ELIZABETH CITY STATE UNIVERSITY

FACULTY HANDBOOK

ELIZABETH CITY STATE UNIVERSITY

A constituent institution of the University of North Carolina

Elizabeth City, North Carolina

Dr. Willie Gilchrist
CHA哲ELLOR

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

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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. Any and all amendments to the Faculty Handbook as offered by the Handbook Committee must be approved by a two-thirds vote of the general teaching faculty and a two-thirds vote of the Faculty Senate.
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CHAPTER 1:
HISTORY AND MISSION

1.1. HISTORY
Elizabeth City State University was founded on March 3, 1891, when House Bill 383 was
enacted by the North Carolina General Assembly, establishing 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 bill was sponsored by Hugh Cale, an African
American representative from Pasquotank County. Between 1891 and 1928, curricula
and resources were expanded under the leadership of Peter Wedderick Moore.
Enrollment increased from 23 to 355 and the faculty from 2 to 15 members by the time
Dr. Moore retired as President-Emeritus on July 1, 1928.

Under the leadership of John Henry Bias, the second president, who served from July 1,
1928 until his death on July 15, 1939, the institution was elevated from a two-year
normal school to a four-year teachers college in 1937. The institution’s name was
officially changed to Elizabeth City State Teachers College on March 30, 1939, and the
mission was expanded to include the training of elementary school principals for rural
and city schools. The first Bachelor of Science degrees in Elementary Education were
awarded in May 1939.

The number of majors increased between 1959 and 1963 from a single elementary
education major to 12 additional academic majors. The college was granted full
membership in the Southern Association of Colleges and Schools in December 1961.
Its accreditation has since been reaffirmed. The name changed from Elizabeth City
State Teachers College to Elizabeth City State College by the General Assembly in 1963. Effective July 1, 1969, the college became Elizabeth City State University. In 1971, the General Assembly redefined The University of North Carolina system with sixteen public institutions. Including ECSU, those institutions are constituents of The University of North Carolina (July 1972).

Currently, ECSU offers 37 baccalaureate degree programs in the basic arts and sciences, and four master’s degree programs in Elementary Education, Biology, Mathematics, and School Administration. ECSU also offers a doctor of pharmacy degree in collaboration with UNC-Chapel Hill. The university is excelling in its mission to provide outstanding instruction, research opportunities and community outreach projects. In 2007, *Diverse Issues in Higher Education* ranked the ECSU #1 among Historically Black Colleges and Universities for their black male student-athlete graduation rate (2007). Between 1999 and 2008, ECSU repeatedly earned national acclaim in *American’s Best Colleges (U.S. News and World Report Magazine)* for its top five ranking in the category of “Top Public Comprehensive Colleges” in the south. In 2008, ECSU ranked #3 in that category and 12th among Historically Black Colleges and Universities.

As ECSU’s history continues to evolve, highlights of the last decade include a Doctor of Pharmacy degree in collaboration with UNC-Chapel Hill (August 2005); the first four master’s degree programs in *Elementary Education, Biology, Mathematics, and School Administration*; and six baccalaureate degree programs—*Marine Environmental Science, Social Work, Communications Studies, Aviation Science, Pharmaceutical Science*, and *Graphic Design*; A Center of Excellence in Remote Sensing Education and

### 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)
- Sidney David Williams, A.M., D.PED. (1946-1958)
- Marion Dennis Thorpe, Ph.D. (1968-1972)

### 1.2 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 masters degrees in selected disciplines.

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1. Source: ECSU webpage: [http://www.ecsu.edu/prospective/history.cfm](http://www.ecsu.edu/prospective/history.cfm)
Originally an institution serving African American students, the university’s rich heritage provides a strong background for its increasingly multi-cultural 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.
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;

3 See http://www.northcarolina.edu/about/mission.htm
4 See http://www.northcarolina.edu/policy/index.php
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 of 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)].\textsuperscript{5} The

\textsuperscript{5} http://www.northcarolina.edu/policy/index.php?pg=dl&id=4427&inline=1&return_url=%2Fpolicy%2Findex.php%3Fpg%3Dvb%26tag%3DChapter%2BV
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)*].

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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

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

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7 Source: Faculty Policy Manual, [http://www.ecsu.edu/forms/facultystaff/policymanual.pdf](http://www.ecsu.edu/forms/facultystaff/policymanual.pdf)
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].

The following offices report to the Chancellor:

- The Executive Assistant to the Chancellor
- The Assistant to the Chancellor for Legal Affairs
- The Chief Information Officer
- The Director of Athletics
- The Internal Auditor
- The Equal Employment Opportunity (EEO) Officer
- Provost/Vice Chancellor for Academic Affairs
- Vice Chancellor for Business and Finance
- Vice Chancellor for Human Resources
- Vice Chancellor for Institutional Advancement
- Vice Chancellor for Student Affairs

3.3 EXECUTIVE ASSISTANT TO THE CHANCELLOR

The Executive Assistant oversees the functioning of the Chancellor’s Office with duties including, but not limited to the following:

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8 Source: Section 100.1, ECSU Faculty Policy Manual
facilitating and expediting action by the Chancellor;

- following-up on matters brought to the Chancellor;
- reviewing all communications directed to the chancellor and, where appropriate, summarizing, responding, initiating fact-finding and/or referring the matter to the appropriate university official;
- assisting the Chancellor in the formulation of procedures and policies, researching and planning, and day-to-day administrative coordination; and
- serving as the Assistant Secretary of the Board of Trustees of Elizabeth City State University.

