ELIZABETH CITY STATE UNIVERSITY

ACADEMIC AFFAIRS HANDBOOK

(October 29, 2009)

ELIZABETH CITY STATE UNIVERSITY

A constituent institution of the University of North Carolina

Elizabeth City, North Carolina

Dr. Willie Gilchrist
CHANCELLOR

Elizabeth City State University is accredited to award degrees at the baccalaureate and master's level by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033-4097, Telephone: 404-679-4501)

The University is an Equal Opportunity Employer
ELIZABETH CITY STATE UNIVERSITY
ACADEMIC AFFAIRS HANDBOOK COMMITTEE
(October 29, 2009)

Dr. Chantelle MacPhee
Dr. Murel Jones
THE ELIZABETH CITY STATE UNIVERSITY ACADEMIC AFFAIRS HANDBOOK

This Elizabeth City State University (ECSU) Academic Affairs Handbook (Handbook) is a compilation of information from the University of North Carolina Policy and Procedures Manual, the ECSU Policy and Procedures Manual, and the ECSU Faculty 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, which are available on the web as well:


http://www.ecsu.edu/administration/legal/docs/policymanual.pdf.

Faculty Handbook (to be online upon approval).

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 of 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. This Academic Affairs Handbook will be reviewed annually and will undergo appropriate revisions with all appropriate approvals as policies and procedures are added, amended, or deleted. Any and all amendments to the Academic Affairs Handbook as offered must be approved by a two-thirds vote of the general teaching faculty and a two-thirds vote of the Faculty Senate.
# TABLE OF CONTENTS

Elizabeth City State University Academic Affairs Handbook Writing Committee 2

Elizabeth City State University Academic Affairs Handbook 3

Chapter 1: Introduction 8.

1.1 Elizabeth City State University Mission Statement 8.

1.2 Academic Affairs Mission Statement 8.

1.3 Academic Affairs Area Description 8.

1.4 Duties and Responsibilities of Administrative Leaders 9.

1.4.1 The Provost and Vice Chancellor of Academic Affairs 9.

1.4.2 The Deans 10.

1.4.3 The Department Chairs 10.

1.5 Academic Programs 11.

1.5.1 School of Arts and Humanities 12.

1.5.2 School of Business and Economics 13.

1.5.3 School of Education and Psychology 14.

1.5.4 School of Mathematics, Science and Technology 16.

1.5.5 Graduate Programs 18.

1.5.5.1 Biology 18.

1.5.5.2 Elementary Education 18.

1.5.6 Offices 19.

1.5.7 Academic Support Programs/Services 19.
1.6 UNC Chapel Hill/ECSU Doctor of Pharmacy Partnership Program  20.

1.7 Academic Affairs Organizational Chart  20.

Chapter 2: Faculty Personnel Procedures  21.

2.1 Recruitment and Selection (Full, Part Time, Adjunct)  21.
   2.1.1 New Positions  21.
   2.1.2 Vacant Positions  21.
   2.1.3 Advertising  22.
   2.1.4 Training  22.
   2.1.5 Vacancies in the School / Department  22.
   2.1.6 Selection Process  23.
   2.1.7 Immigration  25.

2.2 Tenure and Promotion  26.
   2.2.1 In Relation to Faculty Ranks  26.
   2.2.2 Special Faculty Appointments  29.

2.3 Post Tenure Review  31.

2.4 Phased Retirement Policy (ECSU)  33.
   2.4.1 Number of Eligible Faculty who can Participate in the Program  33.
   2.4.2 Participation based on Preservation of Academic Quality  33.
   2.4.3 Limitations because of Financial Exigencies  34.
   2.4.4 Number of Years Participants may remain on Phased Retirement  34.
   2.4.5 Institutional Measures to inform Faculty of the Program  34.
2.4.6 Procedures used to accept, review, and approve applications 35.

2.4.7 Half-time work plan for the Institution 37.

2.5 University Officers Authorized to Answer Questions About the Program 38.

2.6 Emeritus and Emeritus Status 39.

Chapter 3: Faculty Rights 40.

3.1 Absences from Campus 40.

3.2 Administrative Leave 40.

3.2.1 Salary and Benefit Adjustments 40.

3.3 Change of Student Grade 41.

3.4 Course Substitutions and Waivers 42.

3.5 Course Syllabi 42.

3.6 Courses Taken at Other Institutions 43.

3.7 Credit by Examination: AP and CLEP 43.

3.7.1 Advanced Placement 43.

3.7.2 The College Level Examination Program 44.

3.8 Examinations 44.

3.9 Faculty Load 45.

3.10 Good Academic Standing 45.

3.10.1 Grade Point Average Requirement (Qualitative) 45.

3.11 Individual Study / Independent Study 46.

3.12 Institutional Review Board 47.
3.13 Instructional Procedures
   3.13.1 Class Rolls
   3.13.2 Course Evaluations
   3.13.3 Copyright Materials
   3.13.4 Ordering Textbooks
   3.13.5 Supplies and Equipment
3.14 Office Hours
   3.14.1 Department Office Hours
   3.14.2 Faculty Office Hours
3.15 Outside Employment
3.16 Participation in Major College Activities
   3.16.1 Attendance at Required Events
   3.16.2 Attendance at Other University Sponsored Events
3.17 Patent and Copyright Policies
3.18 Posting Grades
3.19 Release Time
3.20 Student Educational Records
3.21 Summer School
3.22 Transcript (Transfer Evaluation)
Chapter 4: Academic Affairs Staff
Appendix 1
Works Cited
CHAPTER 1: INTRODUCTION

1.1 ELIZABETH CITY STATE UNIVERSITY MISSION STATEMENT

Elizabeth City State University, a constituent institution of The University of North Carolina, offers baccalaureate programs in the arts and sciences, professional and pre-professional areas, as well as master's degrees in selected disciplines.

Originally an institution for African-American students, the university's rich heritage provides a strong background for its increasingly multicultural student body. By providing a challenging, student-centered learning environment, the university prepares its students for responsible participation and leadership in an ever-changing world.

Through teaching, research, and community outreach, the university is a valuable resource for developing the intellectual capital of the state and the nation and for addressing the environmentally sensitive economic needs of northeastern North Carolina.¹

1.2 ACADEMIC AFFAIRS MISSION STATEMENT

The Academic Affairs Mission Statement is currently under revision.

1.3 ACADEMIC AFFAIRS AREA DESCRIPTION

The Division of Academic Affairs has oversight and responsibility for all academic policies and programs and is committed to providing high quality education in a student-centered environment.

Elizabeth City State University (ECSU) prepares students for rewarding professional careers,

¹http://www.ecsu.edu/about/index.cfm.
further study, and adaptive learning as productive citizens and lifelong learners. Within this context, the Division provides the following:

- A supportive learning environment for a diversified student population;
- Disciplinary and interdisciplinary instruction that employs new technologies and integrates ideas across intellectual boundaries; and
- Opportunities for student involvement in undergraduate research and internships.

The Division is committed to mutually beneficial partnerships with local and global organizations to promote economic, social and cultural growth; and seeks to serve university, local and professional communities with leadership and distinction.²

1.4 DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE LEADERS

1.4.1 The Provost and Vice Chancellor of Academic Affairs

The Provost and Vice Chancellor for Academic Affairs serves as the university’s chief academic officer by providing the following:

- Leadership for all instructional activities,
- administration of the academic programs of the university,
- curriculum planning, implementation, and assessment,
- academic advising,
- managing the academic budget,
- providing for the preparation of academic reports, and
- maintaining the appropriate academic records.

