

ELIZABETH CITY STATE UNIVERSITY

FACULTY HANDBOOK

ELIZABETH CITY STATE UNIVERSITY

A constituent institution of the University of North Carolina

Elizabeth City, North Carolina



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STATEMENT REGARDING THE ELIZABETH CITY STATE UNIVERSITY FACULTY HANDBOOK

This Elizabeth City State University (ECSU) Faculty Handbook is a summary of information from the Elizabeth City State University's Policy and Procedures Manual, which is cited in the handbook. This handbook is provided for information purposes only. Original sources of pertinent information should be consulted for complete and up-to-date status of policies and actions.

This handbook is prepared for use as a university document for informing ECSU faculty regarding policy issues and approved best practices at the university. It is not an official publication from the Board of Governors of the University of North Carolina system. In cases of omission, conflict, or divergence from the ECSU Faculty Senate Constitution and Bylaws, the Elizabeth City State University Statutes, or other specific faculty approved ECSU policy or Policies of the Board of Governors shall prevail. The Board of Governors is the controlling authority for all colleges and universities within the University of North Carolina system. It is expected that this Faculty Handbook will be reviewed annually by the Faculty Handbook Committee and will undergo appropriate revisions with all appropriate approvals as policies change on an annual basis.

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CHAPTER 1: HISTORY AND MISSION

1.1. HISTORY

Founding

On March 3, 1891, Hugh Cale, an African-American representative in the N.C. General Assembly from Pasquotank County, sponsored House Bill 383, which established a normal (teaching) school for “teaching and training teachers of the colored race to teach in the common schools of North Carolina.” The bill passed, and the origin of Elizabeth City State University was born. The institution's first name was Elizabeth City State Colored Normal School (1891-1939).

Early Leadership

The first leader, Peter W. Moore, was called a Principal (subsequent leaders would be called President, then Chancellor). Moore served as Principal and then President until his retirement as President, Emeritus, on July 1, 1928. During his tenure, enrollment increased from 23 to 355 and the faculty from two to 15 members. During the tenure of the second president, John Henry Bias, the institution was elevated from a two-year normal school to a four-year teachers college (1937). Two years later, the institution's name was officially changed to Elizabeth City State Teachers College (1939-1963). The growth and elevation to teachers college changed the mission to include training elementary school principals for rural and city schools. The first Bachelor of Science degrees in elementary education were awarded in May of 1939.

Continued Growth

Between 1959 and 1963, the institution became more than a teaching college, adding 11 academic majors to the original elementary education major. In 1961, the college joined the Southern Association of Colleges and Schools accrediting group (SACS) and maintains its accreditation with that body to the present. In 1963, the N.C. General Assembly changed the institution's name from Elizabeth City State Teachers College to Elizabeth City State College (1963-1969) and on, July 1, 1969, the college became Elizabeth City State University. In 1971, the General Assembly redefined the University of North Carolina system with 16 public institutions, including ECSU. Together, those institutions became constituents of The University of North Carolina (July 1972).

Today: Academics

Currently ECSU offers 31 academic programs of study. From business to music to aviation and education, ECSU prepares students to compete in the global work force. We achieve our commitment to the highest quality education by maintaining a rigorous focus on academic excellence through liberal arts programs and using innovative and flexible technology-based instruction models to enhance our signature areas: integrating technology with education, improving human health and wellness, and advancing the natural and aviation sciences. As of May 2018, undergraduate and/or graduate degrees have been conferred upon more than 20,000 students.

Today: Rankings

Over the years, the university fared well among publications that rank institutions. ECSU has earned national acclaim for its advancements: U.S. News and World Report ranked ECSU as the #3 Top Public School in the Regional College South for its 2020 Best Colleges list, #7 for Top Performers in Social Mobility, #26 for Best Regional College South, and #28 Historically Black Colleges and Universities. Washington Monthly ranked ECSU #13 Best Bang for the Buck School (2019). Best Historically Black Colleges ranked ECSU #6 (2020). CollegeNET, Inc. ranked ECSU #7 for Social Mobility Innovator (2019). ECSU was ranked a Top 5 Military Friendly® School for small public institutions (2020-21). Military Times ranked ECSU 84th in the nation for Best Bet for Vets among 134 universities (2020).

On December 14, 2018, Dr. Karrie G. Dixon was named 12th Chief Executive Officer and 7th Chancellor of Elizabeth City State University.

1.1.1. University Presidents and Chancellors

Peter Wedderick Moore, A.M., LL.D.	(1891-1928)
John Henry Bias, A.B., LL.D.	(1928-1939)
Harold Leonard Trigg, Ed.D.	(1939-1945)
Sidney David Williams, A.M., D.PED.	(1946-1958)
Walter Nathaniel Ridley, Ed.D.	(1958-1968)
Marion Dennis Thorpe, Ph.D.	(1968-1972)
Jimmy Raymond Jenkins, Ph.D.	(1983-1995)
Mickey Lynn Burnim, Ph.D.	(1995-2006)
Willie James Gilchrist, Ed.D.	(2007-2013)
Charles Becton, J.D.	(2013-2014)
Stacey Franklin Jones, Ph.D.	(2014-2015)
Thomas E.H. Conway, Jr.	(2017-2018)
Karrie G. Dixon, Ph.D.	(2018 -)

1.2 MISSION STATEMENT

As a constituent institution of The University of North Carolina System, Elizabeth City State University offers baccalaureate, professional, and master's degrees for a diverse student body. Our mission is to promote economic, social, and environmental progress for the people of northeastern North Carolina, the state, and the nation.

We achieve our commitment to the highest quality education by maintaining a rigorous focus on academic excellence through liberal arts programs and using innovative and flexible technology-based instruction models to enhance our signature areas: integrating technology with education, improving human health and wellness, and advancing the natural and aviation sciences.

Through teaching, research, and community engagement, the institution's rich heritage and its current multicultural student-centered focus provide a firm foundation for its endeavors. It serves the needs and aspirations of individuals and society; producing graduates for leadership roles and life-long learning.

CHAPTER 2: THE ADMINISTRATION OF THE UNIVERSITY OF NORTH CAROLINA

2.1 THE BOARD OF GOVERNORS

The Board of Governors of The University of North Carolina was established as the Board of Trustees of The University of North Carolina and re-designated, effective July 1, 1972, as the "Board of Governors of the University of North Carolina". The Board of Governors adopted The Code of The University of North Carolina (*The Code*) on July 7, 1972, which describes the duties and organization of the Board itself, of the administration of the University, and of the boards of trustees and chancellors of the constituent institutions. The Board of Governors is composed of 32 members serving staggered 4-year terms, with 16 members elected by the General Assembly every 2 years. *The Code* 200B 2(b) requires that at least 4 members shall be women, at least 4 shall be members of a minority race, and at least 4 shall be from the political party to which the largest minority of the members of the General Assembly belongs. Members of the General Assembly, officers or employees of the state, and officers or employees of any constituent institution or their spouses are ineligible.

The Board of Governors has statutory powers and duties as set forth in Chapters I, IV, V, VII, VIII and IX of The Code for planning and developing a coordinated system of education in North Carolina. The Board of Governors does the following:

- determines, controls, supervises, manages, and governs all affairs of the constituent institutions;
- determines the types of degrees to be awarded by each constituent institution;
- determines the functions of constituent institutions;
- sets enrollment levels;
- determines the types of programs offered by constituent institutions;
- sets policies on student admissions and transfers;
- gives advice and recommendations concerning higher education to the governor, the General Assembly, the Advisory Budget Commission, and the boards of trustees of constituent institutions.

The Board of Governors selects the president of the university, the members of the president's professional staff, and the chancellors of the constituent institutions. They approve the recommendation of the president and the appropriate chancellor, the employment and the

compensation of all vice chancellors, and senior academic and administrative officers, and persons having permanent tenure. The Board of Governors delegates any part of its authority over the affairs of any constituent institution to the board of trustees or, through the president of the university, to the chancellor of constituent institutions. It recommends a unified budget for all public senior higher education institutions in the state and approves the establishment of any new public senior educational institution.

2.2 THE PRESIDENT OF THE UNIVERSITY OF NORTH CAROLINA

The President of The University of North Carolina shall be the Chief Administrative Executive Officer of the University of North Carolina [See G.S. 116-14(a)]. The President has complete authority to manage the affairs and execute the policies of the University of North Carolina and its constituent institutions, subject to the direction and control of the Board of Governors and provisions of *The Code*, Section 501B.

2.3 BOARD OF TRUSTEES OF CONSTITUENT INSTITUTIONS

Each constituent institution has a board of trustees comprised of thirteen persons: eight elected by the Board of Governors, four appointed by the governor, the president of the student government of the institution, *ex-officio* [*The Code*, 400A (1)].

Each board of trustees shall promote the sound development of its institution within the functions prescribed for it, help it to serve the people of the state that will complement the activities of the other institutions and aid it to perform at a high level of excellence in every area of endeavor. Each board of trustees shall serve as advisor to the Board of Governors on matters pertaining to its institution and shall serve as advisor to the chancellor concerning the management and development of the institution [G.S. 116-11(13) and (14)].

2.4 CHANCELLORS OF THE CONSTITUENT INSTITUTIONS

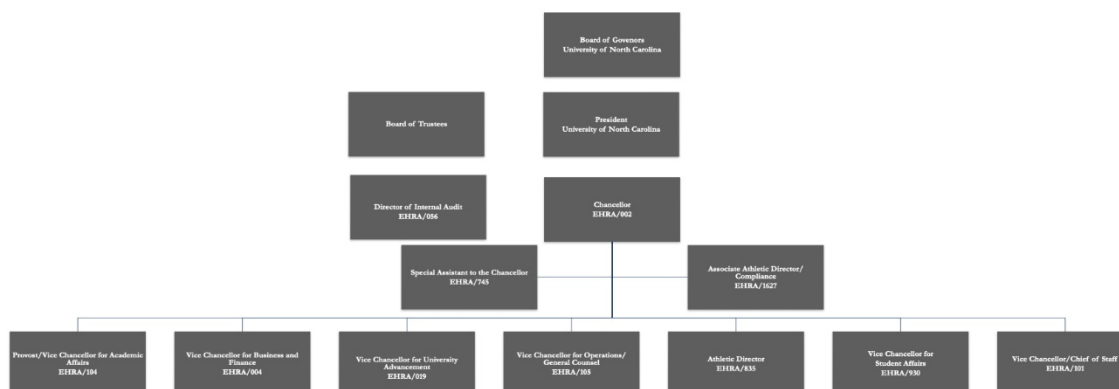
The administrative and executive head of each constituent institution is the chancellor, who has complete executive authority therein, subject to the direction of the president. The chancellor is responsible for carrying out the policies of the Board of Governors, and of the Board of Trustees [*The Code* 502(A)].

2.5 FACULTY ASSEMBLY

Representation in the Faculty Assembly is apportioned among the constituent institutions of the University of North Carolina (UNC) with regard to the number of full-time faculty and professional staff members in the service of each institution. Currently, the Elizabeth City State University faculty elects two delegates and one alternate to the UNC Faculty Assembly. The terms of office are for two years. The Faculty Senate is responsible for the selection of the UNC faculty assembly delegates. The delegates are expected to make periodic reports to the ECSU Faculty Senate.

CHAPTER 3: THE ADMINISTRATION OF ELIZABETH CITY STATE UNIVERSITY

ECSU Organizational Chart



3.1 BOARD OF TRUSTEES

The Board of Trustees at Elizabeth City State University is composed of thirteen persons: eight elected by the Board of Governors; four appointed by the Governor; and the elected president of the Student Government Association of Elizabeth City State University shall serve *ex-officio*.

The Board of Trustees is responsible for the following:

- promoting the sound development of Elizabeth City State University within the functions prescribed for it;
- helping to serve the people of The State of North Carolina in a way that will complement the activities of the other institutions and aid it to perform at a high level of excellence in every area of endeavor.

The Board of Trustees serves and advises the Chancellor concerning the management and development of Elizabeth City State University and advises the Board of Governors on matters pertaining to the welfare of the University [*The Code, 400(A)*].

3.2 CHANCELLOR

The Chancellor is the Chief Executive Officer of Elizabeth City State University and exercises complete authority for the institution. The Chancellor is subject to the direction of the President of The University of North Carolina and is responsible for carrying out policies of the Board of Governors and the Board of Trustees. The Chancellor has the following responsibilities:

- keeps the President and Board of Governors fully informed concerning the operations and needs of the institution;
- is a member of all faculties and other academic bodies of the institution;
- has the right to preside over the deliberations of any legislative bodies of the faculties of the institution [*The Code*, 502].

In addition to an Administrative Council that plans as well as receives and approves planning initiatives and policy recommendations submitted by all sectors of the university (see Appendix 1), the Chancellor utilizes a Cabinet of senior administrative officers for decision making. The Cabinet is composed of the following members:

- Provost and Vice Chancellor for Academic Affairs
- Chief Operations Officer
- Vice Chancellor for Business and Finance
- Vice Chancellor for University Advancement
- Vice Chancellor for Student Affairs
- Vice Chancellor for Human Resources
- Chief Information Officer
- Chief of Staff
- Athletic Director
- Executive Director of Strategic Communications
- Director of Internal Audit
- Director of Community and Economic Engagement
- Associate Athletic Director for Compliance
- Special Assistant to the Chancellor for Government Relations
- Deputy Chief of Staff

3.3 SPECIAL ASSISTANT TO THE CHANCELLOR

The Special Assistant to the Chancellor will provide high-level administrative support to the Chancellor, as well as members of the senior leadership team when assigned by the Chancellor. Support activities include maintaining the Chancellor's calendar primarily with respect to external constituents, reaching out to internal and external constituents, managing and drafting correspondence, managing communications, troubleshooting, and performing other related administrative support functions. The position also serves as an advocate on behalf of the University to government officials.

3.4 VICE CHANCELLOR FOR OPERATIONS / GENERAL COUNSEL

The Vice Chancellor of Operations/General Counsel is a senior level administrator that is responsible for providing executive management and leadership over the operations units of the University, which include Legal Affairs, Facilities Management, Facilities and Planning, Human Resources and University Police. The position also serves as advisor on all university legal matters at the campus level.

3.5 THE CHIEF INFORMATION OFFICER

The Chief Information Office is responsible for providing overall management and leadership for all Information Technology (IT) related matters; developing and implementing an IT strategy consistent with the UNC System: the establishment, implementation, and enforcement of IT policies and procedures; reviewing and approving all IT related hardware and software purchases; installing and supporting all university-wide software and hardware; implementing and supporting a campus-based fiber network which provides internet, e-mail and web access to key campus-based applications for faculty, staff, and student use; representing the university on all IT matters for both internal and external groups.

3.6 ATHLETIC DIRECTOR

The Athletic Director provides leadership for the athletic program including planning, implementing, and directing all administrative activities and budgeting; hiring coaches and staff; strategic planning; and monitoring sports programs. The Athletic Director is also responsible for ensuring that individuals and groups representing the university's athletic program comply with all institutional, CIAA, NCAA, and Title IX regulations.

3.7 DIRECTOR OF INTERNAL AUDIT

The primary purpose of the Director of Internal Audit position is to provide assurance and consulting services to senior management, the Chancellor, and the ECSU Board of Trustees. This position is responsible for executing the annual risk-based audit plan by performing operational, compliance, information technology, and financial audits as well as consulting services. This position also ensures that internal audit activity conforms to professional standards and building strategic partnerships with senior management.

3.8 ASSOCIATE ATHLETIC DIRECTOR FOR COMPLIANCE

The Associate Athletic Director for Compliance is responsible for ensuring that the University's Athletic program adheres to all rules and regulations set forth by the institution, CIAA and NCAA. The position reviews, monitors and reports the determination of student-athlete eligibility, navigates the NCAA Clearinghouse process, as well as providing interpretations and updates on NCAA legislation and rules education to the athletic department. The Associate Athletic Director is also responsible for producing, modifying and enforcing all policies and procedures for maintaining compliance with CIAA, NCAA, and institutional rules. The position also investigates and reports possible violations of NCAA rules and assists in implementing all infractions.

3.9 PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS

The primary purpose of the position is to serve as the Chief Academic Officer of the University by providing leadership for all instructional activities and academic programs of the University. The position is responsible for curriculum planning, implementation and assessment; monitoring of academic policies, practices and procedures to meet goals related to student progression, performance, retention and graduation, academic advising; managing the academic budget; and providing for the preparation of academic reports and maintenance of appropriate academic records. The position is also responsible for the Quality Enhancement Plan (QEP) and use of assessment results in decision making and continuous improvement. This position assists the Chancellor and other senior administrative officers in the general planning and administration of the University.

3.10 VICE CHANCELLOR FOR BUSINESS AND FINANCE

The Vice Chancellor for Business and Finance is a senior level administrator responsible for ensuring the sound fiscal and operational management of the university's monetary and

physical resources, providing and enhancing quality financial and physical support services, coordinating the university's budget process and activities, and implementing and maintaining adequate systems of internal control. This position oversees budgeting, financial management, contracts and grants, procurement, compliance, real estate management, dining services, and auxiliary services. The Vice Chancellor chairs the Business and Finance Planning Council and serves on the Chancellor's Cabinet and the University Administrative Council.

