



ELIZABETH CITY STATE UNIVERSITY

ACADEMIC AFFAIRS HANDBOOK

(October 4, 2019)

Elizabeth City State University

A Constituent Institution of the University of North Carolina

Elizabeth City, North Carolina

**Dr. Karrie Dixon
CHANCELLOR**

Elizabeth City State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award degrees at the baccalaureate and master's level. Questions about the accreditation of Elizabeth City State University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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**ELIZABETH CITY STATE UNIVERSITY
ACADEMIC AFFAIRS HANDBOOK COMMITTEE
(October 4, 2019)**

Recommended Procedure Statement for Change in Status Including Voluntary Withdrawal from Accreditation

Upon receipt of notification and change of status by SACSCOC or another accrediting body, the Office of the Chancellor will notify the accrediting agencies of decision rendered and will also be responsible for posting this information on ECSU Website.

THE ELIZABETH CITY STATE UNIVERSITY ACADEMIC AFFAIRS HANDBOOK

This Elizabeth City State University (ECSU) Academic Affairs Handbook (Handbook) is a compilation of information from the University of North Carolina Policy and Procedures Manual, the ECSU Policy and Procedures Manual, and the ECSU Faculty Handbook. This Handbook is provided for information purposes only. Original sources of pertinent information should be consulted for complete and up-to-date status of policies and actions, which are available on the web at:

https://www.northcarolina.edu/apps/policy/index.php?pg=vb&node_id=2

<http://www.ecsu.edu/documents/legal-affairs/policymanual.pdf>

This Handbook is prepared for use as a university document for informing ECSU faculty and staff regarding policy issues and approved best practices at the university. It is not an official publication of the Board of Governors of the University of North Carolina System. In cases of omission, conflict, or divergence from the ECSU Faculty Senate Constitution and Bylaws, the Elizabeth City State University Statutes, or other specific faculty-approved ECSU policy, policies of the Board of Governors shall prevail. The Board of Governors is the controlling authority for all colleges and universities within the University of North Carolina System. This Academic Affairs Handbook will be reviewed annually and will undergo appropriate revisions with all appropriate approvals as policies and procedures are added, amended, or deleted.

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Chapter 1: Introduction

1.1 ELIZABETH CITY STATE UNIVERSITY MISSION STATEMENT

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

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

Through teaching, research, and community engagement, the institution's rich heritage and its current multicultural student-centered focus provide a firm foundation for its endeavors. It serves the needs and aspirations of individuals and society; producing graduates for leadership roles and life-long learning.¹

1.2 ACADEMIC AFFAIRS MISSION STATEMENT

The Office of the Provost and the Division of Academic Affairs provide leadership in developing and maintaining quality academic programs and support services that contribute to the achievement of the university's mission. ECSU strives to be recognized as a student-centered university with emphasis on excellence in teaching and learning, for its excellence in scholarly activities, and for its outstanding service and engagement with local, regional, national and global communities.²

¹ <http://www.ecsu.edu/about/index.html>

² <https://www.ecsu.edu/academics/mission-statement.html>

1.3 Academic Affairs Area Description

ECSU students enjoy academic flexibility through programs that develop the knowledge they need while preserving the freedom of experiential learning. Through our several distinguished degrees in arts and sciences, selected professional and pre-professional areas and master's degree programs, across three schools, our students are exposed to a global education in an intimate instructional environment as evidenced below:

1. The student to faculty ratio on campus is 17:1.
2. The only baccalaureate aviation degree program in North Carolina.
3. Over the last decade, ECSU has repeatedly earned national acclaim in U.S. News and World Report Magazine's ranking of best colleges in the south, as well as several other national rankings.
4. Our university support and achievement programs exemplify our commitment to challenge and expose our students to a range of academic, social, cultural and international experiences.³

1.4 Duties and Responsibilities of Administrative Leaders

1.4.1 The 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

³ <https://www.ecsu.edu/academics/index.html>

- 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 (see attached organizational chart):

- Associate Vice Chancellor for Faculty Affairs and Development
- Associate Vice Chancellor for Outreach and Engagement
- Associate Vice Chancellor for Student Success
- Registrar
- The School Deans
- Senior Executive Assistant
- Executive Assistant
- Director of Admissions

1.4.2 Associate Vice Chancellor for Faculty Affairs and Development

- Center for Teaching and Learning
- Eastern AHEC (Area Health Education Center)
- Graduate Education
- Office of Sponsored Programs
- Director of SACSCOC Reaffirmation
- Office of Summer School
- Small Business Technology Development Center (SBTDC)
- Council of Endowed Professors
- Accreditations

- University Catalogs (Undergraduate and Graduate)

1.4.3 Associate Vice Chancellor for Student Success

- G.R. Little Library
- Office of Financial Aid
- Institutional Effectiveness, Research and Assessment
- Honors/International Programs
- Undergraduate Research
- Department of University Studies
- Director of Retention
- TRIO Programs
- Director of Transfer Services

1.4.4 Associate Vice Chancellor for Outreach and Engagement and Registrar

- Office of the Registrar
- Community College Liaison
- Office of Distance Education
- Continuing Education and Certificate Development
- Academic Communications and Marketing

The School Deans

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

- Academic and administrative leadership and fiscal operations for their respective school;
- Participating in university goal and policy setting;
- Strengthening the visibility of their school, increasing resources through extramural funding, 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.

The Department Chairs

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

- Promoting high standards in teaching, research, and service;
- Communicating and soliciting the counsel and recommendations of the faculty in the development of departmental programs and policies;
- Recruiting and maintaining faculty with the proper competencies for implementing the programs of the department, in consultation with the senior faculty in the department. As spokesperson for departmental personnel, the department chair is central to continuing dialog with the Dean, Provost/Vice Chancellor, the Chancellor, and, in 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.⁴

⁴ Please consult Section 3.9 of the Faculty Handbook

1.5 Academic Programs

As northeastern North Carolina's four-year institution of higher education, Elizabeth City State University (ECSU) has been an important academic and cultural center for the region.

A constituent institution of the University of Carolina system, ECSU is committed to fulfilling our mission of serving as a valuable resource for building the state's intellectual capital through teaching, research, and community outreach.

ECSU offers 27 undergraduate programs and four graduate degree programs. The university has academic programs that appeal to various interests and fields of study, including the honors program, military science, study abroad and our signature program, aviation.

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

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

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

The Division of Academic Affairs also includes the following areas:

- Graduate Education
- Continuing Education

- Distance Education
- International Programs
- Institutional Effectiveness, Research, and Assessment
- SACS Compliance & Reaffirmation
- Sponsored Programs
- Summer School Programs
- Academic Support Programs/Services
- Office of Admissions
- Office of Financial Aid

1.5.1 School of Education and Business

Elizabeth City State University prepares its students to become tomorrow's business leaders and problem solvers! The School of Education and Business provides students from all backgrounds with rigorous and relevant business educational experiences. The School promotes scholarly inquiry and lifelong learning. The School is committed to maintaining a challenging environment that promotes both independence and service to others and prepares students for success in life, and in their chosen careers in the private and public sectors.

The School of Education and Business offers different avenues of licensure to help our candidates become informed, reflective, decision-makers and positive change agents for P-12 education.

The School of Education and Business offers the following degree programs:

- Accounting
- Business Administration

- Sport Management
- Birth to Kindergarten (BK)
- Elementary Education (K-6)
- Special Education
- Master of Education in Elementary Education (100% Online)
- Master of School Administration

Students are prepared for careers in a technologically oriented and globally competitive environment.