²http://www.ecsu.edu/academics/welcome.cfm.
The following individuals report directly to the Provost and Vice Chancellor for Academic Affairs:

- The Associate Vice Chancellors for Academic Affairs,
- The School Deans,
- The Executive Assistant to the Provost and Vice Chancellor for Academic Affairs,
- The Director of Sponsored Programs, Contracts and Grants,
- The Director of the North Carolina Math and Science Education Network (NC-MSEN),
- The Director of Trio Programs,
- The Chair of the Department of Military Science.

1.4.2 The Deans

The Deans of the School of Arts and Humanities, the School of Business and Economics, the School of Education and Psychology, and the School of Mathematics, Science and Technology report to the Provost/Vice Chancellor for Academic Affairs in fulfillment of their responsibilities. The deans serve as liaisons between their departments and the Office of Academic Affairs. Deans have the following responsibilities:

- for the academic and administrative leadership and fiscal operations for their respective school;
- 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.

1.4.3 Department Chairs

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

1.5 ACADEMIC PROGRAMS

As northeastern North Carolina's four-year institution of higher education, Elizabeth City State University (ECSU) has been an important academic and cultural center for the region. A constituent institution of the University of North Carolina system, ECSU is committed to fulfilling our mission of serving as a valuable resource for building the state's intellectual capital through teaching, research and community outreach.

ECSU offers 37 baccalaureate degrees and four master's degrees in four academic schools: Arts & Humanities; Business and Economics; Education and Psychology; and Mathematics, Science and Technology. The university has academic programs that appeal to various interests and fields of study, including the honors program, military science, study abroad, Viking Fellows for education majors, and our signature programs: Aviation and pharmacy.

3Please consult Section 3.9 of the Faculty Handbook.
The Division of Academic Affairs oversees and is responsible for all academic policies and programs. Moreover, the Division is committed to providing, high quality education in a student-centered environment that prepares Elizabeth City State University students for rewarding professional careers, further study, and adaptive learning as productive citizens and lifelong learners. Within this context, the Division provides the following:

- A supportive learning environment for a diversified student population;
- Disciplinary and interdisciplinary instruction that employs new technologies and integrates ideas across intellectual boundaries; and
- Opportunities for student involvement in undergraduate research and internships.

The Division is committed to mutually beneficial partnerships with local and global organizations to promote economic, social and cultural growth; and seeks to serve university, local and professional communities with leadership and distinction. Moreover, the Division of Academic Affairs, like all areas of Elizabeth City State University, is embarking on revising and updating its strategic plan and its mission statement to reflect the goals and initiatives recommended by the UNC Tomorrow Commission. With this endeavor, the Division hopes to strengthen and revitalize Elizabeth City State University’s academic programs as well as enhance and increase the outreach initiatives and service-learning courses supported by the entire University.4

1.5.1. School of Arts and Humanities

Elizabeth City state University’s School of Arts and Humanities provides a solid liberal arts education to students for opportunities in professional careers, graduate school,

and research. The School offers the Bachelor of Arts in degree programs in Music and the Bachelor of Science in Social Work, which are nationally accredited.

In addition to the program areas cited above, the school offers BA and/or BS degree programs in the following areas:

- Art
- History and Political Science
- Language, Literature and Communication
- Music
- Social Sciences

Efforts to gain accreditation or certification for all degree programs are ongoing.

The School also offers an academically sound alternative to traditional face-to-face instruction via distance education technologies to every Elizabeth City State University student.⁵

1.5.2. School of Business and Economics

The Walter R. Davis School of Business & Economics at Elizabeth City State University prepares its students to become tomorrow's business leaders and problem solvers!

The Elizabeth City State University's Davis School provides students from all backgrounds with rigorous and relevant business educational experiences. The

⁵http://www.ecsu.edu/academics/artshumanities/index.cfm
Business School promotes scholarly inquiry and life-long learning. The Davis School is committed to maintaining a challenging environment that promotes both independence and service to others and prepares students for success in life, and in their chosen careers in the private and public sectors.

The Davis School of Business & Economics offers two degrees in the following:

1. Accounting

2. Business Administration with concentrations in the following:
   - Banking and Finance
   - Economics
   - Management
   - Management Information Systems
   - Marketing

The Davis School prepares students for careers in a technologically oriented and globally competitive environment.⁶

1.5.3. School of Education and Psychology

The School of Education and Psychology offers three degrees:

1. Education

2. Psychology

3. Physical Education and Health

Elizabeth City State University's School of Education and Psychology is the "Beacon of the

Northeast for Quality Education." Originally founded as a "normal school for the specific purpose of teaching and training teachers of the colored race to teach in the common schools of North Carolina," the School of Education and Psychology continues this heritage and has expanded its scope and mission to prepare teachers, school leaders, and related service personnel for meaningful careers in a global and richly diverse society. In concert with the University's mission, the faculty is committed to excellence in teaching, leadership and community service, embracing diversity and positively impacting outcomes for P-12 students.

The School of Education and Psychology's educator preparation programs are committed to preparing the "Professional Educator as Decision Maker" who has the knowledge, skills and dispositions to be a reflective practitioner, competent evaluator, advocator of diversity, effective facilitator, critical thinker and proficient technology user. The School offers different avenues of licensure to help our candidates become informed, reflective, decision makers and positive change agents for P-12 Education.

The Department of Psychology prepares persons who desire to become related service personnel to understand how social, economic, behavioral, family and community issues influence children's overall development and achievement. The program also prepares students to enter graduate programs to pursue careers in clinical, educational, or social psychology. Moreover, candidates in the Teacher Education Program are shown the connection of psychology to education by studying the impact of societal events which may significantly change how children and families react to their existing environments.
The Department of Health and Physical Education prepares individuals to help others attain and maintain fitness. Students can teach Physical Education in schools (K-12) and coach at the middle and high school levels; work in the fitness industry and wellness centers as a trainer or industrial fitness advisor. Students who choose a Sports Management concentration can become an athletic director, events and facilities manager, or sports promoter.

Elizabeth City State University's School of Education and Psychology continually seeks ways to meet the needs of its statewide and international constituents at any stage of their learning. From our University Laboratory Preschool to our Graduate Programs, the School is the "lighthouse of the northeast" bringing a wide range of undergraduate and graduate programs, continuing education, and professional development to ECSU students and lifelong learners via face to face, distance learning, real-time video conferencing and offsite programming.7

1.5.4 School of Mathematics, Science and Technology

The School of Mathematics, Science and Technology is the home to six successful career promising departments:

- Biology
- Chemistry, Geology and Physics
- Mathematics and Computer Science
- Pharmacy and Health Professions
- Technology

The School offers the following undergraduate B.S. degree programs:

- Aviation Science
- Biology
- Chemistry
- Computer Science
- Geology
- Mathematics
- Marine Environmental Science
- Industrial Technology
- Pharmaceutical Science and
- Physics.