3.11 VICE CHANCELLOR FOR HUMAN RESOURCES

The Vice Chancellor for Human Resources develops and communicates human resources policies, procedures, and directs the development of valid and reliable instruments to be used as a basis for fair and legal selection of employees. The Vice Chancellor for Human Resources also plans, organizes, and conducts training on performance evaluations, compensation, and staff development practices; manages the payroll processes, the EPA Contract process for all EPA non-teaching staff members; and performs other duties as assigned by the Chancellor.

3.12 VICE CHANCELLOR FOR INSTITUTIONAL ADVANCEMENT

The Vice Chancellor for University Advancement serves as chief development officer with responsibility for the day-to-day management of the University's advancement function. The position is responsible for planning and implementing, in consonance with the University's mission, a comprehensive program for private, corporate, and supplemental government support as well as providing leadership for significant giving through capital campaigns. The position also serves as Executive Director to the Elizabeth City State University Foundation.

3.13 VICE CHANCELLOR FOR STUDENT AFFAIRS

The Vice Chancellor for Student Affairs provides executive leadership in ensuring the overall development of each student through collegial leadership, vision, creativity, and dedication. The position provides direction and accountability for the administration, development, assessment and improvement of student services and experiences which meet and support the University's mission and strategic plan.

3.14 VICE CHANCELLOR AND CHIEF OF STAFF

The Vice Chancellor and Chief of Staff serves as the senior advisor of the Chancellor's executive staff. In addition to managing a portfolio that includes the Information Technology and Communications and Marketing departments, the position is responsible for the management

and central coordination of all activities of the Chancellor's office. The Vice Chancellor and Chief of Staff provides professional support and counsel to the Chancellor on matters related to the efficient and effective management of the university and university related business; and is expected to identify, assess and analyze significant issues and opportunities that require the attention of the senior leadership.

DIVISION OF ACADEMIC AFFAIRS

3.15 SCHOOL DEANS

The Deans of the School of Education and Business, the School of Humanities and Social Science, and the School of Science, Aviation, Health, and Technology report to the Provost/Vice Chancellor for Academic Affairs in fulfillment of their responsibilities. The deans serve as liaisons between their schools and the Office of Academic Affairs. Deans have the following responsibilities:

- for the academic and administrative leadership and fiscal operations for their respective schools;
- for participating in university goal and policy setting;
- for strengthening the visibility of their school, increasing resources, coordinating and leading efforts to update or renew programs, strengthening student recruitment, retention and graduation rates, and creating an environment that promotes research and scholarly activities.

3.16 DEPARTMENT CHAIR

The department chairs are the chief administrative officers of the departments and serve the dean of the respective schools in which they reside with the approval of the Provost/Vice Chancellor, the Chancellor, and the Board of Trustees. The department chairs are responsible for the following:

- promoting high standards in teaching, research, and service;
- communicating and soliciting the counsel and recommendations of the faculty in the development of departmental programs and policies;
- recruiting and maintaining faculty with the proper competencies for implementing the programs of the department, in consultation with the senior faculty of the department.

As spokesperson for departmental personnel, the department chair is central to continuing dialog with the Dean, the Provost/Vice Chancellor, the Chancellor, and, in many cases with industrial, governmental, and public interest, concerning the contributions of the department to the overall goals of the schools, and the university.

3.17 Program Coordinators

Academic Coordinators are faculty appointees who administer academic programs in multidisciplinary departments (Policy 300.1.23). Program coordinators are responsible for directing the learning initiatives, including overseeing and coordinating educational programs to assure that each contains essential curricular components, has appropriate content and pedagogy, and maintains discipline-specific updates. The duties of program coordinators are primarily administrative in nature. They include, but are not limited to, the functions listed below:

- Ensure that courses within their program are current and academically sound.
- Responsible for coordinating academic program planning and development.
- Evaluation of academic program activities and functions.
- Work with the Chair to schedule classes
- Advise the Registrar on the transferability of courses from other institutions to the program.
- Advise and assist in the assessment of the need for or appropriateness of new and revised programs.
- Develop and maintains liaisons with external agencies as required for the initiation and maintenance of programs.
- Perform administrative tasks associated with departmental activities such as updating curricula in the university catalogue.

3.18 ACADEMIC UNITS

The following are the academic units within the Division of Academic Affairs (as of May 2020):

- Schools, Departments, and Programs
 - **School of Education and Business**
 - Department of Business, Accounting and Sport Management
 - Accounting
 - Business Administration
 - Sport Management

- Department of Education
 - Birth to Kindergarten
 - Elementary Education
 - Special Education
 - School Administration (Graduate)
 - Elementary Education (Graduate)
- **School of Humanities and Social Sciences**
 - Department of English and Digital Media
 - Digital Media
 - English
 - Department of Music and Visual Arts
 - Graphic Design
 - Music
 - Department of Social Sciences
 - Criminal Justice
 - Homeland Security
 - History
 - Interdisciplinary Studies
- **School of Science, Aviation, Health and Technology**
 - Department of Health and Human Studies
 - Kinesiology
 - Pharmaceutical Sciences
 - Psychology
 - Social Work
 - Department of Natural Sciences
 - Biology
 - Chemistry
 - Sustainability Studies
 - Department of Mathematics, Computer Science and Engineering Technology
 - Computer Science
 - Engineering Technology

- Mathematics
- Department of Aviation and Emergency Management
 - Aviation Science
 - Emergency Management
 - Unmanned Aircraft Systems

CHAPTER 4: FACULTY RESPONSIBILITIES

4.1 GENERAL STATEMENT ON FACULTY RESPONSIBILITIES

Elizabeth City State University is an institution that promotes higher learning. Necessary in the pursuit of this ideal is academic freedom, which is itself essential towards discovery, inquiry, creativity, and scholarship. Empowered with this freedom, faculty seek to contribute to this environment by exemplifying excellence in teaching, research, and service. University policies and procedures exist to ensure academic freedom for its faculty and students; these policies help ensure an atmosphere of unfettered inquiry and reflect a high regard for open discussion and the free expression of ideas (UNC-SO, The Code, Section 601, 100.1). All members of the university community share the responsibility for maintaining an environment in which academic freedom flourishes free from internal or external restraints. Part of this responsibility includes respecting the rights of each member of the academic community as they seek their own individual academic pursuits.

Faculty have full freedom, within the law, of inquiry, discourse, teaching, research and publication. In possessing this freedom, they should value accuracy, forthrightness, and dignity as qualities of scholarship that befit their association with the university and their positions as scholars. That said, they should not represent themselves without authorization as spokespersons for the University of North Carolina or Elizabeth City State University. ECSU shall not penalize or discipline faculty members because they exercise their academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsibility (300.2.1, Policy Manual).

The exercise of academic freedom implies specific faculty responsibilities. Faculty have the following responsibilities:

- to pursue excellence, intellectual honesty, and professionalism in conducting research, teaching, extension/outreach, and public and institutional service;
- to discuss, as educators, ideas consistent with the discipline and professional expertise;
- to maintain professional competence and relevance by engaging in professional development;
- to encourage students and colleagues to engage in intellectual discourse and inquiry;

- to evaluate student and colleague performance and achievement on a scholarly, and not on a personal, basis;
- to differentiate official duties as faculty and public servants from personal activities as citizens; and
- to maintain the highest standards of integrity in the discharge of duties, responsibilities, personal and professional interactions, and professional relationships.

4.2 ATTENDANCE AT REQUIRED EVENTS

All full-time faculty members are required to participate in both Fall and Spring Commencement, the annual convocation in observance of Founder's Day, as well as other university convocations, as deemed necessary. Moreover, faculty are expected to participate dressed in full academic regalia. Taking such traditionally significant events seriously communicates their importance to students, parents, alumni, and friends of Elizabeth City State University. In addition, full-time faculty members are also expected to participate in Faculty Institute, as well as University Honors observance. Request for absence from required activities must be submitted and approved in advance. Faculty should consult with their Department Chair regarding the process in effect for these requests.

4.3 ATTENDANCE AT OTHER UNIVERSITY SPONSORED EVENTS

Faculty and staff are encouraged to support the student body as well as their colleagues by attending university sponsored events and functions. Although attendance at the numerous scheduled academic, cultural, athletic, social and special category events is not mandatory and not always possible, due to scheduling conflicts, attendance nevertheless is highly valued and appreciated. Moreover, it lets the rest of the ECSU community know that faculty members value the efforts of their students, as well as those of their fellow faculty and staff colleagues. Each year the university hosts any number of recitals, intercollegiate athletic competitions, awards ceremonies, events sponsored by Greek organizations, contemporaneous performances, lectures, and presentations by students, faculty and visiting professionals. These exhibitions enhance the mission of the institution. By attending these, faculty members are setting a good example, and are letting students know that the education they may receive at Elizabeth City State University goes beyond the time they may spend in a classroom or put forth towards completing degree requirements.

4.4 TEACHING LOADS

Faculty members are expected and required to meet all classes to which they are assigned on the day, time and place indicated on the class schedule. Any deviations must be justified and must receive prior approval of the appropriate department chair and dean.

In accordance with the Delaware Study and the Carnegie Classification of ECSU as a Baccalaureate (Liberal Arts) I institution, the standard undergraduate faculty teaching workload is eight (8) courses / twenty-four (24) credits per academic year. Any deviation that would result in a faculty member teaching less than the normal load so described above must receive prior approval from the office of the Provost/Vice Chancellor for Academic Affairs.

On rare occasion, faculty members may be assigned a maximum of fifteen (15) hours by the department chair if this does not result in an Overload Teaching Assignment for the academic year. In cases where this occurs, a compensatory reduction in load will occur in the next semester or other compensation as detailed in the ECSU Faculty Overload Teaching Policy 300.1.15. In accordance with that policy, faculty are not obligated to accept an overload teaching assignment (more than 24 credits per academic year).

Teaching, the most important duty of any faculty member, is only part of the faculty member's larger workload of research, scholarship, service, and administration. Assigned credit hours will not be used as the sole determining factor for faculty workload. The instructional load for individual faculty members will vary from the Standard Faculty Teaching Workload depending on the nature of the faculty member's appointment: e.g., responsibilities in teaching, research, service and administration.

4.4.1 Distance and Continuing Education

Distance Education at Elizabeth City State University provides a critical service to all students by extending convenient access to course offerings using the internet. Some degree programs are offered completely online. Distance Education especially appeals to students isolated from campus due to time and/or geographic location. Faculty members who desire to offer courses that are strictly Distance Learning are required to successfully complete training courses in order to receive Quality Matters™ certification. These professional development courses are offered on campus and sometimes on a remote basis. Many faculty members who teach face-

to-face courses maintain active Blackboard shells for their courses, so students may access course materials remotely. Distance Education is one way the University prepares its students for the real world, as mastery of technology has become a critical skill in the workplace.

Continuing Education at Elizabeth City State University is committed to contributing to the mission of the University by providing a variety of continuing education opportunities and special activities geared toward the professional and personal development needs of its constituents. Continuing Education utilizes the University's educational resources to offer lifelong learning experiences that provide continuing education credits to non-traditional audiences.

4.4.2 Summer School

Faculty may choose to obligate themselves outside their contract period to teach summer courses and receive supplemental pay as long as the supplemental pay does not exceed the monthly maximum of the base salary divided by the number of months in the contract period for the academic year. The normal teaching load for faculty during Summer Session is 12 (12) hours or four (4) courses. Faculty should consult with their Department Chair if they are interested in teaching during the summer session.

4.4.3 Graduate Faculty Teaching Load

In accordance with the ECSU Graduate Faculty Policy 300.2.2.1 and the ECSU Graduate Faculty Overload Teaching Policy 300.2.2.2, the standard teaching workload for graduate faculty members teaching only graduate courses is six (6) courses / eighteen (18) credit hours per academic year. The standard teaching workload for graduate faculty members teaching a combination of graduate and undergraduate courses is seven (7) courses / twenty-one (21) credit hours per academic year.

4.4.4 Instructional Procedures

- *Ordering Textbooks* – Textbooks are ordered online using the Follett Discover system. The link to this system is in the Blackboard course management system. Textbook selections are approved by Department Chairpersons. The campus utilizes a textbook rental system that requires texts to be used for three academic years if used in both the Fall and Spring semesters, or four academic years if only used once per academic year. Supplemental materials, including lab books, websites, and secondary texts, can be

included in the textbook rental. Faculty should consult with their Department Chair concerning the departmental process regarding textbook selection.

- *Course Evaluations* - Courses and instructors are evaluated by students each semester on instruments sent to departmental chairs by the Provost and Vice Chancellor for Academic Affairs. Students enrolled in online courses receive course evaluations from the Office of Institutional Research, Effectiveness and Assessment in collaboration with the Office of Distance Education. The course evaluations are used as part of the faculty annual evaluation process.
- *Supplies and Equipment* – Faculty members should work closely with the Department Chair to order office and instructional supplies.
- *Copyright Materials* - ECSU's copyright procedures (Policy Manual 900.1.1) apply to faculty, staff and students. Faculty and staff must comply with the procedures as a condition of employment. Faculty members need to be aware of copyright protection when using classroom materials. Faculty, staff and students shall not utilize a copyrighted work without permission of the copyright owner except as permitted by law. The "fair use doctrine" is a means under copyright law that allows for limited use of copyrighted work without requiring the prior permission of the copyright holder. ECSU supports the responsible, good faith exercise of full fair use rights, as codified in 17 U.S.C. § 107, by faculty, librarians, and staff in furtherance of their instruction research, and service activities. The four fair use factors are:
 - the character and purpose of the proposed use;
 - the nature of the work to be used;
 - the amount and substantiality of the portion to be used; and
 - the effect on the market or potential market for the work.

Questions concerning the determination of "fair use" can be referred to the ECSU Office of Legal Affairs (legallaffairs@ecsu.edu)

4.4.5 Teaching for Other Institutions and Outside Employment

A full-time faculty member desiring to teach courses for another institution, while under full time contract to Elizabeth City State University, must receive prior approval from the office of the Provost/Vice Chancellor for Academic Affairs. Before a recommendation is made to the office of

the Provost/Vice Chancellor for Academic Affairs, approval must be obtained from the department chair, and dean using the Secondary Employment Form. This process should also be followed for full-time faculty who desire to work for other agencies. Secondary employment should not interfere with the duties and responsibilities related to employment at Elizabeth City State University, the faculty member's primary employer (Policy Manual 200.1.13).

All faculty members are indeed subject to policies concerning conflicts of interest and conflicts of commitment affecting ECSU employment and external professional activities. These policies are based on policies and guidelines adopted by the UNC Board of Governors, federal and state law, and federal agency sponsor requirements (ECSU Policy Manual, 300.4.1.7, amended 4/14/2020).

4.4.6 Research

In order to continue their professional growth, faculty members are responsible for planning, designing, and implementing research projects in their fields, for publishing the results of their research, for participating in professional organizations and meetings, and for seeking and finding appropriate funding for their projects. Although Elizabeth City State University is primarily a teaching institution, research, scholarly, and creative activities help promote a better teaching environment, since they help keep faculty members informed about current research trends in their teaching areas. Faculty members are encouraged to take interest in student research, to encourage students to engage in their own research and scholarly activities, and to share their own research efforts with their students.

4.5 UNIVERSITY SERVICE, MEETINGS, AND COMMUNITY SERVICE

4.5.1 University Service

As part of their responsibility to shared governance, faculty members are expected to contribute service to their department, school, university, and the community at large. In doing so, faculty members are not only maintaining, promoting, and enhancing the life and climate of the academic environment, but are also seeking to broaden the impact of the institution to communities outside of the campus proper. All faculty members are to contribute and serve on department, school, and university-wide committees. A faculty member may be appointed,

elected, or volunteer to serve on committees. When elected or appointed to serve, or when one has volunteered, attendance at all meetings of that committee is required except for emergencies and unavoidable conflicts.

4.5.2 Meetings

All faculty members are required to attend department, school, university, and general faculty meetings. Persons unable to attend scheduled meetings should notify the appropriate department chair or unit head prior to the time of the meeting. The faculty member should not assume that notifying the chair of an upcoming absence necessarily means that the absence will be excused.

The Faculty Senate has determined a meeting schedule that allows all departmental, school, and university-wide committees to meet without conflicts. Faculty attendance at Faculty Senate meetings is not required but is strongly encouraged, out of the principle that the Faculty Senate does its best work when faculty actively participate in its proceedings.

4.5.3 Community Service

A part of the mission of Elizabeth City State University is to promote active engagement in community service and activities by its faculty. Faculty members traditionally have engaged in active community service, often volunteering to serve in schools, civic organizations, churches, or youth organizations. All faculty members are expected to contribute service to their community. Faculty are encouraged to provide service according to their interests, abilities, and expertise.