1.5.2 School of Humanities and Social Sciences

Elizabeth City State University's School of Humanities and Social Sciences provides a solid liberal arts education to students for opportunities in professional careers, graduate school, and research. The School offers the Bachelor of Arts degree in Music, which is nationally accredited. The School also offers BA and/or BS degree programs in the following:

- English
- Digital Media
- Criminal Justice
- Homeland Security (100% Online)
- History
- Interdisciplinary Studies (100% Online)
- Graphic Design
- Music

The school also offers an academically sound alternative to traditional face-to-face instruction via distance education technologies to every ECSU student.⁶

1.5.3 School of Science, Aviation, Health and Technology

The school is home to four departments:

- Aviation and Emergency Management
- Health and Human Studies
- Mathematics, Computer Science and Engineering Technology
- Natural Sciences

The School offers the following undergraduate degree programs:

- Aviation Science
- Biology
- Chemistry
- Computer Science
- Mathematics
- Pharmaceutical Science
- Psychology
- Kinesiology
- Social Work
- Sustainability Studies
- Engineering Technology
- Unmanned Aircraft

- Emergency Management

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

- Biology⁷
- Mathematics

1.5.4 Graduate Programs

1.5.4.1 Biology

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

1.5.4.2 Elementary Education

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

⁷ <https://gradapply.ecsu.edu/>

1.5.4.3 Mathematics

ECSU offers the Master in Mathematics degree program with concentrations in Mathematics Education, Applied Mathematics, Community College Teaching, and Remote Sensing. Its strong curriculum provides students with a high level of preparation for research as well as for professional employment with an emphasis on integrating theory and applications. The Departmental faculty members are well-qualified and have diverse research interests. It is recommended that prospective students contact the department as early as possible to discuss an appropriate program of study and to plan the sequencing of course requirements.

1.5.4.4 School Administration

ECSU offers the Master of School Administration (MSA) degree program, which seeks to develop highly qualified school administrators who are informed, competent, effective decision-makers. The program's conceptual framework represents the knowledge, skills, and dispositions we believe are essential for effective decision making, teaching, and leading. The knowledge, skills, and dispositions are attained in a professional learning community comprised of the University, the local education agency (LEA), and the community and family. The program also prepares candidates who understand the relationships that describe schools as social systems in the professional learning community and can use this knowledge to make wise, data-driven decisions.

1.5.5 Offices

- Office of Continuing Education
- Office of Distance Education
- Office of International Programs
- Office of Institutional Effectiveness, Research, and Assessment

- Office of SACS Compliance & Reaffirmation
- Office of Sponsored Programs
- Office of Summer School Programs

1.5.6 Academic Support Programs/Services

- G.R. Little Library
- Department of University Studies
- Department of Military Science
- Center for Teaching and Learning
- Upward Bound
- Honors Program
- Office of International Programs

1.6 Academic Affairs Organizational Chart

To view the most recent chart, please see Appendix I

Chapter 2: Faculty Personnel Procedures

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

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

2.1.1 New Positions

The Chair in consultation with the Dean and Vice Chancellor for Academic Affairs, determines the need for a new faculty position to ensure that it contributes to the goals and mission of the School, consistent with institutional goals and mission. The *Position Action Request Form* (<https://www.ecsu.edu/documents/human-resources/position-action-request.pdf>) is used to include pertinent information to establish the job, including budget information. The Dean forwards the form to the Provost and Vice Chancellor for Academic Affairs. When the form is approved, it is forwarded to the Budget Office. The Budget Office forwards the form to the Office of Human Resources, that office then forwards the form to the Chancellor for review and approval; the Chancellor returns the approved position description form to the Office of Human Resources for posting (advertising).

2.1.2 Vacant Positions

Employees should submit a letter of resignation/retirement to the Chairperson, Dean, and to the Division Head who, upon receipt of the letter, shall generate a *Request to Post a Position Form* (<https://www.ecsu.edu/documents/human-resources/request-to-post-position.pdf>) and the Position Action: Chancellor Approval form (<https://www.ecsu.edu/documents/human-resources/chancellor-approval.pdf>) and shall

forward the request electronically to the Vice Chancellor for Academic Affairs. When the request is properly completed and approved, the position is advertised accordingly.

2.1.3 Advertising

- A. The Dean (Department/Unit Head) forwards the *Request to Post a Position Form*- with supporting documents- to the Vice Chancellor for Academic Affairs (Division Head) for approval. The completed form must include any management preferences for the position, including specific advertising instructions.
- B. The Division Head forwards the approved Request and Chancellor's Approval Forms through the Budget Office and to HR for posting (advertising).
- C. Positions shall be advertised as requested by the hiring manager within the online employment system and the Personnel Management Information System. The Office of Academic Affairs will support all advertising expenses. Copies of the announcement are filed in the department where the vacancy occurs and in the Office of Academic Affairs.

2.1.4 Training

The Office of Human Resources offers training for hiring managers on a scheduled basis to ensure compliance with ECSU Policy 200.1.30 Recruitment and Posting of Vacancies. Assistance shall be provided throughout the selection process by the Chief Human Resources Officer or a designated Human Resources Specialist. The Human Resources Recruitment & Selection Guidelines (<https://www.ecsu.edu/documents/human-resources/recruitmenandselection-guidelines.pdf>) is also instructive on the process to be followed.

2.1.5 Vacancies in the School/Department

At the option of the Vice Chancellor for Academic Affairs, multiple vacancies in a given department may be posted as pool vacancies where multiple positions are advertised in a single posting, or as individual postings. However, at the time of hire, each position shall be treated as a separate position for hire, by position number.

2.1.6 Selection Process

The Search Committee and interview questions were submitted as part of the *Request to Post a Position* package. Any changes to the committee or questions must be approved by the EEO Officer. The search committee must demonstrate diversity, in terms of race and gender. The Search Committee and questions, as approved by the EEO Officer, are maintained in the online employment system. These documents are subject to audit by the North Carolina auditors, the Department of Labor and the Office of Civil Rights at any time. Questions should not be shared until the first meeting of the panel.

1. Applications are initially screened by the online employment system as applicants apply for vacant positions and respond to qualifying questions and include required documents (e.g., attaching resume, credentials, letters of reference, application addenda). HR does not screen the applications to determine the most qualified or qualified. All applications are released electronically to the Dean. HR gives the search committee access to the applications via the online system. HR shall also submit the Screening/Rating/Ranking Report electronically to the Department/Unit Head. The Dean has the option to review the applicant pool at any time via the online employment system.
2. The Search Committee, at its first meeting and after receiving the charge from the Dean and/or Vice Chancellor, develops additional hiring criteria according to the function, technical nature or varying operations of the position.

3. The Search Committee reviews the pool of applicants and screens according to the hiring criteria. The Dean determines the number of candidates to be selected for interview. The Search Committee Chair forwards the interview candidates to the Office of Human Resources to determine EEO compliance.
4. When the appropriate number of qualified applicants is identified, the Dean completes a Faculty Transcript Form on each candidate to verify the credentials. Once the credentials have been verified, the Dean changes the status of the selected candidates to “interview pending.” The chair of the search committee may contact the candidates to schedule interviews with the approval of the dean. HR is available to assist in contacting the candidates.
5. The Search Committee takes notes during the interviews. All members must be present and participate to ensure fairness in the selection process. Questions may not be shared with prospective candidates prior to the interview; this action creates a bias in the process and places the integrity of the Search Committee in jeopardy.
6. At the end of the interview process, the Committee meets to discuss their individual tallies and returns all search material to the chair of the committee. Individual Screening/Rating/Ranking Reports are prepared and signed by each member of the committee. The Search Committee Chair compiles the master Screening/Rating/Ranking Report and forwards all selection process forms and notes to the Office of Human Relations. The Search Committee Chair forwards recommendations to the Department Chairperson in unranked order. After confirming credentials, the Department Chair forwards recommendations to the Dean and initiates discussion of the final candidates. The Dean will review credentials, conduct follow-up interviews as necessary, forward final recommendations to the Provost and

initiate discussions about the finalists. The Provost, in consultation with the Dean, will determine salary range and rank. The Dean will contact the candidate to extend a verbal offer and negotiate the hire. The Provost and Vice Chancellor of Academic Affairs or designee serves as the Hiring Manager and will extend a formal employment offer, and create a Hiring Proposal (formerly Recommendation for Personnel Action form) via the online system for the selected candidate.

