission to Graduate School for the Fall Semester.
July 1, Monday	Last day to apply as an undergraduate readmit student or post baccalaureate teacher licensure student for the Fall Semester.
August 6, Tuesday	Last day to submit appeals to SAAC for readmission for the Fall Semester.
August 8, Thursday	Late Processing Fee assessed for all who have not paid fees by 5:00 pm.
August 12, Monday	Schedules canceled for all who have not paid fees by 5:00 pm.
August 19, Monday	Faculty meetings.
August 19, Monday	Advising, registration, and schedule adjustments.
August 20, Tuesday	Classes begin; schedule changes.
August 26, Monday	Last day for registration and schedule changes (drop and add) by 5:00 pm.
September 2, Monday	State Holiday (no classes).
September 3, Tuesday	State holiday makeup day. Classes which would have met on Monday, September 2, 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 3, Tuesday	Last day to apply for graduation in December.
September 3, Tuesday	Census Day (Official enrollment count taken at 5:00pm).
October 5-8, Saturday-Tuesday	Fall Break.
October 9, Wednesday	8:00 am - Classes resume.
October 14 – 18, Monday-Friday	Advising for Spring Semester 2014.
October 15, Tuesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm.
October 15, Tuesday	Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.
October 21, Monday	Registration for Spring Semester 2014 begins.
November 1, Friday	Last day to apply as an undergraduate student for the Spring Semester.
November 27-December 1, Wednesday-Sunday	Thanksgiving Break.
December 1, Sunday	Last day to apply as an undergraduate transfer student for the Spring Semester.
December 2, Monday	8:00 am - Classes resume.
December 2, Monday	Undergraduate students last day to remove incompletes given during

	Spring and/or Summer Session 2013.
December 2, Monday	Last day for graduate students to drop courses without grades by 5:00 pm.
December 3, Tuesday	Last day to submit thesis to the Graduate School for completion of degree in this term.
December 3, Tuesday	Graduate students last day to remove incompletes given during Fall 2012.
December 3, Tuesday	Classes end. Last day for submission of grade replacement requests.
December 3, Tuesday	Last day for submission of grade replacement requests.
December 4, Wednesday	Reading day.
December 5, Thursday	Final Examinations begin.
December 12, Thursday	Exams for Fall Semester close at 4:30 pm.
December 13, Friday	Commencement.
December 14, Saturday	Grades due at noon.
December 20, Friday	Last day to submit appeals to SAAC for readmission for Spring Semester.

EXAMINATION SCHEDULE FALL 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. A final course meeting during the exam period 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 5-December 12). 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 5- December 12). 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 5- December 12). 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:

MATH 1065	5:00 - 7:30 Thursday, December 5
CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Friday, December 6
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Monday, December 9
REN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Tuesday, December 10

FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Wednesday, December 11
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Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Monday, December 9
8:00 TTh	8:00 - 10:30 Tuesday, December 10
9:00 MWF	8:00 - 10:30 Wednesday, December 11
9:00 TTh (9:30)	8:00 - 10:30 Thursday, December 12
10:00 MWF	8:00 - 10:30 Friday, December 6
10:00 TTh	8:00 - 10:30 Thursday, December 5
11:00 MWF	11:00 - 1:30 Monday, December 9
11:00 TTh	11:00 - 1:30 Thursday, December 5
12:00 MWF	11:00 - 1:30 Wednesday, December 11
12:00 TTh (12:30)	11:00 - 1:30 Thursday, December 12
1:00 MWF	11:00 - 1:30 Friday, December 6
1:00 TTh	11:00 - 1:30 Tuesday, December 10
2:00 MWF	2:00 - 4:30 Monday, December 9
2:00 TTh	2:00 - 4:30 Tuesday, December 10
3:00 MWF (3:30)	2:00 - 4:30 Wednesday, December 11
3:00 TTh (3:30)	2:00 - 4:30 Thursday, December 5
4:00 MWF	2:00 - 4:30 Friday, December 6
4:00 TTh	2:00 - 4:30 Thursday, December 12
5:00 MWF	5:00 - 7:30 Monday, December 9
5:00 TTh	5:00 - 7:30 Thursday, December 5

**University Calendar
Spring Semester 2014**

(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, Tuesday	Last day to apply for admission to Graduate School for the Spring Semester.
October 21, Tuesday	Registration for Spring Semester 2014 begins.
November 1, Friday	Last day to apply as an undergraduate student for the Spring Semester.
December 1, Sunday	Last day to apply as an undergraduate transfer student for the Spring Semester.
December 20, Friday	Last day to submit appeals to SAAC for readmission for Spring Semester.
January 6, Monday	Late Processing Fee assessed for all who have not paid fees by 5:00 pm.
January 8, Wednesday	Schedules canceled for all who have not paid fees by 5:00 pm.
January 10, Friday	Advising and schedule adjustments.
January 13, Monday	Classes begin; schedule changes.
January 17, Friday	Last day for registration and schedule changes (drop and add) by 5:00 pm.
January 20, Monday	State Holiday (no classes).
January 28, Tuesday	Last day to apply for graduation in May.
January 28, Tuesday	Census Day (Official enrollment count taken at 5:00 pm).
March 6, 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 9-16, Sunday – Sunday	Spring Break.
March 15, Saturday	Last day to apply as an undergraduate freshman student for the Fall Semester.
March 17, Monday	8:00 am - Classes resume.
March 17-21, Monday-Friday	Advising for Summer Sessions and Fall Semester 2014.
March 24, Monday	Registration for Summer Sessions and Fall Semester 2014 begins.
March 25, Tuesday	Last day to apply for graduation during the Summer Session.
April 15, Tuesday	Last day to apply as an undergraduate transfer student for the Fall Semester.
April 15, Tuesday	Last day to apply as a post baccalaureate teacher licensure student for Summer Sessions.
April 17, Thursday	Undergraduate students last day to remove incompletes given during Fall Semester 2013.
April 17, Thursday	Last day for graduate students to drop courses without grades by 5:00 pm.
April 18-19, Friday-Saturday	State Holiday (no classes).
April 21, Monday	Last day to submit thesis to the Graduate School for completion of degree in this semester.
April 29, Tuesday	State holiday makeup day. Classes which would have met on Friday, April 18, 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 29, Tuesday	Graduate students last day to remove incompletes given during Spring Semester and/or Summer Session 2013.
April 29, Tuesday	Classes end. Last day for submission of grade replacement requests.
April 30, Wednesday	Reading day.
May 1, Thursday	Last day to apply as an undergraduate student for First Summer Term & 11-Week Session.
May 1, Thursday	Final examinations begin.
May 8, Thursday	Exams for Spring Semester close at 4:30 pm.
May 9, Friday	Commencement.
May 10, Saturday	Grades due at noon.

EXAMINATION SCHEDULE SPRING SEMESTER 2014

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 1-8). 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 1-8). 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 1-8). 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, May 1
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Friday, May 2
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Monday, May 5
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Tuesday, May 6
MATH 1065	5:00 - 7:30 Wednesday, May 7

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

Faculty Senate Agenda
April 17, 2012
Attachment 4.

ADMISSION AND RETENTION POLICIES COMMITTEE
Proposed Revisions to the *ECU Undergraduate Catalog*,
Section II. Admission and Readmission, subsection Readmission

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

Nontraditional students admitted under the ~~Performance-Based Admission~~ **Nontraditional Students Admission** Policy who fail either to meet the GPA requirement or to satisfy the retention stipulations may not continue enrollment at East Carolina University except under the following conditions:

1. Students may attend summer school at East Carolina University to satisfy retention stipulations.
2. Students may be readmitted under the provisions of the ~~Special Readmission (Forgiveness)~~ **Readmission Under Forgiveness** Policy to resume progress toward satisfying retention stipulations.
3. Students may be readmitted after completing at an accredited college or university 30 semester hours or 45 quarter hours of transferable work with a minimum grade point average of 2.5 on all transferable work.

Duplicate credit will not be granted under any circumstances. In all cases the stipulations specified at the time of initial admission must be satisfied.

~~Following Suspension~~

See section on academic regulations, academic eligibility standards, for policies on readmission following suspension and the ~~Special Readmission~~ **Under Forgiveness** Policy.

Faculty Senate Agenda
April 17, 2012
Attachment 5.

ADMISSION AND RETENTION POLICIES COMMITTEE
Proposed Revisions to the *ECU Undergraduate Catalog*,
Section V. Academic Regulations, Academic Eligibility Standards,
subsection Nontraditional Student Suspension

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

Nontraditional Student Suspension: This code indicates the status of a student who has become academically ineligible ~~because of failure to satisfy retention stipulations within the limits established by the Performance-Based Admission Policy~~. For readmission options available to students in this status, see ~~Special Readmission (Forgiveness)~~ **Readmission Under Forgiveness** Policy under Readmission, below.

ADMISSION AND RETENTION POLICIES COMMITTEE

Proposed Revisions to the *ECU Undergraduate Catalog*, Section V. Academic Regulations, subsection Attendance and Participation.

Additions are noted in **bold** print.

Attendance and Participation

A student's participation in the work of a course is a precondition for receiving credit for the course. Students are expected to attend punctually all lecture and laboratory sessions and field experiences and to participate in course assignments and activities as described in the course syllabus. Absences are counted from the first class meeting after the student registers. Students registering late are expected to make up all missed assignments in a manner determined by the instructor.

Each instructor shall determine the class attendance policy for each of his or her courses as long as the instructor's policy does not conflict with university policy. The instructor's attendance policy will be provided to the class on a syllabus distributed at the first class meeting. Class attendance may be a criterion in determining a student's final grade in the course if the instructor provides a written statement to this effect in the course syllabus.

Students should consult with their instructors about all class absences. It is the responsibility of the student to notify the instructor immediately about class absences, to provide appropriate documentation for an absence, and discuss any missed class time, tests, or assignments. Except in the case of university excused absences, it is the decision of the instructor to excuse an absence or to allow for any additional time to make up missed tests or assignments. Excused absences should not lower a student's course grade, provided that the student, in a manner determined by the instructor, is able to make up the work that has been missed and is maintaining satisfactory progress in the course.

Student Health Services do not issue official written excuses for illness or injury, but will upon request at the time of the visit, provide a note confirming that the student has received care. In the event that the student is seriously ill or injured at the time of final examinations, Student Health Services on request by the student, may recommend a medical incomplete. A student who receives medical care from another licensed medical provider may take his or her instructor a note from that provider indicating that the student was too ill or injured to attend class, and listing the date(s) for which the student was unable to attend. The instructor may choose to accept these notes as evidence of excused absences.