4.6 STUDENT ADVISEMENT AND OFFICE HOURS

4.6.1 Advisement

Academic advising is a top priority at ECSU. All students must be advised prior to registration each semester by their academic advisor. The academic advising model at ECSU is a split model design with professional academic advisors supporting students in their first year. Students transition to a faculty advising model in the second year until graduation. Professional advisors are hired specifically to support academic advising practices, policies and technologies while helping first year student's transition into their new collegiate environment. Faculty advisors are trained specifically on academic advisement policies, practices and technology to

support their assigned students within their discipline. Every faculty member is required to attend an Academic Advisement workshop prior to advising students. The Master Faculty Advisor Council, consisting of 1-2 Master Advisors in each department, assists new faculty advisors and helps to address any academic advisement concerns a faculty may have.

The relationship between academic advisors and advisees is essential to each student's academic success and contributes greatly to student retention and graduation rates. Academic advisors meet with students during orientation and preregistration to provide guidance for course scheduling and when students need advice in planning individual programs of study. Faculty advisors support transfer students during orientation advising sessions during summer and winter. Faculty advisors also play a significant role in the review and submission of student applications for graduation. Furthermore, faculty members should always be aware of the ongoing needs of students in their classes and to contact them, as need be.

As documentation of advising is essential, faculty are required to maintain advising records using the E4U software system. Training in the use of the software is provided to new faculty during their first academic year. In applying for graduate school, fellowships, scholarships, employment, or other competitive ventures requiring applications and personal references, students often count on their advisors to vouch for their ability and character. It may therefore be helpful to keep some records and reminders of student work and activities, including their participation in university activities (band, choir, athletics, drama, art, student government, etc.), for future reference. The Center for Teaching and Learning offers a variety of workshops each academic year to enhance the effectiveness of advising.

Faculty are encouraged to talk with their respective Department Chair and Program Coordinator to understand any specific advising requirements within their department or academic program.

4.6.2 Office Hours:

In order to provide students with opportunities for consultation, advice, and general contact, all faculty members must maintain regular, scheduled office hours. Full-time teaching faculty members are required to hold a minimum of ten (10) office hours per week during the academic year (300.1.19, University Policy Manual). Faculty members must notify students of their office hours by listing the hours in course syllabi, posting hours outside faculty offices, and submitting

hours to departmental offices. Full-time faculty members should schedule office hours throughout business hours and on multiple business days, so all students will find a suitable time that meets their schedules.

Part-time teaching faculty members are required to hold a minimum of one (1) office hour per week for each 3-credit hour course they teach (300.1.19, University Policy Manual). As full-time faculty members do, part-time faculty must also notify students of their office hours by listing the hours in course syllabi, posting hours outside faculty offices, and submitting hours to departmental offices.

In addition to these official office hours, both full and part-time faculty members are also strongly encouraged to provide other times during which to meet with students, since working, evening and graduate students may be unable to attend regularly scheduled office hours. These additional hours may include individual and group appointments. It is good practice for faculty members to encourage students to contact them outside of business hours by email, if need be.

Faculty members should notify the department chair or administrative support associate if they are unable to meet posted office hours, and to provide an alternative time during which they will make up those missed hours, so as to ensure that the minimum requirement is being met.

4.7 FACULTY ABSENCE AND CLASS CANCELLATION POLICY

4.7.1 Faculty Absence

If a faculty member is planning to be absent from a class, faculty colleagues should be willing, in a spirit of collegiality, to fill in on a *quid pro quo* basis. Whenever possible, two or more courses in a subject should not be scheduled at the same time, since such conflicts would make it more difficult to find a colleague to cover another faculty member's class.

Faculty members who are planning to be absent from class for whatever reason (scheduled medical procedure, participation and/or attendance at an academic conference, personal event, etc.) should submit a Faculty Absence Form to the department chair at least seven days before the scheduled absence. This document can be found in the Forms and Documents section of the Academic Affairs part of the university homepage. In the case of an unplanned absence due

to sudden illness or some other emergency, the faculty member should notify their Program Coordinator and Department Chair as soon as possible and submit a Faculty Absence Form soon after returning to work.

Long-term absences, such as those allowed under the Family Medical Leave Act (FMLA), are discussed in the University Policy Manual.

4.7.2 Class Cancellation Policy

Except for official university closings, it is expected that all faculty members will satisfy their contractual obligations by meeting every assigned class for the entire scheduled length of time. University policy 300.1.18 addresses situations where classes may be canceled by a faculty member for legitimate reasons beyond the faculty member's control.

Faculty are encouraged to find a guest speaker or similar to avoid cancelling a class. If a class needs to be cancelled, faculty should notify their department chair and dean. Faculty should notify students via e-mail and announcements on the Blackboard course management system and a sign should be posted at the classroom.

It is necessary to make-up the lost instructional time. This can be accomplished through a variety of means, including special class sessions, additional outside-of-class work, and through online assignments.

CHAPTER 5: FACULTY RIGHTS

5.1 FREEDOM AND RESPONSIBILITY IN THE UNIVERSITY COMMUNITY

Elizabeth City State University (ECSU), a constituent institution of the University of North Carolina, is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes; therefore, ECSU supports and encourages freedom of inquiry for faculty members. They may responsibly pursue these goals through teaching, learning, research, discussion, and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors. ECSU's Promotion and Tenure Policy has been developed pursuant to the framework established within UNC Code Chapter VI – Academic Freedom and Tenure of the Board of Governors of the University of North Carolina ("The Code"), which is incorporated by reference. This policy and provisions of Chapter Six of The Code, as amended from time to time, constitute the academic promotion and tenure policies of Elizabeth City State University. This policy shall be cited in appointment and reappointment letters sent to individual faculty members.

ECSU shall support faculty in their responsible exercise of the freedom to teach, to learn, and otherwise to seek and speak the truth. The faculty of ECSU shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community is respected. ECSU incorporates, as part of this policy, the principles of freedom and responsibility in the university community as set forth in The Code.

Members of the faculty are expected to recognize that accuracy, forthrightness, and dignity befit their association with the university and their position as women and men of learning. They should not represent themselves without authorization, as spokespersons for the University of North Carolina or ECSU. ECSU shall not penalize or discipline members of the faculty because of the exercise of academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsibility.

5.2 FREEDOM OF EXPRESSION AND SPEECH POLICY

Consistent with Article 36 of Chapter 116 of the North Carolina General Statutes, ECSU adopted Policy 900.1.10 to ensure our continuing efforts to embrace the free speech and free expression rights of the members of our campus communities.

Academic freedom, free speech and free expression are fundamental to the mission and purposes of ECSU. Students, faculty and staff share the responsibility for maintaining an environment in which free speech flourishes and in which the rights of each member of the University is respected.

Free expression guaranteed to students, faculty and staff shall also be provided to invited speakers. All invited speakers shall be allowed to present their views without “material and substantial” disruption and without “substantial interference” as those terms are defined by UNC Policy 1300.8. Students, faculty or staff who “materially and substantially disrupts” the functioning of the University, or any unit or entity of the University, or who “substantially interferes” with the protected free expression of others, will be considered to have engaged in misconduct and will be subject to the full range of disciplinary sanctions in accordance with applicable procedures consistent with UNC Policy 1300.8, and may face criminal charges under state law. The Chancellor is delegated authority to implement this policy.

5.3 ACADEMIC TENURE

In general, academic tenure serves to uphold and safeguard the academic freedom of the faculty. It also assists ECSU in recruiting and retaining faculty members of high quality. Academic tenure refers to the conditions and guarantees that attach to a faculty member’s employment, particularly the protection from involuntary discharge from, or termination of, employment, and from the imposition of serious sanctions, except on grounds and in accordance with procedures set forth in Sections 4 and 5 of the Promotion and Tenure Policy 300.2.1.1.

5.3.1 In Relation to Faculty Ranks

Tenure, as herein defined, pertains exclusively to the employment of faculty members by appointment to specified faculty ranks. Such appointments may be for fixed terms of employment, automatically terminable when they expire (fixed term appointment); or for probationary terms (probationary term appointment); or continuous until resignation, retirement, or death (appointment with tenure) or pursuant to actions in accordance with Sections 4 and 5 of the Promotion and Tenure Policy 300.2.1.1.

Departmental units are responsible for the development and publication of tenure and promotion qualifications for professional rank appropriate to the discipline or disciplines included in their department. However, in cases where departmental units have not developed guidelines for promotion and tenure or where departmental promotion and tenure guidelines are inconsistent with the guidelines set forth in this policy, promotion and tenure qualifications for rank will be governed by this policy to the extent there is a conflict. Departmental qualifications for academic rank are set forth by each department and approved by the Department Chair, the Associate Vice Chancellor for Academic Affairs, and the Provost and Vice Chancellor for Academic Affairs. In all cases, such qualifications must exceed or at minimum include the guidelines outlined in this policy.

Regular faculty appointments are those to which consideration for tenure applies and for which there is an established time frame during which a decision to reappoint or confer tenure must be made, as provided in the Promotion and Tenure Guidelines (ECSU Policy Manual, 300.2.1[G]). If exceptional circumstances warrant, this policy shall not preclude promotion or the conferral of tenure according to a time frame different from that set forth in the Promotion and Tenure Guidelines (ECSU Policy Manual, 300.2.2.1[G]).

- **Instructor:**

The rank of instructor is appropriate for an individual who is appointed to the faculty lacking one or more qualifications needed for professorial rank, but in the normal course is expected to progress to the professorial rank at ECSU or another institution. The initial appointment to the rank of instructor is for a probationary term of one year. The instructor may be reappointed successively to one additional probationary one-year term. Before the end of the instructor's first term, the department chair, in accordance with the general provisions set forth in Section 3.C. of the Promotion and Tenure policy, shall each review

the instructor's performance and recommend to the Provost/Vice Chancellor for Academic Affairs either of the following:

1. that the instructor be appointed to an appropriate term as assistant professor;
2. that the individual be appointed as special faculty in accordance with;
3. that the instructor be offered a terminal appointment of one year or
4. not be reappointed.

- **Assistant Professor:**

An initial appointment to the rank of assistant professor is for an initial probationary term of four years. Before the end of the third year of the four-year term as assistant professor, written notice shall be given on whether, when the current term expires, he or she will be reappointed to a second term of three years or not reappointed. Before the end of the second year of the three-year term as assistant professor, written notice shall be given on whether, when the current term expires, he/she will be reappointed with a recommendation of tenure at the same or higher rank or that upon the expiration of the three-year term of appointment, the assistant professor not be reappointed. Tenure may be conferred only by action of the president and the Board of Governors of the University of North Carolina, or by such other agencies or officers as may be delegated such authority by the Board of Governors. In all instances, the tenure conferred on a faculty member is held with reference to employment by a constituent institution, rather than to employment by the University of North Carolina. The decisions herein required shall be made as provided in 300.2.1.1[G] Promotion and Tenure Guidelines.

For the purposes of tenure, promotion at any time from the rank of assistant professor to that of associate professor does not extend the time period for which a faculty member must apply and be conferred tenure. The decision and notification regarding the conferral of tenure shall not extend beyond the sixth year of service, the same year notice is required to be given by the university, following the initial appointment as an assistant professor.

- **Associate Professor:**

An initial appointment to the rank of associate professor may be for a probationary term of four years. Before the end of the third year of a probationary four-year term, an associate professor shall be given written notice on whether they will be recommended for reappointment with tenure at the same or higher rank or not reappointed when the current term expires. The decisions herein required shall be made as provided in 300.2.2.1[G] Promotion and Tenure Guidelines. A promotion at any time from the rank of associate professor to that of professor constitutes a recommendation for tenure from the effective date of the promotion, subject to the approval and conferral of the president and the Board of Governors of the University of North Carolina, or by such other agencies or officers as may be delegated such authority by the Board of Governors. In all instances, the tenure conferred on a faculty member is held with reference to employment by the constituent institution, rather than to employment by the University of North Carolina.

- **Professor:**

An initial appointment to the rank of professor may be for a probationary term of three academic years. Before the end of the second year of the three-year probationary term, a professor shall be given written notice whether, when the current term expires, they will be recommended for reappointment with tenure or not be renewed at the end of the current term. The decisions shall be made in the manner provided in 300.2.2.1[G] Promotion and Tenure Guidelines. If a decision not to grant tenure is made but not communicated as herein required, the chancellor shall offer a terminal appointment of one academic year. The reappointment of professor constitutes a recommendation for tenure from the effective date of the promotion, subject to the approval and conferral of the president and the Board of Governors of the University of North Carolina, or by such other agencies or officers as may be delegated such authority by the Board of Governors. In all instances, the tenure conferred on a faculty member is held with reference to employment by a constituent institution, rather than to employment by the University of North Carolina.

Special Faculty Appointments

Faculty members who are appointed to any faculty rank designation provided in paragraphs 1 through 4 of this subsection with the prefix qualifier “adjunct,” “clinical,” “visiting,” “research” or who are appointed as lecturers, artists-in-residence, writers-in-residence, or other special categories are regarded as “special faculty members” for purposes of this policy. Special faculty members are not eligible for tenure considerations or conferral of tenure and may be paid or unpaid.

Special faculty members who are paid shall be appointed for a specified term of service, as set out in writing in their letter of appointment. The term of appointment of any paid special faculty member concludes at the end of the specified period set forth in the letter of appointment, and the letter of appointment constitutes full and timely notice that a new term will not be granted when that term expires.

Special faculty members who are not paid may be appointed for a specified term of service or at will. The pay and appointment status of special faculty members will be set out in their letter of appointment.

During the term of employment, special faculty members are entitled to seek recourse under Section 607 of The Code (relating to faculty grievances). Special faculty members, whether paid or unpaid, are not covered by Section 604 of The Code, and that section does not accord them rights to additional review of a decision by ECSU not to grant a new appointment at the end of a specified fixed term. The decisions herein required shall be made as provided in Section 3.C.

5.4 INITIATION, REVIEW, AND APPROVAL OF APPOINTMENTS, PROMOTIONS, AND REAPPOINTMENTS

Each initial appointment with a fixed or probationary term, promotion in rank, reappointment to a fixed term, and reappointments of instructors, assistant professors, associate professors, or professors, whether or not the reappointment recommends the conferral of tenure, shall be initiated by recommendation of the department chairperson after consultation with the department's assembled tenured faculty. The departmental promotion and tenure committee,

consisting of the department's tenured faculty shall forward to the department chair a written recommendation on all promotions, reappointments and tenure.

The recommendations of the departmental promotion and tenure committee, chairperson shall be submitted in writing, to the provost/vice chancellor for academic affairs, who shall forward it with her/his recommendation in writing to the chancellor. If the conferral of tenure or promotion is included in the recommendation, the provost/vice chancellor for academic affairs shall consult the Faculty Personnel Committee, which will prepare a written report to the provost/vice chancellor for academic affairs regarding its recommendation.

If, after a thorough evaluation, the provost/vice chancellor for academic affairs decides not to recommend reappointment, promotion, or the conferral of tenure that decision shall be communicated in a letter to the faculty member from the provost/vice chancellor for academic affairs. If the chancellor concurs in a recommendation that will confer tenure, the recommendation shall be forwarded to the President and the Board of Governors of the University of North Carolina after consultation with the Board of Trustees and, unless dissuaded, forward the recommendation to the President of the University of North Carolina system for final approval by the Board of Governors. All other favorable recommendations by the Chancellor in regard to appointment, reappointments, and promotions shall be forwarded by the Chancellor to the Board of Trustees for final approval.

5.4.1 Terms and Conditions of Appointments

The terms and conditions of initial appointments and reappointments to the faculty shall be set out in writing. A copy of the terms, signed by the chancellor or the provost as his or her designee, shall be delivered to the faculty member, and the chancellor shall retain a copy. The general terms and conditions of such appointments, including those provided herein, shall be either set out in the document of appointment or incorporated therein by clear reference to specific documents that shall be readily available to the faculty member.

The decision not to reappoint a faculty member at the expiration of a fixed term of service shall be made by the appropriate institutional faculty and administrative officers early enough to permit timely notice to be given. For full-time faculty at the rank of instructor, assistant professor, associate professor, or professor, the minimum requirement for timely notice shall be as follows:

- a. during the first year of service at the institution, the faculty member shall be given not less than 90 calendar days' notice before the employment contract expires; and
- b. during the second year of continuous service at the institution, the faculty member shall be given not less than 180 calendar days' notice before the employment contract expires; and
- c. after two or more years of continuous service at the institution, the faculty member shall be given not less than 12 months' notice before the employment contract expires.

Notice of reappointment or non-reappointment shall be written. If the decision is not to reappoint, then failure to give timely notice of non-reappointment will oblige the chancellor thereafter to offer a terminal appointment of one academic year.