7. The chair of the hiring committee is responsible for ensuring that any copies made during the process are destroyed and forwarding all original documents to the EEO Officer. All materials used during the selection process are filed in HR for three (3) years and are subject to scrutiny/ audit by the State of North Carolina auditors, the Department of Labor, and the Office of Civil Rights.
8. The EEO Officer shall verify that the process was followed, approve the hiring proposal, and shall forward the proposal to the Division Head. The Division Head forwards the proposal to the Budget Office. The Budget Office, after verification of availability of funds, shall forward the hiring proposal to the Chief Human Resources Officer for processing.

2.1.7 Immigration

The State of North Carolina is permitted to hire only properly identified U.S. citizens or aliens with proper work authorization from the Department of Homeland Security, Bureau of U.S. Citizens and Immigration Services. Any recommendations to sponsor faculty for work authorization must be approved by the Provost and Vice Chancellor for Academic Affairs.

2.1.8 Federal Military Selective Service Act

State law requires selected applicants to indicate if they are in compliance with the Federal Military Selective Service Act. Failure to comply with the registration requirements bars a person from State employment.⁸

2.2 TENURE AND PROMOTION

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

2.2.1 In Relation to Faculty Ranks

Tenure, as herein defined, pertains exclusively to the employment of faculty members by appointment to specified faculty ranks. Such appointments may be for fixed terms of employment, automatically terminable when they expire (fixed-term appointment); or for probationary terms (probationary term appointment); or continuous until resignation, retirement, or death (appointment with tenure).

2.2.2 Qualification of Rank

Each department 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 guidelines approved by the dean of

⁸ For complete information and immigration procedures at ECSU, please consult Section 200.1.30 of the ECSU Policy and Procedures Manual at <http://www.ecsu.edu/documents/legal-affairs/policymanual.pdf>.

each school in which the department is located and in the school guidelines 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 timeframe during which a decision to reappoint or confer tenure must be made, as provide in Section 300.2.1[G] Promotion and Tenure Guidelines in the University Policy and Procedures Manual. If exceptional circumstances warrant, this policy shall not preclude promotion or the conferral of tenure according to a timeframe different from that set forth in Section 300.2.21[G] 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 professorial rank under University Policy 300.2.1.1, 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 300.2.2.1[G] of the University Policy and Procedures Manual, shall each review the instructor's performance and recommend to the Provost/Vice Chancellor for Academic Affairs one of the following:

1. That the instructor be appointed to an appropriate term as assistant professor in accordance with Section 300.2.21[G] of the University Policy and Procedures Manual;
2. That the individual be appointed as special faculty in accordance with Section 3.B.5;
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, he or she will be reappointed with a recommendation of tenure at the same or higher rank, or
2. That upon the expiration of the three-year term of appointment, the assistant professor shall not be reappointed.

Tenure may be conferred only by action of the president and the Board of Governors of the University of North Carolina or by such other agencies or officers as may be delegated such authority by the Board of Governors. In all instances, the tenure conferred on a faculty member is held with reference to employment by a constituent institution rather than to employment by the University of North Carolina. The decisions herein shall be made as provided in 300.2.1.1[G] Promotion and Tenure Guidelines of the University Policy and Procedures Manual.

Associate Professor

An initial appointment to the rank of associate professor may be for a probationary term of four years. Before the end of the third year of a probationary four-year term for an associate professor, he or she shall be given written notice on whether:

1. 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 300.2.1.1[G] Promotion and Tenure Guidelines of the University Policy and Procedures Manual. 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 of the president and the Board of Governors of the University of North Carolina, or by such other agencies or officers as may be delegated such authority by the Board of Governors. In all instances, the tenure conferred on a faculty member is held with reference to employment by a constituent institution, rather than to employment by the University of North Carolina.

Professor

An initial appointment to the rank of professor may be for a probationary term of three academic years. Before the end of the second year of the three-year probationary term, the professor shall be given written notice whether, when the current term expires he or she:

1. Will be recommended for reappointment with tenure, or
2. Will not be renewed at the end of the current term.

The decisions shall be made in the manner provided in 300.2.1.1[G] Promotion and Tenure Guidelines of the University Policy and Procedures Manual. If a decision not to grant tenure is made but not communicated as herein required, the chancellor shall offer a terminal appointment of one academic year. The reappointment of professor constitutes a recommendation for tenure from the effective date of the promotion, subject to the approval of the president and the Board of Governors of the University of North Carolina or by such other agencies or officers as may be delegated such authority by the Board of Governors. In all instances, the tenure conferred on a faculty member is held with reference to employment by a constituent institution, rather than to employment by the University of North Carolina.

2.2.2 Special Faculty Appointments

Faculty members who are appointed to any faculty rank designation provided in paragraphs 1 through 4 of Section 300.2.1.1 of the University Policy and Procedures manual with the prefix qualifier “adjunct,” “clinical,” “visiting,” “research,” or who are appointed as lecturers, artists-in-residence, writers-in-residence, or other special categories are regarded as “special faculty members” for purposes of this policy. Special faculty members are not eligible for tenure considerations or conferral of tenure and may be paid or unpaid. Special faculty members who are paid shall be appointed for a specified period of service, as set out in writing in their letter of appointment. The term of appointments of any paid special faculty member concludes at the end of the specified period set forth in the letter of appointment, and the letter of appointment constitutes full and timely notice that a new term will not be granted when that term expires.

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

During the term of employment, special faculty members are entitled to seek recourse under Section 607 of The Code (related to faculty grievances).

Special faculty members, whether paid or unpaid, are not covered by Section 604 of The Code, and that section does not accord them rights to additional review of a decision by ECSU not to grant a new appointment at the end of a specified term.

2.3 POST-TENURE REVIEW

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

1. The faculty member under review, in consultation with his/her department chair, will develop a five-year goal or plan. This plan remains flexible and can be modified in consultation with and subject to the approval of the department chair; if unforeseen circumstances impact the faculty member's performance or if departmental need/focus

changes. The plan should be detailed enough to include clear and measurable milestones (at least annual) and needs to be integrated in annual performance evaluations. After chair's approval, chairs are required to submit each faculty member's five-year goal or plan to the dean and the Office of the Provost and Vice Chancellor for Academic Affairs.

2. The faculty member being reviewed will be asked to submit to the department chairperson a comprehensive portfolio of documentation highlighting appropriate teaching, research/scholarly, and service activities for the past five (5) years, following the announced timeline.
3. At least five (5) letters of recommendation from peers and supervisors are to be included as documentation. Support letters can be from colleagues outside the academic unit (at least two within ECSU, remaining can also be from outside ECSU).
4. An evaluation of the faculty member's teaching effectiveness will be made by classroom visitation(s) to assess measures such as lesson objectives, student engagement, and student/teacher interactions; the classroom observation of teaching shall be for a minimum time length of one full class period and has to be done using the rubric common to all ECSU academic units. The PTRC members must inform the faculty member under review ahead of the visitation to establish an agreed upon time.
5. Additional items such as teaching philosophy, current curriculum vitae, course syllabi, professional development activities, and past student, chair, and peer evaluations will be included in the review process. The weighted criteria and results identified in 300.2.1.1 of the University Policy and Procedures Manual shall provide the rubric for evaluation of the portfolio.

6. The Post-Tenure Review Committee (PTRC) will provide a copy of the committee's evaluation to the faculty member and meet with the faculty member to discuss the review. The PTRC's written feedback to the faculty member being reviewed should include recognition for observations of exemplary performance as appropriate. A negative review by the PTRC must include a statement of the faculty member's primary responsibilities and specific descriptions of shortcomings as they relate to the faculty member's assigned duties. The faculty member must sign the Post-Tenure Review Evaluation Report and indicate agreement or disagreement.
7. The faculty member has the option of attaching a written response to the evaluation within ten (10) working days of receipt and submitting same to the PTRC to be attached to the Post-Tenure Review Evaluation Report.
8. After reviewing the documents, the Post-Tenure Review Committee will provide a written assessment and recommendation to the department chairperson.
9. The department chairperson shall consult with the PTRC on post-tenure review outcomes in rendering his or her evaluation of the faculty member under review. All written assessments and recommendations must be forwarded to the dean, including any attached faculty responses.
10. After reviewing the Post-Tenure Review Committee's assessment and recommendations, the dean shall provide an evaluative review in addition to the review conducted by the peer review committee and the department chair. The Provost/Vice Chancellor for Academic Affairs must certify that all aspects of the post-tenure review process for that year are in compliance with policy and guidelines.