### 3.4 THE ASSISTANT TO THE CHANCELLOR FOR LEGAL AFFAIRS
The Assistant to the Chancellor for Legal Affairs is responsible for the following:

- rendering legal opinions, reviewing and preparing university contracts, drafts and revising policies;
- assisting the Office of the Attorney General in the defense of litigation and claims involving the university;
- disseminating legal information to the university community;
- monitoring the university’s compliance with the requirement of the Americans with Disabilities Act; and
- performing other duties as assigned by the Chancellor.

### 3.5 THE CHIEF INFORMATION OFFICER
The Chief Information Office is responsible for the following:

- 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 THE DIRECTOR OF ATHLETICS
The Director of Athletics is responsible for the following:
• planning and organizing recruiting efforts;
• evaluating and assessing the performance of all staff in the athletic department;
• overseeing the efficient management of fiscal resources and facilities;
• demonstrating a commitment to academic integrity, gender equity, diversity and compliance with the National Intercollegiate Athletic Association (NCAA) and Central Intercollegiate Athletic Association (CIAA) rules; and
• assuming the leadership associated with the development of athletic programs and fund-raising programs designed to enhance the Athletics Department.

3.7 INTERNAL AUDITOR
The Director of Internal Audit reports directly to the Chancellor. The position functions independently in terms of the audit process and acts as an advisor to both the Chancellor and Vice Chancellor for Business and Finance. The Director of Internal Audit
performs compliance, operational, financial, investigative, and information systems audits. The Internal Audit department helps to ensure through constant monitoring that internal controls are in place and that State policies and procedures are followed by all employees. The office works closely with all functional department and all organizational levels within the University and with outside agencies, auditors and the Board of Trustees.

3.8 EEO / ADA COMPLIANCE OFFICER

The Equal Employment Opportunity Officer supports the overall mission of Elizabeth City State University and its efforts to maintain equitable treatment of all employees. The EEO officer coordinates the many related efforts to increase diversity and reports jointly to the Chancellor and the Vice Chancellor for Human Resources. Moreover, the EEO officer reports directly to the Chancellor on all formal investigations involving allegations of illegal harassment and/or discrimination and any other EEO matters, including preparation and submission of the Annual Workforce Analysis and EEO Report. The ADA Compliance Officer works closely with the Assistant to the Chancellor for Legal Affairs on federal compliance. The officer interprets federal guidelines and develops and coordinates training on ADA compliance and provides collaborative leadership in assessing diversity and inclusion and defining needs and opportunities to improve the campus climate regarding diversity.

3.9 PROVOST AND VICE CHANCELLOR FOR 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.

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.

3.10 VICE CHANCELLOR FOR BUSINESS AND FINANCE

The Vice Chancellor for Business and Finance is responsible for the general supervision and execution of the financial operations and policies of the university. The Vice Chancellor for Business and Finance

• plans the financial and budgetary development of the institution and makes recommendations to the Chancellor;
The Vice Chancellor for Business and Finance presides over the administration of contractual services, property control and development and protection of the university in all financial transactions and activities.

The following units report to the Vice Chancellor for Business and Finance:
- Purchasing,
- Design and Construction,
- Facilities Management,
- Accounting,
- Finance, and
- Budget

### 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 does the following:

- 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.
The following personnel report to the Vice Chancellor for Human Resources:

- Human Resource Specialist SPA/47,
- Director of EPA Personnel Administration EPA/102,
- Human Resource Specialist (Banner) SPA/59,
- Human Resource Consultant (Staff Development and Employee Relations) SPA/997,
- Human Resource Consultant (Career Banding/SPA Personnel) SPA/32,
- Human Resource Specialist (Benefits) SPA/871,
- Human Resource Specialist (Employee Recruitment) SPA/51,
- Administrative Support Specialist (Permanent Payroll) SPA/53, and
- Administrative Support Specialist (Temporary Payroll) SPA35.

### 3.12 VICE CHANCELLOR FOR INSTITUTIONAL ADVANCEMENT

The Vice Chancellor for Institutional Advancement is responsible for the following:

- taking the lead role in planning and implementing, in coordination with the university's mission and its leadership team, a comprehensive program for private and corporate support;
- working in conjunction with the Chancellor to design and implement major planned giving programs, an annual fund, and any special or capital giving programs that may flow from the strategic planning process of the university.

The following positions report and work directly with the Vice Chancellor for Institutional Advancement:

- Associate Vice Chancellor of Development,
- Director of Alumni Relations,
3.13 VICE CHANCELLOR FOR STUDENT AFFAIRS

The Vice Chancellor for Student Affairs is responsible for the operation of student personnel services and for the activities and affairs related to student life. He or she is also responsible for the following:

- managing campus safety and security, which provides a safe environment for students to live and learn, for faculty and staff to work, and for guests to visit.

