

**ECU Board of Trustees
April 20, 2018
Harvey Hall, Murphy Center**

MINUTES

The Board of Trustees met in regular session at the Murphy Center on the Athletics Campus of East Carolina University. Chair Kieran Shanahan called the meeting to order and invited Jared Willenschlager, a sophomore history education major from Swansboro, NC, and member of the student organization CRU, to deliver the invocation. Following the invocation, Mr. Shanahan introduced Army ROTC cadets Jeffrey Boltinhouse, a Senior from Winterville, majoring in Industrial Distribution and Logistics, and Stacey Lasay, a Media Studies major from Rutherford NC to lead the Pledge of Allegiance.

ROLL CALL

Mr. Shanahan called on Vice – Chair Vern Davenport to call the roll:

Members Present

Edwin Clark
Mark Copeland
Vern Davenport
Deborah Davis
Leigh Fanning
Max Joyner, Jr.
Kel Normann (via phone)
Bob Plybon
Jason Poole
La'Quon Rogers

Members Absent

Fielding Miller
Vince Smith

READING OF ETHICS STATEMENT

In compliance with the State Government Ethics Act, Mr. Shanahan read the conflict of interest statement and asked if anyone had a conflict of interest to disclose. No conflicts were identified.

APPROVAL OF MINUTES

Mr. Shanahan asked for a motion to approve the amendment to November 10, 2017 regular meeting, February 16, 2018 regular meeting, March 1, 2018 special called meeting, and April 4, 2018 special called meeting. Mr. Joyner moved approval of all minutes and Ms. Davis seconded the motion. The motion was approved with no negative votes.

UNIVERSITY REPORTS

CHANCELLOR'S REPORT

Dr. Staton gave his remarks to the board. A full text version of the Chancellor's remarks is listed as "Attachment A."

Dr. Staton also welcomed Dave Hart to ECU as Special Advisor to the Chancellor for Athletics, and Joe Dooley, new Head Men's Basketball coach.

BOARD OF GOVERNORS REPORT

Mr. Steve Long, the UNC Board of Governors liaison to ECU, brought remarks on behalf of the BOG. Mr. Long shared how great it is to have Chancellor Staton leading ECU, the engine of the east. Mr. Long spoke briefly about BOG concern that system universities are putting too much into campus fees, instead of costs borne by tuition. He shared events taking place at the May Board of Governors meeting.

REPORT FROM THE STUDENT GOVERNMENT ASSOCIATION

Mr. La'Quon Rogers, President of the Student Government Association, brought an update from the SGA. A full text version of Mr. Rogers' remarks is listed as "Attachment B."

Following his update, Chancellor Staton and Chairman Shanahan recognized La'Quon for his service on the board and presented him with a token of appreciation.

REPORT FROM THE FACULTY SENATE

Dr. Donna Kain, Vice Chair of the Faculty, brought an update from the Faculty Senate. A full text version of Dr. Kain's remarks is listed as "Attachment C."

REPORT FROM THE STAFF SENATE

Ms. Kimrey Miko, Chair of the Staff Senate, brought an update from the group. A full text version of Ms. Miko's remarks is listed as "Attachment D."

COMMITTEE REPORTS

ATHLETICS AND ADVANCEMENT COMMITTEE

Mr. Edwin Clark gave the report from the Athletics and Advancement Committee. A summary of this report is listed as "Attachment E." There were no items that required board attention.

AUDIT, ERM, COMPLIANCE AND ETHICS COMMITTEE

Mr. Bob Plybon gave the report from the Audit, ERM, Compliance and Ethics Committee. A summary of this report is listed as "Attachment F." There were no items that required board attention.

FINANCE AND FACILITIES COMMITTEE

Mr. Max Joyner gave the report from the Finance and Facilities Committee. A summary of the Finance and Facilities Committee report is listed as “Attachment G.” There were no items that required board attention.

HEALTH SCIENCES COMMITTEE

Ms. Deborah Davis gave the report from Health Sciences Committee. A summary of this report is listed as “Attachment H.” There was one item that required board attention.

Ms. Davis moved that the board approve the amendment to the bylaws of the Board of Trustees of East Carolina University as presented in the board materials. Mr. Davenport seconded. The motion was approved with no negative votes. This item is listed as “Attachment I.”

Ms. Davis shared that there will be several items requiring board attention when they move into closed session.

UNIVERSITY AFFAIRS COMMITTEE

Mr. Mark Copeland shared the report from University Affairs Committee. A summary of this report is listed as “Attachment J.” There were items that needed the board’s attention.

Mr. Rogers moved that the candidates for degrees, as approved by the Chancellor and the Faculty Senate, be authorized for conferral at the annual Spring commencement on Friday, May 4, 2018. Ms. Davis seconded the motion. The motion was approved unanimously.

Mr. Copeland shared that there will be an item requiring board attention when they move into closed session.

Chancellor Staton presented a resolution honoring the life and legacy of Walter Williams. Mr. Clark moved that the board approve the motion honoring the life and legacy of Walter Williams. Mr. Joyner seconded the motion. The motion was approved unanimously. The item is listed as “Attachment K.”

CLOSED SESSION

Mr. La’Quon Rogers made a motion that the board go into closed session. That motion was seconded by Ms. Deborah Davis and approved unanimously.

MOTIONS FROM CLOSED SESSION

Upon resumption of open session, Chairman Shanahan called for any motions that were a result of closed session discussions.

Ms. Deborah Davis moved that the board approve the request for productivity incentive payments as outlined in the Brody School of Medicine supplemental payments document as presented in board materials. Mr. Jason Poole seconded and the motion was approved unanimously. Supporting materials for this item is listed as “Attachment L.”

Ms. Deborah Davis also moved that board approve the performance based temporary variable incentives in the College of Allied Health Sciences for the current physical year 2018 as presented in the board materials. Mr. Plybon seconded and the motion was approved unanimously. The item is listed as “Attachment M.”

Ms. Deborah Davis also moved that board approve recommendations for promotion and permanent tenure for faculty members listed in the 2017-2018 academic year for the Health

Sciences division as presented in the board materials. Mr. Poole seconded and the motion was approved unanimously. The item is listed as “Attachment N.”

Mr. Mark Copeland moved that the board approve the recommendations for tenure as presented in the board materials. Ms. Davis seconded and the motion was approved unanimously. The item is listed as “Attachment O.”

UNFINISHED BUSINESS

At the request of Chairman Shanahan, Ms. Deborah Davis, Mr. Max Joyner, and Mr. Vince Smith will serve on the nominating committee. Mr. Smith will chair the committee.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Hearing no other business, Chairman Shanahan adjourned the meeting at 11:18 a.m.

ADJOURN

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Respectfully Submitted,
Megan Ayers
Office of the Assistant Secretary to the Board of Trustees



BOARD OF TRUSTEES

APRIL 20, 2018

CAMPAIGN UPDATE

SECOND ANNUAL
PIRATE NATION GIVES
FUNDRAISING DAY - MARCH 21, 2018

\$500,214 RAISED IN 24 HOURS
SURPASSED LAST YEAR'S TOTAL OF \$273,663

The one-day, social-media-driven effort encouraged alumni, faculty, staff, students, parents and friends to donate money to support the university and its programs.