Any special terms and conditions shall be clearly stated in the written appointment. Except as herein provided, no special terms or conditions may be included that vary from the general terms and conditions stated herein. The responsibility for initiating the inclusion of special terms and conditions in documents of appointment is with the department chair and the academic dean who recommended the appointment. However, nothing shall prohibit the provost/vice chancellor for academic affairs or the chancellor from initiating the inclusion of these special terms or conditions.

5.4.2 Continued Availability of Special Funding

The appointment, reappointment, or promotion of a faculty member to a position funded in whole or in substantial part from sources other than continuing state budget funds or permanent trust funds shall specify in writing that the continuance of the faculty member's services, whether for a specified term or for tenure, shall be contingent upon the continuing availability of such funds. This contingency shall not be included in a faculty member's contract for a promotion to a higher rank if, before the effective date of that promotion, the faculty member held tenure and no such condition was attached to the tenure.

5.4.3 Provisions for Less than Full-Time Employment

Special terms for less than full-time employment (less than .75 FTE) with commensurate compensation, or relief from all employment obligations for a specified period, may be included in an appointment or reappointment to any faculty rank or may be added by a written

memorandum of amendment during the term of an appointment. Such special terms must be expressly stated in initial appointment documents or, if added by an amendment, must be approved by signature of the chancellor or the provost as his or her designee and the faculty member, with a copy to be retained by each (300.2.1). These provisions do not apply to informal temporary adjustments of the regularly assigned duties of faculty members by the department chair or academic dean who are responsible for their direct supervision, or to the University's granting of extended leaves of absence with or without compensation.

5.4.4 Extensions of Time

The chancellor or the chancellor's designee (the Provost / Vice Chancellor for Academic Affairs) may grant an untenured faculty member with the rank of assistant professor or associate professor an extension of the time period during which the institutional decision must be made regarding reappointment or conferral of tenure. An extension of time may be granted only in documented cases of compelling circumstances that are determined to have the potential to significantly delay the progress of development of the faculty member's program. The normal extension is one year; however, other extensions may be approved in exceptional cases. Approval of an extension must be in writing and will extend the current appointment. A faculty member must request an extension in writing to the provost/vice chancellor for academic affairs.

Extensions of the period of a current probationary term of appointment due to conditions related to health, or requirements of childbirth or childcare, or similar compelling reasons, may be added. Such special terms must be expressly stated in initial appointment documents or, if added by an amendment, must be approved by signature of the chancellor or the provost as his or her designee and the faculty member or their power of attorney, with a copy to be retained by each.

5.4.5 Resignation

A faculty member who has decided to resign from ECSU shall give prompt written notice of his or her resignation with its effective date to the department chair, with copies to the academic dean, the provost and the chancellor. A professor or associate professor should give not less than 120 calendar days' notice and an assistant professor should give not less than 90 calendar days' notice of resignation.

5.4.6 Due Process Before Discharge or The Imposition of Serious

Sanctions

In accordance with The Code, a faculty member who is the beneficiary of institutional guarantees of tenure shall enjoy protection against unjust and arbitrary application of disciplinary penalties. During the period of such guarantees the faculty member may be discharged from employment, suspended, or demoted in rank for reasons of:

1. incompetence, including significant, sustained unsatisfactory performance after the faculty member has been given an opportunity to remedy such performance and fails to do so within a reasonable time;
2. neglect of duty, including sustained failure to meet assigned classes or to perform other significant faculty professional obligations; or
3. misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty, including violations of professional ethics, mistreatment of students or other employees, research misconduct, financial fraud, criminal, or other illegal, inappropriate or unethical conduct.

To justify serious disciplinary action, such misconduct should be either sufficiently related to a faculty member's academic responsibilities as to disqualify the individual from effective performance of university duties, or sufficiently serious as to adversely reflect on the individual's honesty, trustworthiness or fitness to be a faculty member.

These sanctions may be imposed only in accordance with the procedures prescribed in this section. For purposes of this policy, a faculty member serving a stated term shall be regarded as having tenure until the end of that term. These procedures shall not apply to non-reappointment or termination of employment.

- A. The provost/vice chancellor for academic affairs shall send the faculty member a written notice of intention to discharge the faculty member or impose a serious sanction together with a written specification of reasons. The notice and specification of reasons shall be sent by a method of mail or delivery that requires a signature for delivery. The statement shall include notice of the faculty member's right, upon request, to a hearing by the Faculty Hearing Committee, an elected standing faculty committee on hearings.

- B. Within 14 calendar days after receiving the notice and written specifications, the faculty member may request a hearing before the Faculty Hearing Committee. The request for a hearing must be in writing, be addressed to the chairperson of the Faculty Hearing Committee, with a copy to the chancellor, and be mailed by certified mail, return receipt requested, or by another means that provides proof of delivery. If within 14 calendar days after receiving the notice and written specifications, the faculty member makes no written request for a hearing, the faculty member may be discharged, or serious action imposed without recourse to any institutional grievance or appellate procedure.
- C. If the faculty member makes a timely written request for a hearing, the chancellor shall ensure a process is in a place so that the hearing is timely accorded before an elected standing committee of ECSU's faculty. The hearing shall be on the written specification of reasons for the intended discharge or imposition of a serious sanction. The Hearing Committee shall accord the faculty member 30 calendar days from the time it receives the faculty member's written request for a hearing to prepare a defense. The Hearing Committee may, upon the faculty member's written request and for good cause, extend this time by written notice to the faculty member. The Hearing Committee will ordinarily endeavor to complete the hearing within 90 calendar days except under unusual circumstances such as when a hearing request is received during official university breaks and holidays and despite reasonable efforts the Hearing Committee cannot be assembled.
1. Conduct of Hearing
- a. The hearing shall be conducted informally and shall be closed to the public unless the faculty member and the hearing committee agree that it may be open;
 - b. The faculty member shall have the right: to counsel, to present testimony of witnesses and other evidence, to confront and cross-examine adverse witnesses, to examine all documents and other adverse demonstrative evidence, and to make argument;
 - c. The provost/vice chancellor for academic affairs, or designee, and/or counsel, may participate in the hearing to present testimony of witnesses

- and other evidence, to cross-examine witnesses, to examine all documents and other evidence and to make argument;
- d. A written transcript of all proceedings shall be kept; upon request, a copy thereof shall be furnished to the faculty member at ECSU's expense.
 - e. In reaching decisions on which its written recommendations to the chancellor shall be based, the committee shall consider only the evidence presented at the hearing and such written or oral arguments as the committee, in its discretion, may allow;
 - f. All witnesses may be questioned by the members of the committee;
 - g. Except as herein provided the conduct of the hearing shall be under the control of the committee chairperson;
 - h. A quorum, for purposes of conducting a hearing shall be a simple majority of the committee's total membership;
 - i. No one shall serve on a hearing panel who holds an appointment in the faculty member's department, participated directly in the decision to discharge or sanction the faculty member or has any other conflict of interest.

2. Hearing Procedure

- a. The committee chairperson shall call a hearing to order;
- b. Following the chairperson's opening statement, the provost/vice chancellor for academic affairs, or designee, and/or counsel, may participate in the hearing to present evidence, cross-examine witnesses, and make argument;
- c. After the conclusion of the presentation by the provost/vice chancellor for academic affairs, or designee, and/or counsel, the faculty member shall be allowed to make a rebuttal presentation supported by such testimonial or documentary proofs as he/she desires to offer, including his/her own testimony;
- d. At the conclusion of the rebuttal presentation, each side shall have an opportunity to make a final summary statement;

- e. At the conclusion of the presentations and summary statements, if any, the committee chairperson shall end the hearing;
- f. The burden of proof shall be on ECSU;
- g. In evaluating the evidence, the committee shall use the standard of “clear and convincing” evidence in determining whether ECSU has met its burden of showing the permissible grounds for serious sanction exist and are the basis for the recommended action;
- h. The committee shall make its written recommendations to the Chancellor within 14 calendar days after its hearing concludes or after the full transcript is received, whichever is later.

If the Chancellor concurs in a recommendation of the committee that is favorable to the faculty member, the chancellor’s decision shall be final. If the chancellor either declines to accept a committee recommendation that is favorable to the faculty member or concurs in a committee recommendation that is unfavorable to the faculty member, the faculty member may appeal the chancellor’s decision to the board of trustees. This appeal shall be transmitted through the chancellor and be addressed to the chair of the board. Notice of appeal shall be filed within 14 calendar days after the faculty member receives the chancellor’s decision. The appeal to the board of trustees shall be decided by the full board of trustees. However, the Board may delegate the duty of conducting a hearing to a standing or ad hoc committee of at least three members. The board of trustees, or its committee, shall consider the appeal on the written transcript of hearings held by the faculty hearing committee, but it may, in its discretion, hear such other evidence as it deems necessary. The board of trustees’ decision shall be made as soon as reasonably possible after the chancellor has received the faculty member’s request for an appeal to the trustees. This decision shall be final except that the faculty member may, within 14 calendar days after receiving the trustees decision, file a written notice of appeal, by certified mail, return receipt requested, or by another means that provides proof of delivery, with the Board of Governors if the faculty member alleges that one or more specified provisions of the *Code of the University of North Carolina* have been violated. Any such appeal to the Board of Governors shall be transmitted through the president.

When a faculty member has been notified of ECSU’s intention to discharge the faculty member, the chancellor may reassign the individual to other duties or suspend the individual at any time

until a final decision concerning discharge has been reached by the procedures described herein. Suspension shall be exceptional and shall be with full pay.

5.4.7 Termination of Faculty Employment

A. Reasons Justifying Termination and Consultation Required

The employment of any faculty member may be terminated by ECSU because of (1) demonstrable, bona fide institutional financial exigency or (2) major curtailment or elimination of teaching, research, or public service programs. Financial exigency is defined as a decline in institutional enrollment or by other actions or events that compel a reduction in the institution's operations budget. The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or elimination of teaching, research, or public service programs shall be made by the chancellor, after consultation with the academic administrative officers and faculties are required by Section 5.A.2 below. This determination is subject to concurrence by the president of the University of North Carolina and then approval by the Board of Governors. If the financial curtailment or elimination of program is such that the institution's contractual obligation to a faculty member cannot be met, the employment of the faculty member may be terminated in accordance with the institutional procedures set out in Section 5.B below.

When it appears that the institution will experience an institutional financial exigency or when it is considering a major curtailment in or elimination of teaching, research, or public service program, the chancellor shall first seek the advice and recommendations of the academic administrative officers, department chairpersons and faculties of the schools or other units that might be affected. In cases of financial exigency, the chancellor shall appoint an ad hoc committee made up of the provost/vice chancellor for academic affairs, the department chairpersons, and at least one faculty member from each affected department. The faculty representatives on the ad hoc committee shall be elected by their respective departments. The chancellor shall formulate a plan, after receiving the advice of the ad hoc committee, subject to the approval of the Board of Trustees, the president of the University of North Carolina and the Board of Governors.

B. Termination Procedure

1. Consideration in Determining Whose Employment is To Be Terminated

In determining which faculty members' employment is to be terminated for the reasons set forth in Section 5.A above, consideration shall be given to tenure status, to years of service to the institution, and to other factors deemed relevant, but the primary consideration shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the institution.

2. Timely Notice of Termination

When a faculty member's employment is to be terminated because of major curtailment or elimination of a teaching, research, or public service program that is not founded upon financial exigency, the faculty member shall be given timely notice.

5.4.8 Retirement of Faculty

Faculty may retire in accordance with the provisions of Chapter 135 of the North Carolina General Statutes. Faculty members may also be eligible for the Phased Retirement Program (ECSU Policy 300.2.8.1 [G]).

5.5 GRADUATE FACULTY POLICY

ECSU's graduate education programs seek to provide a challenging and supportive environment that prepares its students to compete and excel in the 21st century global society. Within the context of the academic schools and departments, graduate faculty members, who have demonstrated excellence in their fields, assume responsibility for the content, quality and effectiveness of graduate degree programs and set the standards for graduate work. Members of the graduate faculty shall be selected based on their qualifications, which include academic preparation, professional experience, and demonstrated excellence in teaching and scholarship.

Under the leadership of Graduate Program Coordinators, members of the graduate faculty shall make recommendations on graduate admissions, determine graduate program goals, learning outcomes, degree requirements, and develop and evaluate curricula. Other responsibilities include course instruction, supervision, academic advisement, membership on committees and other functions which support graduate education, the well-being of graduate students and the quality of graduate programs.

5.5.1 Categories

There are three categories of graduate faculty members:

1. Full Graduate Faculty Status. Full graduate faculty status shall be awarded for an initial five (5) year period and may be renewed for subsequent five-year terms.
2. Associate Graduate Faculty Status. Associate graduate faculty status shall be awarded for an initial three (3) year period and may be renewed once for a subsequent three-year term.
3. Temporary Graduate Faculty Status. Temporary graduate faculty status shall be awarded for a one (1) year period and may be renewed on an as needed basis.

5.5.2 Criteria for Membership to the Graduate Faculty

Membership to the graduate faculty shall be determined based on an evaluation of the required criteria of the relevant graduate faculty category:

1. **Full Graduate Faculty Status**. A candidate for membership to the graduate faculty with full graduate faculty status must meet a total of six of the seven criteria listed below. The first four criteria must be satisfied and two of the last three criteria must be satisfied.

Mandatory Compliance

- A. Evidence of an earned doctoral degree in an appropriate
- B. discipline or in areas which do not have such credentials, an appropriate terminal degree;
- C. Evidence of tenure or a tenure track position at the rank of Assistant Professor, Associate Professor or Full Professor;
- D. Evidence of demonstrated effectiveness as a classroom teacher through evaluation of teaching, peer evaluations, student evaluations, and/or documented support from those persons who have knowledge of the candidate's teaching effectiveness.
- E. Evidence of publication of scholarly papers or demonstrated engagement in creative endeavors during the previous five years. Authorship of a book or edited collection of articles by other scholars, peer reviewed journal articles and externally funded research grants may be examples of scholarly productivity.

Two out of the three criteria must be satisfied

- I. Evidence of presentation of scholarly papers at professional meetings of appropriate organizations during the past five years.
- II. Evidence of professional involvement and or service in an appropriate discipline during the past five years (i.e. attending meetings, membership on committees, holding office, reviewer of publications and consultancies).
- III. Evidence of service to the graduate programs at ECSU during the past five years (i.e. teaching courses, advising graduate students, administering graduate programs, creating/grading comprehensive examinations, serving on thesis/graduate committees, creating graduate courses/programs, serving on college-wide committees related to graduate programs and addressing graduate internships, practicum or clinical).

2. Associate Graduate Faculty Status. A candidate for membership to the graduate faculty with associate graduate faculty status must meet at least five of the criteria listed below. The first three criteria must be satisfied and two or more of the remaining criteria.

Mandatory Compliance

- A. Evidence of an earned doctoral degree in an appropriate
- B. discipline or in areas which do not have such credentials, an appropriate terminal degree;
- C. Evidence of tenure or a tenure track position at the rank of Assistant Professor, Associate Professor or Full Professor;
- D. Evidence of demonstrated effectiveness as a classroom teacher through evaluation of teaching, peer evaluations, student evaluations, and/or documented support from those persons who have knowledge of the candidate's teaching effectiveness;

Two out of the four criteria must be satisfied

- I. Evidence of publication of scholarly papers or demonstrated engagement in creative endeavors during the previous five years. Authorship of a book or edited collection of articles by other scholars, peer reviewed journal articles and externally funded research grants may be examples of scholarly productivity.
- II. Evidence of presentation of scholarly papers at professional meetings of appropriate organizations during the past five years.
- III. Evidence of professional involvement and or service in an appropriate discipline during the past five years (i.e. attending meetings, membership on committees, holding office, reviewer of publications and consultancies).

IV. Evidence of service to the graduate programs at ECSU during the past five years.

- 3. Temporary Graduate Faculty Status.** A candidate for membership to the graduate faculty with temporary graduate faculty status must meet the following two criteria listed below:
- A. Evidence of an earned doctoral degree in an appropriate discipline or in areas which do not have such credentials, an appropriate terminal degree;
 - B. Evidence of demonstrated effectiveness as a classroom teacher through evaluation of teaching, peer evaluations, student evaluations, and/or documented support from those persons who have knowledge of the candidate's teaching effectiveness.

5.5.3 Selection Process

- A. Application. Candidates for graduate faculty membership must initiate an application for graduate faculty status at the departmental level by submitting an application and supporting documentation to the Office of the Academic School Dean.
- B. School/Department Review. Applications of candidates for graduate faculty status shall be reviewed by the Departmental Review Committee, comprised of full and associate graduate faculty and the Department Chair. If an application is recommended by the Departmental Review Committee and the Academic School Dean, the candidate's application shall be advanced for further review by the Office of Graduate Education. If an application is not jointly recommended by the Departmental Review Committee and Academic School Dean, it shall not be advanced to the Office of Graduate Education for further review. A candidate shall be notified in writing if his/her application does not receive a joint recommendation by the Departmental Review Committee and Academic School Dean.
- C. Office of Graduate Education Review. The Office of Graduate Education shall review all applications advanced on the joint recommendation of a Departmental Review Committees and Dean and make recommendations to the Graduate Council for Certification. A candidate shall be notified in writing if his/her application is not recommended by the Office of Graduate Education for certification by the Graduate Council.
- D. Certification of Graduate Council. The Graduate Council is charged with certification of candidates for membership to the graduate faculty. The names and credentials of

candidates certified by the Graduate Council shall be advanced to the Provost and Vice Chancellor for Academic Affairs for approval. If the Graduate Council does not certify a candidate for membership to the graduate faculty, the application shall not be advanced by the Graduate Council to the Provost and Vice Chancellor for Academic Affairs. A candidate shall be notified in writing if his/her application is not recommended by the Graduate Council for certification.