The Dean of Students may authorize a university-excused absence in the following situations:

1. Student participation in authorized activities as an official representative of the university (i.e. athletic events, delegate to regional or national meetings or conferences, participation in university-sponsored performances).
2. Participation in other activities deemed by the Dean of Students to warrant an excused absence, **such as required military training**.
3. An extreme personal emergency about which the student is unable to speak directly to the instructor.

4. The death of an immediate family member (such as parent, sibling, spouse or child).
5. Student participation in religious holidays.

It is the student's responsibility to obtain verification of a university-excused absence by contacting the Dean of Students. Requests for university-excused absences should be submitted, whenever possible, to the Dean of Students at least a week prior to the scheduled absence. Requests submitted after the fact will be disapproved unless circumstances made prior approval impossible.

Instructors are expected to honor valid university excused absences and to provide reasonable and equitable means for students to make up work missed as a result of those absences. Students who anticipate missing 10% or more of class meeting time as a result of university-excused absences are required to receive approval from the instructor at the beginning of the semester. Student experiences that cannot be made up should be discussed at the onset of the course to ensure that continued enrollment is feasible while there is still the opportunity to drop the course within the schedule change period.

A student who believes that he or she has been treated unfairly concerning absences or has been misinformed by the instructor regarding that instructor's absence policy shall have the right to appeal. The appeal shall be in writing to the instructor's department chair or school director, and in the event the resolution is not satisfactory, the final decision rests with the academic dean.

Faculty Senate Agenda
April 17, 2012
Attachment 7.

ADMISSION AND RETENTION POLICIES COMMITTEE
Proposed New Subsection within the *ECU Undergraduate Catalog*,
Section I. The University, entitled Student Academic Freedom

Proposed new subsection before subsection Academic Integrity Policy, to formalize the University's support of the rights guaranteed by the UNC Code sections 600 and 608.

The new subsection would read as follows:

Student Academic Freedom

The University shall provide opportunity for its students to derive educational benefits through developing their intellectual capabilities, encouraging their increased wisdom and understanding, and enhancing their knowledge and experience applicable to the effective discharge of civic, professional, and social responsibilities. The University shall not abridge either the freedom of students engaged in the responsible pursuit of knowledge or their right to fair and impartial evaluation of their academic performance. All members of the university community shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights and freedom of each member of the academic community are respected.

ADMISSION AND RETENTION POLICIES COMMITTEE

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

The Committee proposes adding a link to the Statement on Student Academic Freedom, once approved. Addition is noted in **bold** print.

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.

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>).

Link to *Statement on Student Academic Freedom* (once approved).

(FS Resolution #11-44, March 2011)

**Faculty Senate Agenda
April 17, 2012
Attachment 9.**

FACULTY GOVERNANCE COMMITTEE REPORT
Proposed Revisions to the *ECU Faculty Manual*, Part I. Introduction

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

Revise and keep in the Faculty Manual.

Introduction

The *ECU Faculty Manual* is the product of many years of faculty participation in shared governance at East Carolina University. The contents of the Manual require the approval of the Faculty Senate and the Chancellor, and for some sections, the approval of the Board of Trustees, UNC General Administration, and UNC Board of Governors. The Faculty Senate,

through its standing University Academic and Appellate Committees, continues to periodically review and develop academic and faculty welfare policies and procedures when necessary.

All faculty are provided an overview and online access to the *ECU Faculty Manual* contents upon initial employment at East Carolina University and receive timely notification of updates/revisions to the Manual throughout the academic year. The Faculty Senate office coordinates the online publication and maintenance of the Manual and can be contacted for any questions about its contents.

In 1964, President Leo Jenkins established the Faculty Senate as an organized voice for the faculty of East Carolina University to enable faculty to play a broader role in the decisional mainstream of the institution. He constituted a committee of administrators and faculty to develop the ECU Faculty Constitution, that read in part "*The Faculty Senate shall ratify, amend, or remand all matters of academic policy or faculty welfare which have been recommended by any standing or special committee of East Carolina or initiate any policies in such matters which it deems desirable.*"

In 1974, a decade after the establishment of the Faculty Senate, President Leo Jenkins remarked "*The result had been a constructive relationship between faculty and administration which has, in only a few years, resulted in the most representative and responsible Faculty Senate in the entire university system.*"

In 1998, in his last term as Chair of the Faculty, Professor Don Sexauer stated "*Shared governance in an academic setting is a fragile balancing act that takes place between the administration of the university and its faculty. It is the attempt by the administration and the faculty to solve problems and implement policies in a manner that benefits all the constituencies of the university.*"

In 2009, Chancellor Steve Ballard charged the Faculty Senate, through the Chair of the Faculty, to conduct a complete review of the *ECU Faculty Manual* and revise the manual as necessary. During 2009-2012, major changes were made to the manual, including reorganization and deletion of outdated information. The *ECU Faculty Manual* has been redesigned to provide faculty members and administrators with policies and procedures in relation to faculty matters. The *ECU Faculty Manual* provides links to relevant UNC Board of Governors' policies and procedures, as well as ECU Administrative Policies, Rules, and Regulations (PRRs).

Where *ECU Faculty Manual* policies are unclear or ambiguous, requests for interpretation of the manual are submitted to the Chair of the Faculty and/or Provost and Senior Vice Chancellor for Academic Affairs for a joint conditional interpretation. The Chair of the Faculty and Provost will also consult with the Vice Chancellor for Health Sciences and/or Vice Chancellor for Research and Graduate Studies, in matters pertaining to their purview. A conditional interpretation will be in effect until a permanent interpretation is adopted through normal procedures and incorporated into the contents of *ECU Faculty Manual* as needed. The Faculty Senate office maintains an index of interpretations provided for in the *ECU Faculty Manual*.

This manual has been designed to provide faculty members and administrators with a ready reference to established policies and procedures at East Carolina University. All faculty are to receive a copy of it upon initial employment at East

Carolina University and updates/revisions as distributed. Faculty and administrators should ensure that all revisions are accurately inserted and outdated portions removed so that only current policies and information are contained in individual copies of the manual. The Faculty Senate office coordinates the publication, distribution, and maintenance of the manual and can be contacted for any questions about its contents or accuracy.

Requests for interpretation of the ECU Faculty Manual will be submitted to the Chair of the Faculty or the Vice Chancellor for Academic Affairs. The Chair of the Faculty and the Vice Chancellor for Academic Affairs will provide a joint conditional interpretation. In matters pertaining to their purview, the Vice Chancellor for Academic Affairs will consult with the Vice Chancellor for Health Sciences or the Vice Chancellor for Research. This conditional interpretation will be in effect until a permanent interpretation is adopted through normal procedures. The office of the Faculty Senate will maintain an index of such interpretations, identified in the appropriate section of the ECU Faculty Manual. (Faculty Senate Resolution #99-8, March 1999)

East Carolina University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, veteran's status, gender, age, sexual orientation, political affiliation, or disability. (Faculty Senate Resolution #03-37, September 2003)

Faculty Senate Agenda

April 17, 2012

Attachment 10.

FACULTY GOVERNANCE COMMITTEE REPORT

Revisions to the *ECU Faculty Manual*, Part II. University Organization,
Subsection III. University Policy

In February 2012, the Chancellor rejected proposed revisions included in FS Resolution #12-05, stating:

The following resolution is rejected:

Faculty Senate Resolution 12-05

Revisions to the *ECU Faculty Manual*, Part II. University Organization, Subsection III.
University Policy.

This resolution as stated creates restrictions not contemplated by the UNC Code or ECU Regulation. This resolution not only spells out operational guidelines for Faculty Senate, but also dictates a process the Chancellor must follow with respect to administrative policy statements. It does not reference the UNC Code, which technically states the Chancellor must provide the faculty with "a means to give advice." (Refer to Provisions 3.1 and 3.5.5 in ECU REG 01.15.01.) Such advice is not limited to the Faculty Senate, and may be garnered through any means deemed appropriate by the Chancellor. In addition, this resolution does not reference the ECU Regulation for policy development. Finally, it gives the Chair of the Faculty authority, in consultation with the Chancellor, to set a time frame for providing such advice.

Original additions are noted in **bold** print and deletions in ~~strikethrough~~. Additional revisions to this section are noted in **yellow highlight**.

Revise and keep in the Faculty Manual.

University Policy

III. Vetting of Administrative Policies, Rules, and Regulations (PRRs) ~~Statements of Policy~~ in matters relating to Faculty.

The following outlines the internal Faculty Senate process for obtaining Formal Faculty Advice on Administrative Policies, Rules, and Regulations (PRRs) ~~Policies~~.

Based on the East Carolina University Policy Manual, the official repository of all approved ~~policies, regulations, and rules (PRRs)~~ at East Carolina University, the following process has been established for the solicitation and provision of faculty advice on ~~all matters involving faculty in the areas of academic policies, faculty welfare, and university regulations, and procedures and administrative governance~~ (www.ecu.edu/prf) (ECU Regulation for Policy Development 01.15.01).

When the need for an administrative PRR ~~policy, regulation, or rule~~ is determined which pertains to faculty, the appropriate authority (Chancellor) or delegated authority (e.g. Provost, Academic Council) will ~~inform discuss the proposal with~~ the Chair of the Faculty. The appropriate delegated authority (e.g. Provost, Academic Council) provides the Chair of the Faculty with a draft of the proposed administrative policy. The Chair of the Faculty asks the appropriate university academic/apellate committee to review and provide feedback and recommendations to the Faculty Senate within a specific time frame, as designated by the Chancellor or issuing authority. ~~Chair of the Faculty in consultation with the appropriate authority or designated authority~~

Following committee review and vetting, the committee will submit the recommendation to the Faculty Senate as a means of formal faculty advice on the proposed PRR ~~administrative policy~~. The Faculty Senate will vote on the recommendation of the university committee as formal advice for the proposed PRR ~~administrative policy~~. The formal advice will be documented following the same recordkeeping process as all other Faculty Senate actions and resolutions.

If the formal advice on the PRR is approved by the Faculty Senate, the formal advice will be submitted to the Chancellor following the normal established approval/review process, in addition to the appropriate delegated authority for the PRR (e.g. Provost, Academic Council). The Chancellor will act according to the established process and notify the Chair of the Faculty that the faculty's formal advice has been received. ~~considered. The appropriate delegated authority will notify the Chair of the Faculty that the faculty's formal advice has been considered.~~

The Chair of the Faculty and Faculty Senate will receive formal notification from the appropriate authority (Chancellor) or delegated authority (e.g. Provost, Academic Council) following approval of the proposed administrative policy. A history of the Faculty Senate recommendation/formal advice will be maintained in the Faculty Senate office in the same manner as all other Senate actions and resolutions and maintained as feedback to the PRR policy when published in the University Policy Manual.