UNIVERSITY ADVANCEMENT

\$500 MILLION COMBINED CAMPAIGN

\$180.7 MILLION

TOWARD CAMPAIGN ALREADY
RAISED, PLEDGED, OR COMMITTED

\$500 MILLION



\$180.7 MILLION

POINTS OF PIRATE PRIDE



PROFESSOR EDWARD JACOBS

SCHOOL OF MUSIC PROFESSOR BECOMES FIRST ECU GUGGENHEIM FELLOW

BRODY SCHOOL
OF MEDICINE

DR. JITKA VERAG
ECU RESEARCHER WINS NATIONAL COMPETITION FOR
BEST INNOVATIONS IN SCIENCE AND MEDICINE



**BRODY SCHOOL
OF MEDICINE**

The AMA Accelerating Change in Medical Education Initiative

BRODY RECEIVES NATIONAL PRAISE

ECU'S BRODY SCHOOL OF MEDICINE AN 'INSPIRATION FOR NATIONAL PROGRAM CHANGE'



**BRODY SCHOOL
OF MEDICINE**



ECU'S FIRST SCHWEITZER FELLOWSHIP IN PUBLIC HEALTH

GRADUATE STUDENT GABRIEL BEATTIE-SERGIO WILL CONDUCT CHILDHOOD ASTHMA RESEARCH UNDER THE MENTORSHIP OF DR. GREG KEARNEY, ASSISTANT PROFESSOR IN THE DEPARTMENT OF PUBLIC HEALTH

A photograph of a brick building facade. The name 'LAWRENCE F BREWSTER' is mounted on the wall in large, raised, metallic letters. The building has several windows with white frames and shutters. The lighting is warm, suggesting late afternoon or early morning.

LAWRENCE F BREWSTER

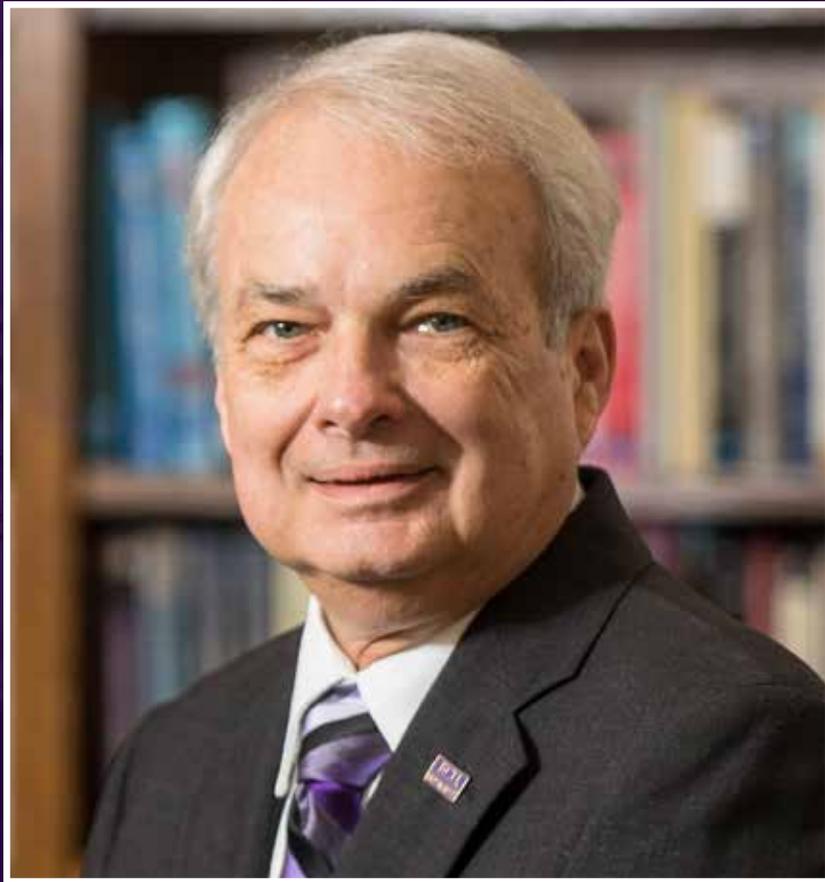
INNOVATIVE APPROACH:

UNC BOARD OF GOVERNORS APPROVES INNOVATION EARLY COLLEGE HIGH SCHOOL



More than
30 Years
of Service

STACIE TRONTO, CHIEF AUDIT OFFICER



28 Years
of Service

DR. STAN EAKINS, DEAN, COLLEGE OF BUSINESS



WELCOME HOME!

ECU MEN'S BASKETBALL COACH JOE DOOLEY, AND DAVE HART, SPECIAL ADVISOR FOR ATHLETICS



Welcome!

SARA THORNDIKE, VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE

HALEY CREEF
HONORED AS A 2018
NEWMAN CIVIC FELLOW



LA'QUON ROGERS
OUTGOING SGA PRESIDENT



2018 SPRING GRADUATION

DOWDY-FICKLEN STADIUM

NEW DAY AND TIME:

FRIDAY, MAY 4 AT 7 P.M.