The School also offers graduate programs leading to the M.S. degree in the following areas:

- Applied Mathematics
- Biology

The Division of Academic Affairs also includes the following:

- Graduate Programs
- Continuing Education
- Distance Education
- International Programs
- Institutional Effectiveness, Research, and Assessment
- SACS Compliance & Reaffirmation

1.5.5 Graduate Programs

1.5.5.1 Biology

ECSU's Master of Science Degree Program offers students the opportunity to advance their education through graduate study in the discipline of biology. Students can choose to study in the areas of microbiology, cell biology, plant and animal molecular biology, and biotechnology. Students are able to take advantage of small class size, superbly equipped faculty. The program leads to a Master of Science degree in biology and prepares students for better career choices and preparation for entry into doctorate or other advanced study programs.

1.5.5.2 Elementary Education

The School of Education and Psychology, through the Department of Education, offers a Master of Education in Elementary Education degree program. This program consists of thirty-six (36) credit hours, minimum, which includes a culminating action research project. The conceptual framework directs the teacher education program by informing the decisions that faculty make regarding teaching and evaluation. The Master of Education in Elementary Education's conceptual framework identifies three types of knowledge: content, knowledge, professional knowledge, and pedagogical knowledge. In addition, successful candidates will demonstrate six skills, which are reflective
practitioners, advocates of diversity, effective facilitators, critical thinkers, proficient technology users, and competent evaluators.

- Mathematics
- School Administration\(^9\) (More information to come)

### 1.5.6. Offices

- Office of Continuing Education
- Office of Distance Education
- Office of International Programs
- Office of Institutional Effectiveness, Research, and Assessment
- Office of SACS Compliance & Reaffirmation
- Office of Sponsored Programs
- Office of Summer School Programs

### 1.5.7. Academic Support Programs/Services

- G. R. Little Library
- Department of General Studies
  - First Year Experience Program (FYE)
  - Tutorial Services
  - Academic Support Center
- Department of Military Science

\(^9\) [http://www.ecsu.edu/academics/mathsciencetechnology/index.cfm](http://www.ecsu.edu/academics/mathsciencetechnology/index.cfm)
- University Honors Program
- Center for Teaching Excellence
- Upward Bound and Student Support Services
- Ronald E. McNair Program
- Talent Search Program
- Mathematics and Science Enrichment Network (MSEN) Pre-College Program

1.6 UNC-CHAPEL HILL/ECSU DOCTOR OF PHARMACY PARTNERSHIP PROGRAM

The University of North Carolina (UNC-Chapel Hill) and Elizabeth City State University (ECSU) have formed a collaborative community of learning dedicated to excellence and the delivery of instruction in pharmacy. The UNC-Chapel Hill/ECSU Pharmacy Partnership Program is a diverse program utilizing advanced instructional technologies for the delivery of instruction to students locally at UNC-Chapel Hill and remotely here at ECSU. Our joint administration, faculty and staff are dedicated to providing a graduate and professional degree program preparing students for a career as a practicing pharmacist or a pharmaceutical scientist.

1.7 ACADEMIC AFFAIRS ORGANIZATIONAL CHART

To view the most recent chart, please click on the following link:

2.1 RECRUITMENT AND SELECTION (FULL, PART-TIME, ADJUNCT)

Elizabeth City State University (ECSU) strives to actively recruit from a variety of sources to achieve a diverse and qualified workforce that successfully meets the needs and demands of the university. ECSU is implementing an online employment system to manage the various components of the employment process. The following procedures shall be used in the recruitment and selection process for faculty positions.

2.1.1 New Positions

The Dean, in consultation with the Vice Chancellor for Academic Affairs, determines the need for a new position to ensure that it contributes to the goals and mission of the School, consistent with institutional goals and the mission. The Establish New Position Description form of the online employment system is used to include pertinent information to establish the job, including budget information. A description of how the position will function in the School is included in the form. The Dean forwards the form to the Division Head. When the form is approved by the Division Head, it is forwarded to the Budget office. The Budget Office forwards the form to the Chancellor; the Chancellor forwards the approved position description form to the Division of Human Resources and Payroll (HRP) for posting (advertising).

2.1.2 Vacant Positions

Employees should submit a letter of resignation/retirement to the Chairperson, Dean, and to the Division of Human Resources and Payroll (HRP). Upon receipt of the letter, HRP shall generate a Requisition (formerly Request to Advertise Position Form) via the online employment system and shall forward the Requisition electronically to the Vice Chancellor.
for Academic Affairs. When the Requisition is properly completed and approved, the position is advertised accordingly.

2.1.3 Advertising

A. The Vice Chancellor for Academic Affairs (Division Head) or Dean (Department/Unit Head) edits the Requisition and submits the form via the online system to the Division Head for approval. The completed form must include any management preferences for the position, including specific advertising instructions.

B. The Division Head forwards the approved Requisition to HRP for posting (advertising).

C. Positions shall be advertised as requested by the hiring manager within the online employment system and the Personnel Management Information System. Advertising sources other than those mentioned above are borne by Academic Affairs. Copies of the announcement are placed in the department where the vacancy occurs and in the position file.

2.1.4 Training

Training is available by the Division of Human Resources and Payroll on the university’s Recruitment, Posting of Vacancies and Selection Policy (22.2.9) with hiring managers on a scheduled basis. Assistance shall be provided throughout the selection process by the Vice Chancellor for Human Resources and Payroll or the Human Resources Specialist.

2.1.5 Vacancies in the School/Department

Each vacancy must be treated as a separate position for hire, by position number.
2.1.6 Selection Process

The Dean or Chairperson shall submit the recommended search committee and interview questions to the Vice Chancellor for Academic Affairs for divisional review prior to being submitted to the EEO Officer for final approval. The search committee must demonstrate diversity, in terms of race and gender. The EEO Officer returns the approved committee and questions to the Dean or Chairperson and submits copies to HRP to be placed in the position file. These documents are subject to audit by the North Carolina auditors, the Department of Labor and the Office of Civil Rights at any time. Questions should not be shared until first meeting of the panel.

1. Applications are initially screened by the online employment system as applicants apply for vacant positions and respond to qualifying questions and include required documents (i.e. attaching resume, credentials, letters of references, application addendum, etc.). HRP does not screen the applications to determine the most qualified or qualified. All applicants are released electronically to the Dean or Chairperson and HRP gives the search committee access to the applicants via the online system. HRP shall also submit the Screening/Rating/Ranking Report electronically to the Department/Unit Head. The Dean has the option to review the applicant pool at any time via the online employment system.

2. The Search Committee, at its first meeting, and after receiving the charge from the Dean and/or Vice Chancellor, develops additional hiring criteria according to the function, technical nature or varying operation of the position.

3. The Search Committee reviews the pool of applicants and screens
according to the hiring criteria. The Dean determines the number of candidates to be selected for interview.

4. When the appropriate number of qualified applicants is identified, the Dean completes a Faculty Transcript Form on each candidate to verify the credentials. Once the credentials have been verified, the Dean changes the status of the selected candidates to “interview pending”. The Chair of the Search Committee may contact the candidates to schedule interviews with the approval of the Dean. HRP is available to assist in contacting the candidates.

5. The Search Committee takes notes during the interviews. All members must be present and participate to ensure fairness in the selection process. Questions may not be shared with prospective candidates prior to or during the interview; this action creates a bias in the process and places the integrity of the Search Committee in jeopardy.