- E. Appeal. A candidate whose application for membership to the graduate faculty does not advance beyond the School/Departmental Review, Office of Graduate Education Review or that is not certified by the Graduate Council may appeal in writing to the Provost and Vice Chancellor for Academic Affairs within 10 business days of notice of unfavorable action resulting from either the School/Departmental Review, Office of Graduate Education Review or Graduate Council. In such cases, the decision of the Provost and Vice Chancellor for Academic Affairs shall be final.

5.5.4. Responsibilities

Graduate faculty members shall be responsible for the following:

- A. Teaching graduate level courses in the member's area of expertise.
- B. Service to the Graduate Department, University and community.
- C. Directing Theses and other student research and creative activities, serving on Theses, and Comprehensive Examination Committees in the member's area of expertise.
- D. Serving on the Graduate Council.
- E. Supervising or mentoring graduate teaching/research assistants.

5.5.5. Workloads

Teaching Graduate Courses Exclusively.

The standard teaching workload for graduate faculty members teaching only graduate courses, is based on nine (9) credit hours (exclusive of Thesis/Product of Learning (POL) direction), or the equivalent, per semester provided the student-to-faculty ratio by level and discipline as provided by State guidelines has been met. If enrollment merits and with requisite approval, the teaching load applies to both on-campus and on-line courses.

Teaching Combination of Graduate and Undergraduate Courses.

The standard teaching workload for graduate faculty members teaching a combination of graduate and undergraduate courses is based on 21 credit hours or the equivalent per year. If enrollment merits and with requisite approval, the teaching load applies to both on-campus and on-line courses.

Adjusted Teaching Loads.

An adjusted teaching load may be assigned by the Department Chair for graduate faculty members with ancillary duties and responsibilities. An adjusted teaching workload will be provided for faculty who serve as Graduate Program Coordinators as funds and availability dictate as determined by Department Chairs.

5.5.6. Credential Review

A. Certification

All graduate faculty members must be certified. The certification recommendation for graduate faculty membership shall be done by the Graduate Council, with final approval by the Provost and Vice Chancellor for Academic Affairs. This certification shall be based on the candidate's demonstrated proficiency in scholarship, research or creative work, a high degree of expertise, service and the ability to make significant contributions to the body of knowledge in his/her discipline.

B. Biennial Review

The Graduate Council shall review the academic credentials of graduate faculty members biennially. Findings shall be reported to the Academic School Deans and the Provost and Vice Chancellor for Academic Affairs. These findings may be used for evaluative purposes as related to workload, compensation, promotion, tenure, retention as members of the graduate faculty and participation in and performance of other university activities.

5.5.7. Stipends for Graduate Program Coordinators

Graduate faculty members who serve as Graduate Program Coordinators shall receive a stipend, dependent upon and subject to the availability of funds. The stipend amount shall be determined by Provost and Vice Chancellor for Academic Affairs.

5.6 ELIZABETH CITY STATE UNIVERSITY PHASED RETIREMENT POLICY

The University of North Carolina Phased Retirement Program (the "Program") provides an opportunity for eligible full-time tenured faculty members to make an orderly transition to retirement through half-time (or equivalent) service for a predetermined period in return for half-time compensation. The goals of the Program are to promote renewal of the professoriate in order to ensure institutional vitality and to provide additional flexibility and support for individual faculty members who are nearing retirement. The Program is completely voluntary and is available when agreed to and entered into by a mutual written agreement between an Eligible Faculty Member and her or his employing institution.

Enrolling Eligible Faculty Members may elect annually to seek to participate in the Program during the enrollment life of the Program, with active participation to commence with the start of the next academic year next following acceptance by the Eligible Faculty Member's employing institution. Enrolling Eligible Faculty Members may elect to begin receiving the benefits they have accrued under either the N.C. Teachers' and State Employees' Retirement System ("TSERS") or the UNC Optional Retirement Program (the "ORP"), but they are not required to do so. However, so long as an Eligible Faculty Member does not receive a monthly retirement benefit, he or she will not receive university paid State Health Plan benefits.

5.6.1 Number of Eligible Faculty who can Participate in the Program

Due to the overall size of the total faculty at Elizabeth City State University, each department will be limited to considering only one faculty member per year to participate in the ECSU Phased Retirement Program. The Program is available to all full-time tenured faculty members who:

- Have at least five years of full-time service at Elizabeth City State University;
- Are age 62 or older for members of TSERS or 59 ½ or older for participants in the ORP;
- Are eligible to receive retirement benefits through either TSERS or the ORP, as applicable.

5.6.2 Participation based on Preservation of Academic Quality

Elizabeth City State University reserves the right to limit the number of eligible faculty who can participate in the Program based on preservation of academic quality. Factors which may require limitations on participation include:

- a shortage of professors in a department or school;
- required number of faculty necessary for the department or institution to operate;
- student/faculty ratios, etc.

These factors will not be based in any way on age or the expected retirement of specific faculty members. The limitation with respect to preservation of academic quality of the institution and/or a department or school will be applied consistently to all eligible faculty timely seeking to commence enrollment in the Program the same fall semester.

5.6.3 Limitations because of Financial Exigencies

Elizabeth City State University reserves the right to deny an applicant to participate in the program due to financial exigencies, as declared pursuant to Section 605A of the Code. Information pertaining to the budget constraints which prohibit participation and to the means to determine that such exigencies exist will be disseminated to the entire campus as soon as they become known. The limitation with respect to constraints of financial exigencies of ECSU and/or a department or school will be applied consistently to all eligible faculty timely seeking to commence enrollment in the Program the same fall semester.

5.6.4 Number of Years Participants may remain on Phased Retirement

Faculty participation in the Phased Retirement Plan at Elizabeth City State University shall be three years for each participant. Participation in the Program may not be extended or renewed beyond completion of those years.

5.6.5 Institutional Measures to inform Faculty of the Program

The Provost / Vice Chancellor of Academic Affairs will notify in writing, no earlier than September 1 of the preceding year, those tenured faculty who appear to meet the age and service requirements for eligibility on or before August 1. Such faculty will be sent a "Letter to

Eligible Faculty” announcing the Phased Retirement Program” along with the following program materials:

- UNC Policy 300.7.2 (UNC Phased Retirement Policy)
- Elizabeth City State University Phased Retirement Program Guidelines
- Elizabeth City State University/Phased Retirement Application and Reemployment Release
- Elizabeth City State University/Program General Release
- List of individuals, by faculty rank, who appear eligible or ineligible to participate in the Program.

A notice will also be placed in the faculty newsletter and all the documents related to Phased Retirement will be posted at a web site created for that purpose. Program materials will be sent every September 1 to those tenured faculty who appear to qualify for participation by the following August 1. Elizabeth City State University will schedule ongoing information sessions for Eligible Faculty Members coordinated by designated Program officials. Program officials will schedule at least one information session per semester for each academic year. This is designed to fully inform those faculty members who become eligible.

5.6.6 Procedures used to accept, review, and approve applications

Eligible Faculty Members should arrange to meet with their departmental/division chairs and to discuss their interest in participating in the Phased Retirement Program. During these initial meetings, Eligible Faculty Members should discuss their intent to participate in the Program, the potential limits on participation for faculty members in the department, the formal application process, and other program-related issues.

Assuming that Elizabeth City State University’s departmental limit has not been met, such faculty members should discuss with their chairs the initial details of their half-time work plan. Once a preliminary half-time work plan has been agreed upon, based on departmental needs and schedules, the details of the plan are to be submitted to the Office of the Provost / Vice Chancellor for Academic Affairs by the chair for preparation of:

- the official ECSU Phased Retirement Application and Reemployment Agreement, and
- the General Release.

Duplicate copies of these two documents will be sent to the faculty member for review and signature. Once executed by University officials, one copy of Elizabeth City State University Phased Retirement Application and Reemployment Agreement and the General Release will be returned to the faculty member within ten (10) days of being signed by the Provost / Vice Chancellor for Academic Affairs and one copy will be maintained on file in the Office of the Provost / Vice Chancellor for Academic Affairs.

A faculty member will have at least forty-five days to return the duplicate copies of the signed Agreement and the Release. Elizabeth City State University of North Carolina Phased Retirement Application and Reemployment Agreement and Release must be reviewed and signed by the faculty member, the chair, and the Provost / Vice Chancellor for Academic Affairs.

Faculty members electing to participate in the Program have the right to revoke the Agreement and Release anytime within seven calendar days of the date of the Release is signed by the faculty member. An election to participate in the Program does not become final until after the seven-day period. If the Agreement and Release are revoked, the Agreement is void.

Applications for participation in the Phased Retirement Program from Eligible Faculty Members will be accepted on a first-come first-served basis until the departmental limit is reached. If a department receives more applications for the program than it has available spaces due to the limit, then eligibility will be determined based on institutional seniority; that is, the faculty member with the most institutional seniority will have priority to participate in the Program.

5.6.7 Half-time work plan for the Institution

The activities appropriate for consideration in the development of an eligible Faculty Member's half-time work plan covers the range of typical activities in which the faculty member has been engaged throughout his or her career. Such activities include teaching, research and creative activities, service, advising, writing of grants, publications, etc. In general, assuming a campus-wide teaching load for full-time tenure-track faculty to be twelve (12) credit hours per semester, the standard half-time work plan should include a combination of activities listed below (to total 50%):

- three (3) to six (6) credit hours of instruction 25-50%, at the undergraduate and/or graduate level;
- research activity 0-25%;
- faculty members who are engaged in funded research activity will be allowed to reduce their teaching load by one course through released time;
- continue to serve as PI/Co-PI of ongoing research grant(s);
- academic advisor or committee member for graduate student (MS) thesis research (pending);
- publications/presentations: faculty members will continue to be encouraged to publish their research results and to present their work at national/international meetings;
- other departmental activities, including 0-25%;
- academic advisor to approximately 50% of normal undergraduate/graduate advisee assignment;
- committee assignments at department or university level;
- participation in public service-related activities;
- participation in professional society-related activities.

The percentage of time in which an Eligible Faculty Member will be involved in activities in items (b) and (c) will depend upon the level of time commitment agreed upon between the faculty member and the appropriate university administrator, i.e. department/division chair.

5.7 UNIVERSITY OFFICERS AUTHORIZED TO ANSWER QUESTIONS ABOUT THE PROGRAM

The Provost and Vice Chancellor for Academic Affairs, the Director of Human Resources, and the Human Resources Benefits Coordinator are the authorized university officers.

5.8 SUMMARY: ELIZABETH CITY STATE UNIVERSITY PHASED RETIREMENT PROGRAM

5.8. Eligibility and Approval

The Program contemplates actual retirement and reemployment of participating faculty on a part-time basis for a limited period. For

purposes of the Program, "normal retirement age" is 62 years of age for TSERS members and 59 ½ for participants in the ORP. When a faculty member has achieved the above-listed age for his or her applicable participating retirement program, he or she will have reached "normal retirement age" and, therefore, need not undertake a break in service prior to entering the Program.

Tenured faculty occupying full-time administrative positions are not eligible to participate in the Program until they vacate such positions. Thus, only individuals under faculty appointment involving teaching, research and service are eligible to participate in the Program.

Individual faculty members are responsible for providing to their Institution all information necessary for it to determine their eligibility as to age, service at the Institution, and retirement benefit eligibility within either TSERS or the ORP. For these purposes, the Institution shall determine an applicant's age and service longevity with reference to the August 1 that follows submission of an application for participation.

Eligible Faculty Members may elect to enter the Program for the number of years specified by the Institution for its entire participating faculty.

5.8.3 Terms and Conditions

Phased retirement under the Program may be for a period of at least one but not greater than five years. Each Institution will set the length of phased retirement for its faculty. All Eligible Faculty Members at each Institution will have the same participation period of phased retirement.

Upon entering the Program, Eligible Faculty Members give up tenure. They terminate full-time employment and contract for a period of half-time (or equivalent) service to their Institution. Half-time responsibilities may vary by Institution and among departments in the same Institution. In addition, half-time service may consist of full-time work for one-half of a year (e.g., full-time work for one semester of an academic year) or half-time work for a year (e.g., half-time work in each of the two semesters of an academic year).

The enrollment period for the Program begins with the fall semester, with actual participation to commence at the start of the next academic year (provided an Eligible Faculty Member's

application is approved). Teaching, research and service assignments during the period of phased retirement are individually negotiated by the Eligible Faculty Member and the appropriate supervisors and/or personnel committee(s). The details of such half-time service (a "work plan") must then be set forth in a University of North Carolina Phased Retirement Program Application and Reemployment Agreement (the "Agreement").

In conjunction with the Agreement to be executed under the Program, an Eligible Faculty Member must also execute a waiver of rights and claims under the Age Discrimination in Employment Act (the "ADEA") and other laws (the "Release").

Participating Faculty Members initially receive a salary equal to fifty percent (50%) of the full-time salary they received immediately prior to phased retirement (e.g., based on the Faculty Member's prior nine- or twelve-month contractual term, as applicable). In addition, compensation paid during phased retirement is paid over 12 months irrespective of the pattern of duties under the Faculty Member's work plan. Subject to any limitations imposed under the State Retirement System and the legislative appropriations process, Participating Faculty Members are eligible for salary increases and merit pay in subsequent years of Program participation based on annual evaluations.

Participating Faculty Members will remain subject to *The Code and Policies of The University of North Carolina* and their respective campus. In addition, without expressly or constructively terminating any Agreement, an Institution may place a Participating Faculty Member on temporary leave with pay and/or reassign a Participating Faculty Member's duties during or as a result of any investigation or disciplinary action involving the Participating Faculty Member. Such authority shall be invoked only in exceptional circumstances when the Participating Faculty Member's department or division head determines that such action is in the best interests of the Institution. Further, nothing in the Program or these guidelines shall in any way be interpreted to provide a Participating Faculty Member with greater rights, claims or privileges against his or her Institution and/or the University regarding continued employment than otherwise provided in *The Code and Policies of the University* and their respective campus.

Eligible Faculty Members who elect into the Program will retain their professorial rank and the full range of responsibilities, rights, and general benefits associated with it, except for tenured status or as otherwise modified pursuant to an Eligible Faculty Member's agreed-to "work plan."

(The Institution, however, will keep records of participation so as to note those faculty who are in phased retirement.)

Eligible Faculty Members participating in the Program are eligible to participate in the following employee benefit plans or programs:

- Social Security and Medicare tax,
- Life Insurance,
- Federal and state income tax,
- After-Tax Dental Insurance,
- Workers' Compensation,
- Credit Union Deductions,
- Liability Insurance
- Leave / Colonial
- State Health Plan
- Investor's Consolidated
- NC Flex Benefits
- AFLAC /Pre-Paid Legal Services
- Voluntary Supplemental Retirement
- College Foundation of NC

5.8.4 General Provisions

Nothing in the Program precludes a participating faculty member from terminating his or her phased retirement at any time upon the mutual agreement of the parties. Eligible Faculty Members participating in the Program do not enjoy the benefits of tenure. They may not serve on committees that require members be tenured. Otherwise, participants have the same academic freedoms and responsibilities as other faculty members and have access to all grievance and appeal procedures available to non-tenured members of the faculty who are not participating in the Program. Participating faculty members are expected to maintain high levels of professional commitment to their Institution.

CHAPTER 6: FACULTY GOVERNANCE

6.1 THE HISTORY AND AUTHORITY OF THE FACULTY SENATE

Section 502 D. (2) of The Code of the UNC Board of Governors states:

1. "The Chancellor shall be 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."
2. "The Chancellor shall be responsible for ensuring 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 general faculty, however, which shall include at least all full-time faculty and appropriate administrators, may function as the council or senate. The faculty shall be served by a chairman elected either by the general faculty or by the council or senate. However, the Chancellor may attend and preside over all meetings of the council or senate. The council or senate may advise the Chancellor on any matters pertaining to the institution that are of interest and concern to the faculty."
3. "In addition to insuring the establishment of a council or senate, the Chancellor shall ensure the establishment of appropriate procedure within the institution to provide members of the faculty the means to give advice with respect to questions of academic policy and instructional governance, with particular emphasis upon matters of curriculum, degree requirements, instructional standards, and grading criteria. The procedures for giving advice may be through the council or senate, standing or special committees or other consultative means."