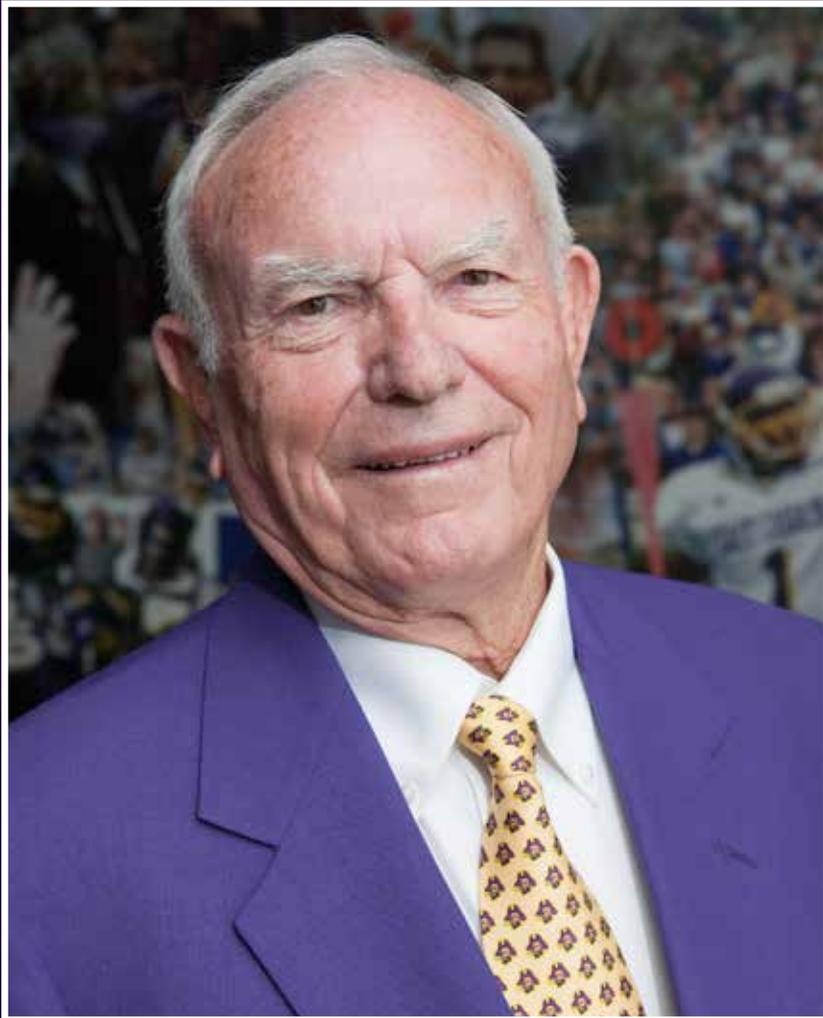


**COMMENCEMENT
SPEAKER:**

**LINDA
McMAHON**

**MORE THAN 5,500 STUDENTS, INCLUDING ALMOST 4,000
UNDERGRADUATES, ARE EXPECTED TO RECEIVE THEIR DEGREES**





IN MEMORIAM

Walter L. Williams
1929-2018

LOYAL ADVOCATE
CHAMPION FOR ECU PROGRAMS



😂 BRONX *PHOTO* BOMBERS 😂

GO PIRATES!



ECU®

CAPTURE YOUR HORIZON

Good morning! Before I share my report on the activity of the Staff Senate, I have to brag about my fellow ECU Staff Senators first. This group has really learned to lead – not only in the Senate but also in their respective divisions. They've all focused on learning to listen to their constituents then investigate, take action and follow up. I've watched senators grow into leaders whether it's in committee meetings, in senate meetings, or behind the scenes in planning and implementing events. They collaborate, discuss, respect each other's opinions and ideas, and keep meetings on track to get things done. I'm proud of what this group has accomplished this year and I'm honored that they chose me to lead them for the past couple years.

Speaking of accomplishments, the Senate held quite a few successful events lately. Last week we celebrated Staff Appreciation week. Meals in one of the campus dining halls or one of two campus cookouts were offered. Discounts on baseball game tickets and ECU merchandise at Dowdy Student Stores were offered. In addition, free movies and rec center access were other main events last week. This past Monday, our Leadership & Professional Development committee held the second annual Ballard's Annual Lessons on Leadership. We had 160 attendees. Dr. Elaine Scott, Chair of the Department of Nursing Science, was the opening speaker, and former ECU and current UNCW Provost Marilyn Sheerer provided the keynote speech. Communications and Marketing has revamped our website, added and engaged followers on our facebook page and they are close to production on updating our intro video. Our Bylaws committee has achieved their goal of strengthening the senate through updates to bylaws, including the addition of two positions to the Executive Committee – parliamentarian and Vice Chair. The Human Resources committee made great strides in the creation of an Employee Assistance Program, they wrote the initial draft of the program and it's now under evaluation by Financial Services and Human Resources.

These are only some of the accomplishments of this year's Senate. If I were to list them all, I'd outstay my welcome.

On a personal note, this is my last BOT meeting representing the ECU Staff Senate. At the end of May I will pass the gavel to Brooks Person, our Chair – Elect. It's bittersweet to me, because there have been times when I've wondered if Staff Senate will ever end, and there have been times that I've wished it wouldn't end.

I've found leadership skills that I didn't know I had..... I've learned to think before I speak, delegate tasks, only step in when a group needs me, and micromanagement will NOT get the job done. I've built relationships with staff members and leaders in all divisions of the university and participated on important university committees. I've also gotten to take part in significant university events. None of this would have happened if I never agreed to run for Staff Senate because I was the newest employee in the Chancellor's Division. Finally, I want to thank our Board of Trustees for allowing the Staff Senate Chair to speak at each meeting – I've learned that not all system campuses are as fortunate as we are.

Thank you.

Meeting Highlights
Athletics & Advancement Committee
April 19, 2018

Edwin Clark opened the meeting by introducing Dave Hart, Special Advisor to the Chancellor for Athletics.

AAC Commissioner of Compliance Michael Aresco and Ellen Ferris, Associate Commissioner (Governance and Compliance), remoted in and provided a briefing on institutional compliance as it relates to NCAA expectations and institutional control. They stated that institutional control is the responsibility of each member institution and emphasized Athletics should be integrated in the institution and the Chancellor or President is responsible for the administration of all aspects of the athletic program. Each institution must establish clear expectations by messaging and providing policies and procedures; pay attention by communication and monitoring; and follow through by monitoring and applying penalties as appropriate. Also defined was the board's role as it relates to institutional control by reminding members that they are held at a higher level of scrutiny and their job is to support athletics and to make sure everyone is educated on NCAA rules.

Jamie Johnson, Senior Associate Athletics Director for Compliance defined "recruit", reviewed recruiting rules and the dos and don'ts for boosters. Mr. Johnson explained that once a booster, always a booster unless the University disassociates from the booster. He reminded the board that they are not permitted to have contact with recruits in excess of a brief greeting unless a pre-existing relationship that existed prior to the recruit entering 9th grade (7th grade for men's basketball). Also reviewed was the definition of an "extra benefit." The Board was encouraged to assume any benefit is impermissible. Mr. Johnson informed the board that resources are available for student athletes via NCAA special assistance funds to aid them when needs arise. The Board was cautioned to avoid becoming too involved with an athlete and to seek assistance from the office of compliance with any questions they may have.

Mr. Hart concluding the athletics portion of the meeting by reminding the board of their role in institutional control and emphasized that it's much harder to overcome if we are noncompliant; therefore, every effort should be made to remain in compliance.

Due to time constraints Vice Chancellor Dyba was unable to give his campaign update but reminded the board that the campaign totals were included in their board materials.

The committee approved the minutes from the February 15, 2018 minutes.

Attachment F

Report of ECU Board of Trustees Audit, ERM, Compliance, and Ethics Committee
April 19, 2018

Committee Members Present: Kel Normann (Chair), Bob Plybon (Vice Chair), Mark Copeland, Max Joyner, Jason Poole, LaQuon Rogers

Other Board Members Present: Kieran Shanahan (Board Chair), Edwin Clark, Vern Davenport, Deborah Davis

Action Items (There are no items which require action by the full board):

1. Approval of the February 15, 2018 meeting minutes.
2. Approval of proposed changes to the fiscal year 2018 annual audit plan.

Internal Audit Report – Mr. Wayne Poole

Mr. Poole presented the Internal Audit dashboard as of March 31, 2018. The Office of Internal Audit is on track to meet the established KPIs for audit plan completion and productivity for the current fiscal year. Mr. Poole updated the committee on Internal Audit staffing changes and stated that the office will be fully staffed on May 16. He reminded the committee that Chief Audit Officer Stacie Tronto will be retiring after 32 years of distinguished service to ECU on May 31.