~~The chancellor, as the administrative and executive head of East Carolina University, exercises the authority and responsibility assigned to him or her in Chapter Five of *The Code* of the University of North Carolina. Subject to the policies of the board of governors and the direction of the president of The University of North Carolina, the chancellor and the board of trustees establish policies for the institution. In establishing policies, the chancellor receives advice from the administrative staff, the Graduate Assembly, the Faculty Senate, administrative and academic committees, and the Student Government Association. The chancellor delegates administrative responsibility to the five vice chancellors as~~

described in Part VIII of the Faculty Manual. The planning, development, and administration of university policy are achieved by close interaction of the administrative organization and the faculty policy-making organization.

Faculty Senate Agenda
April 17, 2012
Attachment 11.

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed Revisions to the *ECU Faculty Manual*, Part II. University Organization,
Subsection IV. Academic Policy

Additions are noted in **bold** print and deletions in strikethrough.

Revise and keep in the Faculty Manual.

IV. Academic Policy

The faculty organization of East Carolina University comprises the general faculty. **As provided in Section 502D of The Code of UNC, the BOG requires the Chancellor to ensure that there exists in the institution a faculty council or senate, a majority of whose members are elected by and from the members of the faculty.** The Faculty Senate is the legislative and advisory body which represents the general faculty and provides the means by which faculty are enabled to fulfill their function with respect to faculty welfare and academic and educational policies exclusive of graduate programs. The Faculty Senate acts upon reports and recommendations of its standing academic committees (and ad-hoc committees). Please refer to the *ECU Faculty Manual, Appendix A, Faculty Constitution and By-Laws of East Carolina University* for the detailed list of responsibilities and activities of the Faculty Senate. **Graduate faculty governance and organizational matters are also outlined in the *ECU Faculty Manual*.**

According to ECU Policy 01.15.01 regarding recommendations for new PRRs or Changes to Existing PRRs, the Faculty Senate, the Graduate Council, Staff Senate, Student Government Association, any standing or ad hoc committee of East Carolina University or any administrative or academic officer, including Executive Officers, may recommend new PRRs or changes to existing PRRs. Any member of the University Community may forward recommendations for new or revised PRRs to any of the above entities/individuals. At East Carolina University, the general faculty are the general electorate and the Faculty Senate is the legislative and advisory body representing the general faculty. The Chancellor and the Chair of the Faculty facilitate communication that enables continuing and effective faculty participation in all aspects of the University community. The Chancellor is a member of all faculties and other academic bodies of the institution and shall have the right to preside over the deliberations of any legislative bodies of the faculties of the institution.

All academic policies pertaining to faculty shall be housed in the Faculty Manual, in particular matters relating to tenure and promotion, curriculum, degree requirements, instructional standards and grading, and faculty welfare. In the spirit of shared governance, before the Chancellor either adopts with revisions a regulation or recommends to the Board of Trustees a proposed policy that differs from a recommendation of the Faculty Senate regarding matters of tenure and promotion, curriculum, degree requirements, instruction standards, and grading, the Chancellor will seek additional advice from the Faculty Senate to be provided within a period the Chancellor establishes in the best interest of the University.

~~The Faculty Senate and the Graduate School Administrative Board may initiate suggestions for undergraduate and graduate academic policy, respectively. Academic policy recommendations from any source are referred to the Faculty Senate or to the Administrative Board of the Graduate School. These bodies also ratify, amend, or remand all matters of academic policy which have been recommended by standing or special university committees. The chancellor acts upon the recommendations of the Faculty Senate and the Graduate School Administrative Board.~~

~~The Administrative Board of the Graduate School represents the members of the graduate faculty as a legislative and advisory body in the matter of graduate academic and educational policies. It consists of three representatives from the College of Arts and Sciences, one representative from each school, and three ex-officio members. The dean of the Graduate School, who is responsible for the administration of the policies of the Graduate School, is chair of both the Administrative Board of the Graduate School and the graduate faculty. Please refer to the *ECU Faculty Manual*, Appendix F, Graduate School Organization for the detailed list of responsibilities and activities of the Administrative Board of the Graduate School.~~

**Faculty Senate Agenda
April 17, 2012
Attachment 12.**

**PENDING FINAL APPROVAL
FACULTY GOVERNANCE COMMITTEE REPORT**

Proposed Revision to the *ECU Faculty Manual*, Part XIII. Promotion and Tenure Timeline

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

Revise and keep in the Faculty Manual.

The timelines designated in this schedule are the normal review cycle for the stated personnel actions. The Chancellor may approve an adjustment to these timelines when compelling circumstances, as determined by the Chancellor, justify a temporary revision.

Promotion and Tenure Timeline – Spring before Decision Year*

Action	9 and 12 Month Faculty Deadline	Time Allotted for Decision
Faculty Request to the Committee for promotion or early conferral of permanent tenure	1 st Friday in February	
Faculty member submits list of potential external reviewers to committee	3 rd Friday in February	
Committee submission of a list of external reviewers to the unit administrator and Selection of materials to be sent to reviewers.	2 nd Friday in March	
Unit Administrator sends letter and materials to confirmed external reviewers	Last Friday in April	6 weeks

Promotion and Tenure Timeline – Fall of Decision Year*

Action	9 and 12 Month Faculty Deadline	Time Allotted for Decision	Health Sciences Division Deadline	Time Allotted for Decision
Unit Administrator informs committee of	1 st Tuesday in September		1 st Tuesday in September	

upcoming need for a meeting				
External reviewers' reports due	1 st Tuesday in September		1 st Tuesday in September	
Faculty turns in PAD to Committee	2 nd Tuesday in September		2 nd Tuesday in September	
Committee recommendation/PAD to unit administrator	2 nd Tuesday in October	4 weeks	2 nd Tuesday in October	4 weeks
Unit administrator recommendation/PAD to Dean (note: Brody School of Medicine P&T Committee reviews & makes Recommendation to BSOM Dean)	2 nd Tuesday in November	4 weeks	1 st Tuesday in November	3 weeks
Dean recommendation/PAD to VCAA or VCHS	3 rd Tuesday in December	5 weeks	1 st Tuesday in January	6 weeks
VC decision/PAD to Chancellor	4 th Tuesday in January	4 weeks	3 rd Tuesday in February	6 weeks
Chancellor decision	3 rd Tuesday in February	4 weeks	3 rd Tuesday in March	4 weeks
BOT decision (Tenure Only)	Spring BOT meeting	Date varies each year	Spring BOT meeting	Date varies each year

Reappointment of Probationary-Term Faculty Members Timeline*

Action	9 Month Faculty Deadline	Time Allotted for Decision	12 Month Faculty Deadline
PADs due to tenure committee for reappointment decision	3 rd Tuesday in January		4 th Tuesday in February
Committee recommendation to unit administrator	2 nd Tuesday in February	3 weeks	3 rd Tuesday in March
Unit administrator recommendation to Dean (if applicable)	1 st Tuesday in March	3 weeks	2 nd Tuesday in April
Dean recommendation to	Last Tuesday	3 weeks	1 st Tuesday

VCAA or VCHS	in March		in May
VCAA or VCHS decision ●	Last Tuesday in April	4 weeks	1 st Tuesday in June

Reappointment of Probationary-Term Faculty Members in 2nd Year of Employment
With Credit for Prior Academic Service Timeline*

Action	9 Month Faculty Deadline	Time Allotted for Decision	12 Month Faculty Deadline
PADs due to tenure committee	1 st Tuesday in September		1 st Tuesday in April
Committee recommendation to unit administrator	1 st Tuesday in October	4 weeks	1 st Tuesday in May
Unit administrator recommendation to Dean (if applicable)	3 rd Tuesday in October	2 weeks	3 rd Tuesday in May
Dean recommendation to VCAA or VCHS	1 st Tuesday in November	2 weeks	2 nd Tuesday in June
VCAA or VCHS decision	3 rd Tuesday in November	2 weeks	3 rd Tuesday in June

● Subsequent Appointment of Fixed-Term Faculty Members Timeline – Spring of Decision Year*

Fixed-term faculty members request consideration of a subsequent appointment and submit portfolio required by unit code	No earlier than 180 calendar days before term expires and no later than 90 calendar days before term expires		No earlier than 180 calendar days before term expires and no later than 90 calendar days before term expires
Committee and unit administrator notify fixed-term faculty member in writing of subsequent appointment recommendation	within 30 days of the request	30 days	within 30 days of the request

*Faculty candidate will be notified of the recommendation or decision, as appropriate, in writing within one week at each decision point.

Revised:

Faculty Senate Resolution #06-09, March 2006

Faculty Senate Resolution #07-07, March 2007

● Editorially revised, May 2007

● Faculty Senate Resolution #10-82, December 2010

Faculty Senate Agenda
April 17, 2012
Attachment 13.

FACULTY GOVERNANCE COMMITTEE REPORT
Proposed Revisions to the *ECU Faculty Manual*,
Appendix A. Faculty Constitution and By-Laws of East Carolina University

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

Revise and keep in the Faculty Manual.

CONTENTS

Faculty Constitution

- I. Purpose
- II. Organization of the General Faculty
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By-laws of the Faculty Constitution of East Carolina University

- I. Attendance, Seating, and Participation
- II. Minutes of the Faculty Senate
- III. Special Committees
- IV. Faculty Senate, Academic and Administrative Committees, Membership, and Structure
- V. Administrative Board of the Graduate School
- VI. Faculty Assembly Delegates and Alternates

FACULTY CONSTITUTION OF EAST CAROLINA UNIVERSITY

I. Purpose

The purpose of the faculty organization shall be to provide the means by which the faculty is enabled to fulfill its function with respect to academic and educational policies and other affairs of East Carolina University. The faculty organization shall be comprised of the general faculty and the Faculty Senate. The general faculty shall be the general electorate, and the Faculty Senate shall be a legislative and advisory body representing the general faculty and shall consist of elected and ex-officio members. The functions, duties, and privileges of these two bodies, stipulated in the following document, shall be exercised under the authority of the Chancellor of East Carolina University.

The Faculty Senate and the various committees on which the faculty serve shall be the primary media for the essential joint effort of faculty and administration in the government of East Carolina University. The Chancellor and the Chair of the Faculty shall facilitate communication which will enable continuing and effective faculty participation.

II. Organization of the General Faculty

The general faculty shall consist of all full-time members of the teaching, research, or administrative staff who hold an academic title, including those on special faculty appointment.

The general faculty shall have as its presiding officer the Chair of the Faculty, who shall be responsible for calling its meetings and for keeping a record of its proceedings. The presence of a majority of the members shall constitute a quorum, except in special cases provided for in this constitution. Each member of the general faculty shall have one vote. A vote by voice will be the regular method of voting on any motion that does not require more than a majority vote for its adoption. Upon the request of ten percent of those present, a secret ballot will be in order.