6. At the end of the interview process, the Committee meets to discuss their individual tallies and return all search materials to the Chair of the Committee. Individual Screening/Rating/Ranking Reports are prepared by each member of the Committee and signed. Recommendations are made to the Dean or Vice Chancellor for Academic Affairs in unranked order. The Dean shall review the tallies and create a Hiring Proposal (formerly Recommendation for Personnel Action form) via the online system for the selected candidate; the master Screening/Rating/Ranking Report and the Hiring Proposal, along with selection process forms, notes or other
documents are forwarded to the EEO Officer for approval.

7. The Chair is responsible for ensuring that any copies made during the process are destroyed and forwarding all original documents along with the Hiring Proposal to the EEO Officer. All materials used during the selection process are filed in HRP for three years and are subject to scrutiny/audit by State of North Carolina auditors, the Department of Labor and the Office of Civil Rights.

8. The EEO Officer shall verify that the process was followed, approve the hiring proposal and shall forward the proposal to the Division Head. The Division Head forwards the proposal to the Budget Office. The Budget Office, after verification of availability of funds, shall forward the hiring proposal to the Vice Chancellor for Human Resources and Payroll for processing.  

2.1.7 Immigration

The State is permitted to hire only properly identified U. S. citizens and aliens with proper work authorization from the Department of Homeland Security, Bureau of U. S. Citizens and Immigration Services.

1. Federal Military Selective Service Act

2. State law requires selected applicants to indicate if they are in compliance with the Federal Military Selective Service Act.

10This policy was amended September 15, 2009. For further details, please see Section 200.3.2 of the ECSU Policy and Procedures Manual at the following web address: http://www.ecsu.edu/administration/legal/docs/policymanual.pdf.
Failure to comply with the registration requirements bars a person from State employment.¹¹

2.2 TENURE AND PROMOTION

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.

2.2.1 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). Each department and school shall be responsible for the development and publication of qualifications for rank appropriate to the discipline or disciplines included in their unit. Qualifications for academic rank shall be set forth by the departmental rules approved by the dean of each school in which the department is located and in school rules approved by the Provost/Vice Chancellor for Academic Affairs.

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 section (3.B.1-5). 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 sections 3.B.1-5, as provided in section 3.C.5.

• Instructor:

The rank of instructor is appropriate for an individual who is appointed to the faculty lacking one or more qualifications needed for 300.2.1 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 and dean, in accordance with the general provisions set forth in Section 3.C. of this 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 in accordance with Section 3.B.2; 2);

2. that the individual be appointed as special faculty in accordance with Section 3.B.5; 3);

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, the following occurs:

1. 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

2. not reappointed.

Before the end of the second year of the three-year term as assistant professor, the following occurs:

1. written notice shall be given on whether, when the current term expires,
2. he or she will be reappointed with a recommendation of tenure at the same or higher rank or
3. 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 Board of Governors of the University of North Carolina. The decisions herein required shall be made as provided in Section 3.C. Promotion at any time from the rank of assistant professor to that of associate professor constitutes an initial appointment at the latter rank. In this case, the decision and notification regarding conferral of tenure shall not be postponed beyond the sixth year of service following the initial appointment as an assistant professor.

• **Associate Professor:**

An initial appointment to the rank of associate professor may be with tenure, or for a probationary term of four years. Before the end of the third year of a probationary four-year term for an associate professor, the following occurs:

1. he or she shall be given written notice on whether he or she will be recommended for reappointment with tenure at the same or higher rank or
2. he or she will not be reappointed when the current term expires.
The decisions herein required shall be made as provided in Section 3.C. 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 by the Board of Governors of the University of North Carolina.

300.2.1

• Professor:

An initial appointment to the rank of professor may be with tenure or may be for a probationary term of three academic years. Before the end of the second year of the three-year probationary term as professor, the following occurs:

1. he or she shall be given written notice whether, when the current term expires, he or she will be recommended for reappointment with tenure or he or she will not be renewed at the end of the current term.

2. The decisions shall be made in the manner provided in Section 3.C. 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.

2.2.2 Special Faculty Appointments

A special faculty appointment is appropriate for an individual who has unusual qualifications for teaching, academic administration or public service, but for whom neither the professorial ranks nor the instructor rank is appropriate because of the following:

• limited duration of the mission for which appointed, or

• concern for continued availability of special funding for the position, or

• other valid institutional reasons.
Special faculty appointments are not eligible for tenure considerations or conferral of tenure. Special faculty appointments may be made to fixed-term ranks with title designations including, but not limited to,

- "lecturer,"
- "artist in residence,"
- "writer in residence,"
- any faculty rank designation provided in paragraphs 1 through 4 of this subsection with the prefix-qualifier "adjunct," "clinical," "visiting," or "research" under the conditions and with the incidents herein provided.¹²

An initial special faculty appointment may be for a fixed term from one semester to three years. Subsequent appointments to fixed terms of one semester to five years’ duration may be made either in direct succession or at intervals, and each is considered an initial appointment. ECSU shall not be obliged to give any notice before a current term expires as to whether an appointment will be offered for a succeeding term. The Chancellor, upon the faculty member’s written request made not earlier than 180 calendar days nor later than 90 calendar days before the current term expires, shall within 20 calendar days after receiving the request give the faculty member a written decision whether an offer of reappointment will be made and, if so, its terms. Failure to communicate a decision constitutes notice that no offer will be made.

The decisions herein required shall be made as provided in Section 3.C.¹³

¹²See http://www.ecsu.edu/forms/facultystaff/policymanual.pdf#page=406 for further details for adjunct faculty.

¹³Source: 300.2.1, Section 3, Faculty Policy Manual.
2.3 POST TENURE REVIEW

Post-Tenure review is the fifth-year annual review from the five year anniversary of the date tenure was granted. Each faculty member undergoes a yearly review and evaluation. The Post-Tenure Review process is a cumulative review which shall summarize all aspects of the professional performance of a faculty member from past annual evaluations and other documents highlighting the professor’s performance. Annual evaluations will not substitute for the Post-Tenure Review process but shall serve as supplemental evidence to support the overall process. The review system for post-tenure review will include for notification being given to the faculty member being reviewed, the criteria for assessment will be shared, and written feedback of the overall summary assessment also shall be shared with the faculty member being reviewed. The review system includes the following procedures:

1. The dean of each school in consultation with the appropriate chair will inform each faculty member of the projected date of their next Post-Tenure Review;

2. The Post-Tenure Review Committee (PTRC) will be established by the school dean, in consultation with the departmental chairperson and departmental tenured faculty members. The PTRC shall consist of at least three (3) tenured departmental faculty members. Members of the committee will serve staggered 3-year terms. Department chairpersons and supervisors shall not serve on this committee. In cases in which an academic department does not have three (3) tenured faculty members, a tenured faculty member from another academic department within the same school shall be appointed by the dean in consultation with the departmental chairperson. The faculty member being reviewed will not have the option of selecting members of the PTRC.