Mr. Poole briefed the committee on the volume of special reviews and investigative audit activity this fiscal year. The number of engagements and hours spent on this category of audits is double what it is in a typical year. The committee discussed how best to prioritize audit engagements and the resources that are needed. The high volume of work has resulted in some necessary changes in the current year's annual audit plan. Mr. Poole presented the proposed changes, and the committee approved them by formal vote.

Mr. Poole stated that Internal Audit is currently working with Administration and Finance on the department's operating budget for next fiscal year. The IIA *Standards* require the committee to approve the Internal Audit budget, and it will be presented to the committee at the next meeting.

Enterprise Risk Management Report – Mr. Tim Wiseman

Mr. Wiseman briefed the committee on the ERM office's recent activities and initiatives. He advised the committee that he completed the risk assessment at Elizabeth City State University, as requested by the UNC System Office. Mr. Wiseman also advised us that the UNC System Office and the UNC Board of Governors are in the process of establishing an ERM framework for the entire system. ECU is already on the leading edge in this area and has been asked to provide advice and assistance.

Mr. Wiseman advised the committee about the growing emphasis on ensuring that risk management includes risks at the strategic level and provided the committee members an article on this concept.

Research Compliance Update – Dr. Mike Van Scott

Dr. Van Scott introduced the University's new Export Controls Officer, Mr. Tony Rowe. This is a critical role for the University, and Mr. Rowe is a highly respected expert in this field. Mr. Rowe advised the committee that he has been working with Internal Audit on the assessment of the University's current controls in this area.

Information Security Update – Mr. Don Sweet

Chief Information Officer Don Sweet briefed the committee on the recently adopted UNC System policy on Information Security and governance. He also briefed the committee on the European Union's General Data Protection Regulation and the impact on ECU (due to our international students and employees, research partnerships, and Study Abroad programs). Mr. Sweet also provided an update on some recent and planned improvements in the University's information security controls and technologies.

**Health Sciences Committee
April 19, 2018**

- Minutes from the February 15, 2018 meeting were approved.
- Dr. Horns announced that Dr. Jitka Virag was the official winner of the 2018 STAT Madness challenge for her research on a protein she believes could one day change the lives of heart attack victims by replacing the need for a stent placement or heart transplant surgery. In total, more than 45,000 votes were cast for ECU during this bracket challenge.
- Dr. Horns referred the group to the materials in their packets that highlights the great work that each of our schools/colleges and library are doing within the Health Sciences Division.
- Ms. Ketterman presented an overview of the Laupus Library and its many capabilities. They make an impact nationally through elected and appointed service in a number of organizations, including the Medical Library Association, Association of Academic Health Sciences Libraries, and the Society for Scholarly Publishing, amongst others. They are currently teaming with the Big Data Research Cluster to develop an analytics and visualization space. The library manages The Country Doctor Museum, which is celebrating their 50th anniversary this year.
- Dr. Stacy reviewed the financial year-to-date information through March 2018. Over a 12-month period, the cash reserves increased from 106.6 to 116.4 days. The ECU Physicians Practice Management Indicators reflected an improvement of 2.7% in wRVU's, 5% in credentialed providers, and 5.1% in the number of inpatient E&M visits.
- Ms. Payne reviewed the revisions proposed to the Bylaws of the Board of Trustees of East Carolina University to appoint non-trustees as members of standing committees.

ECU BOT Health Sciences Committee Action:

Action Items from open session:

Request - The Health Sciences Committee approve the following motion:

I move that:

- The board approve the amendment to the Bylaws of the Board of Trustees of East Carolina University as presented in the board materials.

The motion passed unanimously.

**Health Sciences Committee
April 19, 2018**

Action Items from closed session to be announced in open session:

Closed Session Minutes from the February 15, 2018 meeting were approved.

Request - The Health Sciences Committee approve the following motion:

I move that:

- The board approve the request for productivity incentive payments outlined in the BSOM Supplemental Payments documents as presented in the board materials.

The motion passed unanimously.

Request - The Health Sciences Committee approve the following motions:

I move that:

- The board approve performance-based Temporary Variable Incentives in the College of Allied Health Sciences (CAHS) for the current fiscal year, FY18 as presented in the board materials.

The motion passed unanimously.

Request - The Health Sciences Committee approve the following motion:

I move that:

- The board approve recommendations for promotion and permanent tenure for faculty members listed for the 2017-2018 academic year for the Health Sciences Division as presented in the board materials.

The motion passed unanimously.

BOT Attendees:

Deborah Davis (Committee Chair)
Vern Davenport (Committee Vice Chair)
Edwin Clark (Committee Member)
Kel Normann (Committee Member)
Bob Plybon (Committee Member)

Jason Poole (Committee Member)
Leigh Fanning
Max Joyner
Kieran Shanahan

BYLAWS OF THE BOARD OF TRUSTEES
OF EAST CAROLINA UNIVERSITY

Adopted - 7/8/93
Revisions proposed for April 2018

ARTICLE I.

ORGANIZATION

Section 103 Committees

The Chair, with the approval of the Board of Trustees, shall establish the committees of the Board of Trustees and identify their duties and jurisdiction consistent with any requirements of the UNC Board of Governors. No such committee shall have authority to take final action on behalf of or that is binding upon the Board of Trustees if the committee includes members who are not members of the Board of Trustees. The members and chairs of all committees shall be appointed and may be removed by the Chair of the Board of Trustees. Persons appointed to standing committees who are not trustees, including any *ex officio* (voting) member, shall be subject to conduct requirements that may be established by the Board of Trustees regarding conflicts of interest and other standards similar to those applicable to members of the Board of Trustees.

ARTICLE V

AMENDMENT OF BYLAWS

Section 501 Amendment of Bylaw

These Bylaws may be amended at any regular or special meeting of the Board of Trustees by an affirmative vote of a majority of the members of the Board if the substance of the amendment has been filed in writing with the Secretary or Assistant Secretary and a copy has been mailed to each member of the Board at least seven (7) days prior to the meeting at which the amendment is to be voted upon.

GUIDELINES FOR COMMITTEES

EAST CAROLINA UNIVERSITY BOARD OF TRUSTEES

2nd REVISION

These guidelines spell out the duties, responsibilities and authorities of the standing committees of the East Carolina University Board of Trustees. The committees and their jurisdictions were approved by a vote of the Board on September 23, 2011.

EXECUTIVE COMMITTEE

The Committee shall meet upon the call of the Chair, and a majority of the members of the Committee shall constitute a quorum for the transaction of business. The Committee may act for the Board in urgent situations when it is impracticable for the Board to act. The Committee, however, cannot take any action that is inconsistent with the existing policies of the Board of Governors or the Board of Trustees. The Committee shall report on all meetings and actions taken by it to the full Board at regular meetings.