The following positions report directly to the Vice Chancellor for Student Affairs:

- Associate Vice Chancellors for Student Affairs,
- Dean of Students,
- Director of Campus Police,
- Director of Admissions,
- Director of Financial Aid,
- Registrar,
- Director of Counseling and Testing,
- Director of Health Services,
- Director of Career Services, and
- Director of Student Life.

DIVISION OF ACADEMIC AFFAIRS

3.14 SCHOOL 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.

3.15 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.

3.16 ACADEMIC UNITS

The following are the academic units within the Division of Academic Affairs:

Schools and Departments

1. School of Arts and Humanities
   - Art
   - History and Political Science
   - Language, Literature and Communication
   - Music
   - Social Sciences

2. School of Business and Economics
   - Accounting, Finance and Economics
   - Management and Marketing

3. School of Education and Psychology
   - Education
   - Health and Physical Education
   - Psychology

4. School of Mathematics, Science and Technology
   - Biology
   - Chemistry, Geology and Physics
   - Mathematics and Computer Science
   - Technology
   - Pharmacy and Health Professions
3.16.1 DEGREE PROGRAMS

Art

Art - BA

Art (Education) - BA

Graphic Design – BS

History and Political Science

History – BA

History (Minor in Secondary Education) - BA

Political Science – BA

Language, Literature and Communication

English – BA

Communication Studies -BA

Music

Music – BA

Music(Music Education Licensure) – BA

Music Industry Studies – BS

Social Sciences

Criminal Justice – BS

Sociology – BA

Social Work – BSW

Accounting

Accounting – BS

Business Administration – BS
Management and Marketing

Business Administration – BS

Education

Birth Through Kindergarten – BS
Elementary Education – BS, M.Ed.
Middle Grades – BS
School Administration – M.Ed.
Special Education – BS

Health and Physical Education

Physical Education (non-teaching) – BS
Physical Education (Teaching) – BS

Psychology

Psychology – BS

Biology

Biology – BS, MS
Marine Environmental Science – BS

Chemistry and Physics

Chemistry – BS
Geology – BS
Physics – BS

Mathematics and Computer Science

Computer and Information Science – BS
Mathematics – BS, MS
Pharmacy

Pharmaceutical Science - BS

Technology

Aviation Science – BS

Engineering Technology - BS

Industrial Technology - BS
CHAPTER 4:
FACULTY RESPONSIBILITIES

4.1 GENERAL STATEMENT ON FACULTY RESPONSIBILITIES

Academic freedom and responsibility are fundamental to an environment of higher learning and are essential to discovery, inquiry, creativity, and scholarship in teaching, research, extension, and outreach. Central to the trinity of academia are teaching, scholarship and research, but also university and community service. University policies and procedures exist to ensure academic freedom for its faculty and students in an atmosphere of unfettered inquiry and search for truth, open discussion, and free expression of ideas [UNCGA, 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 on academic endeavors and respects the rights of each member of the academic community.9

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;

9See the ECSU Policy Manual for details: http://www.ecsu.edu/administration/sacs/docs/supporting/2-8/faculty_handbook.pdf.
• to encourage students and colleagues to engage in intellectual discourse and inquiry;
• to evaluate student and colleague performance and achievement on a scholarly 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

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.

4.3 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. Your presence at these events enhances their character.

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.

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.

4.4.1 Distance and Continuing Education

Distance Education supports and encourages collaborative efforts involving faculty, staff, and administrators, working to serve as a model for change and growth at ECSU via distance education delivery methods. Distance education at Elizabeth City State University extends availability and access to convenient course offerings to students who are isolated from campus due to time and/or geographic location, utilizing existing, new, and emerging technological strategies. 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 the citizenry of northeastern North Carolina. 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

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.\textsuperscript{10}

\textbf{4.4.3 Graduate Faculty Teaching Load}

The normal teaching load for graduate faculty is nine (9) hours per semester. The normal teaching load for undergraduate faculty is twelve (12) semester hours. The undergraduate faculty load may include one graduate class, and when any undergraduate faculty member’s load includes a graduate class, then nine (9) semester hours is the maximum teaching load. The combination of graduate and undergraduate courses is based on 21 credit hours or equivalent per year.

\textbf{4.4.4 Instructional Procedures}

- \textit{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.

- \textit{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

\textsuperscript{10}See \url{http://www.ecsu.edu/publications/students/summerschoolmanual.pdf} for further details on the Summer School policy.
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.

- **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.\(^{11}\)

- **Supplies and Equipment** – Faculty members should work closely with the Department Chair to order office and instructional supplies.

- **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.\(^{12}\)

### 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.

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\(^{11}\) The 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](http://www.ecsu.edu/administration/sacs/docs/supporting/3-7-5/Faculty_Evaluation_Rating_Form.pdf) for further details.