III. Functions of the General Faculty

The general faculty shall be empowered to perform the following functions: consider reports from and make recommendations to the Chancellor, the appropriate vice chancellor, and the Faculty Senate; discuss any matter relating to the welfare of East Carolina University or of the members thereof; amend or rescind the articles establishing the Faculty Senate as provided for in this constitution; amend or rescind the action of the Faculty Senate as provided for in this constitution.

IV. Meetings of the General Faculty

The general faculty shall meet at the pleasure of the Chancellor or the Faculty Senate of East Carolina University or upon petition to the Chancellor by at least fifteen percent of the general faculty.

V. Academic Units

The academic units shall be organized into autonomous code units according to guidelines approved by the Faculty Senate and the Chancellor. Except for the academic libraries, each code unit shall be responsible for at least one degree program.

VI. Organization of the Faculty Senate

Electoral units for the Faculty Senate shall be the academic code units. All full-time faculty members of East Carolina University are eligible to vote for faculty senators. All full-time faculty members of East Carolina University in at least their second year of appointment to the electoral unit which they will represent are eligible for election to the Faculty Senate. The membership of the Faculty Senate shall consist of elected representatives and of ex-officio members.

The number of elected faculty senators shall not exceed 58 nor be fewer than 52. Prior to the election in February of each academic year, the ratio of faculty members to elected faculty senators will be determined by the Chair of the Faculty, Vice Chair of the Faculty, and the Secretary of the Faculty. The number of faculty within each department/school/college will be gathered from part of a personnel data file that is prepared and submitted to the UNC General Administration by the Office of Institutional Planning, Research, and Effectiveness in January of each year.

Faculty members included in the University's annual personnel data report who satisfy all of the following criteria shall be counted in determining the number of each electoral unit's faculty senators:

(1) currently employed (as of the date of the report), (2) permanent employee (including those on leave with or without pay), (3) EPA employee, (4) full time employee, (5) included in the occupational

activity categories of 10 (executive, administrative and managerial) or 20 (instructional faculty), (6) holding a professorial rank or title (modified or unmodified) of instructor, assistant professor, associate professor, or professor. Faculty members meeting these criteria will be counted as belonging to their department/school/college of rank (not home department) where these two differ. When a faculty member's department of rank is part of a professional school or college, and the school or college is the recognized electoral unit, the faculty member will, for purposes of Faculty Senate representation, be counted as a member of the school or college which is his or her electoral unit.

Each electoral unit represented will then be informed as to the number of elected faculty senators to which that electoral unit is entitled. No electoral unit will be allocated more than 15 percent of the elected Faculty Senate members. Electoral units for the purpose of this constitution shall be the various professional schools and colleges, Academic Library Services, Health Sciences Library, and the departments of the College of Arts and Sciences. In the event that an electoral unit must reduce its existing number of faculty senators, it shall do so by following democratic procedures.

Each department of the College of Arts and Sciences shall have at least one elected faculty senator and will elect its faculty senator as an electoral unit. The various professional schools and colleges, Academic Library Services, and the Health Sciences Library will have at least one elected Faculty Senator. Each department/school/college may choose to elect its senators from the department/school/college as a whole or in the alternate manner described as follows. Each department within the school/college shall be allowed to nominate the number (less the number whose terms are not expired) to which it would be entitled if it were considered as a separate electoral unit. The persons nominated by each department shall be placed on a ballot for the election of the number allotted to the electoral unit by the faculty of the electoral unit.

The count of faculty members for the purpose of apportionment shall include those members who are absent from the campus because of illness or leave of absence, unless replaced by a full-time instructor or above under annual contract.

The ex-officio members of the Faculty Senate shall include the following representatives of the East Carolina University administration: Chancellor, Provost/Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences, Vice Chancellor for Research and Graduate Studies, and an academic dean elected by the Chancellor's Cabinet in a manner determined by the Cabinet. The immediate past Chair of the Faculty and the elected representatives of East Carolina University to the Faculty Assembly of the University of North Carolina, **including elected Faculty Assembly officers**, who are not members of the Faculty Senate shall also be ex-officio members. These ex-officio members shall have a vote in all Senate matters except the election of officers and committee members.

VII. Method of Election of the Faculty Senate

The Secretary of the Faculty shall request that each electoral unit proceed to elect its representatives. Elections shall be held in February of each year with members-elect to take office on the day following the last regular meeting of the Faculty Senate in the spring semester.

To obtain nominations, each department/school/college shall develop a ballot that lists every eligible member of that department/school/college. Each member of the faculty shall vote by secret ballot for twice as many nominees as that faculty member's department/school/college is entitled to elect. That group of nominees equal to twice the number of representatives to be elected that receive the

largest number of votes shall then be placed on a separate ballot for the election of representatives. An alternate method of nominating Senators by the schools is found in Section VI.

To elect representatives each faculty member shall then vote by secret ballot for the number of representatives allotted that electoral unit. Votes shall be counted in accordance with procedures agreed upon by the electoral unit.

The administrative officer of each electoral unit shall report the results of the election to the Secretary of the Faculty.

Each senator shall serve a two-year term. Senators may be elected to succeed themselves twice. After a lapse of one year following the expiration of this third term, they will again be eligible for election. The seat of an elected senator who fails to attend more than three consecutively held meetings of the Faculty Senate shall be declared vacated by the Chair of the Faculty. If a senator is awarded a research or medical leave and an alternate senator attends in his or her place, the three consecutive meeting rule will not be invoked. (Faculty Senate Resolution #09-06)

Each electoral unit concerned shall hold special elections to fill unexpired or vacated terms. The Senate may establish and promulgate procedures for selecting alternates for elected and ex-officio members. The administrative office of each electoral unit so affected shall certify to the Secretary of the Faculty the credentials of individuals thus elected.

VIII. Officers of the Faculty and Faculty Senate

The officers of the faculty and Faculty Senate shall consist of the following: the Chair of the Faculty, the Vice Chair of the Faculty, and the Secretary of the Faculty. Other officials may be established as they become advisable or necessary. All officers shall be elected by a majority vote of the elected members of the Faculty Senate present. All full-time, permanently tenured faculty are eligible to serve as Chair or Vice Chair of the Faculty. All full-time faculty members of East Carolina University in at least their second year of appointment are eligible to serve as Secretary of the Faculty. In the event that a Faculty Officer is also a faculty senator, the electoral unit having elected the Senator is invited to elect a replacement. Officers of the Faculty, who are not members of the Faculty Senate will not have a vote, count toward a quorum, or vote and occupy a seat assigned to a Faculty Senator. The term of faculty officers shall be one year with the privilege of reelection.

At the second regular meeting of the spring semester the elected members of the Faculty Senate shall nominate and elect a nominating committee to consist of five members. The nominating committee shall be elected from the ranks of elected members of the Faculty Senate by a majority of those present and voting. Voting for members of the nominating committee shall be by written, secret ballot. The nominating committee elected by the Faculty Senate shall submit to the Secretary of the Faculty a slate of candidates for each office of the Faculty Senate at an organizational meeting to be held on a Tuesday following the last regular meeting of the spring semester but before the beginning of the examination period.

Further nominations, from the ranks of the elected membership and by the elected members, will be accepted from the floor. Officers will be elected by a majority of those present and voting. They shall assume their duties on July 1 following election. If the office of the Chair of the Faculty shall become vacant, the position shall be assumed by the Vice Chair of the Faculty. If other offices shall become vacant, they shall be filled by a special election conducted by the Faculty Senate. Voting for all officers shall be by written, secret ballot.

IX. Duties of the Officers of the Faculty Senate

The Chair of the Faculty shall preside at all meetings. He or she is empowered to call special meetings as hereinafter provided. The Chair is an ex-officio member of all academic committees and various administrative committees. The Chair may delegate to the Vice Chair or an appointed representative his or her seat on any of the academic or various administrative committees. He or she shall appoint persons to fill unexpired terms of committees.

Before the first regular meeting of the Faculty Senate, the Chair will appoint the Parliamentarian of the Faculty. The Parliamentarian need not be a member of the Faculty Senate, but shall advise the Chair and the faculty on the parliamentary matters according to the latest edition of *Robert's Rules of Order, Newly Revised* and the *Faculty Constitution* and its *By-Laws*.

The Chair of the Faculty supervises the Faculty Senate office personnel, and with their assistance, plans the General Faculty Convocation. The Chair is responsible for conveying greetings of the Faculty at commencement exercises and representing the Faculty at university functions and Board of Trustee meetings. For the length of his/her term as Chair, the Chair of the Faculty serves as a Delegate to the Faculty Assembly (but not exceeding six consecutive years), with duties as a delegate described in the Bylaws of the Faculty Assembly of the University of North Carolina, **and referenced in Part X** of the ECU Faculty Manual.

The Vice Chair of the Faculty shall perform all of the duties of the Chair in the absence or incapacity of the Chair. The Vice Chair of the Faculty shall serve, at the request of the Chair of the Faculty, as the Chair's representative on faculty committees. The Vice Chair of the Faculty shall succeed to the office of Chair of the Faculty in the event that office should become vacant during the term of the incumbent.

The Secretary of the Faculty, with assistance of the office personnel, shall keep accurate minutes of all regular and special meetings, ensure distribution of copies of the minutes to all members of the general faculty, keep an accurate list of membership of the Faculty Senate, keep an accurate record of attendance, inform the Chair of the Faculty when a seat becomes vacant, serve, at the request of the Chair of the Faculty, as the Chair's representative on faculty committees, and perform such other appropriate duties as directed by the Faculty Senate.

X. Meetings of the Faculty Senate

Four regular meetings of the Faculty Senate will be held each fall and spring semester according to a schedule prepared by the Agenda Committee and approved by the Senate in the Fall Semester of the preceding year.

The organizational meeting of the Faculty Senate will be held on a Tuesday following the last regular meeting of the spring semester but before the beginning of the examination period.

Upon written petition of fifteen members of the Faculty Senate, the Chair shall call a special session of the Faculty Senate within four days. In an exceptional situation in which the regular procedures for scheduling a meeting of the Faculty Senate are clearly inadequate and would occasion undue delay, the Chair of the Faculty shall be empowered to call a special session of the Faculty Senate. A notice stating the purpose of the special session shall be distributed to the members of the Faculty Senate and the general faculty twenty-four hours prior to the meeting.

Meetings of the Faculty Senate shall be open to all members of the general public in accordance with the North Carolina Open Meetings Law.

The general faculty shall be informed of the time, place, and agenda of all regular and special meetings.