6.2 ELIZABETH CITY STATE UNIVERSITY FACULTY SENATE CONSTITUTION AND BY-LAWS

6.2.1 Preamble

The Faculty of Elizabeth City State University, accepting its great responsibility for the growth and the development of the academic program of the university and believing that the governance of the university affects its academic life, hereby establishes, through this Constitution, a mechanism to facilitate the governance of the University.

ARTICLE I

Name

The name of the Elizabeth City State University faculty organization will be the Elizabeth City State University Faculty Senate.

ARTICLE II

Purpose

The purpose of the Elizabeth City State University Faculty Senate will be as follows:

- to participate fully in the formulation, implementation, and review of the University's policies and regulations that are of faculty concern;
- to promote and encourage among faculty, students, administrators, and Board of Trustees an atmosphere of understanding, trust, and unity of purpose that will foster an effective, efficient, and enlightened University.

ARTICLE III

Membership

SECTION 1. The Senate will consist of two groups of members: elected and *ex-officio*. Only elected members will have the right to vote. The *ex-officio* members will be the following:

- Chancellor,
- Provost and Vice Chancellor for Academic Affairs,
- and past Chair of the Senate.

Any member of the general faculty—as defined in the By-laws of the Elizabeth City State University Faculty Senate (hereinafter By-laws)—except *ex-officio* members will, after two years on the faculty, be eligible for election to the Senate.

SECTION 2. Each Department or academic unit will choose Senate representatives by vote and will forward annually the names of Senators-elect to the Senate no later than the first week of March. In order for the Senate to maintain accurate records, such information should be forwarded even if no changes are to be made in representation for the following year.

SECTION 3. Each department or academic unit will choose an Alternate for each Senate representative and will forward the name, as described above, to the Senate Chair. Qualifications for Alternates will be the same as those for Senate representatives. An Alternate who is representing an absent Senator will have the same rights and privileges afforded that Senator. Voting by proxy is not permitted.

SECTION 4. A delegate to the Senate will be elected to a term of two years and may if re-elected to serve a second two-year term. The Senator will then be ineligible for re-election until one year has passed, except that a Senator from an academic unit comprising one eligible member only will continue to serve on the Senate.

SECTION 5. Tenure for any Alternate will coincide with that of the Senator for whom the Alternate serves.

SECTION 6. All full-time academic faculty members may attend any meeting of the Senate and may engage in floor discussions pursuant to conditions specified in the By-laws. Voting privileges are reserved for Senators.

SECTION 7. All *ex-officio* members or their representatives may be invited to attend all meetings of the Senate.

ARTICLE IV

Officers and Election of Officers

SECTION 1. Officers of the Senate will be Chair, Vice Chair, Secretary, and Treasurer. The Chair, Vice Chair, Secretary and Treasurer, and Parliamentarian will comprise the Executive Committee.

SECTION 2. The Chair, Vice Chair, Secretary and Treasurer will be elected to a two-year term and may be re-elected for one additional two-year term. The Parliamentarian will be appointed annually by the Faculty Senate Chair. The Chair may appoint the Parliamentarian from the previous year to serve another one-year term.

SECTION 3. Elections will be by secret ballot, according to procedures specified in the By-laws.

ARTICLE V

Duties of Officers

SECTION 1. It will be the duty of the Chair to preside over meetings of the Senate. The Chair will also preside over meetings of the Executive Committee. The Chair, after consultation with

the Executive Committee, will appoint members to special committees. The Chair will present and submit an annual budget request for the funding of Senate operations/activities to the Chancellor.

SECTION 2. The Vice Chair will preside over meetings of the Faculty Senate and the Executive Committee in the absence of the Chair. The Vice Chair will assume the duties of the Chair in the event of a vacancy in that position (a new Vice Chair will be elected at the next regular meeting following the announcement of such a vacancy).

SECTION 3. The Secretary will prepare and be responsible for all minutes of the Senate; issue an agenda to all faculty members prior to meetings of the Senate; send minutes to senators; make minutes available of meetings to the Chancellor, members of the Board of Trustees, Chairs of academic units, Senators, the general faculty, and to Chairs of Faculty Senates/Faculty Councils of the other members of The University of North Carolina System; and provide each Senator and the Chairs of Faculty Senates/Faculty Councils of other members of the University of North Carolina System with timely written notice of meetings. The Secretary, in the absence of both the Chair and Vice Chair, will preside over meetings.

SECTION 4. The Treasurer will be responsible for all financial matters associated with the Faculty Senate and keep account records of all financial transactions. The Treasurer will give periodic reports. At the end of the academic year, a complete financial report will be given.

ARTICLE VI

Meetings

SECTION 1. The Senate will convene regular meetings, as specified in the By- laws. Special meetings may be called by the Chair, after consultation with the Executive Committee.

SECTION 2. A two-thirds majority of Senators must be present in order for a Senate meeting to proceed.

SECTION 3. Any Senator, general faculty member, or administrator may submit agenda items in compliance with the By-laws.

ARTICLE VII

Voting

SECTION 1. Only Senators and duly elected Alternates representing absent Senators may vote. All elections will be by secret ballot. Otherwise, votes will be indicated by voice, unless a division of the house is called. In that case, votes will be indicated by a show of hands.

SECTION 2. In case of a tie vote, the presiding officer will vote.

SECTION 3. Voting by proxy is not permitted.

ARTICLE VIII

Representation of the University of North Carolina Faculty Assembly

SECTION 1. In accordance with the regulations governing electing of Senate Officers, the Senate will conduct elections for the purpose of naming representatives and Alternates to the University of North Carolina Faculty Assembly at a General Faculty Meeting (See By-laws).

ARTICLE IX

Comments

SECTION 1. Standing Committees of the Senate will include the Executive Committee and the following:

- Academic Programs and Academic Concerns Committee,
- University/Professional Services and Support Committee,
- Non-Academic Programs and Projects Committees,
- Faculty Concerns Committee,
- Governance Policies and Procedures Committee, and
- Resources and Allocation Committee.

SECTION 2. Members and Chairs of committees will be Senators or full-time faculty members. All full-time faculty members are expected to serve on at least one committee.

SECTION 3. Whenever possible, elections will be held for Standing Committees. However, in extreme cases, the Executive Committee will appoint the Chair and all members of the standing

committees. The members of each standing committee will elect a secretary and permanent chair.

SECTION 4. Members of the general faculty may attend committee meetings unless the meetings have been designated as a closed meeting.

SECTION 5. As the Senate sees fit, it will establish special committees, whose members will be named by the Chair. These committees will not necessarily be limited to Senators but may include general faculty members with special interest or expertise in the work of the committee.

ARTICLE X

By-laws and Amendments

SECTION 1. The Senate will approve amendment(s) to the By-laws by a simple majority vote.

SECTION 2. Any proposed amendment(s) to the Constitution will be circulated to all Senators at least one month prior to Senate debate. Senate approval of amendment(s) will require a vote of two-thirds of the Senators present at the meeting. After Senate approval, the amendment(s) must be submitted to the general faculty. Approval by the general faculty requires that two-thirds of the faculty vote, and that two-thirds of those voting in favor of the amendment(s).

SECTION 3. Each committee will summarize its deliberations and recommendations in regular reports to the Senate and will send an annual written report to the Secretary. At least once per year, the Chair will make reports and/or recommendations to the faculty and to the appropriate University officials.

6.3 BY-LAWS

The By-laws, which append the Constitution of the Faculty Senate of Elizabeth City State University (ECSU), include rules and regulations subject to change by a simple majority of those attending a duly scheduled Faculty Senate meeting, which achieves a quorum (two-thirds of voting members). The By-laws address procedural, technical and organizational matters that may change periodically, but do not address issues relative to the Senate's purpose, principles, or fundamental structure.

ARTICLE I

Membership

A. Eligibility

- Faculty Senate membership is limited to full-time faculty members of Elizabeth City State University who hold academic rank.
- The Chancellor and Provost and Vice Chancellor for Academic Affairs will be non-voting, *ex-officio* members of the Senate.
- Faculty Senate membership does NOT include Emeriti Faculty, Adjunct Faculty, and other full-time employees who are not members of an academic unit but who may teach part-time.
- Faculty Senate membership and participation is open to department chairs who belong to an academic unit and who teach six or more credit hours per semester.

B. Selection

All faculty members are eligible to participate in electing members of the Senate. Individual Senators will be elected by the academic units that they represent. Officers of the Faculty Senate will be elected by the faculty at large.

- Each academic unit will elect, by secret ballot, one representative for every five full-time faculty members or majority fraction thereof. An Alternate for each Senator will be elected at the time of the academic unit elections.
- Academic units will elect their Senators for any subsequent year by March 15 of the prior year.
- The Chair of each academic unit will submit the name(s) of the elected Senate delegate(s) to the Chair of the Senate not prior to March 1 or immediately following the filling of a vacancy.

C. Terms of Office

- Senate terms of office for elected representatives will be for two years, except when one-year terms are necessary to ensure staggered representation of members and officers.
- An academic unit can, by at least two-thirds votes of its total membership, recall any of its Senators for "just cause."

- When a vacancy occurs in any elected Senate positions, the academic unit wherein the vacancy occurs will elect a representative to complete the unexpired term.
- A Senator who wishes to resign will submit a letter of resignation to the Chairperson of the academic unit concerned. Copies will be sent to the Chair and the Secretary of the Senate.
- The immediate past Chair of the Senate, if not an elected Senate representative, will be an *ex-officio* Senator-at-large during one term after his or her tenure as Chair ends.
- A Senator may only serve two consecutive terms and will then be ineligible for re-election until one year has passed.
- When a Faculty Senate officer vacates an office for any reason, the faculty will vote to fill that office.

ARTICLE II

Meetings

Regular meetings of the Faculty Senate will be held once a month during the academic year. This meeting will be on the third Tuesday of the month at 3:30 p.m., unless otherwise designated. Special meetings may be called by the Chair of the Senate, by request of the Chancellor, or upon the written request of at least ten members of the Senate or twenty-five members of the faculty at large. At least one agenda item of a called meeting must be stated in writing at the time a called meeting is being petitioned or requested. No other Senate business will be acted upon except that related to the purpose of the called meeting. In announcing such meetings, consideration will be given in providing faculty enough time to reschedule appointments or classes as appropriate.

A. Agenda

1. The agenda for each meeting will be prepared by the Chair of the Senate in consultation with the Senate Executive Committee.
2. The agenda of a regular meeting will include: Call to Order, Roll Call, Approval of Minutes, Report of the Chair of the Senate, Report of the Faculty Assembly Delegates, Committee Reports, Old Business, New Business, and Announcements.
3. Items for Senate consideration may be presented, in writing, by any member or group of members of the faculty. Such requests will be sent at least one week before the

scheduled meeting to the Chair, who will see that the items are placed on the agenda of the next meeting.

4. The agenda will be followed unless set aside by a two-thirds vote of Senators present.
5. The agenda and the minutes of the Senate meetings may be obtained through the web-page and/or from the office of the Faculty Senate.

B. Conduct of Business

1. A quorum of the Senate will consist of two-thirds of the voting members. When a meeting cannot be held or must adjourn because the quorum needed to conduct business is not present, a formal roll call will be entered in the minutes.
2. Any proposal which comes before the Senate under "New Business," but has not been included on the distributed agenda, will be referred to the appropriate committee for consideration. Such a proposal will not be acted upon at the same session in which it is introduced, except by a vote of two-thirds of those present.
3. Committee reports placed on the agenda should be presented by a representative of that committee, who will have the implied consent of the Senate to speak during the debate concerning that report.
4. Faculty who are not members of the Senate may be present at Senate meetings but will not be entitled to vote or make motions.
5. With the consent of a majority of the Senators present, the Chair may grant non-Senators the privilege to speak.
6. The Chair of the Senate may invite other persons to attend meetings of the Faculty Senate.
7. A duly elected Alternate who is representing an absent Senator will have the same rights and privileges afforded that Senator. The Alternate will announce his or her presence to the Senate Secretary prior to the start of the meeting. The Secretary will announce the Alternate's presence when the absent Senator's name is called.

C. Voting

1. Voting in the Senate will be by voice, except when the Chair or any member requests a vote by division. When a vote by division is taken, the record of the vote will be announced and entered in the minutes. At the request of a member of the Senate on any proposal, the vote will be entered in the minutes.

2. The Chair will have a vote in all matters.
3. All elections will be by written ballot. The Chair will appoint tellers for each election and will read into the minutes the names of those elected.
4. For elections conducted within the Senate, an individual must receive a majority of the votes cast to be elected. If more than the prescribed number receive a majority vote, the places are filled by the proper number receiving the largest number of votes. If fewer than the proper number receive a majority vote, those who do have a majority are elected, and all other candidates remain on the ballot for the necessary repeated balloting.

D. Executive Session

1. The Senate will assemble in an executive session to consider honorary degree candidates and personnel actions.
2. Minutes of executive sessions will be kept separately and will be distributed at a later date.
3. For all votes taken in an executive session, the Executive Committee will act as tellers

ARTICLE III

Officers and Executive Committee

A. Elected Senate Officers

- Chair: The Chair will preside at Senate and Senate Executive Committee meetings, serve as Chair of the Faculty, oversee the work of the Senate and its committees, and carry out the responsibilities specified in these By-laws. The Executive Committee will also conduct two annual orientation meetings early each academic year: one for Chairs of the faculty committees of the Senate, and another for new Senators. The Chair will receive one-fourth release time (at least one course) from his or her teaching and other faculty responsibilities.
- Vice Chair: In addition to duties delegated by the Chair, the Vice Chair will carry out the responsibilities of the Chair when the Chair is absent. The Vice Chair will succeed the Chair when the office of Chair becomes vacant prior to an election.
- Secretary: The Secretary will oversee the work of the employed clerical person assigned to the Faculty Senate, keep the minutes and maintain the records of the Senate and Executive Committee, and provide for faculty access to such records. A

clerical/secretary position of at least half-time will be assigned to the Faculty Senate for handling its typing, correspondence and record keeping.

- *Treasurer*: The Treasurer will be responsible for handling all financial matters associated with the Faculty Senate and for keeping account of records of all financial transactions.

B. Faculty Senate Executive Committee Membership

1. The members of this Committee will include the Chair, Vice Chair, Secretary, Treasurer, and additional Senators as deemed appropriate.
2. Senators selected/elected to serve on the Administrative Council of ECSU will also be members of the Executive Committee.
3. The immediate past Chair will also be an *ex-officio* member of the Executive Committee for one term after completing his or her office.

C. Faculty Senate Executive Committee

The duties of the Faculty Senate Executive Committee will be as follows:

1. Appoint the members of all standing committees of the Faculty Senate and recommend faculty for representation for University committees.
2. Advise the Chancellor, the Provost and Vice Chancellor for Academic Affairs, and other University officials on matters of mutual concern to both administration and faculty.
3. Provide for study and review of the Faculty Governance Document, Policies of Academic Freedom and Tenure, *Academic Policies and Procedures Manual*, and *Faculty Handbook* and recommend to the Senate and University such revisions or amendments as are deemed appropriate and necessary.
4. Conduct elections for Autonomous Faculty Committees and Faculty Assembly delegates.
5. Assist the Chair of the Senate in preparing the agenda of Senate meetings.
6. Assist the Chair of the Senate in preparing and administering the resources under Senate supervision.
7. Determine whether recommendations originating with standing committees are substantive and require a vote of the Senate. All such determinations will be reported in a timely fashion to the Senate by the Chair of the Senate.
8. Assist the Chair in handling important matters in the absence of the full Senate.

D. Appointees

1. *Parliamentarian*: The Chair of the Senate will appoint a Senator as parliamentarian for the purpose of serving as the final authority for interpreting due process rules of order during the formal meetings of the Senate. This appointment is for one academic year. Reappointment is permitted.
2. *Time-Keepers*: The Chair of the Senate will appoint time-keepers when appropriate.
3. *Tellers*: The Chair of the Senate will appoint tellers for the purpose of counting ballots.

ARTICLE IV

Faculty Assembly Delegates

1. Two delegates, and one alternate delegate, will be elected by the faculty to represent ECSU as members of the Faculty Assembly of the UNC system.
2. Nominations and elections will be made by the Senate during its March meeting. Nominees will be members of the Senate or the general faculty. The Senate will nominate no more than three (and no fewer than two) candidates for each delegate position.
3. A ballot which lists the nominees will be distributed to the voting members of the Senate. Senators will be instructed to vote for two candidates. The candidates receiving the highest number of votes will be the delegates, and the one receiving the third highest vote count will be the alternate delegate.
4. Each delegate and alternate will serve a term of two years.
5. Delegates and alternates who are not members of the Senate will attend meetings of the Senate and ex-officio members to be informed of its actions, to receive its advice, and to report to the Senate concerning the Faculty Assembly.