\(^{12}\) For further details about ECSU's Copyright, Patent and Intellectual Rights, please see section 400.1.34 of the ECSU Policy Manual or the following website: [http://www.ecsu.edu/forms/facultystaff/policymanual.pdf](http://www.ecsu.edu/forms/facultystaff/policymanual.pdf).
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 City State University.13

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.

4.5 UNIVERSITY SERVICE, MEETINGS, AND COMMUNITY SERVICE

4.5.1 University Service

Faculty members are expected to contribute service to their department, school, university, and the community at large to maintain, promote, and enhance the life and climate of the academic environment.

All faculty members are to contribute, and serve on department, or school, and university-wide committees. Attendance at meetings of committees on which a faculty member is selected to serve is required.

13See 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.
Further, faculty members are required to attend and participate in faculty institute 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. An important aspect of the evaluation process is meeting attendance.

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 Senate has determined a meeting schedule that allows all departmental, school, and university-wide committees to meet without conflicts. The Faculty Senate will meet on the third Tuesday of each month at 3:30 pm unless otherwise indicated.
4.5.3 Community Service

All faculty members are expected to contribute service to Elizabeth City, Pasquotank County and other surrounding counties according to their interests, abilities, and expertise. A part of the mission of Elizabeth City State University is to promote active engagement in community service and activities by its faculty.

4.6 STUDENT ADVISEMENT AND OFFICE HOURS

4.6.1 Advisement

Faculty members are expected to serve as advisors to student majors in their respective subject disciplines, as appropriate or as needed. Faculty members are also expected to share in general student advisement during periods of registration. Faculty members are further expected to stay abreast of the ongoing needs of students in their classes and use in-class and personal contact to meet the needs of all students in their classes. As a courtesy, it is helpful to consider each student who completes your class as an alumnus of your course with ongoing academic needs as related to encouragement, job recommendations, scholarship and graduate school recommendations, and personal development. In this regard, it is helpful to keep some records and reminders of student work and activities, their participation in university activities (band, choir, athletics, drama, art, student government, etc.) for reference.

Upon entering the University, every student is assigned an advisor. The advisor works with the student in selecting appropriate courses for successful completion
of a chosen degree program. All faculty members are expected to know advisement procedures, information, and protocols that will help generate student success in working toward the degree.

4.6.2 Faculty Absence Policy

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.

4.6.3 Office Hours:

All full-time faculty members are required to maintain at least five (5) regularly scheduled office hours during each week of the semester. These hours should be scheduled during each week when faculty members are available to meet with students and should not conflict with other duties such as committee meetings. In order to assist and advise students meaningfully, the minimum advisement conference block will be at least 30 minutes. Office hours should be posted on the office door, printed on the syllabus, and maintained on file in the departmental office. It is preferable to have daily office hours; however, office hours must be scheduled no fewer than two days per week. In addition to the official office hours, faculty members are strongly encouraged to provide other times and forums to meet with students, especially working, evening and graduate students. These additional hours may include individual and group
appointments, after class meetings, e-mails, and telephone sessions. Faculty members are to notify the department chair or secretary if they are unable to meet posted office hours.

Part-time faculty members should also be available to meet with students. The number of hours and location will be determined in conjunction with the department chair. The hours may include individual and group appointments, after class meetings, e-mails, and telephone sessions. The appropriate office hours and advisement contact information will be printed on the syllabus and maintained on file in the departmental office.
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 Chapter Six of The Code 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.\textsuperscript{14}

\textbf{5.2 ACADEMIC FREEDOM AND RESPONSIBILITY}

ECSU's policy is to support and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication for all members of the academic faculty of the institution. Members of the faculty are expected to recognize that accuracy, forthrightness, and dignity befit their association with the university and their position as men and women of learning. They should not \textsuperscript{[300.2.1]} 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. The university incorporates as part of this policy the rights and responsibilities of the faculty under the principles of academic freedom as set forth in The Code.\textsuperscript{15}

\textbf{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.

\textsuperscript{14}Source: 300.2.1, Section 1, ECSU Faculty Policy Manual
\textsuperscript{15}Source: 300.2.1, Section 2, ECSU Faculty Policy Manual.
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).

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
2. he or she will not be renewed at the end of the current term.

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.

**5.3.2 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.\(^{16}\)

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.\(^{17}\)

\(^{16}\)See [http://www.ecsu.edu/forms/facultystaff/policymanual.pdf#page=406](http://www.ecsu.edu/forms/facultystaff/policymanual.pdf#page=406) for further details for adjunct faculty.
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 and the academic dean 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 and the academic dean shall be submitted in writing, to the provost/vice chancellor for academic affairs, who shall forward it with his or her recommendation in writing to the chancellor. If the conferral of tenure or promotion is included in the recommendation, the following occurs:

- the provost/vice chancellor for academic affairs shall consult the Faculty Personnel Committee,
- the Faculty Personnel Committee will prepare a written report to the provost/vice chancellor for academic affairs regarding its recommendation\(^\text{18}\)

If the chancellor decides not to recommend reappointment, promotion, or the conferral of tenure, the following occurs:

- the decision shall be communicated in a letter to the faculty member from the chancellor or the provost / vice chancellor for academic affairs as his or her designee.