11. After reviewing the Post-Tenure Review Committee's assessment and recommendations, the dean shall provide the Provost and Vice Chancellor for Academic Affairs acknowledgement of the completion of the review⁹.

2.4 PHASED RETIREMENT

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

2.4.1 Number of Eligible Faculty Who Can Participate in the Program

Due to the overall size of the total faculty at Elizabeth City State University, each department will be limited to considering only one faculty member per year to participate in the ECSU Phased Retirement Program¹⁰.

2.4.2 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 or disruption of program sequence. Factors which may require limitations on participation include:

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

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

⁹ <https://www.ecsu.edu/documents/legal-affairs/policymanual.pdf>

¹⁰ <https://www.ecsu.edu/documents/legal-affairs/policymanual.pdf>

semester. Further explanation of these timelines can be found in Section 300.2.8.1[G] of the University Policy and Procedures Manual.

2.4.3 Eligibility

Only full-time tenured faculty members are eligible for the Program. Faculty members must have at least five years of full-time service at Elizabeth City State University, must be age 62 or older if a member of the Teachers' and State Employees' Retirement System (TSERS) or 59½ or older if a participant in the Optional Retirement Plan (ORP), and must be eligible to receive retirement benefits through either TSERS or the ORP as applicable. The Program contemplates actual retirement and reemployment of the participating faculty member on a part-time basis for a limited period. For purposes of the Program, "normal retirement age" is 62 years of age for TSERS members and 59½ for participants in the ORP. When a faculty member has achieved the above-listed age for his or her applicable participating retirement program, he or she will have reached "normal retirement age" and, therefore, need not undertake a break in service prior to entering the Program. Tenured faculty occupying full-time administrative positions are not eligible to participate in the Program until they vacate such positions. Thus, only individuals under faculty appointment involving teaching, research, and service are eligible to participate in the Program.

2.4.4 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 the Section 605A of The Code. Information pertaining to budget constraints, which prohibit participation and the means to determine that such exigencies exist, will be disseminated to the entire campus as soon as they become known. The limitation with respect to constraints of financial exigencies of


ECSU and/or a department or school will be applied consistently to all eligible faculty timely seeking to commence enrollment in the Program the same fall semester.

2.4.4 Number of Years Participants May Remain on Phased Retirement

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

2.4.5 Institutional Measures to Inform Faculty of the Program

The Provost/Vice Chancellor for 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 a “Letter to Eligible Faculty Announcing the Phased Retirement Program” along with the following program materials:

- UNC Policy 300.7.2 (UNC Phased Retirement Policy)
- Elizabeth City State University Phased Retirement Program Guidelines
- Elizabeth City State University Phased Retirement Application and Reemployment 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 on the faculty listserv and all the documents related to Phased Retirement will be posted at a website 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.¹¹

2.4.6 Procedures Used to Accept, Review, and Approve Applications

Eligible faculty members should arrange to meet with their department chairs 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 process, etc.

If a department receives more applications for the program than it has available spaces due to the limit, eligibility will be determined based on institutional seniority. The faculty member with the most institutional seniority will have priority to participate in the program. 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. Teaching, research, and service assignments during the period of based retirement are individually negotiated by the eligible faculty member and the appropriate supervisors and/or personnel committee(s).

Once a preliminary half-time work plan has been agreed upon, based on departmental needs and schedules, the details of the plan are then submitted to 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. A waiver of rights and claims under the Age Discrimination in Employment Act (the "ADEA" and other laws (the "Release").

¹¹ Source: 300.2.8, ECSU Faculty Policy Manual. See this section for details of the Phased Retirement Program: <http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

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 the ECSU 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 in the Office of Academic Affairs.

A faculty member will have at least 45 days to return the duplicate copies of the signed Agreement and the Release. The Elizabeth City State University 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.

Once an eligible faculty member signs the Agreement and Release, the or she also has the right under the ADEA (if they so choose) to revoke the Agreement and Release at any time within seven (7) calendar days of the date both documents are fully executed by all parties. Revocations must be in writing and personally signed by the eligible faculty member must be effected by personal delivery or posting by the United States Postal Service (USPS) 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 does not become final until after the seven-day revocation period has passed.

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 that it has available spaces due to the limit, then eligibility will be determined based on institutional seniority; that is, the faculty member with the most institutional seniority will have priority to participate in the Program.

2.5 UNIVERSITY OFFICERS AUTHORIZED TO ANSWER QUESTIONS ABOUT THE PROGRAM

Provost and Vice Chancellor for Academic Affairs

Chief Human Resources Officer

Elizabeth City State University
1704 Weeksville Rd
Elizabeth City, NC 27909
(252) 335-3748

Elizabeth City State University
1704 Weeksville Rd
Elizabeth City, NC 27909
(252) 335-3252

Human Resources Benefits Coordinator
Elizabeth City State University
1704 Weeksville Rd
Elizabeth City, NC 27909
(252) 335-3251

2.6 *Emeritus and Emeritus Status*

These honorary titles may be conferred by ECSU's Board of Trustees in the name of Elizabeth City State University. Candidates for Professor Emeritus status are fully retired faculty members or administrators who have held a faculty appointment at the rank of Professor with tenure and continued to meet ECSU's standards for performance in all areas expected of the rank in addition to all other requirements set forth in Section 300.2.8.2 of the University Policy and Procedures Manual. In order to be considered for Professor Emeritus status, a fully retired faculty member must have had at least 20 years of active, full-time academic service in higher education, with a minimum of 10 years of full-time academic service at ECSU, in addition to all other requirements set forth in the policy. Administrative Leave shall count toward years of service. In order to be considered for Professor Emeritus status, a fully retired faculty member must have a longstanding record of outstanding and meritorious service to higher education, ECSU, and to his/her academic field, with consistent and continuing contributions in the areas of teaching, research and service (in addition to all other requirements set forth in the policy). Due to the honor associated with the titles, the designation shall not be automatically bestowed on all retiring

faculty or administrators. Individuals who are conferred with these honorary titles shall be treated in certain respect as continuing members of the university community.¹²

¹² For explicit details on the *Emeritus* status and how to obtain this status, please consult Section 300.2.8.2 at the following website: <http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

CHAPTER 3: FACULTY RIGHTS

3.1 ABSENCES FROM CAMPUS (REPORTING)

In the event that a faculty member is to be absent from duties, it is the professional responsibility of the faculty member to inform the department chair and make arrangements to cover his or her classes. It is reasonable to expect other faculty members to cooperate so that all classes scheduled in the department are covered when such unexpected absences occur.

3.2 ADMINISTRATIVE LEAVE

3.2.1 Salary and Benefit Adjustments

A. Salary: A faculty member who receives an appointment as an administrator (12-month), shall receive salary commensurate with the administrative position. This administrative salary shall continue through the effective date of the relinquishment of administrative duties. If, at the end of an administrative appointment, an administrator retreats to a faculty appointment, his/her salary shall be adjusted at the commencement of the faculty appointment to a level commensurate with salaries of comparable members of the faculty.

If, in the Chancellor's discretion, it is determined that an administrator needs time off to prepare for a transition into a faculty appointment, Administrative Leave may be granted for a set period with a continuation of administrative salary.

Administrative Leave and the continuation of administrative salary under such circumstances shall be subject to approval by the ECSU Board of Trustees.