XI. Functions of the Faculty Senate

The Faculty Senate may, at its own discretion, seek the advice and counsel of any member of the general faculty. In exercising its function the Faculty Senate shall establish whatever procedures are necessary.

The Faculty Senate shall be authorized to set up such committees as are necessary for the performance of its duties.

The legislative powers of the general faculty are delegated to the Faculty Senate and the Faculty Senate shall have the powers of the general faculty, subject to the limitations stated in this constitution, in formulating the policies of East Carolina University.

The Faculty Senate shall ratify, amend, or remand all matters of academic policy or faculty welfare which have been recommended by any standing or special committee of East Carolina University, or initiate any policies in such matters which it deems desirable.

XII. Agenda of the Faculty Senate

The Faculty Senate shall be free to establish its own agenda, provided that all matters of academic policy brought before the Agenda Committee by action of the general faculty, any senator, or any standing or special committee shall be placed on the agenda not later than the time of the second regular meeting of the Faculty Senate after receipt of the recommendation.

Matters to be brought before the Faculty Senate shall ordinarily be considered in the order set forth by the Agenda Committee. Matters for consideration may be taken out of order and/or new matters considered in any order upon a two-thirds vote of faculty senators present and voting at any meeting of the Faculty Senate.

The Agenda Committee, with assistance of the office personnel, collects all recommendations and reports from academic committees, including all standing and ad hoc committees of the Faculty Senate. The committee draws up the agenda, on the basis of the recommendations and reports received from the committees, as well as from the officers and members of the Faculty Senate, for each regular and special meeting of the Faculty Senate. The committee has the responsibility of providing each member of the faculty a copy of the agenda for each meeting of the Faculty Senate one week before the date of the meeting.

The membership of the Agenda Committee shall consist of five elected Senators, elected to the Committee by the Faculty Senate for one-year terms at the organizational meeting of the Faculty Senate each spring semester, plus ex-officio: Chair and Vice Chair of the Faculty and Secretary of the Faculty. The immediate past Chair of the Faculty, in residence, the Parliamentarian of the Faculty, and the Faculty Assembly Delegates shall serve as members without vote. The Chair of the Agenda Committee shall be chosen by the members from among its elected membership. The quorum shall be three elected committee members.

The Agenda Committee reports to the Faculty Senate on any matter within its charge requiring Faculty Senate action.

XIII. Order of Business for the Faculty Senate

The following order of business shall be observed in meetings of the Faculty Senate unless Senators vote to change the procedures as provided in this constitution: (I) call to order, (II) approval of the minutes, (III) special order of the day, (IV) unfinished business, **(V) report of graduate council**, (VI) reports of committees, (VII) new business.

Each elected member of the Faculty Senate shall have one vote. Unless otherwise indicated, the ex-officio members shall have one vote each. Voting by the Faculty Senate shall ordinarily be by voice vote. All matters shall be decided by a majority vote of those Senators present and voting except as stated in this constitution.

A quorum shall consist of three-fifths of the elected faculty members of the Faculty Senate.

XIV. Limitations Upon Functions of the Faculty Senate

The general faculty shall be empowered to amend or rescind any act of the Faculty Senate, provided that a majority of the total membership of the general faculty at a regular or special meeting at which a quorum of at least two-thirds of the general faculty vote.

Acts or decisions of the Faculty Senate shall be considered approved unless vetoed within thirty days of the action by the Chancellor of East Carolina University by written notice to the Chair of the Faculty or unless the Chancellor notifies the Chair of the Faculty in writing that the proposal has been forwarded to the Board of Trustees or to the Board of Governors.

XV. Amendments to the Faculty Constitution

All proposed amendments to the Faculty Constitution shall be presented first at a regular meeting of the Faculty Senate for discussion, amendment or substitution. At the next regular meeting of the Faculty Senate the amendment will be voted upon for submission to the general faculty for approval.

As the creating body, the general faculty shall be empowered to amend or abolish these articles establishing the Faculty Senate. Any amendment to these articles or any action abolishing them shall require a vote of two-thirds of those present and voting at the annual Fall Faculty Convocation.

XVI. Adoption and Changing of By-Laws of the Faculty Constitution

The Faculty Senate shall establish whatever by-laws are necessary. A motion to amend the by-laws shall be presented first at a regular meeting of the Faculty Senate for discussion only. At the next regular meeting of the Faculty Senate the motion to amend the by-laws will be acted upon, requiring a vote of two thirds of those elected senators present and voting for approval. An amendment to the By-Laws of the Faculty Constitution shall be effected only by action of the Faculty Senate.

BY-LAWS OF THE FACULTY CONSTITUTION OF EAST CAROLINA UNIVERSITY

I. Attendance, Seating, and Participation

A. To facilitate the efficient flow of business, Senators shall be seated as follows:

1. Ex-officio members shall be assigned seats on one row.
2. Elected members shall be assigned seats in alphabetical order by electoral units

B. Only elected and ex-officio members (including alternates, representing their electoral units) may answer the roll call, vote, or occupy seats assigned to senators.

C. Faculty members visiting the Senate shall seat themselves in the back of the meeting room, behind the seats assigned to Senate members.

- D. Visitors may not participate in Senate discussions and business except by advance invitation of the Senate Agenda Committee or the Chair of the Faculty. Such an invitation will be announced to the Senators prior to the meeting.
- E. Each electoral unit of the University may elect a number of alternate representatives equal to its allotment of senators, not to exceed the electoral unit's number of apportioned senators. If more than one alternate is elected, they should be elected to two-year terms. The alternate(s) will be elected in the same manner as faculty senators at the time of regular election of senators, and will serve for a two-year term.

Alternates shall be eligible for re-election. The alternate will represent that electoral unit at the discretion of any Senator within the electoral unit, and in such a situation, shall notify the Secretary of the Faculty or Faculty Senate office that he or she is representing that electoral unit prior to the convening of the Senate session in question.

II. Minutes of the Faculty Senate

- A. There shall be a Faculty Senate Committee on Minutes composed of the Chair of the Faculty, Vice Chair of the Faculty, and Secretary of the Faculty.
- B. Minutes shall become official on approval by the Faculty Senate Committee on Minutes. The official minutes shall be distributed to all faculty as soon as possible after a Senate meeting. Any corrections to the minutes by the Senate shall be made a part of the official minutes of the subsequent meeting.
- C. Incorporation into the official minutes of verbatim remarks shall be allowed or disallowed at the discretion of the Faculty Senate Committee on Minutes. The Chair of the Faculty may request that verbatim remarks be submitted in writing to the Secretary of the Faculty.

III. Special Committees

- A. Special committees shall be established by the Senate at the discretion of the Chair of the Faculty, in consultation with the Faculty Officers.
- B. Members of the special committees may be appointed by the Chair of the Faculty or he or she may ask the Senate to elect committee members. At least one senator shall be on each special committee.
- C. The Chair of the Faculty may appoint the chair of special committees or these chairs may be elected by the committee members.
- D. Non-Senate faculty members as well as Senators may serve on special committees.
- E. Appellate Committee members, excluding the Faculty Grievance Committee, must be permanently tenured, voting faculty holding no administrative title (*Appendix D, Tenure and Promotion Policies and Procedures of ECU*).
- F. The process for election of Appellate Committees (*Appendix D, Tenure and Promotion Policies and Procedures of ECU*) will be as follows:
 - 1. The Appellate Committee preference form will be distributed to all faculty, by the Committee on Committees with assistance of the office personnel in January. The completed preference form is due in the Faculty Senate office in February.
 - 2. The Committee on Committees will review all preference forms and present to the Faculty Senate a slate of one or more nominees as there are vacancies to fill. Nominations may also be made from the Faculty Senate floor. Appellate Committee members will be elected at the Faculty Senate Organizational meeting in April. Election will be by majority present and voting.
 - 3. This by-law may be suspended in accordance with procedures specified in *Robert's Rules of Order, Newly Revised*.

4. Members of the Faculty Governance Committee can not be elected concurrently to an appellate committee.

IV. Faculty Senate, Academic and Administrative Committees, Membership, and Structure Membership

Membership of Faculty Senate Committees and Academic Committees shall consist of faculty holding academic rank (instructor, assistant professor, associate professor and professor). The Chancellor and the Chair of the Faculty are ex-officio members of all committees.

Members of committees serve in accordance with their ability, training, and experience rather than as representatives of their electoral unit.

The process for election of academic and selective administrative committees will be as follows:

1. The Academic and Administrative Committee preference forms will be distributed to all faculty, by the Committee on Committees with assistance of the office personnel in January. The completed forms are due in the Faculty Senate office in February.
2. The Committee on Committees will review all preference forms and present to the Faculty Senate a slate of one or more nominees as there are vacancies to fill. Nominations may also be made from the floor of the Faculty Senate. Election of Academic and Administrative Committee members will take place at the Faculty Senate Organizational Meeting in April. Election will be by majority present and voting.

Members are elected to staggered three-year terms, which may extend to the beginning of the fall semester; ~~faculty members are generally not elected to more than one academic committee.~~

Faculty members are not eligible to serve as an elected regular member on more than one standing university academic committee at a time. Service on a single academic or administrative committee is limited to election to two consecutive 3-year terms with ineligibility for election to the same committee for at least one year. Student members are nominated by the Student Government Association for appointment by the Chancellor.

Faculty Senate and Academic Committees meet on a standard schedule, set and revised by the Committee on Committees. When a Faculty Senate academic committee deals with matters which directly concern any administrator these matters should be discussed with the administrator during the development of a proposed policy. Further, the administrator should have adequate input before the finished resolution is presented to the Senate. This not only would involve ex-officio committee members but also would involve working with any administrator involved in a particular policy under consideration.

All University Academic Committees are Standing Committees of the Faculty Senate. Information relating to each committee is available in the Faculty Senate office and electronically on the Faculty Senate web site.

Officers: Officers of each committee are elected from the membership of the committee, excluding ex-officio, by the members of the committee, for a term of one year. Previous service as a committee officer shall not prejudice a member's election to any committee office. Under normal circumstances each committee shall have a chairperson, a vice chairperson, and a secretary. Upon organization of the new committees, at the Committees' Organizational meetings beginning in the Fall, the former chairperson if available will turn over committee records to the new chairperson. The Chair of the Faculty may declare an elected member's seat vacant upon the occurrence of three consecutive absences of that member. The Chair of the Faculty will appoint

faculty members to fill vacancies of any University Academic Committee that may occur during the academic year. Interim elections may be held to fill an office that has become vacant or to replace an officer that two-thirds of the full committee membership deems is not fulfilling the obligations of the office.

The charge of each Faculty Senate and academic committee is on file in the Faculty Senate office and available electronically on the Faculty Senate web site. Many administrative committee charges are available on the East Carolina University web site.