\(^{17}\) Source: 300.2.1, Section 3, Faculty Policy Manual.
\(^{18}\) Source: 300.2.1, Section 3C, ECSU Faculty Policy Manual.
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. All other favorable recommendations by the chancellor in regard to appointments, reappointments, and promotions shall be forwarded to the Board of Trustees for final approval unless the Board of Trustees delegates its authority for final approval. 19

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:

19 Source: Section 300.2.1, Section 3, Faculty Policy Manual. If the faculty member is terminated, the policies in place may be found specifically in the UNC Policy Manual, Chapter 100.1—The Code Section 603 (http://www.northcarolina.edu/policy/index.php?pg=vb&node_id=4433). However, this policy is effective until September 1, 2009 and will be updated upon approval of new policy.
1. 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;

2. 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

3. after two or more years of continuous service at the institution, the faculty member shall be given not less than 12 months’ 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.20

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.

20 Source: 300.2.1, Section 3, ECSU Faculty Policy Manual.
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 child care, 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.

5.5 GRADUATE FACULTY POLICY

This policy shall govern graduate faculty membership at Elizabeth City State University (ECSU). The provisions of this policy shall not supersede the terms and conditions of employment as set forth in faculty employment contracts. 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 on the basis of 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 shall be 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.

   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 tenure or a tenure track position at the rank of Assistant Professor, Associate Professor or Full Professor;

C. 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.

D. 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.

E. Evidence of presentation of scholarly papers at professional meetings of appropriate organizations during the past five years.

F. 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).

G. 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.

   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 tenure or a tenure track position at the rank of
      Assistant Professor, Associate Professor or Full Professor;

   C. 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;

   D. 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.

   E. Evidence of presentation of scholarly papers at professional
      meetings of appropriate organizations during the past five years.
F. 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).

G. 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.

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 form 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. Service

1. Full Graduate Faculty. Serving an initial five (5) year term, subject to review for subsequent five-year terms.

2. Associate Graduate Faculty. Serving an initial three (3) year term, subject to review for a one time renewable three-year term.

3. Temporary Graduate Faculty. Serving a one (1) year term, subject to review for a renewable one-year term on an as needed basis.

B. Teaching graduate level courses in the member’s area of expertise.

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

A. 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.

B. 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.

C. Adjusted Teaching Loads.

1. Ancillary Duties. An adjusted teaching load may be assigned by the Department chair for graduate faculty members with ancillary duties and responsibilities.

2. Graduate Program Coordinators. An adjusted teaching workload of 6-8 semester credit hours per semester shall be provided for faculty who serve as Graduate Program Coordinators.
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 Graduate Faculty Serving at time Graduate Faculty Policy is Adopted

Members of the graduate faculty serving at the time this policy is adopted shall continue through the 2009-2010 academic year and shall be reviewed under this policy not later than the 2010 spring semester.

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

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.21

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21 For the Phased Retirement Eligibility Chart, see Appendix 1.
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 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.22

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, 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.

22Source: 300.2.4, ECSU Faculty Policy Manual. See this section for details of the Phased Retirement Program.
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.

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.23

5.7 UNIVERSITY OFFICERS AUTHORIZED TO ANSWER QUESTIONS ABOUT THE PROGRAM

Provost and Vice Chancellor for Academic Affairs  Director of Human Resources
Elizabeth City State University  Elizabeth City State University
1704 Weeksville Road  1704 Weeksville Road
Elizabeth City, NC 27909  Elizabeth City, NC 27909
252.335.3291  252.335.3252

Human Resources Benefits Coordinator
Elizabeth City State University
1704 Weeksville Road

23For details of the Phased Retirement Program and Samples of documentation, see 300.2.4 in the Faculty Policy Manual.
5.8 SUMMARY: ELIZABETH CITY STATE UNIVERSITY PHASED RETIREMENT PROGRAM

5.8.I. Purpose

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 his or her 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.  

5.8.2 Eligibility and Approval  

A. The Program is available only to full-time tenured faculty members. Non-tenured and tenure-track faculty are not eligible for the Program.  

B. Except as set forth in this Section II and Section III below, the Program is available to all full-time tenured faculty members who:  

1. Have at least five years of full-time service at Elizabeth City State University;  

2. Are age 62 or older for members of TSERS or 59 ½ or older for participants in the ORP; and  

3. Are eligible to receive retirement benefits through either TSERS or the ORP, as applicable.  

C. 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  

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24 If a faculty member does not elect to receive a monthly retirement benefit from TSERS or ORP, upon entering phased retirement he/she may continue participation in the State Health Plan as a permanent halftime employee on a fully contributory basis. In that case, the faculty member would not be eligible to receive the University contribution.
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.

D. 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.

E. 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.

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

G. Despite the above, Eligible Faculty Members do not have an absolute right to participate in the Program. Rather, departments, schools or Institutions may limit participation in the Program based on various conditions. One condition is the finding that financial exigencies prohibit enrollment in the Program. The second condition is that further enrollment in the Program will substantially weaken academic quality or
disrupt program sequence. Further, a department or school or an Institution may each establish a cap or limit on the number of Eligible Faculty Members who may enter the Program.