B. Annual and Sick Leave¹³: If, at the end of an administrative appointment, an administrator retreats to a faculty appointment, his/her entitlement to annual leave

¹³ Adopted 03/02/04.

shall end on the effective date of the relinquishment of the administrative appointment. Unused annual leave accumulated by the administrator, up to a maximum of 30 days, shall be paid in the last paycheck covering the administrative appointment. Unused sick leave balances shall remain on the record until the employee uses it, retires, or ceases employment at the university.¹⁴

3.3 CHANGE OF STUDENT GRADE

1. Each instructor is expected to give permanent passing or failing grades. Once a final grade has been reported to the Registrar's Office, it may be changed only upon the authorization of the Dean.
2. A grade change is made by submitting a Change of Grade Form to the Dean. Concomitantly with filing the Change of Grade Form, the instructor must also file and submit a signed statement of explanation for the grade change to the department chair and the dean for their review and approval.
3. The Change of Grade Form is then forwarded to the Office of the Provost and Vice Chancellor for Academic Affairs for approval, or the Academic Standards and Credits Committee for further review and evaluation. In some instances, the Academic Standards and Credits Committee may request the instructor to submit an additional explanation or appear in person to justify the change of grade. The Committee will then make a recommendation to the Provost and Vice Chancellor for Academic Affairs for approval or disapproval.
 - A. Any request for grade changes must be done within one academic calendar year from the date on which the initial grade was submitted to the Office of the Registrar.

¹⁴ For further details, please see: <http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

B. A change of grade other than “I” or “IP” will not be approved during the last two semesters of the student’s enrollment before graduation.

Exceptions to this policy will be made ONLY with the approval of the Academic Standards and Credits Committee. This policy also applies to “Repetition of Coursework.”¹⁵

3.4 COURSE SUBSTITUTIONS AND WAIVERS

Only under special circumstances will substitution for or exemption from the prescribed curriculum be permitted. To substitute or waive a course, students must submit a request on the appropriate form to their advisor. The form must be approved by the Advisor, Graduate Coordinator (if applicable), Department Chair, Dean of the School in the discipline in which students are seeking a degree, the Director of Graduate Education (if applicable), and the Provost and Vice Chancellor for Academic Affairs.¹⁶

3.5 COURSE SYLLABI

A course syllabus and textbooks or an equivalent is required for all courses. Instructors must distribute course syllabi to all enrolled students, the department chair, and the dean by the end of the first week of each semester or summer session.¹⁷

3.6 COURSES TAKEN AT OTHER INSTITUTIONS

- ECSU is not obligated to accept credit from another institution unless a student has obtained initial approval from their department chairperson. A Permit for Transient

¹⁵ For further information about changing grades, please consult Section 300.1.7 of the following website:
<http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

¹⁶ For further details on course substitutions and waivers, please consult Section 300.3.2 of the following website:
<http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

¹⁷ For further details on course syllabi and textbooks, please consult Section 300.1.10 of the following website:
<http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

Study Form must be completed and submitted to the Provost and Vice Chancellor for Academic Affairs for approval prior to enrolling in courses at another institution.

- No student with a cumulative grade point average below 2.0 on a 4.0 scale will be allowed to take courses at another institution for credit at ECSU (such credits are unacceptable at ECSU).
- No grade below “C” will be accepted from another institution; quality points will be honored on the 4.0 grade point system.
- Students taking courses at other institutions for credit at ECSU must request that an official transcript be mailed from the other institution to ECSU’s Office of the Registrar upon completion of the course.
- Students who have attained senior status may not thereafter attend a junior college, community college, or a technical college or institute and receive credit toward graduation at ECSU, unless authorized by the Provost and Vice Chancellor for Academic Affairs.¹⁸

3.7 CREDIT BY EXAMINATION: AP AND CLEP

3.7.1 Advanced Placement

ECSU participates in the Advanced Placement (AP) Program. Applicants who demonstrate achievement of specific Advanced Placement tests may have the results submitted to ECSU for consideration with regard to placement in advanced courses and for college credit. Based upon the test results, the amount and nature of the credit granted shall be determined by the Admissions Committee and the applicable academic School.¹⁹

¹⁸ For further details on course credit from other institutions, please consult Section 300.1.4 of the following website: <http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

¹⁹ For further information about the Advanced Placement test, please consult Section 300.1.3 of the following website: <http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

3.7.2 College Level Examination Program

The College Level Examination Program (CLEP) general examinations include five areas: Natural Sciences, Mathematics, English Composition, and Social Sciences/History. Three semester hours of credit area awarded for successful completion of each of these general tests. In addition to receiving credit, students are exempted from certain General Education requirements. Students must take the CLEP general examination prior to admission. The CLEP subject examinations may be taken at any time during student enrollment. Passage of each subject examination carries 3 semester hours of credit.²⁰

3.8 EXAMINATIONS

Final examinations are required in all courses and are held at the close of each semester and summer session as per the university's published final examination schedule. Both faculty and students are expected to adhere to the printed schedule of examinations. Modifications to a final examination schedule shall only be considered in emergency situations and shall only be allowed with the approval of the relevant instructor, department chairperson, and dean.²¹

3.9 FACULTY LOAD

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

²⁰ For further information about CLEP, please consult Section 300.1.12 of the following website:
<http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

²¹ For further information about final examinations, please consult Section 300.1.6 of the following website:
<http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

The normal teaching load of faculty members is 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 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 15 semester hours must have prior approval from the Provost/Vice Chancellor for Academic Affairs.

3.10 GOOD ACADEMIC STANDING

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

3.10.1 Grade Point Average Requirement (Qualitative)

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

Cumulative Semester Earned Hours 1-29	1.45 GPA
Cumulative Semester Earned Hours 30-59	1.60 GPA
Cumulative Semester Earned Hours 60-89	2.0 GPA
Second Degree and Certificate	2.0 GPA
Graduate Students	3.0 GPA

If a student's GPA falls below the required minimum semester GPA, his or her eligibility to receive financial aid will be jeopardized. A student will be put on financial aid probation for the semester following the term the student fails to earn the required minimum semester GPA. The student has the next semester of attendance to earn the required minimum

semester GPA. The student may receive financial aid while on financial aid probation. The student is taken off financial aid probation if, at the end of the probationary period, they have met the required minimum semester GPA. If they have not, the student will be put on financial aid suspension during the next semester of attendance and will not receive financial aid assistance while on suspension. The total cumulative earned hours consist of hours earned at ECSU and accepted transfer credits. Transfer credits are not included in the computation of the semester GPA for financial aid unless the credit was earned while attending other schools as a transient student (ECSU student taking classes at another institution).²²

3.11 INDIVIDUAL STUDY/INDEPENDENT STUDY

1. Individual and Independent studies are permitted at ECSU. Both individual and independent studies are comparatively the pursuit of a regularly listed course by a student not attending classes on a regular basis.
2. Students who wish to pursue a course by individualized study may be enrolled in the Cooperative Education Program and must have secured advanced permission from the relevant department chairperson and instructor of the department in which the course is offered.
 - A. Individualized instruction must have final approval of the Dean of the appropriate school before the coursework begins.
 - B. Independent Study must have final approval of the Dean of the appropriate school before coursework begins.

3.12 INSTRUCTIONAL REVIEW BOARD

²² For further information about good standing, please consult Section 600.1 of the following website: <http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

Each proposed project involving human subjects shall be reviewed by ECSU's Institutional Review Board (IRB). The IRB shall require a complete copy of the project proposal along with submission of the "Request for Review of Research Involving Human Subjects For." These forms are available in the Office of Sponsored Programs, Contracts and Grants (SPCG) and must be completed a minimum of 45 days prior to proposal submission. Except under unusual circumstances, ECSU's IRB shall expedite the review of requests 14 calendar days before submission, thus reducing delays in the proposal submission/award process.²³

3.13 INSTRUCTIONAL PROCEDURES

3.13.1 Class Rolls

Faculty are required to keep class rolls. The class roll should contain a record of students' attendance, all exams, and other materials used in computing students' final exam grades and final grades. Roll books and insert sheets are used by each academic department.