ARTICLE V

Standing Committees of the ECSU Senate

Consistent with its general purpose and the Senate By-laws, the committees will work alone or in appropriate formal or informal collaboration with other committees to address matters which affect faculty development. Duties of the standing committees include the following:

- *The Executive Committee* will act on behalf of the Senate when the full Senate is not in session. The outgoing Chair of the Senate will serve as an *ex-officio* member of the Executive Committee. Members of the Executive Committee will function as official Faculty Senate representatives in open and committee meetings of the ECSU Board or

Trustees. It will determine the need for new committees, for changes in a function and/or name of existing committees, and for the dissolution of committees. This Committee will meet at least once a year with the *Governance Committee* to provide internal consistency between the two committees.

- *The Academic Programs and Academic Concerns Committee*
 - will formulate academic policies to present to the Senate for approval and to dispose of all problems involving the academic standards of the University where policies have already been set.
- *University/Professional Services and Support Committee*
 - will review and make recommendations which contribute to the professional satisfaction of faculty and students and will review and establish policies related to professional growth in research, teaching and service. The Committee will also work on professional development issues, such as funding for research and professional development, release time, library resources, course loads, professional leaves, support staff, on and off campus seminars, and promotion/tenure portfolio development.
- *The Faculty Concerns Committee* will review and make recommendations concerning responsibilities, requirements, rights, privileges, compensations, rewards, moral, welfare, etc., concerning the faculty. Specific responsibilities of the Committee will be: to prepare a slate of Faculty Senate officers, to conduct annual elections in the April meeting of the Senate, to keep and to submit a record of term and tenure of officers and Senators, and to plan a recognition service for the Senate to be held in conjunction with the BOG Teacher of the Year Luncheon at the Spring Faculty Institute.
- *The Governance Committee* will review the Constitution and By-laws of the Senate at least annually and suggest revisions when necessary. It will oversee all other matters which pertain to the structure and the function of the Senate.
- *Non-Academic Activities Program and Projects Committee* will oversee all non-academic activities that are related to ECSU, such as Scholarcade, Women's History and Black History Month, and may nominate individuals as recipients of honorary degrees, memorials, and special awards.
- *Resources and Allocations Committee* will formulate an expenditure budget for a Faculty Senate Operational Center. Other responsibilities of the Committee include determining problems and issues concerning equity among faculty departmental budgets, procuring

essential supplies for Senate meetings, providing a budget for a permanent, part-time Faculty Senate secretary, and carrying out other responsibilities as defined by the Faculty Senate.

ARTICLE VI

Autonomous Faculty Committees

GENERAL DUTIES. Each of these committees has specific responsibilities involving matters of professional concern to the faculty.

- *Faculty Grievance Committee.* Any member of the faculty who has a grievance, as defined in Section 607(3) of *The Code*, including matters directly related to a faculty member's employment status and institutional relationships, may file a petition for redress. The committee has the responsibility to implement the Faculty Grievance Procedure (ECSU Policy 300.2.7.1)
- *Faculty Personnel Committee.* In accordance with the ECSU Policy 300.2.1.1 on Promotion and Tenure, the Personnel Committee reviews faculty applications for tenure and/or promotion and prepares a written report to the Provost and Vice Chancellor for Academic Affairs regarding its recommendation.
- *Faculty Hearing Committee.* In accordance with the ECSU Promotion and Tenure Policy (300.2.1.1) Section 4, a faculty member who is the beneficiary of institutional guarantees of tenure shall enjoy protection against unjust and arbitrary application of disciplinary penalties. These penalties can include discharge, suspension, or demotion in rank. Within 14 calendar days after receiving the notice and written specifications of discharge or disciplinary penalty, the faculty member may request a hearing before the Faculty Hearing Committee.
- *Board of Governors Teacher of the Year Committee.* The committee reviews and selects the Board of Governors Teacher of the Year and the various departmental teachers of the year.

MEMBERSHIP SELECTION. Members will be elected from and by the full voting faculty. Elections will be conducted by the Executive Committee.

- *Faculty Grievance Committee.* As described in the ECSU Promotion and Tenure Policy (300.2.1.1) Section 8A, "...the Faculty Grievance Committee shall be elected by the faculty with members elected from each professorial rank. Administrative officers shall

not serve on this committee. For the purposes of this section, administrative officers shall be deemed to include department chairpersons and division heads.” The committee is composed of seven (7) members.

- *Faculty Personnel Committee.* The committee is elected by and from the full voting faculty under the following conditions:
 - Only full-time, tenured faculty members can serve on the committee.
 - One representative is elected from each Academic Department (9 departments)
 - In the event a department does not have a tenured faculty member, a representative is elected from the School of said department.
 - Three alternate members, one representative from each School, are elected to serve in case a regular committee member is themselves applying for promotion or are otherwise unable to participate.
- *Faculty Hearing Committee.* The committee is composed of seven (7) members elected from all full-time faculty.
- *Board of Governors Teacher of the Year Committee.* Committee members are elected from all full-time faculty. The selected Teacher of the Year serves as the Chair of the committee in the subsequent year.

TERMS OF OFFICE. Except where other terms of office are specified, members will serve overlapping, two-year staggered terms and may be re-elected for an additional two-year term.

ORGANIZATIONAL MEETING. All autonomous faculty committees will meet during the first month of the academic year to elect officers and to organize and acquaint the members with the duties and responsibilities of their designated.

ARTICLE VII

Task Forces

The Chair of the Senate may appoint various task forces to address specific issues in order to assist the Senate in conducting its business. These task forces may include a combination of Senators or members of the general faculty. The Senate may also establish task forces and specify the method of selecting their members.

ARTICLE VIII

University Committees

Members on the University committees, such as the Athletics Council, Calendar Committee, and other committees of the University which are mandated or regulatory, reporting directly to the Chancellor or other administrative officers, are determined by the Chancellor or her or his designee with the Faculty Senate providing recommendations for faculty representation.

ARTICLE IX

Standing Operation Procedures: General Provisions

A. Standing Committees for the Faculty Senate

- *General Duties*

Standing committees of the Faculty Senate exist to assist the Faculty Senate in the performance of the duties assigned by the Faculty Governance Document. Unless these By-laws specifically state otherwise, each committee is responsible to, and reports to, the Senate. A committee assists the Senate by doing the following:

1. Studying and reporting its recommendations to the Senate regarding any matter that may be submitted to it by the Senate or the general faculty. A committee may also consider matters within its jurisdiction submitted to it by the Administration, the Student Government Association, or any faculty member or group of faculty members.
2. Providing to the Chair of the Senate a list of all recommendations considered and the actions taken on all recommendations. This will be done promptly after each committee meeting.
3. Conducting on its own initiative a continuing review of all matters within its jurisdiction and reporting its recommendations to the Faculty Senate. In addition to preparing recommendations for action by the full Senate, committees are responsible for gathering, assimilating, and disseminating information for use by the faculty and administration. Therefore, each committee should, at its own discretion or at the request of the Senate, conduct hearings and polls, use other means of acquiring needed information, and make reports in a timely manner.
4. *Membership Selection:* Members of standing committees will be elected during the spring election, or when necessary be appointed by the Senate Executive Committee. In the selection of faculty members, the Senate Executive Committee will consider the committee preferences of faculty and the need for appropriate representation of the

various sectors of the faculty. On those committees where academic unit representation is not specified, the Executive Committee should ensure proper representation.

5. *Term of Office:* Except where other terms of office are specified, faculty members will serve overlapping two-year staggered terms, and may be reappointed for an additional term.
- A. *Conduct of Business*
1. *Organization Meetings:* All standing committees will be convened no later than September 30 by the previous Chair or, in the Chair's absence, the previous Vice Chair or in the absence of the Vice Chair, by a committee member designated by the Executive Committee. The purpose of the meeting will be to elect officers, to review the responsibilities given to the committee by the Senate, and to determine the conduct of committee business.
 2. *Quorum:* To conduct business, a two-thirds majority of the voting members of the committee will be present.
 3. *Alternates:* The Executive Committee will appoint committee alternates. Alternates may attend committee meetings to observe or report, but may not vote or act in any other official capacity.
 4. *Hearings:* When issues of major importance are under consideration, committees will hold hearings at which time any faculty member, administrator, or student may give testimony. Due notice will be given prior to the holdings of all hearings.
- B. *Records*
1. The Chair of each committee will be responsible for minutes of committee meetings.
 2. Copies of minutes of committee meetings will be sent to the Chair of the Senate and the Secretary of the Senate.
 3. Outgoing committee Chairs will provide information to newly appointed Chairs when requested to do so.
- C. *Reports*
1. After each meeting of the committee, the Chair will provide the Chair of the Senate with a list of all recommendations considered and the action taken on each recommendation, as well as a list of current or pending issues.

2. Periodic reports may also be made to the Senate at a Senate meeting.
3. All standing committees will submit written reports to the Chair of the Senate at the end of the academic year for distribution to the faculty.

Orientation Meeting: By December 31 of each year, the Chairs of the standing committees will meet with the Chair of the Senate and members of the Steering Committee for orientation and planning.

ARTICLE X

Faculty Senate Standing Rules

- Regular meetings of the ECSU Faculty Senate are held at 3:30 p.m., on the third Tuesday of each month of the academic year but may be rescheduled by the Chair in consultation with the Executive Committee.
- The meetings normally take place in the STEM building.
- Visitors whose activities disturb the business of the Senate will be asked to leave.
- The Senate normally will adjourn no later than 5:00p.m. The Senate may elect to extend the time to conclude a pending question within a specific number of minutes.
- All motions pending at the conclusion of the last regularly scheduled Senate meeting will be carried over to the next Academic year.
- The Senate will convene two faculty forums each year; one in the Fall (normally October) and one in the Spring (normally March) at which time all faculty will be invited to attend and to participate.
- The Faculty Senate will have a designated office space for official business.
- The Faculty Senate will have an annual budget to finance its official business.
- The Faculty Senate will recommend to the Chancellor the names of faculty to serve on standing academic committees of the University, will monitor the activities of these committees of the University, and will require written reports from these committees. By professional and contractual obligation all full-time faculty are required to participate on one or more University committees.
- All faculty are expected to be intricately involved in the academic-related decision making of the University by actively participating in the activities of the Faculty Senate through its representative(s), through committees, and by direct involvement.

ARTICLE XI

General Faculty Meetings

As the chief academic officer, the Provost and Vice Chancellor for Academic Affairs has the authority and the responsibility to convene general meetings of the faculty for administrative purpose. Usually, there will be approximately two regular meetings each semester and called meetings when deemed necessary. Attendance at such meetings is required by professional and contractual obligations.

ARTICLE XII

Procedures for Amendment Ratification by the Faculty

- A. Voting by faculty members to ratify amendments to the Constitution will be by secret ballot.
- B. Voting will be done by Department or by academic units where Senate representation is not by Department.
- C. The Chair of the Faculty Senate will appoint an *ad hoc* Ballot Committee:
 - a. To determine the period during which balloting is to be done;
 - b. To prepare and distribute to Senators a ballot for each eligible faculty member in the respective academic unit;
 - c. To verify and count the ballots after the voting; and
 - d. To prepare and distribute a written report of the results of the vote to all faculty members.
- D. The Senators will be in charge of the balloting and responsible for the time and place for voting in the academic unit that such Senators represent.
- E. At the time of balloting, each voter will sign a registration sheet.
- F. The registration sheet signatures will remain in the custody of a unit's Senator until delivery to the Chair of the Faculty Senate.
- G. If balloting within an academic unit is not completed by the end of the balloting period, the Chair of the Faculty Senate will appoint (2) Senators to conduct each balloting.
- H. Balloting for ratification of an amendment to the Constitution will be completed no later than the end of the semester following the semester during which the Faculty Senate passed a bill of amendment.

6.4 UNIVERSITY OF NORTH CAROLINA FACULTY ASSEMBLY DELEGATES

At the request of faculty members of the constituent institutions of the newly consolidated system of The University of North Carolina, President William Friday approved the establishment of the UNC Faculty Assembly in 1972.

The objectives and functions are as follows:

1. "gather and exchange information on behalf of the faculties of the constituent institutions of The University of North Carolina."
2. "through appropriate channels, advise the Board of Governors of The University of North Carolina, the General Assembly, and other governmental agencies and officers on matters of university-wide importance."
3. "advise and communicate with the President of the University of North Carolina with regard to matters of university-wide importance."

6.4.1 Delegates

Representation in the Assembly is apportioned among the constituent institutions of The University of North Carolina with regard to the number of full-time faculty and professional staff members in the service of each institution. Currently, the Elizabeth City State University faculty elects two delegates and one alternate to the UNC Faculty Assembly. The terms of office are two years. A person cannot serve more than six years in a nine-year period. The Faculty Senate is responsible for the process of election of the ECSU faculty delegates. The delegates are expected to make periodic reports to the Faculty Senate.

6.4.2 Meetings

The Faculty Assembly usually meets four times per academic year. Unless otherwise determined by the Assembly, the meetings are held at the UNC System Office building in Chapel Hill. Summaries of the Assembly meetings are on file in the Senate office and are available through the Faculty Assembly website.

6.4.3 UNIVERSITY MEETING SCHEDULE

The Office of the Provost and Vice Chancellor for Academic Affairs publishes in August a schedule of meetings for that academic year. The meetings are generally scheduled as follows:

- Faculty Senate: Third Tuesday
- General Faculty meetings: Twice a Semester

- Faculty Staff Institute: Fall (week prior to class start), Winter (week prior to class start), Spring (after final grades are submitted)
- Department meetings: Last Tuesday
- Chancellor's Administrative Council: Monthly
- Board of Trustees: Quarterly
- Academic Affairs and Planning Council: Monthly

Appendix 1

UNIVERSITY STANDING BOARDS, COMMITTEES, AND COUNCILS

The number, function, and membership of the standing Boards, Committees, and Councils is subject to change at any time. The listing below is current as of the date of publication of this handbook. The various administrative divisions also create taskforces and other ad hoc committees to address specific challenges confronting the institution. We make no attempt to inventory these taskforces in this handbook.

Office of the Chancellor

Administrative Council

Plans as well as receives and approves planning initiatives and policy recommendations submitted by all sectors of the university. The council's general responsibilities are to provide oversight and approval to planning documents and procedures and give feedback to ECSU constituencies concerning planning decisions. More specifically, the council --

- Reviews and, when needed, revises university goals as found in the strategic plan, including internal and external assumptions upon which plans/goals are based
- Recommends to the Chancellor advisable changes in the ECSU Mission Statement
- Reviews and approves all budget requests, ensuring that the requests are consistent with the mission and high priority goals of the university
- Provides guidance for the implementation of the university's strategic plan and for the development of the biennial update for the long-range (five year) plan of the University of North Carolina Board of Governors
- Reviews periodically the status of the university in reference to the required criteria of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

All planning and assessment documents are channeled through the Administrative Council. Approved results are documented in a compendium that is produced and maintained by the Chancellor's Chief of Staff.

Affirmative Action and Compliance Committee/EEO

This committee recommends policies and procedures necessary to maintain an effective affirmative action and compliance program in the furtherance of equal opportunity at the university. It is also responsible for monitoring and enforcing the program and recommending improvements to the Director of Human Resources and Payroll in all areas where such changes appear valid. In cases of affirmative action or equal employment opportunity complaints or concerns, the committee will hear, mediate, and make recommendations through the appropriate channels toward their resolution.

Athletics Committee

Reviews and recommends policies and procedures governing the institution's participation in intercollegiate athletics. The committee advises the Director of Athletics and recommends changes in, or additions to, existing policies and programs. The Director of Athletics directs the athletic program of the university in keeping with actions of the committee, which, in conjunction with the Director (who is committee secretary), supervises and furthers the sound implementation of the athletic program. Recommendations are made to the Chancellor.

Clery Compliance Committee

The Clery Compliance Committee is charged with monitoring the university's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This committee is responsible for reviewing the Annual Security Report, monitoring Clery required federal programs, and addressing any other compliance related matters. The committee is chaired by the Clery Coordinator and includes members from each department.

Honorary Degrees Committee

The committee shall govern the conferral of honorary degrees at Elizabeth City State University (“ECSU”). Honorary degrees may be conferred for various purposes including: (1) to acknowledge distinguished service and extraordinary achievement in the fields of public affairs, humanities and the arts, scholarship and education, the sciences and philanthropy and social services which exemplify ECSU’s mission and purpose; (2) to pay tribute to meritorious and outstanding service to ECSU, the State of North Carolina, the United States of America or to humanity at large; (3) to honor individuals who have demonstrated the personal qualities and values which ECSU espouses in its mission and goals or (4) to recognize individuals whose character, conduct and concerns are consistent with the fundamental principles underlying ECSU’s educational mission.

Policy Review Committee

ECSU’s Policy Review Committee is charged with the responsibility of reviewing all existing university policies on a cycle as established by the Committee to ensure that policies remain current to university needs and operations. The Committee is chaired by the university attorney and includes division heads. The Committee meets twice each semester to examine policies in accordance with the review cycle. The Committee makes findings based on recommendations from division heads as to whether policies scheduled for review should be advanced to the Board of Trustees for action (amendment or repeal) or maintained with confirmation of review without modification. The Committee regularly reports its findings to the Chancellor’s Administrative Council. The Committee does not function to review newly proposed policies. Policies shall be amended, if needed, in accordance with the *Guidelines for Proposing Policies of the Board of Trustees and Regulations and Guidelines by the Chancellor* (ECSU 100.3(G)).