H. An application to enter the Program must be submitted to the Eligible Faculty Member’s department or division head. It is subject to the conditions noted above, development of a mutually agreed upon "work plan", and final approval by the chief academic officer. However, if the limitations do not apply and a final "work plan" is agreed upon, the final decision to enter or not enter the Program rests with the Eligible Faculty Member.

I. Once made, a decision to enter the Program (signified by the Eligible Faculty Member’s signing and non-revocation of the Phased Retirement Application and Reemployment Agreement and Release) is binding.

5.8.3 Terms and Conditions

A. Phased retirement under the Program is subject to the following terms and conditions:

1. 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.

2. 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).

3. 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").

4. 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").

5. After the Agreement and Release are drafted, the Agreement is signed by the appropriate administrators, and the Agreement and Release are delivered to the Eligible Faculty Member, the Eligible Faculty Member shall have forty-five (45) days within which to consider the Agreement and Release. Eligible Faculty Members are encouraged to carefully review the terms of the Agreement and the Release and to consult an attorney prior to executing such materials. However, Eligible Faculty Members may sign the Agreement and Release before the end of the 45-day period, if they so choose.

Once an Eligible Faculty Member signs the Agreement and Release, he or she also has the right under the ADEA (if he or she so chooses) to revoke the Agreement and the Release at any time within seven (7) calendar days of the date both documents are fully executed by all parties. Revocations must be in a writing personally signed by the Eligible Faculty Member and must be effected by personal delivery or posting by United States mail to the office or official to whom the prior application to participate in the Program had been submitted. An election to participate in the Program then does not become final until after the 7-day revocation period has passed without the Eligible Faculty Member's revocation.
If an Eligible Faculty Member elects to revoke the Agreement and Release within the 7-day revocation period, the Agreement is void. Moreover, in such circumstances, the Eligible Faculty Member will continue in his or her same full-time employment status as the Faculty Member held immediately prior to the execution of the Release.

6. 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.

7. 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.

B. 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

A. 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.

B. 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.

C. 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

25 See
http://www.northcarolina.edu/policy/index.php?pg=dl&id=4428&inline=1&return_url=%2Fpolicy%2Findex.php%3Fpg%3Dvb%26tag%3DChapter%2BV

26 See same website above.
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;

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27 See same website from previous citation.
28 For the current by-laws, please visit http://www.ecsu.edu/fs/facultysenate/bylaws.pdf.
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 and Alternates—elected 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. The Executive Committee will appoint the Chair and all members of the standing committees. The members of each standing committee will elect a secretary.

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

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.

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, email, 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 where there is a tie vote.
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-half release time (at least two courses) 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:

- Appoint the members of all standing committees of the Faculty Senate and recommend faculty for representation for University committees.

- 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.

- 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.

- Conduct elections for Autonomous Faculty Committees and Faculty Assembly delegates.
• Assist the Chair of the Senate in preparing the agenda of Senate meetings.

• Assist the Chair of the Senate in preparing and administering the resources under Senate supervision.

• 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.

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**

• 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.

• 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.

- 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.
- Each delegate and alternate will serve a term of two years.
- 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.

- **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 and Black History Week, 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**

The autonomous faculty committees are:

● Grievance Committee;

● Hearing Committee;

● Personnel Committee; and

● Teacher of the Year Committee.

**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 of 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 his or her 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 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. Student members will serve a one-year term.

- **Conduct of Business**
  - **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.

- **Quorum:** To conduct business, a two-thirds majority of the voting members of the committee will be present.

- **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.

- **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**

- The Chair of each committee will be responsible for minutes of committee meetings.

- Copies of minutes of committee meetings will be sent to the Chair of the Senate and the Secretary of the Senate.

- Outgoing committee Chairs will provide information to newly appointed Chairs when requested to do so.

**C. Reports**
• 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.
• Periodic reports may also be made to the Senate at a Senate meeting.
• 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.

*Autonomous Faculty Committees*

• *General Duties:* Each of these committees has specific responsibilities involving
matters of professional concern to the faculty.

• *Membership Selection:* Members will be elected from and by the full voting
faculty.

• *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 committees.
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 auditorium of the Jimmy R. Jenkins Science Center, with Senators occupying the lower seating area and visitors occupying the seats in the upper area.
- Visitors whose activities disturb the business of the Senate will be asked to leave.
- The Senate normally will adjourn no later than 3:30 p.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:

- To determine the period during which balloting is to be done;
• To prepare and distribute to Senators a ballot for each eligible faculty member in the respective academic unit;
• To verify and count the ballots after the voting;
• 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 three 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 General Administration building in Chapel Hill. Minutes of the Assembly are on file in the Senate office and are available through the Internet.
### 6.4.3 UNIVERSITY MEETING SCHEDULE