3.13.2 Course Evaluations

Courses and instructors are evaluated by students each semester on instruments sent to departmental chairs by the Provost and Vice Chancellor for Academic Affairs. Further details of the evaluation process may be found in the Academic Policies and Procedures Manual.²⁴

3.13.3 Copyright Materials

Faculty members need to be aware of copyright protection when using classroom materials. Regulations regarding the use of copyright materials in the classroom are covered by

²³ Please consult Section 300.4.1.4 of the ECSU Policy and Procedures Manual at the following website: <http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

²⁴ 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.

publications available in the library entitled: *Applying The New Copyright Law: A Guide for Educators and Librarians* by Jerome K. Miller; Copyright by Walter E. Hurst; Copyright Handbook by Library of Congress, Washington, DC.

3.13.4 Ordering Textbooks

Textbook orders for classes, upon the approval by department chairpersons, are presented to the dean of academic school for approval. The orders are then submitted to the Bookstore in a format specified by the Bookstore. Although the University is on a rental system, arrangements may be made with the Bookstore for students to purchase books. Procedures for ordering textbooks are available in the offices of department chairpersons.

3.13.5 Supplies and Equipment

Faculty members should work closely with the department chair to order office and instructional supplies.

3.14 OFFICE HOURS

3.14.1 Department Office Hours

- A. Offices Staffed a Level Great Than or Equal to 1.0 FTE: Department offices within the Division of Academic Affairs staffed at this level shall be open for student access 40 hours per week. Any exceptions to this coverage must be approved by the Provost and Vice Chancellor for Academic Affairs on the written recommendation of the academic dean or unit head.
- B. Offices Staffed at a Fraction of 1.0 FTE: Department offices within the Division of Academic Affairs staffed at this level shall be open 40 hours a week times that fraction. Any exceptions to this coverage must be approved by the Provost and Vice Chancellor for Academic Affairs on the written recommendation of the academic dean or unit head.

3.14.2 Faculty Office Hours

- A. Full-time Faculty: Full-time teaching faculty members are required to hold a minimum of 10 office hours per week during an academic year in order to consult, advise, and provide other out-of-class contact to students. Faculty members must notify students of their office hours by listing in course syllabi, posting outside faculty offices, and submission to departmental offices. It is expected that full-time faculty members will schedule office hours throughout a day and week in a manner that adequately balances the scheduling needs of students.
- B. Part-time Faculty: Part-time teaching faculty members are required to hold a minimum of one (1) office hour per week for each 3-credit hour course in their teaching load. Faculty members must notify students of their office hours by listing in course syllabi, posting outside faculty offices, and submission to departmental offices. It is expected that part-time faculty members will schedule office hours throughout a day and week in a manner that adequately balances the scheduling needs of students.²⁵
- C. Final Examination Period: Full-time and part-time faculty must maintain normal office hours during the final examination period unless it results in a conflict with the final examination schedule. If normal office hours pose a conflict, then faculty members must arrange alternate office hours for the final examination period and notify students of the time(s) designated for alternative office hours. If a faculty member is unable to hold posted office hours during the final exam period, he/she must notify the department chair, departmental office and students in advance.

3.15 OUTSIDE EMPLOYMENT (EXTERNAL EMPLOYMENT)

²⁵ Section 300.1.19 Adopted September 15, 2009.

A full-time faculty member desiring to teach courses for another institution, while under full-time contract to Elizabeth City State University, must receive prior approval from the Office of the Provost/Vice Chancellor for Academic Affairs. Before a recommendation is made to that office, approval must also be obtained from the department chair and dean using the Secondary Employment Form. This process should be 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.²⁶

3.16 PARTICIPATION IN MAJOR COLLEGE ACTIVITIES

3.16.1 Attendance at Required Events

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

3.16.2 Attendance at Other University-Sponsored Events

Faculty and staff are encouraged to support and attend university-sponsored events. There are a variety of academic, cultural, athletic, social, and special category events that are produced and sponsored by faculty, students, administrators, and the public designed to enhance the intellectual, social, and spiritual life of all members of the academic community.

²⁶ See <http://www.ecsu.edu/documents/legal-affairs/policymanual.pdf> for further details.

Since are 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 **encouraged, 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.

3.17 **PATENT AND COPYRIGHT POLICIES**

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

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

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

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

Portions of the research conducted by the University are supported by government and by private industry. Service to the public, including private industry, is an integral part of the University's mission. In agreements with private industry or other private organizations, the constituent institutions of the University must keep the interests of the general public in view. The rights and privileges set forth in cooperative agreements or contracts, with respect to patents developed as a result of research partly or wholly financed by private parties, must be fair and just to the inventor(s), the sponsor, and the public. Research should be undertaken by the University under support from private parties only if it is consistent with and complementary to the University's goals and responsibilities to the public.²⁷

3.18 POSTING GRADES

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

²⁷ See Section 500.2 at http://www.northcarolina.edu/research_spunc/index.php?pg=yb&node_id=177 of the UNC System Wide Sponsored Program Resources for more detailed information about patents and copyrights as amended February 9, 2011.

3.19 RELEASE TIME

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

3.20 STUDENT EDUCATIONAL RECORDS

This policy purports with the requirements of the Family Educational Rights and Privacy Act (FERPA). Under FERPA, student educational records are to be kept confidential unless a student consents to a release of the records or an exception applies. This policy applies to the records of current and former ECSU students. The confidentiality protection for education records under FERPA ends when a student or alumni dies.²⁸

3.21 SUMMER SCHOOL

The normal teaching load for faculty during Summer Session is nine (9) hours or three (3) courses. Assignments above three courses must be justified by the department chair and approved by the dean and the office of the Provost/Vice Chancellor for Academic Affairs. Extra duty forms must be submitted for faculty teaching more than the normal load.²⁹

3.22 TRANSCRIPT (TRANSFER EVALUATION)

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

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

²⁸ For further information about student records, please consult Section 300.1.2 of the ECSU Policy and Procedures Manual at the following website: <http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

²⁹ See <http://www.ecsu.edu/publications/students/summerschoolmanual.pdf> for further details on the Summer School policy.

- A minimum of 30 semester hours at the upper level applied towards a bachelor's degree must be earned through regular enrollment in courses at the university.
- These 30 semester hours must include a minimum of 15 semester hours of credit in junior/ senior-level courses in the major field.

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

1. All official records received from each institution previously attended by a transfer student is reviewed.
2. After conducting the review, a final evaluation of student records is made to determine the number of credits that are transferable.
3. The academic department in which the transfer student majors will make the final decision on the transfer credits towards his/her graduation requirements at ECSU.³⁰

³⁰ See Section 300.1.4 of the ECSU Policy and Procedures Manual at the following website:
<http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

CHAPTER 4: UNIVERSITY CURRICULUM COMMITTEE GUIDELINES AND PROCEDURES

I. PURPOSE

The University Curriculum Committee (UCC) shall serve to review, recommend, and approve policies and procedures regarding curriculum development, prerequisites, graduation requirements, (general education will originate from the General Education Advisory Board), program review, course credits, grading policies, program discontinuance, substantive change, and the university undergraduate catalog (the graduated catalog is developed and reviewed by the Graduate Council before review by the university curriculum committee).

The university curriculum committee submits recommendations to the Academic Administrative and Planning Council (AA&PC).

The Committee's primary functions are to:

1. Recommend action on proposed courses, revised requirements for majors;
2. Recommend action on changes in titles, units, hours, prerequisites, and course descriptions;
3. Recommend action on proposed educational programs;
4. Recommend action on graduation and general education;
5. Recommend action on matters pertaining to grading policies, credit by examination, credit/no credit procedures;
6. Reviewing programs/courses determined to be critical, based on program/course review;
7. Reviewing catalog and instructional publications

II. COMMITTEE STRUCTURE AND TERMS OF APPOINTMENT

A. STRUCTURE

Co-Chairs:

- Associate Vice Chancellor of Academic Affairs
- One Elected Faculty Member from the committee

Membership:

- Associate Vice Chancellor for Academic Affairs will serve as a non-voting chair
- One faculty member from each department plus Military Science
- One faculty representative from the General Studies Advisory Board
- One faculty representative from the Graduate Council
- One faculty member from the Honors Council
- One representative of the faculty senate
- Registrar
- Head Librarian
- Director of Distance Education
- Ex Officio SACS Liaison

B. TERMS OF APPOINTMENT

- Faculty representatives from each department are appointed by the department chair of the department and are members of the departmental curriculum committee. They serve a *staggered three-year term*. Members can be re-elected once up to a maximum of six years. Alternates are permitted in case of need.
- The Faculty Senate representative is elected by the Faculty Senate and serves a *two year term*.
- The term of office for the faculty co-chair will be *two years*.