ATHLETICS AND ADVANCEMENT COMMITTEE

The Committee's jurisdiction shall include intercollegiate athletics, advancement and naming. The Chancellor, who is specifically charged with the responsibility for the establishment and supervision of the institution's program of intercollegiate athletics, shall consult with the Committee on matters relating to intercollegiate athletics. The committee shall consider any proposed multi-year contracts for the Athletics Director and head coaches and make recommendations on these contracts to the full Board.

The Chancellor shall consult with the Committee on advancement activities, including but not limited to fund-raising, relationships with the University's tax-exempt affiliates, alumni affairs, and the Board of Visitors.

The Committee shall make recommendations to the full Board regarding these policies. The Chancellor also may seek the advice of the Committee relating to issues involving advancement. The Committee also shall advise the Chancellor and the Board in confidence with respect to proposals to name or change the name of university facilities or activities consistent with the procedures and guidelines established in the Board of Trustees Policy on Naming University Facilities and Activities.

AUDIT, RISK MANAGEMENT, COMPLIANCE, AND ETHICS COMMITTEE

The Committee's jurisdiction shall include audit, compliance, ethics, and conflicts of interest.

The Committee shall meet with representatives of the State Auditor's office to review the institution's annual audit report and discuss corrective actions if needed; review audit reports of

University-associated entities; receive quarterly reports from the University's internal auditor; develop and maintain a charter to define roles and responsibilities, including the assurance that the institution is performing self assessments of operating risks and evaluations of internal controls on a regular basis; assure that internal audit functions will be carried out in a way that meets professional standards; at the beginning of the audit cycle, review and approve a summary of the annual internal audit plan for the campus; at the end of the cycle, review a comparison of the plan advanced to the internal audits performed; prepare and forward to the Board of Governors an annual summary of the work performed by the Audit Committee, including a report of the work of the campus internal auditor that indicates any identified material reportable conditions and how they were addressed.

The Committee shall meet upon the call of the Chair and a majority of the members of the Audit Committee shall constitute a quorum for the transaction of business. The Committee shall meet no fewer than four times a year. The internal auditor shall report to the Chancellor but shall also have a reporting relationship to the Chair of the Committee to enable the auditor to freely discuss professional issues with the Committee Chair.

The Chancellor shall consult with the Committee regularly concerning all matters related to the Committee's responsibilities and annually at the Board's fall meeting concerning East Carolina University's efforts to assure the adequacy of management staff and the existence of sufficient fiscal controls to administer additional authorities authorized under North Carolina General Statutes G.S. 116-30.1.

UNIVERSITY AFFAIRS COMMITTEE

The Committee's jurisdiction includes academic affairs, student affairs, financial aid, campus safety, research and graduate studies.

The Chancellor shall consult regularly with the Committee on policies relating to academic programs, public service activities, and student affairs. The Committee shall make recommendations to the full Board regarding these policies. The Committee shall review all appeals from faculty members to the Board and make recommendations to the full Board. The Chancellor also may seek the advice of the Committee on matters relating to student self-government.

The Committee shall review the proposed conferral of tenure for faculty members in academic units in the Division of Academic Affairs and make recommendations to the full Board. The Chancellor shall consult with and may seek the advice of the Committee on policies relating to research and graduate studies.

FINANCE AND FACILITIES COMMITTEE

The Committee's jurisdiction shall include budget and finance including tuition and fees, master planning, property acquisition and disposition, site selection, designer selection, building plans, parking, and information technology.

The Committee shall maintain for the Board a master plan for the physical development of East Carolina University and advise and assist the Chancellor and submit recommendations to the Board with respect to real property transactions and other capital transactions within the jurisdiction of the Trustees.

The Committee may act for the Board in the selection of architects or engineers for buildings and improvements requiring such professional services and may act for the Board in approving all proposals involving the acquisition or disposition of any interest in real property, provided that said transactions involving interests in real property valued at \$50,000 or more are recommended to the Board for its approval and forwarded to the Board of Governors. Subject to the prior approval of the Chancellor, the Vice Chancellor for Administration and Finance is authorized to act on behalf of the Board to approve building plans and specifications and to certify final acceptance of completed buildings and projects.

HEALTH SCIENCES COMMITTEE

The Committee's jurisdiction shall include health sciences, ECU Physicians, and matters regarding Vidant Medical Center and Vidant Health. The Chancellor shall consult with the Committee on policies relating to the Health Sciences Division including, but not limited to, academic programs, admissions, clinical affiliations and agreements, community and public service activities, development, and foundations. The Committee shall make recommendations to the full Board regarding these policies. The Committee shall review the proposed conferral of tenure for faculty members in academic units in the Division of Health Sciences and make recommendations to the full Board.

Talking Points for University Affairs Committee - April 19, 2018 at 1:30pm

Academic Affairs – Ron Mitchelson

- **Conferral of Degrees** - Provost Mitchelson shared that we will 5,282 degrees for the spring commencement for spring and summer completion.
 - **Motion**

- **Online Heritage Hall Update – Gerald Prokopowicz**
 - He shared the current website for Heritage Hall and some history about the project and the timeline that led to this online portal creation. The physical Heritage Hall will be included in the new Student Services Building when it opens. He walked through the site and showed elements within the timelines, personal biographies, and features. The website was met with great approval from the Board members.

Student Affairs – Virginia Hardy

- Dr. Hardy introduced the conversation of mental health and college students. She talked about how this is a nationwide problem that is growing more severe each year. She shared that mental health isn't a Counseling or Student Affairs issue, this is a full campus issue. She introduced Jeremy Tuchmayer (SA Assessment) and Dr. Valerie Kisler-van Reede (Director of Counseling Center) to share national data, ECU data, trends and processes for how ECU addresses mental health. She shared that the presentation will end with an actual story from on ECU student that has been through the process and how Counseling services impacted her.
- Jeremy shared national data related to depression, self-injury, sexual assault, and suicide. He also discussed the types of issues that college students are bringing with them to campus including abuse, untreated mental illness, trauma at home, low self-esteem and family history of mental illness / depression. Valerie shared some data from the Association for University and College Counseling Center Directors related to psychotropic medications, top issues presenting on campus, and the severity of cases on the rise nationally. Jeremy discussed ECU trends and information from the National College Health Assessment. He shared some of the Non-Cognitive research and impacts currently taking place at ECU.
- Valerie showed some ECU specific data comparing the full Fall 2017 semester with Spring 2018 (from January to March) and also talked about how their change in the appointment process reduced patient wait time by two weeks. Valerie talked about the process for how students get into the process for mental health. There are many options for a student to get connected including from ECU Cares, Faculty, Staff, roommates, friends, parents and self-reporting. She then provided a hypothetical scenario and demonstrated all the offices and touchpoints involved with a single student case. She concluded with sharing the options for a student once they have met with ECU counselors.
- The presentation concluded with ECU junior Shainah Andrews sharing her personal experience as she went through the Counseling process and how it helped her.