Each committee shall operate according to the latest version of *Robert's Rules of Order, Newly Revised*. Minutes of each committee are on file in the Faculty Senate office and available electronically on the Faculty Senate web site and shall be sent to members of the committee and Chair of the Faculty.

A file on each committee's activities, minutes, and other records shall be maintained in the Faculty Senate office. All committees and subcommittees, unless prohibited explicitly by the committee's charge, University policies, or state statutes, shall hold their regular and special meetings in open session in accordance with the North Carolina Open Meetings Law, and the chairperson of committees shall inform the Senate office of the time and place of such meetings so they may be placed on the Senate calendar and publicized in order that interested faculty may attend.

The committees' annual reports shall be composed by the committee officers according to the official form and submitted to the Faculty Senate office for duplication and distribution to the Chair of the Faculty, the Chair of the Committee on Committees, the present members of the committee, and the new members of the committee whose terms begin next academic year. Copies of the committees' annual reports will be kept on file in the University Archives, Faculty Senate office, and made available electronically on the Faculty Senate web site. Upon request, copies of committees' annual reports shall be made available by the Faculty Senate office.

The Chair of the Faculty shall each year compile the Annual Report of the Faculty Senate. This report, among other things, shall contain a summary of Senate and Senate committees' activities for the immediate past year.

The Annual Report of the Faculty Senate will be distributed to the Chancellor, academic Vice Chancellors and made available on the Faculty Senate web site. Copies of the report will also be kept on file in the University Archives and the Faculty Senate office. In addition, copies of the Annual Report of the Faculty Senate will be distributed to the members of the Faculty Senate not later than the first regular Faculty Senate meeting of the next academic year.

Information on the activities of the standing University Academic and Appellate Committees are available on the [Faculty Senate website](#). Currently there are two Faculty Senate committees (Agenda Committee and Committee on Committees), five appellate committees (Due Process Committee, Faculty Grievance Committee, Grievance Board, Hearing Committee, and Reconsideration Committee), and ~~20~~ 19 academic committees, as follows.

- Academic Awards Committee
- ~~Academic Standards Committee~~
- Admission and Retention Policies Committee
- Calendar Committee
- ~~Continuing and Career Education Committee~~

Distance Education and Learning Technology Committee

Educational Policies and Planning Committee

Faculty Governance Committee

~~Faculty Information Technology Review Committee~~

Faculty Welfare Committee

Foundations Curriculum and Instructional Effectiveness Committee

Libraries Committee

Research/Creative Activity Grants Committee

Service Learning Committee

Student Academic Appellate Committee

Student Scholarships, Fellowships, and Financial Aid Committee

Teaching Grants Committee

Unit Code Screening Committee

University Athletics Committee

University Budget Committee

University Curriculum Committee

University Environment Committee

Writing Across the Curriculum

As the need arises, additional committees are created, by the Committee on Committees to assist in the academic policy-making process.

V. Graduate **Council** ~~School Administrative Board~~

The Chair of the Faculty or his/her designee shall serve as an ex-officio member. ~~without vote.~~

The duties and responsibilities of ~~this Board~~ **the Graduate Council** are described in **the ECU**

Faculty Manual under Graduate School Governance ~~Appendix F. of the ECU Faculty Manual.~~

The Chair of the Graduate Council provides a monthly report to the Faculty Senate.

VI. Faculty Assembly Delegates and Alternates

The process for election of Faculty Assembly Delegates and Alternates (*Part X, Charter of the University of North Carolina Faculty Assembly*) will be as follows:

1. The Faculty Assembly nomination form will be distributed to all faculty by the Committee on Committees with assistance of the office personnel in November. The completed nomination forms are due in the Faculty Senate office in December.
2. The Committee on Committees will review the nominations and present to the Faculty Senate a slate of one or more nominees as there are vacancies to fill. Nominations may also be made from the Faculty Senate floor. Faculty Assembly representatives will be elected by the Faculty Senate at its January regular meeting. Election will be by majority present and voting. One Faculty Assembly Delegate will be the Chair of the Faculty, holding a term for each year he/she is elected to serve as Chair of the Faculty. No Chair of the Faculty may serve as a Faculty Assembly Delegate for more than six consecutive years.

Approved

FS Resolution #05-18, (Appendix A) September 2005, Chancellor

FS Resolution #05-19, (By-Laws) April 2005, Chancellor

Recommended

FS Resolution #09-06, September 2009

Faculty Senate Agenda
April 17, 2012
Attachment 14.

RESEARCH/CREATIVE ACTIVITY GRANTS COMMITTEE

Formal Faculty Advice on Proposed Allocation of Research Space Regulation

In January 2012, the Chancellor returned formal faculty advice included in FS Resolution #11-104, stating:

The following resolution is approved pending Faculty Senate concurrence with recommended revisions:

Faculty Senate Resolution II-I04

Formal faculty advice on a proposed Allocation of Research Space Regulation

It is recommended that the following change is made in criteria in section 5.3 of this resolution: from "Whenever a research space is deemed unproductive among similar facilities at any space management level..." to "Whenever a research space falls below the 80th percentile of productivity at any space management level..."

Original advice is noted in **bold** print and deletions in ~~strikethrough~~. Additional advice on this proposed regulation is noted in **yellow highlight**.

Title: Allocation of Research Space

PRR REG # (REG # blank. To be done by Legal)

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

Authority: Chancellor

History: Not Applicable

Related Policies:

Space Allocation Committee (Institutional Planning, Assessment and Research): *ECU Space Allocation Procedures and Guidelines* (Adopted Dec 2003; Amended, Apr 2007)

(www.ecu.edu/cs-acad/sacs/upload/Space-Allocation-Policy-Revised-April2007.pdf)

Space Allocation/Reallocation Committee (SPARC) (Unit Code of Operations, Brody School of Medicine, www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/medicine.htm)

Allocation of University Space. REG07.30.01

www.ecu.edu/cs-ecu/PRR/customcf/pdf.cfm?policyNumber=07.30.01

Additional References:

A concept for the integration of space and physical planning (Flye, B. and Duncan, C.S., 2008)

(www.ecu.edu/cs-acad/sacs/upload/A-concept-for-the-Integration-of-Space-and-Physical-Planning-030708.pdf)

Campus Space Planning (www.ecu.edu/cs-admin/ipre/CSP.cfm)

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- 1.1. Research and graduate education are central to the mission of East Carolina University (e.g., *ECU Strategic Action Plan, 2010-13*). These activities require substantial infrastructure, including research space (Code 250 of the *Space Classification Manual*, USDoEd) and research support space (Code 255 of the *Space Classification Manual*, USDoEd). Research space is intended to promote the scholarly activities of faculty members and students in support of ECU's mission.
- 1.2. This regulation and its foundation principles explicitly align with ECU's REG 07.30.01, *Allocation of University Space*. The Chancellor has delegated full authority to the University Space Committee (USC) to approve all allocations and reallocations of existing University-owned and leased research space. In addition, ECU's REG 07.30.01 specifies that issues regarding the use of space in the Brody School of Medicine (BSOM) will first be considered by its Space Allocation and Reallocation Committee (SPARC) with recommendations made to the USC for final approval.

2. Guiding Principles

- 2.1. Research Space. Research space (Codes 250 and 255 of the *Space Classification Manual*, USDoEd) is a valuable resource and is the property of the State of North Carolina and is allocated to, and managed by, ECU as noted above. The USC, with administrative support from the Office of Institutional Planning and Research (IPAR), is ultimately responsible for the allocation and/or reallocation of all space (including research space) to colleges, schools, departments, and other units.
- 2.2. Research Portfolio. Research space allocations are not permanent. Research space is allocated to individuals and groups of individuals in order to engage research activities. Thus, research space may be reallocated as the University's portfolio of research activities changes. Since that portfolio is reasonably expected to change over time, research space also is expected to be reallocated in response to the changing environment and institutional priorities.
- 2.3. Research Space Management Levels. While possessing authority to allocate and reallocate all ECU research space, the USC recognizes and appreciates the knowledge of programmatic space needs and disciplinary expertise that is held at the unit level and grants relative autonomy to departments, schools, colleges, and centers/institutes. Departments, schools, colleges, and centers/institutes are expected to manage research space effectively so that it aligns with university priorities (see 2.4) and is used efficiently (see 2.5). Research space management levels are:
 - Level I allocations and reallocations occur within departments/units (i.e., **between among** researchers within a department or a unit) and are typically managed by a chair/director;
 - Level II allocations and reallocations occur within colleges/schools (i.e., between departments and units within a college or school) and are typically managed by a dean;
 - Level III allocations and reallocations are less frequent, occur between colleges, schools, and divisions and these are managed by IPAR with direction and approval from the USC.While Level I and Level II allocations and reallocations of research space do not require approvals above their respective levels, all allocations and reallocations must be properly communicated to IPAR so that the University's space inventory is current and accurate. Given its authority, the USC will hear and reconcile any (research space) disputes that are not negotiated successfully at Levels I and II.
- 2.4. Unit Priorities and Strategic Alignment. Research space priorities should be established at the departmental/unit level, college/school level, divisional level, and university level. At all levels (I-III), research space allocations and reallocations are made in accordance with established priorities that align with ECU strategic planning goals and objectives.
- 2.5. Efficiency of Use. In addition to strategic alignment, research space allocations and reallocations are made in accordance with efficiency of use. Thus, research space is subject to biennial inventory and efficiency audits by IPAR (see 4 below), as directed by the USC, with the possibility of subsequent allocation or reallocation occurring at any management level (I-III). The conditions for initiating a reallocation at Levels I (within departments) and II (within colleges or schools) are communicated to and approved by higher levels, including the USC.
- 2.6. Frequency. It is impractical to reallocate space too frequently. Effective space-use practice recognizes that research funding and output fluctuate over time and that considerable costs can accompany reallocation activities. Units should cooperate with the current research space occupant(s) to properly relocate or dispose of equipment/instruments.