3. The faculty member being reviewed will be asked to submit to the department
chairperson at the start of the spring semester a comprehensive portfolio of
documentation highlighting appropriate teaching, research/scholarly, and service
activities for the past five (5) years;

4. At least five (5) letters of recommendation from peers and supervisors are to be
   included as documentation;

5. An evaluation of the faculty member’s teaching effectiveness will be made by classroom
   visitation(s) to assess measures such as lesson objectives, student engagement, and
   student/teacher interactions;

6. Additional items such as teaching philosophy, current curriculum vitae, course
   syllabi, professional development activities, and past student, chair, and peer evaluations
   will be included in the review process;

7. The PTRC will provide a copy of the committee’s evaluation to the faculty member and
   meet with the faculty member to discuss the review. The PTRC’s written feedback to the
   faculty member being reviewed should include recognition for observations of exemplary
   performance. A negative review by the PTRC must include a statement of the faculty
   member’s primary responsibilities and specific descriptions of shortcomings as they
   relate to the faculty member’s assigned duties. The faculty member must sign the Post-
   Tenure Review Evaluation Report and indicate agreement or disagreement;

8. The faculty member has the option of attaching a written response to the evaluation
   within ten (10) working days of receipt and submitting same to the PTRC to be attached
9. After reviewing the documents, the Post-Tenure Review Committee will provide a written assessment and recommendation to the department chairperson;

10. The department chairperson shall consult with the PTRC on post-tenure review outcomes and forward written assessments and recommendations to the dean, including any attached faculty responses;

11. After reviewing the Post Tenure Review Committee's assessment and recommendations, the dean shall provide the Provost/Vice Chancellor of Academic Affairs acknowledgment of the completion of the review.\textsuperscript{14}

\textbf{2.4 PHASED RETIREMENT POLICY (ECSU)}

The following are institutional guidelines applicable to the Elizabeth City State University Phased Retirement Policy:

\textbf{2.4.1 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.\textsuperscript{15}

\textbf{2.4.2 Participation based on Preservation of Academic Quality}

Elizabeth City State University reserves the right to limit the number of eligible faculty

\textsuperscript{14}Consult 300.2.1.2 for further information about Post tenure review at the following webpage: http://www.ecsu.edu/administration/legal/docs/policymanual.pdf.

\textsuperscript{15}For the Phased Retirement Eligibility Chart, see Appendix 1.
who can participate in the Program based on preservation of academic quality. Factors which may require limitations on participation include:

- a shortage professors in a department or school;
- a 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.

### 2.4.3 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.

### 2.4.4 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.

### 2.4.5 Institutional Measures to inform Faculty of the Program

The Provost / Vice Chancellor of Academic Affairs will notify in writing, no earlier than
February 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:

- “Summary: Elizabeth City State University Phased Retirement Program”;
- “Elizabeth City State University Phased Retirement application and reemployment Agreement”;
- “Elizabeth City State University Phased Retirement 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.\(^{16}\)

### 2.4.6 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 applications.

---

\(^{16}\) Source: 300.2.4, ECSU Faculty Policy Manual. See this section for details of the Phased Retirement Program: [http://www.ecsu.edu/administration/legal/docs/policymanual.pdf](http://www.ecsu.edu/administration/legal/docs/policymanual.pdf).
intent to participate in the Program, the potential limits on participation for faculty members in the department, the formal application process, etc.

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:

1. the official ECSU Phased Retirement Application and Reemployment Agreement, and
2. 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 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.

2.4.7 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.17

2.5 UNIVERSITY OFFICERS AUTHORIZED TO ANSWER QUESTIONS ABOUT THE PROGRAM

 Provost and Vice Chancellor for Academic Affairs
 Elizabeth City State University
 1704 Weeksville Road
 Elizabeth City, NC 27909
 252.335.3291

 Director of Human Resources
 Elizabeth City State University
 1704 Weeksville Road
 Elizabeth City, NC 27909
 252.335.3252

17 For details of the Phased Retirement Program and Samples of documentation, see 300.2.4 in the Faculty Policy Manual. Consult http://www.ecsu.edu/administration/legal/docs/policymanual.pdf.
2.5 *Emeritus* and *Emeritus* Status

These honorary titles may be bestowed on fully retired faculty members or administrators who have longstanding records of outstanding and meritorious service to higher education and ECSU. Due to the honor associated with the titles, the designation shall not be automatically bestowed on all retiring faculty or administrators. Individuals who are conferred with these honorary titles shall be treated in certain respects as continuing members of the university community.\(^{18}\)

---

\(^{18}\)For explicit details on the *Emeritus* status and how to obtain this status, please consult Section 300.2.8.2 at the following website: [http://www.ecsu.edu/administration/legal/docs/policymanual.pdf](http://www.ecsu.edu/administration/legal/docs/policymanual.pdf).
CHAPTER 3: FACULTY RIGHTS

3.1 ABSENCES FROM CAMPUS (REPORTING)

In the event that a faculty member is to be absent from duties, it is the professional responsibility of all faculty to be available to fill in for absent colleagues on a quid pro quo basis. It is reasonable to cooperate so that all classes scheduled in every subject discipline be covered when unexpected absences occur.

3.2 ADMINISTRATIVE LEAVE

3.2.1 Salary and Benefit Adjustments

A. Salary

Administrative salary shall continue through the effective date of the relinquishment of administrative duties. If, at the end of an administrative appointment, an administrator retreats to a faculty appointment, his/her salary shall be adjusted at the commencement of the faculty appointment to a level commensurate with salaries of comparable members of the faculty.

If, in the Chancellor’s discretion, it is determined that an administrator needs time off to prepare for a transition into a faculty appointment, administrative leave may be granted for a set period with a continuation of administrative salary. Administrative leave and the continuation of administrative salary under such circumstances shall be subject to approval by the Board of Trustees.
B. **Annual and Sick Leave**\(^{19}\)

If, at the end of an administrative appointment, an administrator retreats to a faculty appointment, his/her entitlement to annual leave shall end on the effective date of the relinquishment of his/her administrative appointment. Unused annual leave accumulated by an administrator, up to a maximum of thirty (30) days, shall be paid in the last paycheck covering the administrative appointment. Unused sick leave accumulated balances shall remain on the record until the employee uses it, or retires or ceases employment at the university.\(^{20}\)

---

### 3.3 CHANGE OF STUDENT GRADE

1. Each instructor is expected to give permanent passing or failing grades. Once a final grade has been reported to the Registrar’s office, it may be changed only upon the authorization of the Dean.

2. A grade change is made by submitting a Change of Grade Form to the Dean. Concomitantly with filing the Change of Grade Form, the instructor must also file and submit a signed statement of explanation for the grade change to the Department Chair and the Dean for their review and approval.

3. The Change of Grade Form is then forwarded to office of the Provost and Vice-Chancellor of Academic Affairs for approval or the Academic Standards and Credit Committee for further review and evaluation. In some instances, the Academic Standards and Credit

---

\(^{19}\) Adopted: 03/02/04

\(^{20}\) For further details, please see [http://www.ecsu.edu/administration/legal/docs/policymanual.pdf](http://www.ecsu.edu/administration/legal/docs/policymanual.pdf).
Committee may request the instructor to submit an additional explanation or appear in person to justify the change of grade. The Committee will then make a recommendation to the Provost and Vice Chancellor for Academic Affairs for approval or disapproval.

4. Any request for grade changes must be done within one academic calendar year from the date on which the initial grade was submitted to the Office of the Registrar.