CLOSED SESSION

A RESOLUTION

WHEREAS, Walter Williams was THE consummate ambassador for East Carolina University;

WHEREAS, Walter Williams supported the mission, values and goals of East Carolina University for over fifty years; and

WHEREAS, he gave generously of his financial resources, his talents and his time; and

WHEREAS, he worked tirelessly in support of East Carolina University through his support of programs such as Project STEPP and the endowment of many scholarships; and

WHEREAS, he was instrumental in providing ECU Athletics and student-athletes a foundation for future success; and

WHEREAS, he was a loyal and devoted member of the ECU Pirate Club and demonstrated that devotion by philanthropically giving to numerous campaigns and projects, some which now bear his name: Williams Arena, the Williams-Harvey Teams Building, the Smith-Williams Center and Hall of Fame; and

WHEREAS, in recognition of his years championing the university, he received the inaugural Chancellor's Amethyst in November 2016, a distinction which celebrates a demonstrated and ongoing legacy of philanthropy to the university.

NOW, THEREFORE, BE IT RESOLVED, that the members of the East Carolina University Board of Trustees express their individual and collective appreciation and gratitude for the legacy of Walter Williams and for his unwavering service, dedication and commitment to East Carolina University.

Kieran Shanahan
Chair, ECU Board of Trustees

Date

Clinical faculty in ECU Physicians are eligible to receive incentive payments under the ECU Physicians Clinical Faculty Compensation Plan. However, the payments are "...dependent on the availability of funds within the Eligible Faculty's Budget Unit or Department as determined by the fiscal performance for the Budget Unit better than Budget Target".

Four departments (Pediatrics, Family Medicine, Pathology and Radiation Oncology) exceeded their approved budgets as of December 31, 2017 and therefore their faculty are eligible to receive incentive payments. These payments will be processed in the normal manner, based on the compensation plan.

The other seven departments did not meet or exceed their budget targets as of December 31, 2017. Of those seven, five have requested to use their Departmental Reserves to fund supplemental payments outside of the comp plan for highly productive faculty in their departments. The guidelines for the use of Department Reserves allows for the funds to be used in this way. Since these payments would be made outside of the ECU Physicians Clinical Faculty Compensation Plan, the ECU Board of Trustees, Health Sciences Committee would need to approve this action.

Several of these departments had a negative variance due to contract revenue not being received from external entities, as well as delays in the receipt of patient revenue for newly hired physicians. These are timing issues that would not have a negative budget impact if we operated on an accrual basis.

With the uncertainty of Project Unify, the morale among the faculty and staff is at a low point. There is concern that if we do not reward the highly productive faculty, morale will further diminish and physicians may decide to leave. Therefore we are requesting approval to provide the payments outlined in the attached document in order to reward our highly productive faculty for their hard work and dedication.

PHYSICIAN	Recommended Incentive
-----------	-----------------------

Emergency Medicine

ADAMS, JOANNA	\$ 5,687
ALFORD, KIMBERLY	\$ 6,267
ALLEN, GAIL	\$ 4,990
AMBROSE, JASON R	\$ 5,803
BENNETT, JENNIFER	\$ 8,472
BRADBY, CASSANDRA	\$ 8,240
CHOVAZ, MATTHEW	\$ 6,383
CICHON, MARTIN	\$ 9,632
DALY, CLAUDIA H	\$ 8,124
FLETCHER, JAMES	\$ 8,820
FRANK, ANTHONY	\$ 1,973
GARRI, RICHARD	\$ 7,776
GORDON, CHRISTINA	\$ 6,267
GOUGH, JOHN E	\$ 6,963
KENDRICK, DAWN	\$ 1,161
KITCH, BRYAN	\$ 8,820
LAWSON, LUAN	\$ 4,642
MARCH, JUAN A	\$ 6,151
MEGGS, WILLIAM JOEL	\$ 3,946
MEREDITH, JOHN T	\$ 4,990
Dept. Total	\$ 240,000

PHYSICIAN	Recommended Incentive
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Emergency Medicine (cont.)

MILLER SUSAN	\$ 7,311
MOORE, CAROL	\$ 8,124
NEHUS, NATHAN	\$ 6,151
PARKER COTE, JENNIFER	\$ 6,383
PATTERSON, LEIGH A	\$ 2,321
PENDLEY, EMILIE	\$ 7,427
PORTELA, ROBERTO	\$ 7,195
PRICE, WILLIAM L	\$ 6,151
RATHBUN, KIMBERLY	\$ 7,660
REEDER, TIMOTHY J	\$ 4,178
RODRIGUEZ, MELANIE	\$ 5,338
SAFFELL, MARIA	\$ 5,222
SCHILLER, ALLISON	\$ 8,588
SHERARD, REGINALD	\$ 6,151
SMITH, GEARY	\$ 4,642
SMITH, KIMBERLY	\$ 6,035
STAHL, JENNIFER	\$ 4,990
STAIR, RICHARD	\$ 6,847
THOMSON, DAVID	\$ 4,178

Psychiatry

ANAND, VIVEK, M.D.	\$ 4,000
CLAY, THOMAS MD	\$ 5,760
CORRAL PHD, IRMA	\$ 4,000
CUNNINGHAM, KARLENE	\$ 5,000
DIAMOND M.D., JOHN M.	\$ 5,000
HARPER, NATHAN	\$ 8,000
JOHNSON M.D., TONI L	\$ 5,000
KALLIS, ANGELA	\$ 7,000
KYLE PH.D., BRANDON N.	\$ 4,000
LANG M.D., MICHAEL C.	\$ 6,000
MUTHUKANAGARAJ, PURUSHOTHAM	\$ 8,000
OAKLEY JR. M.D., STANLEY P.	\$ 6,000
SHELTON IV, M.D., PHESTON G.	\$ 7,000
Dept. Total	\$ 74,760

ObGyn

Crockett MD, Allison	\$ 5,706
deVente PHD, MD, James	\$ 5,706
Hall MD, Tana	\$ 5,706
Hildebrand MD, Jason	\$ 5,706
Kansagor DO, Adam	\$ 5,706
Nelson MD, Keith	\$ 5,706
Smith MD, Sarah	\$ 5,706
Sutton MD, Jill	\$ 5,706
Hanson CNM, Debra	\$ 2,176
Horne CNM, Monica	\$ 2,176
Dept. Total	\$ 50,000

Surgery

Garcia, Nicole	\$ 10,000
Walsh, Danielle	\$ 10,000
Mann, Christian	\$ 10,000
Pofahl, Walter	\$ 10,000
Dept. Total	\$ 40,000

Physical Medicine & Rehab

Clinton Faulk, M.D.	\$ 15,000
Raymundo Millan, M.D.	\$ 15,000
Dept. Total	\$ 30,000

Total Request

Emergency Medicine	\$ 240,000
Psychiatry	\$ 74,760
ObGyn	\$ 50,000
Physical Med & Rehab	\$ 30,000
Surgery	\$ 40,000
Total	\$ 434,760

**Request to Board of Trustees for
Approval of FY18 Research
Incentives**

The Board of Trustees is asked to approve performance-based Temporary Variable Incentives in the College of Allied Health Sciences (CAHS) for the current fiscal year, FY18. UNC Policy Manual 300.2.14, “Non-Salary and Deferred Compensation”, and ECU Policy on Non-Salary and Deferred Compensation for Employees Exempt from the State Personnel Act delegates approval of non-salary compensation for EHRA employees to the Board of Trustees. The faculty members named below are eligible to receive performance-based research incentives under the College of Allied Health Temporary Variable Incentive Plan (attached). As described in the Plan, the incentives are based on the amount of state appropriated salary that the faculty member that is recovered as a result of allocating effort to extramural grants and contracts, and are paid from non-state sources of revenue. In accordance with UNC 300.2.14, and under guidance from UNC General Administration, we respectfully request the Board approve research incentive payments to these specific faculty members for FY18.