- 2.7. New Faculty. Prior to a new faculty member joining ECU, the college and/or department should communicate, in writing to the faculty member and to IPAR, any commitment of research space (including Categories 250 and 255 of the *Space Classification Manual*, USDoEd) to accommodate the faculty member's research agenda. This written commitment must provide adequate detail: general characteristics, proposed location, plan for renovation including budget, time limits for occupancy, and terms under which the space could be reallocated. If this space commitment to a new faculty member requires additional space beyond that already managed at Levels I or II, then it must be approved by administrators at Levels I, II, and the USC. Given its authority, the USC will hear and reconcile any disputes that are not negotiated successfully at Levels I and II.
- 2.8. Sponsored Research. Sponsored research involves agreement of the University to provide adequate space. When additional research space is required to engage a sponsored project, that need must be made known by the principal investigators to all units involved and the USC (through IPAR). Negotiation of a solution to the space need should occur well in advance of any submission deadline.
- 2.9. Emeritus Faculty. Emeritus faculty may be provided with research space at the discretion of the units involved if space is available and the emeritus faculty member remains actively engaged in research that is determined by the unit to be aligned with the programmatic needs and priorities of the University. ~~However, priority for research space will not be given to emeritus faculty.~~

3. Considerations for Allocating and Reallocating Research Space

- 3.1. New allocations or reallocations will bring research space into alignment with long-term University priorities as expressed in units' strategic plans.
- 3.2. New allocations or reallocations will increase the productivity of individual, departmental/unit, or college research space utilization.
- 3.3. New allocations or reallocations will make explicit the length of the research space commitment.
- 3.4. New allocations or reallocations will consider associated one-time and recurring costs. If subsidies are necessary, funding sources will be specified by end-users.
- 3.5. New allocations or reallocations will consider opportunities to co-locate similar types of research activity in order to share core or common space and equipment.
- 3.6. New allocations or reallocations will consider the effects of space assignments (including equipment and other infrastructure) on health, fire, environmental, accessibility, and safety compliance.
- 3.7. New allocations or reallocations will consider the primary reasons for a research space request and any possible secondary issues (indirect effects) that might result.

4. Research Space Productivity

To insure that space is efficiently and effectively utilized, IPAR (as directed by the USC and assisted by units) will conduct biennial research space audits. Possessing quantitative and qualitative metrics, along with appropriate benchmarks, assists all management Levels (I-III) to ~~allocate, reallocate, and~~ optimize the use of research space. Productivity measures and benchmarks for research space are expected to vary **between and among** disciplines. ~~Factors may be weighted or un-weighted within departments and colleges. However,~~ Financial measures **are expected to** be one part of the overall assessment of research space productivity. Financial measures may include but are not limited to: total external research award dollars / **per** net assignable square foot (NASF), total external research expenditure dollars / **per** NASF, and indirect cost recovery dollars / **per** NASF. Non-financial measures of research productivity may include but are not limited to: number of refereed publications and books **completed or in process**, number of citations of published research, publications in process, number of graduate students engaged, number of undergraduate students engaged, and other metrics as deemed relevant. **These and other factors may be weighted or un-weighted within departments and colleges.** Because of expected inter-annual variability in research productivity, a five-year moving average will be employed as the unit of research observation.

5. Allocation/Reallocation Procedure

- 5.1. Initial (and subsequently altered) productivity measurement schemes at Level I (unit/department) must be communicated to and approved by the Level II (college/school/**division**) administrator and the USC. Productivity measurement schemes at Level II (college/school/**division**) must be approved by

the USC. This process is intended to provide effective communication and reasonable alignment of approaches. IPAR will assemble, aggregate, maintain, and communicate all necessary research space/productivity data. A 5-year report of productivity of individual research spaces (for Level I analysis by chairs and directors), departmental/unit research spaces (for Level II analysis by deans), and college research spaces (for Level III analysis by the USC) will be prepared by IPAR with assistance from Levels I and II.

- 5.2. All research space requests for allocation or reallocation are initiated through IPAR's existing Space Allocation Request Portal. These entries can include space requests for new research programming or a change of existing use (to/from research). These requests typically are initiated by Level I or Level II administrators and provide necessary communication of space use in order to keep the inventory current and accurate. The USC must approve Level III (between colleges and/or divisions) requests. The key considerations for space managers at each level are included above (see 3).
- 5.3. Whenever a research space is deemed unproductive (~~falls below the 80th percentile of productivity~~) **(falls below the 20th percentile of productivity) among similar facilities** at any space management level (I-III, see 2.3) as a result of the 5-year audit, it ~~is will become eligible to~~ be reviewed for possible reallocation at that level. **Each level must document and communicate expectations and measures for productivity.**
- 5.4. ~~At Level I, this~~ **Reallocation at Level I will** normally involve a chair's reallocation between researchers within a department or unit. At Level II, this normally involves a dean's reallocation of research space between departments. Given its authority, the USC will hear and reconcile any disputes that are not negotiated successfully at Levels I and II. Level III (between colleges/schools/divisions) reallocations by the USC must consider financial and non-financial measures of research productivity. Before any Level III allocation/reallocation is accomplished, a site visit and hearing of affected units will be conducted by the USC. Current research space occupant(s) will be provided with at least a six month notice of intended reallocation.

Faculty Senate Agenda
April 17, 2012
Attachment 15.

COMMITTEE ON COMMITTEES REPORT

First Reading of Proposed Revisions to the Standing University
Academic Research/Creative Activity Grants Committee Charge

1. Name: Research/Creative **Activities** ~~Activity~~ Grants Committee
2. Membership:
14 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 seven members from the College of Arts and Sciences, with at least two each from Humanities, Social Sciences, and the Sciences/Math, and seven members from the Professional Schools and other academic units, with no more than one from each professional school. Each member shall have demonstrated accomplishment in scholarship, research,

~~and/or creative activity, as evidenced by data submitted for each person nominated by the Committee on Committees or from the floor of the Faculty Senate.~~

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: 8 elected members exclusive of ex-officio.

4. Committee Responsibilities:

A. The committee is charged to enhance the scholarly activity of the University.

B. The committee recommends activities to improve and promote professional scholarly productivity and recommends policies and procedures governing research and creative activities.

C. The committee recommends policy and implementation that impact research and creative activities.

D. The committee recommends changes in existing policies that affect research and creative activities conducted by faculty at the University.

E. The committee recommends the funding of meritorious research/creative activity proposals. The committee recommends policies and procedures governing the grant application process, criteria for the awarding of grants, guidelines for the use of research funds, and procedures for annual reporting by grant recipients. Members of the committee are not permitted to submit proposals for the committee's consideration.

~~B. 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 activities to improve and promote professional scholarly productivity to the Faculty Senate. The committee recommends policy and implementation that impact research and creative activities and changes in existing policies that affect research conducted by faculty to the Faculty Senate. The committee submits recommendations of proposals to be funded to the appropriate vice chancellor **for research and graduate studies** and reports the final list of funded proposals to the Faculty Senate. The committee makes recommendations concerning the policies and procedures governing research/creative activity **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.

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

April 17, 2012

Attachment 16.

FACULTY WELFARE COMMITTEE REPORT

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

In October 2011, the Chancellor returned for further study the proposed revisions to Subsection J. Salary Policies included in FS Resolution #11-81, stating:

I am holding the following resolution for further study:

Faculty Senate Resolution 11-81

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

This resolution is being held for further study for the following reasons:

1. Any policies, regulations and/or rules regarding salary should be considered for placement in the University Policy Manual.
2. No action regarding salary policies, regardless of whether placed in the University Policy Manual or the Faculty Manual, should be taken until the recommendations of the active work groups dealing with various salary issues such as supplemental pay, external professional activities for pay, and conflict of interest are brought forward.
3. The Office of the University Attorney should provide guidance in determining if salary policies or a PRR should include any reference to removal from payroll of an individual employed who no longer has valid work authorization.

4. Any salary policy/PRR should include the provision of the approval of the appropriate Vice Chancellor for overload compensation based on recommendation from the Academic Council.
5. The results of the study groups and the information from the OUA and the Academic Council will be considered in establishing salary policies.

Original revisions to subsection J. Salary Policies are noted in **bold** print and deletions in ~~strikethrough~~. Additional revisions to this subsection are noted in **yellow highlight**.

Revise and keep in the Faculty Manual.

This section will be updated when a PRR is published in the University Policy Manual.

Salary Policies

Faculty annual salaries are paid semimonthly. New employees **faculty** receive the first payment on the first available payroll date as stated ~~on the employee in the individual's contract appointment letter.~~ 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 faculty member's contract appointment letter.~~ **Nine month faculty salaries are paid in 24 installments from September 15 to August 31. Any appointment change that affects this will be included in the individual's contract appointment letter.**

~~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 ~~per the applicable policy statement.~~

For a more detailed description on Salary Policies (e.g. overloads, summer overloads, ~~search/creative activity, less than full time employees, etc.) please refer to:~~ ECU Policy Manual, Human Resources, and Financial Services (payroll).

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 appointment letter, except for extraordinary situations that must be approved in advance by the appropriate vice chancellor the supervisor, department chair or school director, dean and 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

Under extraordinary circumstances, overloads may be approved for faculty to teach additional for credit courses. This is only allowable if this does not cause a conflict of commitment with other assigned duties, and the faculty member has an appropriate workload prior to consideration of the overload.

~~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

Information regarding salary conversion rates for faculty is detailed in individual contracts appointment letters or the applicable policy is referenced in individual appointment letters.

External Activities for Pay

The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by **Part VI, Appendix I**, 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
April 17, 2012
Attachment 17.

FACULTY WELFARE COMMITTEE REPORT
Formal Faculty Advice on Current Faculty Spousal
and Domestic Partner Hiring Standard Operating Procedure

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

Authority: Academic Council

History: First Approved August 17, 2010

Related Policies: UNC Policy Manual 300.4.2

Introduction:

East Carolina University (the "University") is committed to the recruitment and retention of the most qualified faculty. The University further recognizes that this recruitment and retention may involve the necessity of a concomitant appointment for dual career academic couples. **Providing a position for spouse or domestic partner may enable the University to attract and retain top candidates who otherwise would not be available. In addition, spousal hires are seen as a family-friendly policy.** The following principles should guide University administration whenever applicable.

Principles:

1. The information set forth in this document applies only to positions that can be filled by a tenured faculty member, tenure-track faculty member, full-time, fixed term faculty member, academic administrator, or EPA non-faculty.
2. This guideline does not guarantee employment or any other obligation with respect to any dual career couples and will not be used to circumvent existing recruitment or hiring procedures.
3. Each candidate must be appropriately qualified and must complete the actions required of any person to become a candidate for a position ~~and is eligible for selection only through the regular University hiring process.~~
4. **If an individual is a recommended finalist for a position or is currently serving and the applicant's spouse or domestic partner desires University employment, and the University has an available position for which the spouse or domestic partner is qualified, a waiver of advertising for the second position must be obtained from the Office of Equity, Diversity, and Community Relations and from the Department of Human Resources.**
5. Deans or unit administrators trying to facilitate a concomitant appointment are encouraged to contact the appropriate department or unit.
6. The initiation and continuation of the appointment shall be entirely within the purview of the appointing unit in accordance with all applicable personnel policies and procedures.
7. In some cases, deans or unit administrators may agree to provide bridge funding for a preliminary period. Shared funding should be apportioned for a period of no more than three

years and any salary increases over this period will be divided proportionally among the funding units unless otherwise specified in a written memorandum of understanding. All requests for shared funding are considered based on University priorities and available funds.