<table>
<thead>
<tr>
<th>Committee</th>
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<td>General Faculty Meeting</td>
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<td>Faculty Staff Institute</td>
<td>Fall, Winter, Spring</td>
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<tr>
<td>Division, and Department</td>
<td>Last Tuesday</td>
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<tr>
<td>Academic Executive Council</td>
<td>Bi-monthly</td>
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<tr>
<td>Academic Administrative and Planning Council</td>
<td>Monthly</td>
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29 For a detailed list of all committees and their functions, see Appendix 2.
### Appendix 1

**ELIZABETH CITY STATE UNIVERSITY**  
**PHASED RETIREMENT ELIGIBILITY CHART**

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<th>Division/School</th>
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<th>Years of Service</th>
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Appendix 2

UNIVERSITY STANDING BOARDS, COMMITTEES, AND COUNCILS

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; and
• reviews periodically the status of the university in reference to the required criteria of the Commission on Colleges, Southern Association of Colleges and Schools (SACS).

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 Executive Assistant to the Chancellor.

**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 Chancellor 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.
**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.

**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**

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 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 chairman, 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 Center of Institutional Research and Assessment. Reviews all suggested changes in curricula and recommends changes that meet public needs and the requirements of accrediting agencies. The committee reports to the Vice Chancellor for Academic Affairs.

**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.

Academic Executive Council

This council advises the Provost and Vice Chancellor for Academic Affairs on all matters related to the management and operation of the Division of Academic Affairs.

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.
University Retention Advisory Committee

Reviews and proposes policies and procedures to enhance the retention efforts of the university.

Articulation Agreement Committee

Establishes agreements between Elizabeth City State University, community colleges and technical institutions to provide students with the general educational background needed for college credit.

Assemblies and Convocations Committee

Schedules events, evaluates them, and recommends policies concerning university assembly programs; makes suggestions to various groups for improving the quality of programs.

Catalog Committee

This committee coordinates the annual revision and production of the catalogue. The committee reports and makes recommendations to the Associate Vice Chancellor for Academic Affairs for presentation to the Administrative Council.

Center For Teaching Excellence Advisory Committee

Emphasizes and promotes exemplary teaching among the faculty at Elizabeth City State University by encouraging the use of the Center for Teaching Excellence and assisting in the design of its offerings. Additionally, the center encompasses
the Virtual College and the Video Conferencing Center. The committee reports to
the Director of the Center.

**Commencement Committee**

This committee plans the annual commencement convocations. Recommendations for significant changes are made to the Chancellor through the Chief Marshal.

**Continuing / Distance Education Advisory Board**

This board makes approves courses, workshops, seminars, etc., for mid-career development, gaining job recognition, keeping up-to-date and broadening knowledge for adult learners through continuing education.

**Curriculum Committee**

Reviews all suggested changes in curricula and recommends changes that meet public needs and the requirements of accrediting agencies. The committee reports to the Provost and Vice Chancellor for Academic Affairs.

**Faculty Grievance Committee**

Hears and advises with respect to the adjustment of grievances of members of the faculty. The power of the committee shall be solely to hear representations by the persons directly involved in a grievance and to advise adjustment by the administration when appropriate. The Committee has jurisdiction to hear matters directly related to a faculty member’s employment status and institutional
relationships. The Committee has no jurisdiction to hear matters related to formal proceedings for the suspension, discharge or termination of a faculty member or matters within the jurisdiction of another standing faculty committee. This is a seven (7) member standing committee elected by the faculty from each professorial rank.

**Faculty Personnel Committee**

Makes recommendations to the Chancellor (or his designee) with respect to the following personnel actions: (1) initial appointments, (2) promotion in rank, and (3) reappointment. The committee acts in an advisory capacity concerning the above personnel actions. It is composed of tenured faculty members elected by the faculty for four-year overlapping terms.

**Faculty Senate Executive Committee**

The Faculty Senate participates in the formulation, implementation, and review of the university’s policies and regulations that are of faculty concern.

**Freshman Candlelighting Committee**

Plans and coordinates all activities associated with the induction ceremony for freshmen and new students.
General Studies Advisory Board

Assists the Director of the Division of General Studies with planning and implementing programs of the division. The board makes recommendations to the Provost and Vice Chancellor for Academic Affairs through the Department Chairperson.

Graduate Council

Makes policy recommendations to the Director of Graduate Education for the Guidance of department chairs and program coordinators in the development and implementation of their program curricula.

Graduate Grievance and Appeals Committee

Reviews grievances, petitions, and appeals from students related to matters of admissions, matriculation, and graduation. Its responsibility shall be to hear representations by persons directly and indirectly involved in a grievance, a petition, or an appeal and to mediate adjustment by the parties and to recommend a decision and course of action to be followed. Recommendation for resolution is made to the Provost and Vice Chancellor for Academic Affairs.

Honors Council

Determines the structure of the honors program and establishes criteria for selection of honors faculty. It also recommends policies affecting general operation of the honors program and assists the director in planning,
implementing, and evaluating all honors activities including planning and presenting the annual Honors Day Program. This council reports to the Provost and Vice Chancellor for Academic Affairs.

Institutional Review Board (IRB)

Reviews and monitors biomedical, social or behavioral research involving human subjects. IRB has the authority to approve, require modifications in (to secure 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.