College/School: College of Allied Health Sciences
 Fiscal Year: FY18

Faculty	Rank	Department	Institutional Base Salary	Maximum Eligible Incentive Payment **	National Benchmark Reported 2014*	National Benchmark Adjusted for 3% inflation
Fang, Xiangming	Associate Professor	BIOS	\$98,303	\$16,712	\$96,642	\$105,340
O'Brien, Kevin	Professor	BIOS	\$129,538	\$14,249	\$138,000	\$150,420
Vos, Paul	Professor	BIOS	\$121,512	\$14,581	\$138,000	\$150,420
Wu, Qiang	Associate Professor	BIOS	\$99,687	\$4,984	\$96,642	\$105,340
Ellis, Charles	Professor	CSDI	\$108,777	\$16,317	\$115,832	\$126,257
Mendez, Lucia	Assistant Professor	CSDI	\$86,312	\$4,316	\$75,761	\$82,579
Perry, Jamie	Associate Professor	CSDI	\$102,810	\$20,562	\$87,741	\$95,638
Walker, Marianna	Associate Professor	CSDI	\$97,140	\$19,428	\$87,741	\$95,638
Zhou, Ning	Assistant Professor	CSDI	\$92,206	\$18,441	\$75,761	\$82,579
Hylock, Ray	Assistant Professor	HSIM	\$81,688	\$16,338	\$91,837	\$100,102
Babatunde, Toyin	Associate Professor	NUTR	\$87,718	\$12,281	\$83,684	\$91,216
Duffrin, Melani	Professor	NUTR	\$96,619	\$19,324	\$87,456	\$95,327
Escott-Stump, Sylvia	Clinical Assist Professor	NUTR	\$87,611	\$8,761	\$73,924	\$80,577
Pawlak, Roman	Associate Professor	NUTR	\$78,774	\$3,939	\$83,684	\$91,216
Roseno, Ashley	Clinical Instructor	NUTR	\$58,000	\$5,800	\$73,924	\$80,577
Saum, Diana	Teaching Instructor	NUTR	\$69,353	\$6,935	\$73,924	\$80,577
Dickerson, Anne	Professor	OCCT	\$130,490	\$26,098	\$104,500	\$113,905
Stokes, Charity (Kim)	Clinical Assist Professor	PADP	\$97,240	\$14,586	\$90,000	\$98,100
Trapp, Jane	Clinical Assoc Professor	PADP	\$99,493	\$14,924	\$90,000	\$98,100
Jones, Terry	Associate Professor	PTHE	\$99,514	\$7,961	\$98,152	\$106,986

*Benchmark data are salary from accreditation bodies from 2013 and 2014 for each except NUTR. NUTR data are from the 2015-16 CUPA faculty salary comparisons and represent 9 month salaries

**Eligibility is based on anticipated salary recovery from extramural grants and contracts from July 1, 2017 through June 30, 2018

College of Allied Health Sciences Temporary Variable Incentive Plan

I. INTRODUCTION

In accordance with The UNC Policy Manual 300.2.14, “Non-Salary and Deferred Compensation”, this document delineates the Temporary Variable Incentive criteria and process for awarding such compensation to full-time tenured, tenure track, and fixed-term faculty in the ECU College of Allied Health Sciences (the “CAHS”). This Temporary Variable Incentive Plan (the “Plan”) is a mechanism to attract and retain the highest possible quality faculty who are particularly productive at obtaining external grant awards. Hiring new and retaining current grant-producing faculty have become difficult and costly due to constricting state resources. In order to recruit and retain such faculty, a system that recognizes and values their grant-producing talents must be implemented. Such a system also supports one of ECU’s Guiding Principles, as described in its 2014-2019 Strategic Plan, “Discover and innovate”, which states that “East Carolina will champion mission-driven research and innovation...[and] increase research funding and strengthen our research infrastructure to address the region’s challenges and opportunities.” Thus, the CAHS is committed to creating and managing a Temporary Variable Incentive process that invests in grant-productive faculty members, their departments, the college, university, community, and state.

II. SUMMARY

For faculty participating in the Plan, his/her total annual compensation will consist of (1) the **Academic Base Salary** and (2) a **Temporary Variable Incentive**. The total annual compensation may increase or decrease from year to year, based upon the individual’s grant productivity, and must be consistent with Board of Governors and applicable ECU salary policies. The actual funding sources used to pay the individual components of a faculty member’s total compensation may vary in any given year.

III. DEFINITIONS AND PROCEDURES

Academic Base Salary: The Academic Base Salary is a stable component of the total annual salary. This Plan does not permit the Academic Base Salary to be adjusted downward, but it may be increased using departmental funds when available. For most departments, these funds are provided through increases in state EHRA funds accessible to the department through legislative increases. Increases in departmental EHRA state funds are awarded to individual faculty members by the chair as part of the annual evaluation and adjustments to faculty pay. Any changes in Academic Base Salary for a faculty member recommended by the chair must be approved by the Dean and Vice Chancellor, and must be in accordance with applicable ECU and University of North Carolina (UNC) guidelines.

Temporary Variable Incentive: Excellence in teaching, research, and service is expected from all faculty members. However, recognition of exceptional performance in achieving productivity targets in the area of scholarly activity/research including but not limited to assignment of effort on sponsored projects, is available through a Temporary Variable Incentive. The Temporary Variable Incentives are paid from non-state funds available in the College.

Process: Funds for the Temporary Variable Incentives and associated fringe benefits will be derived from non-state funds made available by the college and department for that purpose. The

Temporary Variable Incentive for an individual faculty member will be paid quarterly, after the quarter has ended, and will be based on the faculty member's percent effort assigned to sponsored projects during that quarter. Faculty must have been paid from the applicable grant(s) for the entire quarter in order to be eligible to receive the Incentive. The Temporary Variable Incentive will be consistent with any applicable regulations and guidelines provided by the granting agency, ECU and/or UNC.