- The Associate Vice Chancellor, Registrar, Head Librarian, SACS Liaison and Director of the Distance Education are *permanent members*.

C. SELECTION OF FACULTY CO-CHAIR

During the first meeting in the spring semester, the faculty members on the committee will elect a Faculty Co-Chair for the Associate Vice Chancellor for Academic Affairs, and voting will be done by a secret ballot which will be prepared prior to the meeting.

D. RESPONSIBILITIES OF FACULTY CO-CHAIR AND ASSOCIATE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

The Faculty Co-Chair will preside over the meetings of the Committee using Robert's Rules of Order. In the absence of the faculty co-chair, another voting faculty member will be chosen by the Committee to conduct the meeting. Other responsibilities of Faculty and Associate Vice Chancellor Co-Chairs include, but are not limited to, the following:

- Remaining current on Best Practices for Curriculum;
- Working with Department Committee chairs to create materials, prepare meeting schedules, agendas and minutes, and maintain the Committee web page;
- Interpreting Curriculum Committee policy between meetings
- Serving as liaisons with the Academic Administrative and Planning Council and other college entities; and
- Overseeing the Curriculum Review process;
- Communicating curriculum policies, procedures, and actions to the faculty in a timely fashion; and

- Scheduling and overseeing relevant information and training sessions during college-wide meetings and in conjunction with faculty-development activities.

III. RESPONSIBILITIES AND FUNCTION OF CURRICULUM COMMITTEES

A. UNIVERSITY CURRICULUM COMMITTEE

All members are responsible for reviewing curriculum agenda materials prior to each meeting, attending each meeting and participating in the deliberation process. In addition, all members should report relevant curriculum policies, procedures, and actions to their respective constituencies in a timely fashion. Additional responsibilities include, but are not limited to the following:

- Develop a rubric for the review of curriculum compliance with policies by which they evaluate course proposals and revisions.
- Develop forms and procedures for submission of new courses and revision of existing courses.
- Submission of new programs will follow the format and be submitted according to the Intent to Plan document on the UNC-GA website.
- The committee functions as the official archives for the curriculum of the institution. In its capacity as archivist, the Curriculum Committee is charged with keeping and maintaining the curriculum for the Institution. The master documents of the Committee shall constitute the state-of-the-curriculum, for all purposes, at all times, for the institution.
- The committee also functions as the institutionally designated vehicle-of-change for all modifications to the curriculum.
- No new academic program may be implemented within the Institution prior to the completion of a merit assessment by, and recommendation from, the Curriculum

Committee and approval by AA&PC, Administrative Council, Board of Trustees, UNC General Administration, and SACS where appropriate.

B. RESPONSIBILITIES AND FUNCTION OF DEPARTMENTAL CURRICULUM COMMITTEE

Each Department will establish a departmental curriculum committee consisting of at least three full-time faculty members. Curricula changes originate at the departmental level and may be initiated by a member of the faculty or by the department chair to the faculty for open discussion and then submitted to the departmental curriculum committee.

- The department head is responsible for completing the appropriate form and submitting departmental requests for curriculum changes to the school-level review committee.
 - No curriculum change request may be submitted to the Curriculum Committee until it has been discussed in an open forum and voted upon by the members of each department and school affected by the change.
 - A tally of the results of each departmental vote, along with appropriate comments, shall be communicated to the School Curriculum Committee as part of the minutes submitted with the Curriculum Change Request Form.
1. Approval by the department chair requires the following action:
 - a. Ascertaining that forms are properly completed
 - b. Attaching relevant materials
 2. Disapproval
 - a. Disapproval by the department chair will require additional dialogue and interaction with the departmental curriculum committee.

- b. Should the department chair disapprove of the changes, the changes must be submitted to the school-level review committee along with an explanation of why the change was disapproved.

C. RESPONSIBILITIES AND FUNCTION OF SCHOOL CURRICULUM COMMITTEE

The school level review committees are comprised of the members of Departmental Curriculum Committees that represent the departments in each school. The school level committee member for each department is a member of that department's curriculum committee, appointed by the department chair. The school level review committee member may not also be the department's representative to the University Curriculum Committee.

- As each of the departments sends forward curricular changes, those changes are to be considered by the School-Level Review Committee serving that department, which will meet within one week of the receipt of the proposal, with the meeting to be called by the department proposing the changes.
- Changes to general studies curricula will go to the School-Level Review Committee serving the area by which the course is taught. For example, a change to HIST 140, World Civilization 1, would go to the School of Humanities and Social Sciences since the course is taught by Social and Behavioral Science Faculty, while a change to BIOL 100 Principles of Biological Science, would go to the School Level Review Committee for the School of Science, Aviation, Health, and Technology since BIOL 100 is taught by the faculty members in the Department of Natural Sciences.
- For consistency, each school-level review committee will follow two procedures:

The chairman will be elected for a two-year period.

The election will take place in the spring semester, and the chairman will take office at the beginning of fall semester.

The School-Level Review Committee should be especially sensitive to pending changes which may have an impact on departmental curricula housed in other departments.

Questions should be resolved between department chairs if possible prior to forwarding the materials to the University Curriculum Committee. If no agreement can be reached, the University Curriculum Committee will hear the proposal and make a recommendation to AA&PC regarding approval or disapproval.

IV. GOVERNING PRACTICES AND PROCESSES

Minutes and Documents

Minutes will be taken by an Administrative Associate from the office of the Associate Vice Chancellor who will be responsible for posting minutes on the Curriculum Committee web page one week after the meeting. All documents for consideration will be posted on the webpage to be reviewed by committee members. The Associate Vice Chancellor for Academic Affairs will have all final documents posted on the webpage after all approvals are granted. The Associate Vice Chancellor will submit to the SACS Liaison any Substantive Changes after approval by General Administration for submission to SACSCOC for approval. All new programs must be approved by SACSCOC prior to implementation.

A. Robert's Rules of Order and Quorum

Meetings will be conducted using a simplified approach to Robert's Rules of Order. Discussion should be limited to agenda items which have been motioned

and seconded to bring them to the floor. A quorum shall consist of nine voting members. Members who are unable to attend a meeting may designate a proxy. Faculty members will select faculty proxies and managers will use manager proxies. Voting privileges as described herein may be passed to proxies.

B. Meeting Schedule

The committee shall meet at a date and time to be determined each semester, with regular meetings each month during the school year, generally August through May. The Committee may meet more frequently if the Committee so votes. Meeting schedules for the academic year will be posted by Academic Affairs at the beginning of each academic year.

C. Organization of Work

The committee will work on a two-meeting cycle. Major curriculum issues which require two readings for passage will be initiated at one meeting and will come back for final reading and vote at the second meeting.

Regarding curriculum approvals with suggested amendments at final reading, the committee reached a consensus that items which are approved with required changes should be tabled pending re-submission with recommended changes and should return on the following Consent Agenda for the committee's final approval.

D. Catalog Inclusion Date

The Curriculum Committee will publish a catalog inclusion deadline with accounts for Committee action time, Board of Trustees approval dates, and College Catalog printing deadlines when the university catalog is in preparation for publication.

When the catalog inclusion deadline has passed, curriculum submissions will apply to the NEXT AVAILABLE CATALOG. In years when the catalog is in preparation for publication, the Curriculum will add non-voting members to serve as the Catalog Sub-Committee: three faculty members (one from each school-level review committee), two members from student affairs, and two members from university relations. This sub-committee will elect a chair to report to the curriculum committee co-chairs and will be responsible for the development and editing of the university catalog. They will work with the departmental curriculum committees.