8. An example of this arrangement is a salary funding split of 1/3 from the original appointment unit, 1/3 from the unit making the concomitant appointment, and 1/3 from the office of the appropriate vice chancellor(s).
9. The availability of shared funding for a position shall not create an obligation on the part of the University to employ any person or increase any person's salary and shall not limit the power of the University to discipline or otherwise discharge any person from employment.
10. A written memorandum of understanding (MOU) for shared funding must be signed by all administrators involved in the funding model. If the employee in the split-funded position leaves before the end of the funding period as stated in the MOU, the salary and benefits funding revert according to the initial proportions.
11. After the period stated in the memorandum of understanding for shared funding, the applicable unit becomes responsible for full funding of the salary and associated benefits.

Faculty Senate Agenda
April 17, 2012
Attachment 18.

ACADEMIC AWARDS COMMITTEE REPORT

Proposed Revisions to the Procedures for Annual Lifetime
and Five-year Achievement University Research/Creative Activity Awards

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

Title

Procedures for Annual Lifetime and Five-Year Achievement University Research/Creative Activity Awards

Objective

To reward originality and excellence in research and creative activities as evidenced by sustained high quality work performed while contributing to the academic functions of East Carolina University at any rank or status.

Awards Per Year

A maximum of ~~one~~ **two** Lifetime Achievement Research/Creative Activity Award. A maximum of two Five-Year Achievement Research/Creative Activity Awards.

Review Procedures

In September, all academic units will be notified of the opportunity to nominate applicants for either a Lifetime or a Five-Year Achievement University Research/Creative Activity Award. Department-level academic units (to include 'areas of concentration' in the School of Art) may select candidates for each award (Lifetime or Five-Year) for consideration at the University level. Nominations may also be forwarded directly from the individual candidate or any collegial representative of the candidate's field of work.

Each nomination must include a cover letter detailing the contributions of the nominee to his or her field of work over the period of the intended award. The nominating letter must specify for which award the candidate is to be considered (Lifetime or Five-Year). Consideration for the five-year award must focus on the candidate's research or creative achievements during five years of continuous service at East Carolina University. Consideration for the Lifetime award must focus on the candidate's research or creative achievements sustained over their entire career with an emphasis on work accomplished at East Carolina University.

Nominations arising from academic units must be put in perspective of the unit's stated criteria for evaluating faculty research and creative activities. Independent nominations must include a similar statement of perspective, specifying criteria against which the applicant may wish to be judged. The core of the submission will be the presented evidence of the candidate's productivity and of the value and influence of the work according to peer review and any other help that can be provided for the committee's considerations.

The nominator must request and include three letters of recommendation from outside of ECU, on institutional stationery, providing evaluations of the candidate's accomplishments and contributions to the field of work for purposes of these award considerations. Recommendation letters should describe and emphasize the impact of the body of work on the applicant's field of scholarship. The request for outside reference letters must require that any present or past relationships between the referee and the candidate be specified.

The nominating letter, the nominee's complete curriculum vitae, and three letters from outside referees must be submitted to the Academic Awards Committee on or before ~~November 1st~~ **September 15** of each year.

The selection committee (composed of members of the Academic Awards Committee) will review applicants' materials in the perspective of the criteria governing evaluation of research or creative activity in the academic unit/s most closely representing the candidates' respective fields of work. The primary criterion of the committee's evaluation will be the impact of the body of work on the applicant's field of scholarship.

In December, the Academic Awards Committee will forward the names of those selected for the awards (Lifetime Achievement and Five-Year Achievement) to the Vice Chancellor for Research and Graduate Studies. **The Vice Chancellor will review the selected candidates' research materials and upon concurrence will make the public announcement of these awards. If the Vice Chancellor does not concur, then the Vice Chancellor will meet with the Academic Awards Committee to seek resolution.** ~~The Vice Chancellor will review the candidates' research materials and make the public announcement of these awards.~~

(FS Resolution #09-34, October 2009)

FOUNDATIONS CURRICULUM AND INSTRUCTIONAL EFFECTIVENESS COMMITTEE REPORT
Recommendation establishing Domestic and Global Diversity Course Requirements

This recommendation revises the current three-hour diversity requirement, which does not contain any goals.

This requirement has two components: domestic diversity and global diversity. Domestic diversity addresses understanding diversity within the USA in the context of problems faced by members of specific groups. Global diversity addresses understanding diversity in other cultures in the context of globalization.

Effective Fall 2013, undergraduate students will be required to complete *two three-hour diversity courses*: one course with a domestic diversity (USA) focus and one with a global diversity focus. These courses can be chosen from courses that meet the Liberal Arts Foundations requirements and/or the requirements for the major. This requirement will be stated in the undergraduate catalog.

Courses that address diversity provide opportunities for students to learn about the beliefs, values and achievements of people other than those of their own age, ethnicity, culture, national origin, ability, religion, sexual orientation, and gender identity. These courses also provide opportunities to examine problems that may arise from differences, and opportunities to learn how to deal constructively with these issues.

Requests for diversity credit for a course are evaluated by the Foundations Curriculum and Instructional Effectiveness Committee and approved by the Faculty Senate and the Chancellor. For a course to receive domestic diversity credit or global diversity credit, it must address either the generic domestic or global diversity goals stated below.

Courses that transfer to ECU as equivalent to an ECU course that is approved for diversity credit receive diversity credit. Transfer courses that are not equivalent to existing ECU diversity courses may be approved for diversity credit by the Foundations Curriculum and Instructional Effectiveness Committee.

Domestic Diversity Course Goals

1. Students understand problems that arise in the USA from differences in age, ethnicity, culture, national origin, ability, religion, sexual orientation, and gender identity in the context of their historical and contemporary causes and affects, including attempts to resolve these problems.
2. Students demonstrate the ability to use critical thinking skills to evaluate from different perspectives domestic problems arising from differences in age, ethnicity, culture, national origin, ability, religion, sexual orientation, and gender identity.

Global Diversity Goals

1. Students understand how cultural beliefs and values shape people's perceptions and impact global decisions and actions.
2. Students apply critical thinking skills to evaluate global issues and events from multiple perspectives.

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Attachment 20.

FOUNDATIONS CURRICULUM AND INSTRUCTIONAL EFFECTIVENESS COMMITTEE REPORT

Proposed revisions to *ECU Faculty Manual*, Appendix C.

Section III. Evaluation in reference to the Student Perception of Teaching Survey

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

Revise and keep in the Faculty Manual.

Section III. Evaluation, 1. Teaching to read as follows:

1. Teaching

Teaching is the primary function of the university. Teaching may include classroom and laboratory instruction, student advising, mentoring student research, and other pedagogical activities. Teaching must be evaluated using multiple methods of evaluation as specified in a-f below:

- a. review by the unit administrator and/or peers of course materials such as syllabi, reading lists, teaching outlines, audiovisual materials, student manuals, student assignments and examinations, and/or other materials prepared for or relevant to teaching.**
- b. samples of student work on assignments, projects, papers, juries or other examples of student achievement.**
- c. formal methods of peer review, including direct observation of teaching utilizing the appropriate university approved format (including direct observation of the teaching of new and tenure-track faculty). Methods to be used for this peer review are detailed in Faculty Senate resolution #93-44. The peer review instrument is provided in Faculty Senate resolution #05-03. The peer review instrument for on-line courses is provided in Faculty Senate resolution #11-53.**
- d. direct observation of teaching by the unit administrator.**
- e. review of data from the Student Perception of Teaching Survey (SPOTS). The data from SPOTS is qualitative data and is not designed to serve the purpose of a measurement instrument. Therefore, SPOTS data may not be converted into a numerical score to be used in faculty evaluation.**
- f. other procedures provided for in unit codes.**

~~1. Teaching~~

~~The quality of teaching must be evaluated by means of~~

~~a. data from surveys of student opinion, when such data have been gathered in accordance with established procedures of the department or the university which guarantee the integrity and completeness of said data. As part of the effort to evaluate the teaching of faculty members, each unit shall either: develop and use its own instrument(s) as approved by the chancellor to determine student opinion of teaching or utilize the instrument developed by the Committee to determine student opinion of teaching.~~

~~formal methods of peer review of new and probationary term faculty, including direct observation of teaching, Methods to be used for this peer review are detailed in Faculty Senate resolution #93-44.~~

~~The peer review instrument is provided in Faculty Senate resolution #05-03. The peer review instrument for on-line courses is provided in Faculty Senate resolution #11-53.~~

~~c. procedures provided for in unit codes;~~

~~d. scholarship;~~

~~e. patient care;~~

~~4. services rendered on department, school, college, and university committees, councils, and senates; service to professional organizations; service to local, state and national governments; contributions to the development of public forums, institutes, continuing education projects, patient services and consulting in the private and public sectors; and~~

~~5. other responsibilities as may be appropriate.~~

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

Faculty Senate Agenda

April 17, 2012

Attachment 21.

LIBRARIES COMMITTEE REPORT

Support of Letter to Chancellor Requesting Continued Involvement of the Committee and Library Administration in all phases of design, planning and decision-making of future space needs

"Dear Chancellor Ballard,

As members of the ECU Faculty Senate Libraries Committee, we want to thank the University Space Committee for their willingness to work collaboratively with Joyner Library administration and the Libraries Committee regarding decisions, planning and design involving library space. In recent years, the library has accommodated a number of non-library student services, including the Pirate Tutoring Center, the Writing Center, Project STEPP, and soon, the Math Lab. The library has serious space needs of its own, which have been recognized in the ECU comprehensive master plan and studies conducted by Eva Klein & Associates and Hanbury Evans Wright Vlattas Company. As the University addresses future space needs, we ask you to keep these needs in mind and to continue to involve the Libraries Committee and Library administration in all phases of design, planning and decision-making.

Library space needs include:

- Special Collections Division growth and reconfiguration: 18,000 square feet*
- General collection growth: 70,000 square feet*
- Space for 300 additional "readers", in a combination of configurations including individual and group study: 7,500 square feet*
- Relocation of the Java City café and reconfiguration of Interlibrary Loan and Circulation service areas*
- Additional entrance on the Mall*

- *Secure space for 24/5 library access*
- *Music Library: 11,000 square feet for collections, technology and seating*

● *Both the Joyner Library administration and the Libraries Committee look forward to working collaboratively with you and the University Space Committee to ensure that the Library's space needs are addressed.*

Sincerely yours,

*Cheryl McFadden, Chair
Libraries Committee"*