SACSCOC Leadership Team

The SACSCOC Accreditation Leadership Team is composed of the Chancellor and administrative leaders of the University. This is primarily a decision and policy making group. It also serves to keep the Institutional leadership informed on the

status of the process and any potential issues.

SACSCOC Steering Committees

The SACSCOC Steering Committee is composed of faculty and administrators from across the university. This committee is composed of the chairs of the SACSCOC sub-committees responsible for production of the Compliance Report, Faculty Credentials Database, and the QEP. Issues that arise from this committee are submitted to the SACSCOC Accreditation Leadership Team for action.

Staff Senate

The Elizabeth City State University Staff Senate was established in 1998 to serve as an advisory body to the Chancellor on issues of importance to SPA and SPA-Exempt employees. In 2006, a UNC system-wide Staff Assembly was established. In 2007, the ECSU EPA Non-Faculty employees were incorporated into the Senate, which now represents all university employees except senior academic administrative officers and faculty.

Purpose

The Senate takes a leading role in reviewing and advising the university administration on the development of policies and procedures which affect staff employees. The Senate serves as the liaison between staff members and the Chancellor, Administrative Council, Board of Trustees, the Chancellor's Liaison, the Faculty Senate and the Student Government Association.

Duties

- A. Initiate the review of policies and/or procedures and make recommendations regarding interest/concerns that effect staff members.
- B. Receive proposed policies or policy changes from the Chancellor or his designee for review and recommendations.
- C. Serve as a Volunteer Advisor for an aggrieved staff employee regarding the university's grievance processes.
- D. Serve as a delegate to the UNC Staff Assembly.

- E. Promote and facilitate staff participation in the university community.
- F. Encourage a sense of community among all university employees.

Traffic Review Committee

Hears appeals of students, faculty members and other university employees whose parking permits are suspended or revoked, or who are fined for violation of any university traffic regulation. The committee functions in accordance with Article XII of An Ordinance Regulating Registration Parking, and Operation of Motor Vehicles on the campus of ECSU.

Academic Affairs

Academic Affairs Administrative and Planning Council

This Council contributes to institutional effectiveness through monitoring the university's academic programs, facilities and operations; keeps abreast of progress in meeting academic recommendations or suggestions provided to the university by accrediting bodies, the Board of Governors, and the Office of the President, the University of North Carolina; and maintains familiarity with revisions in standards and regulations adopted by such agencies. Academic planning, policy, and evaluation recommendations are made through the council chairperson, who is the Vice Chancellor for Academic Affairs. Activities are accomplished through deliberations of the council and those of its standing and ad hoc committees with input from the Office of Institutional Effectiveness, Research and Planning. Reviews all suggested changes in curricula and recommends changes that meet public needs and the requirements of accrediting agencies. Final approving body for all curriculum changes except new degree programs and discontinuation of academic programs. The committee reports to the Vice Chancellor for Academic Affairs.

Academic Calendar Committee

Coordinates the annual revision of the academic calendar and makes recommendations to the Provost and Vice Chancellor for Academic Affairs for presentation to the Administrative Council.

Academic Standards and Credits Committee

Serves as the appellate body for disputes concerning student grades and has responsibility for maintaining academic integrity codes. This committee evaluates requests for changes of letter grades and makes recommendations to the Vice Chancellor for Academic Affairs and to the Chancellor, when required.

Academic Advising Board

Reviews policies and procedures for maintaining efficient and effective advising practices that strengthen ongoing partnerships between students and their advisors to develop and track students' educational plans and career goals.

Catalog Committee

This committee coordinates the annual revision and production of the catalogue.

Center for Teaching and Learning Advisory Committee

Emphasizes and promotes exemplary teaching among the faculty at Elizabeth City State University by encouraging the use of the Center for Teaching and Learning and assisting in the design of its offerings. The committee reports to the Associate Vice Chancellor for Academic Affairs.

Continuing Education Advisory Board

The board assists the Director with planning and implementing procedures, guidelines and policies as they pertain to continuing education.

Convocations and Commencements Committee

This committee plans and produces university commencements and convocations. Recommendations for significant changes are made to the Chancellor through the Chief Marshal.

Council of Chairs

Serves as a collaborative body for developing and implementing goals and responsibilities of department chairs.

Council of Endowed Chairs

This Council will provide an opportunity to harvest the collective wisdom and experiences from these multifaceted individuals. The primary challenge to the Council is to develop research and philanthropic opportunities for the university, each with a goal of raising at least \$100,000 during the academic year.

Data Governance Committee

Data Governance is a framework of policies, procedures, and standards used to establish the effective use and collection of a valuable asset-University data. The goals of this committee are: 1)to provide data definitions and policies which are consistent, uniform, and accurate for reporting and analyses; 2)to provide a framework which ensures data are captured accurately and consistently to maximize clarity of common usage allowing management to make informed, shared, and timely decisions.

Deans' Council

Serves as an advisory body to the Provost/Vice Chancellor on matters related to the management and operation of the Division of Academic Affairs.

Distance Education Advisory Board

The board assists the Director with planning and implementing procedures, guidelines, and policies as they pertain to distance education. It is concerned with quality assurance as it relates to the instructor and course content for both credit and non-credit courses and/or activities. The board reports to the Associate Vice Chancellor for Academic Affairs.

Faculty Senate Executive Committee

The Faculty Senate participates in the development, implementation, and review of institutional policies and regulations that are of faculty concern.

Freshman Pinning Committee

Plans and coordinates all activities associated with the induction ceremony for freshmen and new students.

General Education Advisory Board

Assists with the planning and implementation of general education programming and activities. The board makes recommendations to the Associate Vice Chancellor for Academic Affairs through the Chairperson of University Studies.

Honors Council

The Honors Council determines the structure of the honors program and establishes criteria for selection of honors faculty. It also recommends policies impacting the general operations of the honors program and assists the director in planning, implementing, and evaluating all honors activities including the annual Honors Convocation. This council reports to the Associate Vice Chancellor for Academic Affairs.

International Programs Advisory Committee

The committee develops function to develop interest in and support of appreciation for international studies and cultures. Reports to the Associate Vice Chancellor for Academic Affairs for Student Success.

Institutional Effectiveness Strategic Planning Council

This Council monitors university-wide effectiveness, strategic planning and assessment. Provides leadership and assistance in developing and overseeing a program of evaluation and feedback to enhance the effectiveness of the university; develops and recommends university-wide planning and assessment policies; provides guidance in developing assessment procedures that reflect best practices for data collection and analysis; reviews institutional effectiveness policies and procedures for consistency with university goals and objectives; reviews results of assessment activities and makes recommendations for improvements; reviews the progress of the university in implementing assessment activities; monitors the outcome of assessment to make certain that assessment results are used in institutional planning procedures and achievement of institutional strategic goals.

Institutional Review Board (IRB)

The IRB committee reviews and monitors biomedical, social or behavioral research involving human subjects. IRB has the authority to approve, require modifications for approval, or disapprove research. An IRB performs critical oversight functions for research conducted on human subjects that are scientific, ethical and regulatory. This board reports directly to the Provost and Vice Chancellor for Academic Affairs.

Library Committee

Recommends and interprets policies; advises the Administrative Librarian; and assists with special programs related to the library. This committee reports to the Associate Vice Chancellor for Academic Affairs.

Martin Luther King, Jr. / Black History Month Committee

Plans and presents all activities associated with the observance of the official holiday of Martin Luther King, Jr. It also has responsibility for organizing and presenting activities associated with Black History Month.

Program Vitality Evaluation (PVE) Committee

The Division of Academic Affairs conducts annual audits of each degree program through the Program Vitality Evaluation (PVE). The PVE is meant to assure that the campus's instructional resources are used effectively in today's ever changing environment in which changes in enrollment, labor market demand, faculty availability, and/or facility and equipment costs and availability impact the overall quality of the academic enterprise. The PVE Committee reviews program audits and reports findings and recommendations to the Provost and Vice Chancellor for Academic Affairs

Research and External Funding Relations Committee

This committee plans, implements, monitors, and evaluates programs and procedures related to various facets of research. The committee's concerns include, but are not limited to, compliance with federal guidelines; assist in proposals developments and related records involving federally-funded programs; disseminating information on possible funding sources; monitoring regulations related to patents; monitoring compliance with the University Research Policy. Committee members may visit governmental, institutional, and agency offices in the interest of enhancing university research capability. The committee will assist campus coordinators of funded programs. Reports and recommendations are made to the Provost and Vice Chancellor for Academic Affairs as required.

Safety, Hazardous Waste and Biohazards Committee

This committee reviews guidelines, policies and procedures which promote safety and accident prevention relating to hazardous wastes and biohazards. The committee reports to the Director of Sponsored Programs.

State Authorization Compliance Committee

The committee reports to the Associate Vice Chancellor for Outreach and Engagement.

Summer School Advisory Board

Reviews and proposes policies and procedures to enhance summer school operations and offerings. The committee reports to the Associate Vice Chancellor for Academic Affairs.

Teacher Education Advisory Council

The Teacher Education Advisory Council (TEAC) provides leadership and coordinates the total teacher education program, including student teaching. It is concerned with endorsement and improvement of programs leading to certification at all levels. It reviews teacher education curricula; recommends to the curriculum committee appropriate changes; advises on public school needs; assists in monitoring statewide national teacher education development; and recommends policies and procedures. The TEAC consists of on-campus representatives who have a major role in teacher education, students and public school personnel.

University Curriculum Committee (UCC)

Reviews all curriculum matters received from School Curriculum Committees and forwards recommendations for further consideration by the Academic Administrative and Planning Council.

Curriculum Committee-School of Humanities and Social Sciences

Reviews all curriculum matters received from department committees in the School and forwards the recommendations for further consideration by the University Curriculum Committee.

Curriculum Committee-School of Education and Business

Reviews all curriculum matters received from department committees in the School and forwards the recommendations for further consideration by the University Curriculum Committee.

Curriculum Committee-School of Science, Aviation, Health and Technology

Reviews all curriculum matters received from department committees in the School and forwards the recommendations for further consideration by the University Curriculum Committee.

University Retention Advisory Committee

Reviews and proposes policies and procedures to enhance the retention efforts of the university. The committee reports to the Associate Vice Chancellor for Academic Affairs.

Undergraduate Student Research Committee

This committee plans undergraduate research activities including the annual research week program.

Business & Finance

Business & Finance Planning Council

Monitors the university's programs, facilities, and operations involving fiscal accountability, business operations, recycling and safety. Because of the direct involvement in business and financial matters, this council communicates regularly with the campus administrators of law enforcement, facilities management, and with such relevant standing units as the ECSU committees on athletics, insurance trust, investments, property, registration, scholarship and financial aid, summer school, and traffic review. All planning, policy, and evaluations flow through the council chairperson and to the University Administrative Council.

Dining Service Advisory Committee

Provides, advises, monitors, and reviews the quality of food service to students.

Information Technology Governance Council (ITGC)

Oversees the information technology governance program and ensures the establishment and proper implementation and operation of the information technology governance program framework and principles. Develops university-wide policies associated with all aspects of information technology and security. Reviews and prioritizes competing annual IT capital requests based on institutional priorities and compliance issues. Recommendations are given at least quarterly to the Administrative Council, based upon monitoring both campus operations and external developments. Its composition is a representative mix of campus-wide stakeholders.

Investment Committee

This committee advises the Chancellor and the Chancellor's Cabinet on both short-term and long-term investment alternatives that offer maximum return at the least possible risk and consistent with the University Investment portfolios. The committee is required to meet quarterly to discuss investment alternatives and to review the performance of each of the University's investment activities. The evaluation also includes recommendations, investment strategies, and possible policy modifications.

Property Committee

Seeks to enhance institutional effectiveness through cooperating with departments and officials in planning for and recommending optimum space utilization and orderly expansion of the campus; and in coordinating the implementation of capital improvement plans and assisting with proposal preparation for same. Sub-committees for individual buildings or properties may be formed.

Safety Committee

This committee seeks to enhance institutional effectiveness through promoting safety and accident prevention, removal of architectural barriers, recommendations covering campus vehicular traffic and concerning fire hazards and preparedness for civil disasters. The committee reports to the Vice Chancellor for Business and Finance.

Bookstore Advisory Committee

The ECSU Bookstore Advisory Committee provides oversight for the textbook rental system used at the university. Its scope of duties includes reviewing policies, formulating guidelines, working with departmental chairpersons, and the bookstore manager to make sure that the textbooks are available to students at the beginning of each school term.

Institutional Advancement

Institutional Advancement Planning Council

The council assists ECSU and the Division of Institutional Advancement in planning and executing the university's fund-raising agenda. Council members help to ensure that Institutional Advancement's mission, goals, and objectives are consistent with the mission, goals, and objectives of the university. Faculty and staff utilize this council to review and assist in the successful implementation of all campus-based fund-raising programs including the annual giving cycle, major and planned giving, prospect identification, and solicitation.

Student Affairs

Alcohol and Other Drugs Education and Prevention Team

The purpose of the committee is to provide drug and alcohol education programs and activities. The goals include: (a) Promote respect for laws and rules that prohibit illegal drug and alcohol use; (b) Value and maintain good personal health; and (c) Promote campus activities that are drug and alcohol free and offer healthy alternatives to drugs and alcohol.

Care Team

Coordinates prevention, intervention, and post-intervention response protocols for students who may exhibit at risk behaviors that may pose a serious threat to themselves or others; or to property and could be subject to an involuntary withdrawal from the university. CARE meets every two weeks during the academic year to monitor the progress of students and to aid in their retention and success.

Homecoming Committee

Plans and supervises all university activities associated with homecoming. It communicates with the athletics committee and the Office of Alumni Relations and submits recommendations to the Chancellor for review and final approval.

Viking Voyage New Student Orientation Planning Team

Plans, develops, and implements programs and activities to introduce and prepare new students for their first year of university life. New Student Orientation is offered during the summer and each January.

Student Affairs Budget Allocations Committee

Reviews the budget requests for major campus-based clubs and organizations (e.g. Lyceum, SGA, Choir and Compass) and is responsible for determining the actual funding levels for the fall and spring semesters.

Student Affairs Planning Council

Monitors the various phases of the university's student services program, facilities, and operations. Focal points include: housing, health care, testing, counseling, admissions, personal and career development, residence life, student activities, Greek affairs, and student discipline. The council receives and acts upon complaints or forwards same to the Joint Council on Student Affairs, as appropriate. Activities are accomplished through its deliberations and those of its ad hoc components and related campus groups. Planning/policy evaluation recommendations flow through the council chairperson and Office of Institutional Planning, Assessment, and Research.

Sexual Assault Response Team/Coordinated Community Response Team (SART/CCRT)

ECSU's Sexual Assault Response Team (SART) is a concentrated effort that seeks to reduce sexual violence in the Elizabeth City community. SART coordinates its efforts with the CCRT. ECSU's Coordinated Community Response Team (CCRT) reflects campus and community efforts to reduce violence. Members of the team come from various departments and divisions within ECSU and from many organizations outside of the university.

Human Resources and Payroll

Employee Appreciation Committee

Plans and implements employee-involved activities associated with state-initiated employee appreciation events. Develops the annual Employee Appreciation calendar; communicates and works to involve all employee employees in the planned events.

Employee Benefits and Wellness Committee

Reviews proposals and entertains presentations from vendors for life, health, dental, tax deferment annuity plans, and other employee benefits. Recommends changes of benefit vendors to the Chancellor through the Vice Chancellor for Human Resources and Payroll. Also develops and recommends initiatives to the Chancellor for the implementation of campus-wide wellness programs for employees.

EHRA Non-Faculty Grievance Committee

Hears, mediates and advises regarding adjustment of grievances of EHRA non-faculty employees. The committee serves as an appellate body and its power shall be solely to hear representatives by persons directly involved in a grievance, to mediate voluntary adjustment by the parties and to advise adjustment by the administration when appropriate. It reports in an advisory capacity to the Chancellor.

SHRA Grievance Committee

Hear cases of grievances brought by employees subject to the State Personnel Act (SPA) when such grievances have not been resolved through mediation, the first step on the grievance process. The committee functions in employee relations matters as stated in the Mediation and Grievance Policy for SHRA Employees, and presents recommendations to the Chancellor for Final Agency Decisions (FAD).

Works Cited

ECSU Faculty Policy Manual, Section 300.2.1, Section 1.

ECSU Faculty Policy Manual, Section 300.2.1, Section 2.

ECSU Faculty Policy Manual, Section 300.2.1, Section 3.

ECSU Faculty Policy Manual, Section 300.2.1, Section 3C.

ECSU Faculty Policy Manual, Section 300.2.4.

<http://www.northcarolina.edu/policy/index.php>