E. Submission and Approval Process

Instructions and forms are available on the Curriculum Committee Blackboard site.

Submission Deadlines

May be found on the Curriculum Committee web page.

Required Representation for Curriculum Submissions

It is recommended that a representative from the originating department attend the Curriculum Committee meeting to present the proposed change – department chair or a designated faculty member.

For either new course proposals or modifications to existing courses, both administrators and faculty shall obtain and complete the correct curriculum change form. Once completed, the form, along with any appropriate accompanying materials, shall be submitted to the appropriate department chair(s). The chairs of all affected departments shall conduct an internal review of the request for curriculum change within their departments. A vote on the acceptability of the proposed change shall be conducted within each department. The form along with pertinent accompanying materials shall be forwarded to the school-level review committee for its review. The school-level review committee shall meet before the next scheduled curriculum committee meeting or within two weeks of receiving the materials, whichever is more practicable, and shall review the materials and vote on whether to forward the materials with approval to the Curriculum Committee. Should the school-level review committee decline to approve the materials, they may be submitted to the Curriculum Committee along with the denial of approval and an explanation for that denial.

CHAPTER 5: ACADEMIC AFFAIRS STAFF

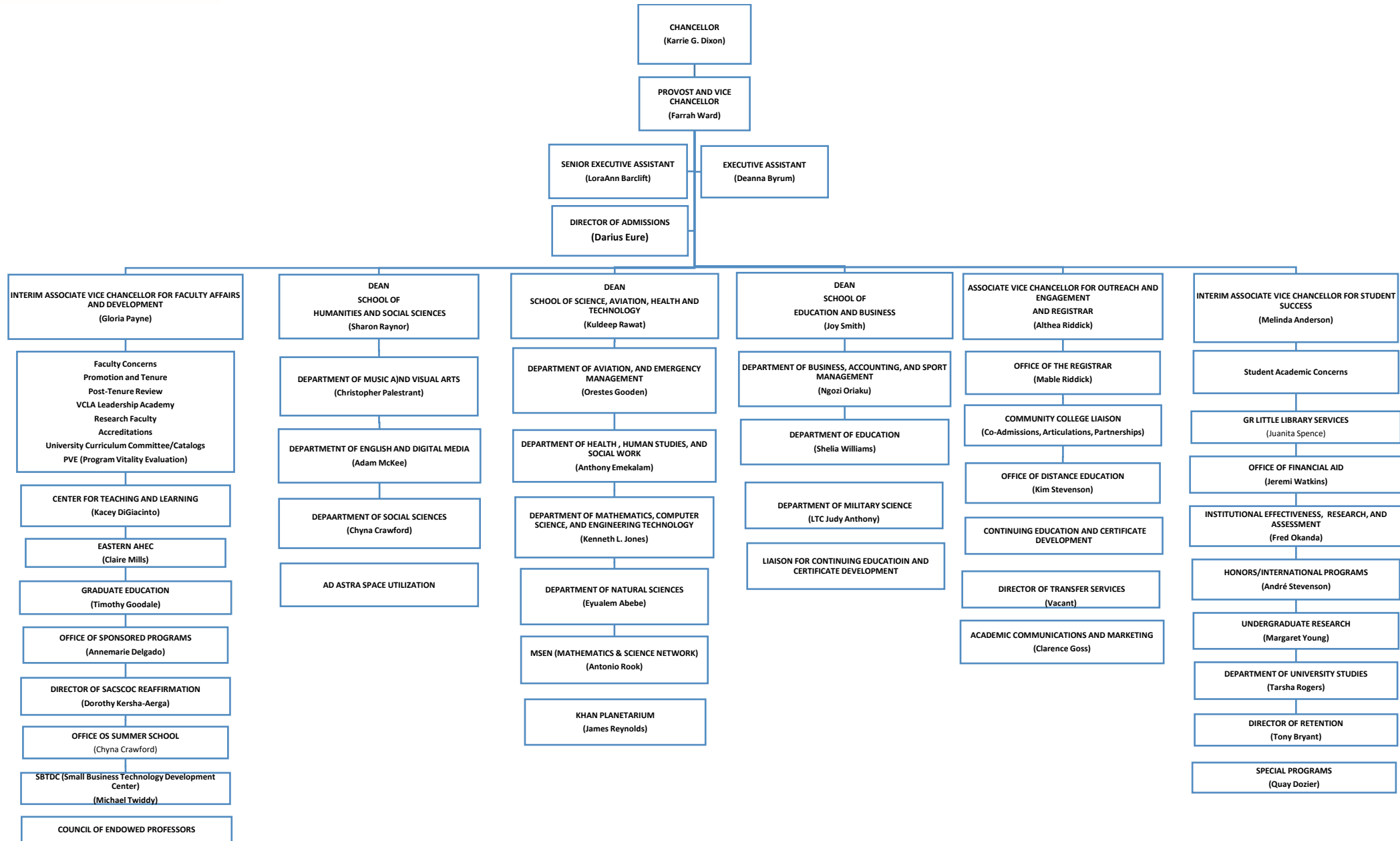
4.1 ADMINISTRATORS

- Dr. Farrah J. Ward, Provost and Vice Chancellor for Academic Affairs
- Dr. Gloria Payne, Interim Associate Vice Chancellor for Academic Affairs
- Dr. Melinda Anderson, Interim Associate Vice Chancellor for Academic Affairs

4.2 OFFICE STAFF

- Mrs. LoraAnn Barclift, Senior Executive Assistant to the Provost/Vice Chancellor for Academic Affairs
- Ms. Deanna Byrum, Administrative Support Associate
- Ms. Jistine Hughes, Administrative Support Associate
- Mrs. LaShannon Wyche, Administrative Support Associate

Appendix I



WORKS CITED

Elizabeth City State University Faculty Handbook, Section 3.9.

“Elizabeth City State University Faculty Evaluation Form.”

http://www.ecsu.edu/administration/sacs/docs/supporting/3-7-5/Faculty_Evaluation_Rating_Form.pdf. <http://www.ecsu.edu/about/index.cfm>.
<http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>
<http://www.ecsu.edu/forms/facultystaff/policymanual.pdf#page=406>

“Outside Employment.” *University of North Carolina Policy and Procedures Manual.*

<http://www.northcarolina.edu/policy/index.php?pg=dl&id=276&format=pdf&inline=1>
Section 200.3.2

Elizabeth City State University Policy and Procedures Manual.

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

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

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

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

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

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

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

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

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

Section 300.2.1. *Elizabeth City State University Policy and Procedures Manual.*

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

Section 300.2.1.2. “Post-Tenure Review.” *Elizabeth City State University Policy and Procedures Manual.*

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

Section 300.1.2. “Student Records.” *Elizabeth City State University Policy and Procedures Manual.*

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

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

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

Section 300.1.12. “College Level Examination Program.” *Elizabeth City State University Policy and Procedures Manual.*

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

Section 300.2.4. “Phased Retirement Program.” *Elizabeth City State University Policy and Procedures Manual.* <http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

Section 300.2.8.2. “Emeritus Status.” *Elizabeth City State University Policy and Procedures Manual.*

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

Section 300.3.1. “Advanced Placement Test.” *Elizabeth City State University Policy and Procedures Manual.* <http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

Section 300.3.2. “Course Substitutions and Waivers.” *Elizabeth City State University Policy and Procedures Manual.* <http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

Section 300.4.1.4. “Institutional Review Board.” *Elizabeth City State University Policy and Procedures Manual.* <http://www.ecsu.edu/administration/legal/docs/policymanual.pdf>.

Section 500.2. “Patents and Copyrights.” *University of North Carolina System Wide Sponsored Programs Resources. University of North Carolina Policy and Procedures Manual.*

http://www.northcarolina.edu/research_spunc/index.php?pg=vb&node_id=177.

Section 600.1. “Good Standing.” *Elizabeth City State University Policy and Procedures Manual.*

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

“Summer School Policy.” *Elizabeth City State University Policy and Procedures Manual*.

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