5. A change of grade other than an “I” or “IP” grade will not be approved during the last two semester's of the student's enrollment before graduation. Exceptions to this policy will be made ONLY with the approval of the Academic Standards and Credits Committee. This policy also applies to “Repetition of Course Work”.²¹

3.4 COURSE SUBSTITUTIONS AND WAIVERS

Only under special circumstances will substitution for or exemption from the prescribed curriculum be permitted. To substitute or waive a course, students must submit a request on the appropriate form to their advisor. The form must be approved by the Advisor, Graduate Coordinator, Department Chair, Den of the School in the discipline in which students are seeking a degree (if applicable), the Director of Graduate Education, and the Vice Chancellor for Academic Affairs.²²

3.5 COURSE SYLLABI

A course syllabus and textbooks or an equivalent are required for all courses. Instructors must distribute course syllabi to all enrolled students, the department chair, and the dean by the end of

²¹For further information about changing grades, please consult the following web page: http://www.ecsu.edu/administration/legal/docs/policymanual.pdf and Section 300.1.7.

²²For further details on course substitutions and waivers, please consult the following website: http://www.ecsu.edu/administration/legal/docs/policymanual.pdf. Section 300.3.2.
the first week of each semester or summer session.\textsuperscript{23}

### 3.6 COURSES TAKEN AT OTHER INSTITUTIONS

- ECSU is not obligated to accept any credit from another institution unless a student has obtained initial approval from the Department Chairperson. A Permit for Transient Study form must be completed and submitted to the Provost and Vice Chancellor for Academic Affairs for approval.
- No student with a cumulative grade point average below 2.0 on a 4.0 scale will be allowed to take courses at another institution for credit at ECSU; such credits are unacceptable at ECSU.
- No grade below “C” will be accepted from another institution; quality points will be honored on the 4.0 point grading system.
- Students taking courses at other institutions for credit at ECSU must request that an official transcript be mailed from the other institution to ECSU’s Office of the Registrar upon completion of the course.
- Students who have attained senior status may not thereafter attend a junior college, community college, or a technical college or institute and receive credit toward graduation at ECSU, unless authorized by the Provost and Vice Chancellor for Academic Affairs. College Level Examination Program (CLEP).\textsuperscript{24}

### 3.7 CREDIT BY EXAMINATION: AP AND CLEP

#### 3.7.1 Advanced Placement

ECSU participates in the Advanced Placement Program. Applicants who demonstrate

\textsuperscript{23}For further details on course syllabi and textbooks, please consult the following website: http://www.ecsu.edu/administration/legal/docs/policymanual.pdf. Section 300.1.10.

\textsuperscript{24}For further details on course credit from other institutions, please consult Section 300.1.4 at the following website: http://www.ecsu.edu/administration/legal/docs/policymanual.pdf.
achievement of specific Advanced Placement Tests may have the results submitted to ECSU for consideration which regard to placement in advanced courses and for college credit. Based upon the test results, the amount and nature of the credit granted shall be determined by the Admissions Committee and the applicable academic School.25

3.7.2 The College Level Examination Program

The College Level Examination Program (CLEP) general examinations include five areas: Natural Sciences, Mathematics, English Composition and Social Sciences/History. Three semester hours of credit are awarded for successful completion of each of these general tests. In addition to receiving credit, students are exempted from certain General Education requirements. Students must take the CLEP general examinations prior to admission. The CLEP subject examinations may be taken at any time during student enrollment. Passage of each subject examination carries 3 semester hours of credit.26

3.8 EXAMINATIONS

Final examinations are required in all courses and are held at the close of each semester and summer session. Both faculty and students are expected to adhere to the printed schedule of examinations. Modifications to a final examination schedule shall only be considered in emergency situations and shall only be allowed with the approval of the relevant instructor, department chairperson and dean.27

25 For further information about the Advanced Placement test, please consult http://www.ecsu.edu/administration/legal/docs/policymanual.pdf Section 300.3.1.

26 For further information about CLEP, please consult http://www.ecsu.edu/administration/legal/docs/policymanual.pdf Section 300.1.12.

27 For further details on final examinations, retaking them etc., please go to Section 300.1.6 of the ECSU Policy and Procedures Manual: http://www.ecsu.edu/administration/legal/docs/policymanual.pdf
3.9 FACULTY LOAD

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.

The normal teaching load of faculty members is twelve (12) hours per semester; the normal teaching load for faculty members with department chair responsibility is six (6) hours per semester. 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.

Faculty members may be assigned a maximum of fifteen (15) hours by the department chair and dean. In cases where this occurs a compensatory reduction in load may occur in the next semester. Assignments above fifteen (15) semester hours must have prior approval from the Provost/Vice Chancellor for Academic Affairs.

3.10 GOOD ACADEMIC STANDING

Students attending ECSU must be in good academic standing and making satisfactory progress with a minimum GPA and completion rate in accordance with the maximum time frame, as stated below.

3.10.1 Grade Point Average Requirement (Qualitative)

Students must maintain the following minimum semester grade point average (GPA):

<table>
<thead>
<tr>
<th>Cumulative Earned Hours</th>
<th>Minimum Semester GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 29</td>
<td>1.45</td>
</tr>
<tr>
<td>30 – 59</td>
<td>1.60</td>
</tr>
</tbody>
</table>
If a student’s GPA falls below the required minimum semester GPA, his or her eligibility to receive financial aid will be jeopardized. A student will be put on financial aid probation for the semester following the term the student fails to earn the required minimum semester GPA. The student has the next semester of attendance to earn the required minimum semester GPA. The student may receive financial aid while on financial aid probation. At the end of the probationary period, if the required minimum semester GPA is met, the student is taken off of financial aid probation. If the required minimum semester GPA is not achieved, then the student will be put on financial aid suspension during the next semester of attendance. The student will not receive financial aid assistance while on financial aid suspension. The total cumulative earned hours consist of hours earned at ECSU and accepted transfer credits. Transfer credits are not included in the computation of the semester GPA for financial aid unless the credit was earned while attending other schools as a Transient student (ECSU student taking classes at another institution as an ECSU student).28

3.11 Individual Study / Independent Study

1. Individual and Independent studies are permitted at ECSU. Both individual and independent studies are comparatively the pursuit of a regularly listed course by a student not attending classes on a regular basis.

2. Students who wish to pursue a course by individualized study may be enrolled in the Cooperative Education Program and must have secured advance permission from the relevant

department chairperson and instructor of the department in which the course is offered.

3. Individualized instruction must have the final approval of the Dean of the appropriate school before the course work begins.

4. Independent Study must have final approval of the Dean of the appropriate school before course work begins.

3.12 INSTITUTIONAL REVIEW BOARD

Each proposed project involving human subjects shall be reviewed by ECSU's Institutional Review Board (IRB). The IRB shall require a complete copy of the project proposal along with submission of the “Request for Review of Research Involving Human Subjects Form.” These forms are available in SPCG and must be completed a minimum of 45 days prior to proposal submission. Except under unusual circumstances, ECSU’s IRB shall expedite the review of requests (14 calendar days before submission), thus reducing delays in the proposal submission/award process.29

3.13 INSTRUCTIONAL PROCEDURES

3.13.1 Class Rolls

Faculty are required to keep class rolls. The class roll book should contain a record of students' attendance, all exams, and other materials used in computing students' final exam grades and final grades. Roll books and insert sheets are issued by each academic department. Class roll books are to be submitted to the office of the Department Chair at the end of each semester, of that academic year, or before the faculty member leaves the University following resignation or dismissal.