International Program Advisory Committee

The committee develops curriculum in international studies. It also functions to develop interest in support of and appreciation for international studies and cultures. Reports and recommendations are made to the Assistant 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 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.

Planning, Institutional Effectiveness, and Outreach Council

Coordinates and monitors university planning procedures; reviews and recommends policies associated with university planning to the Administrative Council and the Chancellor; develops evaluation instruments and procedures to measure institutional effectiveness; reports on matters associated with student admissions, financial aid, and registration; reports on sponsored program activities and other programs funded by federal and/or state grants.

Research and Federal 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 ensuring proper care of animals used in research; advising and helping prepare proposals 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.

Teacher Education Advisory Council

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. In effecting these efforts, 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.

Weekend/Evening & Summer School Advisory Committee

Provides non-traditional students with an opportunity to complete a college education by their attendance in classes on weekends and/or evenings. Summer School provides opportunities for ECSU students to take courses toward fulfillment of degree requirements; gives visiting students an opportunity to take courses for transfer to other colleges and universities and/or to meet state public
school certification as well as participate in seminars, symposia, institutes in accord with their interests or needs. This committee reports to the Director of the Weekend/Evening and Summer School Advisory Committee.

**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.

**Food Service Committee**
Provides, advises, monitors, and reviews the quality of food service to students.

**Information Technology Planning & Policy Council**
Develops university-wide policies associated with all aspects of telecommunications and electronic data processing. Recommendations are given at least quarterly to the Administrative Council, based upon monitoring both
campus operations and external developments. Its composition is a mix of council and non-council personnel.

**Investment 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 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.
**Textbook 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**

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**

**Academic Suspension Committee**

This committee reviews all student appeals to their academic suspension from the university. Committee decisions are final and will be forwarded to the Registrar's office for implementation.

**Financial Aid Advisory Committee**
The Financial Aid Advisory Committee makes recommendations and provides feedback to the Office of Student Financial Aid on financial aid effectiveness and processing. The Financial Aid Advisory Committee makes recommendations to the Director of Student Financial Aid as requested by the Director of Financial Aid with respect to the application process, Cost of Attendance, Student Loan Lender’s List, University Campus Based Scholarship and student communications.

**Financial Aid Satisfactory Academic Progress Appeals Committee**

The committee reviews and makes a decision on a student appeal to have their financial aid reinstated. The committee reviews the appeals of students that are on financial aid suspension due to the failure to complete 66% of the hours attempted and/or failure to maintain the required semester GPA. Students on financial aid suspension due to failure to complete a program of study within 150% of the hours needed are not eligible to appeal.

**Joint Council on Student Affairs**

Investigates specific cases and causes of misconduct and violations of University rules, policies or regulations by students. It also makes recommendation concerning acceptable practices, student adjustment, and disciplinary action. It works closely with the area of Student Affairs and makes reports and recommendations on student welfare to the Vice Chancellor for Student Affairs.

**Lyceum Committee**

Plans, schedules, and contracts the appearances of outstanding artists and lecturers
during the academic year. Recommendations are made to the Vice Chancellor for Student Affairs.

**Mr. & Miss ECSU Committee**

Recommends and implements criteria for electing Miss Elizabeth City State University as well as planning, decorating, and coordinating the Mr. & Miss ECSU Pageant and the Homecoming Ball. The committee is responsible to the Vice Chancellor for Student Affairs.

**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.

**Religious Activities Committee**

Seeks to provide meaningful religious experiences for all members of the university community. It works through many religious organizations, on-and off-campus. Recommendations are made to the Vice Chancellor for Student Affairs.

**Residency Committee**

Formulates guidelines, reviews residence policies, and advises on residence cases of unusual complexity. The committee classifies students as instate or out-of-state for the purpose of admissions and assessment of tuition.
Satisfactory Academic Progress Committee

The committee reviews appeals of students who are on financial aid suspension as required by the U.S. Department of Education.

Student Affairs Budget Allocations Committee

Reviews the budget requests for major campus-based clubs and organizations (e.g. Lyceum, SGA, Choir, 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.

University Calendar Committee

Schedules academic and major university events annually, and presents document to the Administrative Council for review and approval.
Who's Who Selection Committee

Disseminates information about selection criteria for Who's Who Among Students in American Colleges and Universities; receives and processes nominations, evaluating nominees for final selection and reporting the university's finalists to the national office. This committee recommends changes in policy and procedures and reports to the Vice Chancellor for Student Affairs.

Substance Abuse Committee

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

Student Activity Advisory Committee

Plans and programs activities associated with all holidays, this committee selects nominees for the Ridley Award and make recommendations for all programs and activities in the Student Union Complex.
**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.

**EPA Non-Faculty Grievance Committee**
Hears, mediates and advises regarding adjustment of grievances of EPA 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.

**Founders Day Committee**
Plans and implements the annual Founders Day activities.
SPA Grievance Committee

This committee hears 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 SPA Employees, and presents recommendations to the Chancellor for Final Agency Decisions (FAD).
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