29Please consult 300.4.1.4 of the ECSU Policy and Procedures Manual at the following website: http://www.ecsu.edu/administration/legal/docs/policymanual.pdf.
3.13.2 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. Further details of evaluation may be found in the Academic Policies and Procedures Manual.30

3.13.3 Copyright Materials

Faculty members need to be aware of copyright protection when using classroom materials. Regulations regarding the use of copyright materials in the classroom are covered by publications available in the library entitled: Applying The New Copyright Law: A Guide for Educators and Librarians by Jerome K. Miller; Copyright, by Walter E. Hurst; Copyright Handbook by Library of Congress, Washington, DC.

3.13.4 Ordering Textbooks

Textbook orders for classes upon the approval by Department Chairpersons are presented to the Dean of each Academic School for approval. The orders are then submitted to the bookstore in a format specified by the bookstore. Although the University is on a rental system, arrangements may be made with the bookstore for students to purchase books. Procedures for ordering textbooks are available in the offices of Department Chairpersons.

3.13.5 Supplies and Equipment

Faculty members should work closely with the Department Chair to order office and instructional supplies.

---

30The ECSU course evaluation form is currently under revision. Please see http://www.ecsu.edu/administration/sacs/docs/supporting/3-7-5/Faculty_Evaluation_Rating_Form.pdf for further details.
3.14 OFFICE HOURS

3.14.1 Department Office Hours

A. Offices Staffed at a Level Greater Than or Equal to 1.0 FTE

Department Offices within the Division of Academic Affairs staffed at a level greater than or equal to 1.0 FTE shall be open for student access forty (40) hours per week. Any exceptions to this coverage must be approved by the Provost and Vice Chancellor for Academic Affairs on the written recommendation of the Academic Dean or unit head.

B. Offices Staffed at a Fraction of 1.0 FTE

Department Offices within the Division of Academic Affairs staffed at a fraction of 1.0 FTE shall be open forty (40) hours a week times that fraction. Any exceptions to this coverage must be approved by the Provost and Vice Chancellor for Academic Affairs on the written recommendation of the Academic Dean or unit head.

3.14.2 Faculty Office Hours

A. Full-time Faculty

Full-time teaching faculty members are required to hold a minimum of ten (10) office hours per week during an academic year in order to consult, advice and provide other out-of-class contact to students. Faculty members must notify students of their office hours by: listing in course syllabi, posting outside faculty offices and submission to departmental offices. It is expected that full-time faculty members will schedule office hours throughout a day and week in a manner that adequately balances the scheduling needs of students.

B. Part-time Faculty

Part-time teaching faculty members are required to hold a minimum of one (1) office hour
per week for each 3-credit hour course in their teaching load. Faculty members must notify students of their office hours by: listing in course syllabi, posting outside faculty offices and submission to departmental offices. It is expected that part-time faculty members will schedule office hours in a manner that adequately balances the scheduling needs of students.31

C. Final Examination Period

Full-time and part-time faculty must maintain normal office hours during the final examination period unless it results in a conflict with the final examination schedule. If normal office hours pose a conflict, then faculty members must arrange alternate office hours for the final examination period and notify students of the time(s) designated for alternate office hours. If a faculty member is unable to hold posted office hours during the final exam period, he/she must notify the department chair, departmental office and students in advance.

3.15 OUTSIDE EMPLOYMENT (EXTERNAL 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 your employment at Elizabeth

31Section 300.1.19 Adopted September 15th, 2009.
3.16 PARTICIPATION IN MAJOR COLLEGE ACTIVITIES

3.16.1 Attendance at Required Events

In recognition of the importance of commencement exercises, University Convocations, and Founders Day observance, to students, parents, alumni, friends and the university itself, all full time faculty members are required to participate. Faculty members are also expected to participate in Faculty Institute, and University Honors observance. Absence from required activities must be approved by the Provost/Vice Chancellor for Academic Affairs. Faculty members are expected to attend commencement exercises, University Convocations and Founders Day observance dressed in full academic regalia.

3.16.2 Attendance at Other University Sponsored Events

Faculty and staff are encouraged to support and attend university sponsored events. There are a variety of academic, cultural, athletic, social and special category events that are produced, and sponsored by faculty, students, administrators, and the public designed to enhance the intellectual, social and spiritual life of all members of the academic community. Since our students are likely to follow by example, faculty members are expected to set precedence for attending university sponsored events. The range of activities presented by the University is selected for its appeal to a diverse audience.

Attendance at university sponsored events other than those required is voluntary but highly appreciated and valued. The intellectual life of students and faculty is enhanced by contemporaneous performances, lectures and presentations by students, faculty and visiting professionals. University sponsored events enhance the life of the university.

32See http://www.northcarolina.edu/policy/index.php?pg=dl&id=276&format=pdf&inline=1 for further details on the most up-to-date policy from General Administration.
Your presence at these events enhances their character.

3.17 PATENT AND COPYRIGHT POLICIES

The University of North Carolina is dedicated to instruction, research, and extending knowledge to the public (public service). It is the policy of the University to carry out its scholarly work in an open and free atmosphere and to publish results obtained there from freely. Research done primarily in anticipation of profit is incompatible with the aims of the University. The University recognizes, however, that patentable inventions sometimes arise in the course of research conducted by its employees and students using University facilities. The Board of Governors of the University of North Carolina has determined that patenting and licensing of inventions resulting from the work of University personnel, including students, is consistent with the purposes and mission of the University.

The aim of the patent policies of the University is to promote the progress of science and the useful arts by utilizing the benefits of the patent system consistent with the purposes for which it was established by Article I, Section 8, of the Constitution of the United States:

The Congress shall have power . . . To promote the progress of science and useful arts by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries.

Patents provide a means to encourage the development and utilization of discoveries and inventions. These policies have been established to ensure that those inventions in which the University has an interest will be utilized in a manner consistent with the public good through patents, licenses, or otherwise. The University is also aware of the value of patents in directing attention to Individual accomplishment in science and engineering. Where possible, the University
should make inventions resulting from its research available to industry and the public on a reasonable and effective basis and at the same time provide adequate recognition to inventors. Patents and their exploitation, however, represent only a small part of the benefits accruing to the public from the research program of the University.

A portion of the research conducted by the University is supported by government and a portion by private industry. Service to the public, including private industry, is an integral part of the University's mission. In agreements with private industry or other private organizations, the constituent institutions of the University must keep the interests of the general public in view. The rights and privileges set forth in cooperative agreements or contracts, with respect to patents developed as a result of research partly or wholly financed by private parties, must be fair and just to the inventor(s), the sponsor and the public. Research should be undertaken by the University under support from private parties only if it is consistent with and complementary to the University's goals and responsibilities to the public.33

3.18 POSTING GRADES

All grades for students will be posted on Banner at mid-term and after the final examination period. Students will have access to their grades as soon as they are posted on Banner.

3.19 RELEASE TIME

Faculty members who have been granted release time shall not be paid additional compensation for an overload teaching assignment.

3.20 STUDENT EDUCATIONAL RECORDS

This policy purports with the requirements of The Family Educational Rights and Privacy Act (FERPA). Under FERPA, student educational records are to be kept confidential unless a student consents to a release of the records or an exception applies. This policy applies to the records of current students and former students which arise during enrollment at ECSU. The confidentiality protection for education records under FERPA ends when a student or alumni dies.34

3.21 SUMMER SCHOOL

The normal teaching load for faculty during Summer Session is nine (9) hours or three (3) courses. Assignments above three courses must be justified by the Department Chair and approved by the Dean and the office of the Provost/Vice Chancellor for Academic Affairs. Extra duty forms must be submitted for faculty teaching more than the normal load.35

3.22 TRANSCRIPT (TRANSFER EVALUATION)

The number of credit which can be accepted in transfer from a two-year institution is limited to 65 semester hours.

- All transferable work completed in residence at an accredited four-year institution of higher education is not limited to 65 semester hours provided the student has earned a grade of “C” or better in each course.

- A minimum of 30 semester hours at the upper level applied toward a bachelor’s degree must be earned through regular enrollment in courses at the university.

34For further information about student records, please consult the following web page: http://www.ecsu.edu/administration/legal/docs/policymanual.pdf and Section 300.1.2.

35See http://www.ecsu.edu/publications/students/summerschoolmanual.pdf for further details on the Summer School policy.
These 30 semester hours must include a minimum of 15 semester hours of credit in junior/senior-level courses in the major field.

A preliminary evaluation of transfer credits is completed at the time the student is accepted.

1. All official records received from each institution previously attended by a transfer student are reviewed.
2. After conducting the review, a final evaluation of student records is made to determine the number of credits that are transferable.
3. The academic department in which the transfer student majors will make the final decision on the transfer credits towards his/her graduation requirements at ECSU.

36See Section 300.1.4 of the ECSU Policy and Procedures Manual at the following website: http://www.ecsu.edu/administration/legal/docs/policymanual.pdf.
CHAPTER 4: ACADEMIC AFFAIRS STAFF

4.1 ADMINISTRATORS

- Dr. Ali A. Khan, Provost and Vice Chancellor of Academic Affairs
- Dr. Barbara L. Johnson, Interim Associate Vice Chancellor of Academic Affairs
- Dr. W. Eric Thomas, Associate Vice Chancellor of Academic Affairs

4.2 OFFICE STAFF

- Mrs. LoraAnn Barclift, Senior Executive Assistant to the Provost / Vice Chancellor of Academic Affairs
- Ms. Tyisha Allen, Administrative Support Associate
- Mrs. Laverna Brothers, Administrative Support Associate
- Ms. Arondia Clemons-Packer, Administrative Support Associate
- Mrs. Nataya M. Harris, Administrative Support Associate
- Mrs. Reequita Walston, Administrative Support Associate
## APPENDIX 1

ELIZABETH CITY STATE UNIVERSITY
PHASED RETIREMENT ELIGIBILITY CHART

<table>
<thead>
<tr>
<th>Division/School</th>
<th>Job Title</th>
<th>Age</th>
<th>Years of Service</th>
<th>No. Eligible</th>
<th>No. Not Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>Provost &amp; Vice Chancellor</td>
<td>61</td>
<td>29</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Director of Graduate Education</td>
<td>57</td>
<td>9</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Interim Assoc. Vice Chancellor for Academic Affairs</td>
<td>63</td>
<td>18</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>School of Business &amp; Economics</td>
<td>Dean</td>
<td>60</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>63</td>
<td>7</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>66</td>
<td>14</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>59</td>
<td>11</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>56</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>61</td>
<td>7</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>50</td>
<td>12</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>56</td>
<td>12</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>57</td>
<td>24</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>50</td>
<td>21</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>School of Education &amp; Psychology</td>
<td>Dean</td>
<td>53</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>68</td>
<td>12</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Associate Professor</td>
<td>60</td>
<td>7</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Associate Professor</td>
<td>59</td>
<td>18</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>56</td>
<td>18</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Associate Professor</td>
<td>45</td>
<td>10</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Associate Professor</td>
<td>42</td>
<td>13</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>66</td>
<td>9</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Associate Professor</td>
<td>53</td>
<td>7</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>66</td>
<td>32</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>School of Math, Science &amp; Technology</td>
<td>Dean</td>
<td>56</td>
<td>3</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>73</td>
<td>32</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Associate Professor</td>
<td>46</td>
<td>9</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>52</td>
<td>14</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>60</td>
<td>6</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>52</td>
<td>16</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>60</td>
<td>29</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Associate Professor</td>
<td>58</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>76</td>
<td>45</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>60</td>
<td>31</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>60</td>
<td>25</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>61</td>
<td>14</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Number</td>
<td>Age</td>
<td>Gender</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>--------</td>
<td>-----</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>60</td>
<td>29</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>67</td>
<td>32</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>66</td>
<td>15</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>48</td>
<td>10</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>64</td>
<td>27</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>54</td>
<td>22</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>54</td>
<td>25</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>54</td>
<td>14</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>59</td>
<td>30</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean</td>
<td>60</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>41</td>
<td>10</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>54</td>
<td>17</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>53</td>
<td>11</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>40</td>
<td>10</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>55</td>
<td>19</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>70</td>
<td>39</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>73</td>
<td>39</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>49</td>
<td>7</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>65</td>
<td>9</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>55</td>
<td>6</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>53</td>
<td>19</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>46</td>
<td>15</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>64</td>
<td>7</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>51</td>
<td>7</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>61</td>
<td>22</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>54</td>
<td>10</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>40</td>
<td>8</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>63</td>
<td>16</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>55</td>
<td>18</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>49</td>
<td>7</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>62</td>
<td>15</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chancellor</td>
<td>59</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td>17</td>
<td>50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
WORKS CITED

*Elizabeth City State University Faculty Handbook. Section 3.9.*

“Elizabeth City State University Faculty Evaluation Form.”

http://www.ecsu.edu/administration/sacs/docs/supporting/3-7-5/Faculty_Evaluation_Rating_Form.pdf.

http://www.ecsu.edu/about/index.cfm.


http://www.ecsu.edu/administration/legal/docs/policymanual.pdf.

http://www.ecsu.edu/forms/facultystaff/policymanual.pdf#page=406


http://www.northcarolina.edu/policy/index.php?pg=dl&id=276&format=pdf&inline=1


Section 300.1.4. “Course Credit.” *Elizabeth City State University Policy and Procedures Manual.*

http://www.ecsu.edu/administration/legal/docs/policymanual.pdf.

Section 300.1.7. “Changing Grades.” *Elizabeth City State University Policy and Procedures Manual.*

http://www.ecsu.edu/administration/legal/docs/policymanual.pdf.

Section 300.1.10. “Course Syllabi and Textbooks.” *Elizabeth City State University Policy and Procedures Manual.*

http://www.ecsu.edu/administration/legal/docs/policymanual.pdf.

Section 300.1.6. “Final Examinations.” *Elizabeth City State University Faculty Policy Manual.*

http://www.ecsu.edu/administration/legal/docs/policymanual.pdf.


Section 300.2.4. “Phased Retirement Program.” *Elizabeth City State University Faculty Policy Manual.* [http://www.ecsu.edu/administration/legal/docs/policymanual.pdf](http://www.ecsu.edu/administration/legal/docs/policymanual.pdf).


http://www.ecsu.edu/publications/students/summerschoolmanual.pdf.