Temporary Variable Incentives are temporary adjustments in compensation and are not a modification to the individual's Academic Base Salary. It is also subject to the availability of non-state funds generated through the College and made available to the department in support of the Temporary Variable Incentive program. To receive a Temporary Variable Incentive, a faculty member must be a full-time employee of ECU and reside in the same academic department where the outstanding performance was achieved at the time of payment.

Eligibility for Participation in the Program: Faculty covered by this plan include full-time tenured, tenure track, and fixed term CAHS faculty. Faculty members who are eligible participants may elect to enroll in this Plan; participation is not compulsory. Faculty members must indicate no later than the start of each fiscal year quarter (i.e., first day of the month) if they plan to participate in the Plan for the respective quarter.

Implementation Plan: Based upon current applicable guidelines, individual faculty can receive Temporary Variable Incentives using non-state funds made available to the department for that purpose. The funds cannot be used to increase the Academic Base Salary. The generation of external grant funding is considered a part of a faculty member's university full-time duties and it is not treated as an overload activity.

The purpose of the Plan is to incentivize both the department and the faculty in the development and maintenance of successful grant-funded programs in research. Accordingly, it is expected that when a faculty member assigns effort to an extramural funding source and releases state funds that would normally be paid as salary to the faculty member, that the amount of funds released will be made available to the College, department, and faculty member in the following proportion: 5% to the College, 45% to the department, and 50% to the faculty member. The actual funds distributed to the department and faculty member will be from either state or non-state sources, as determined and authorized by the Dean of CAHS. Only non-state funds distributed to the faculty member may be used to pay a Temporary Variable Incentive. Thus, the total dollar amount of a Temporary Variable Incentive cannot exceed 50% of the total amount of state salary released by the faculty member's externally funded activity. In addition, a maximum of 20% of a faculty member's Academic Base Salary may be earned through Temporary Variable Incentive disbursements.

**Office of the
Vice Chancellor****Health Sciences Division**

Phyllis N. Horns, PhD, RN, FAAN

AD-48 Brody Medical
Sciences Building

600 Moyer Boulevard

Mail Stop 600

East Carolina University
Greenville, NC 27834-4354

252-744-2984 office

252-744-9003 fax

MEMORANDUM

TO: Chancellor Cecil Staton

FROM: Phyllis N. Horns, PhD, RN, FAAN
Vice Chancellor for Health Sciences *PNHorns*

DATE: February 20, 2018

SUBJECT: Recommendations for Promotion and Permanent Tenure,
2017-2018 Academic Year, Health Sciences Division

Listed below are recommendations regarding promotion and permanent tenure for faculty members in the Division of Health Sciences. Charts are attached that indicate the recommendations from the appropriate departmental committee (Tenure and/or Promotion), department chair, dean, and vice chancellor for each faculty member. For the Brody School of Medicine only, the Brody School of Medicine Promotion and Tenure Advisory Committee recommendation is also included (approved committee in the BSOM Unit Code of Operations).

Individual summaries required by the Board of Trustees are enclosed. If you desire additional information, I will be happy to provide it.

COLLEGE OF ALLIED HEALTH SCIENCES

Susie Harris, PhD Department of Health Services & Information Management	Promotion to Professor
Ning Zhou, PhD Department of Communication Sciences & Disorders	Promotion to Associate Professor with Conferral of Permanent Tenure

COLLEGE OF NURSING

Pamela Reis, PhD Department of Nursing Science	Promotion to Associate Professor with Conferral of Permanent Tenure
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SCHOOL OF DENTAL MEDICINE

Linda May, PhD Department of Foundational Science & Research	Promotion to Associate Professor with Conferral of Permanent Tenure
Robert Watkins, DDS Department of General Dentistry	Promotion to Associate Professor with Conferral of Permanent Tenure

Chancellor Cecil Staton
 February 20, 2018
 Page 2 of 2

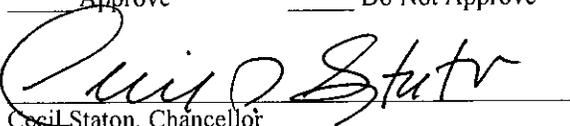
BRODY SCHOOL OF MEDICINE

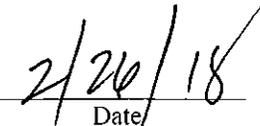
Kori Brewer, PhD Department of Emergency Medicine	Promotion to Professor
Yan-Hua Chen, PhD Department of Anatomy and Cell Biology	Promotion to Professor
Irma Corral, PhD Department of Psychiatry & Behavioral Medicine	Promotion to Associate Professor with Conferral of Permanent Tenure
Glenn Harvin, MD Department of Internal Medicine	Promotion to Associate Professor with Conferral of Permanent Tenure
Guillermo Hidalgo, MD Department of Pediatrics	Promotion to Professor
Karin Hillenbrand, MD Department of Pediatrics	Promotion to Professor
Gregory Kearney, DrPh Department of Public Health	Promotion to Associate Professor Conferral of Permanent Tenure
Brandon Kyle, PhD Department of Psychiatry & Behavioral Medicine	Promotion to Associate Professor with Conferral of Permanent Tenure
Suzanne Lazorick, MD Department of Pediatrics	Promotion to Professor
Matthew Ledoux, MD Department of Pediatrics	Promotion to Associate Professor with Conferral of Permanent Tenure
Joseph McClung, PhD Department of Physiology	Promotion to Associate Professor with Conferral of Permanent Tenure
Ari Mwachofi, PhD Department of Public Health	Conferral of Permanent Tenure
Keith Nelson, MD Department of Obstetrics & Gynecology	Promotion to Professor
Stephanie Pitts, PhD Department of Public Health	Promotion to Professor
Salma Syed, DO Department of Pediatrics	Conferral of Permanent Tenure
Nancy Winterbauer, PhD Department of Public Health	Promotion to Associate Professor with Conferral of Permanent Tenure

Enclosures: Chart of Recommendations
 East Carolina University Personnel Action Summary Forms

Approve

Do Not Approve


 Cecil Staton, Chancellor


 Date

**Office of the
Vice Chancellor****Health Sciences Division** February 20, 2018

Phyllis N. Horns, PhD, RN, FAAN

AD-48 Brody Medical
Sciences Building

600 Moyer Boulevard

Mail Stop 600

East Carolina University

Greenville, NC 27834-4354

Chancellor Cecil Staton
East Carolina University
Greenville, NC 27834

252-744-2984 office

252-744-9003 fax

RE: Information Regarding Candidates who Requested Consideration for
Conferral of Permanent Tenure

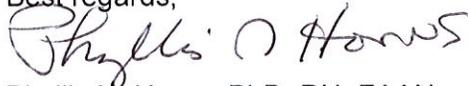
Dear Chancellor Staton:

In accordance with the ECU Faculty Manual, I have given you my recommendations for the candidates up for promotion and/or conferral of permanent tenure. I do, however, want to bring to your attention the following actions, which were considered but not recommended:

- Juhee Kim, ScD, Associate Professor, Brody School of Medicine, Department of Public Health requested to be considered for conferral of mandatory permanent tenure. The Department of Public Health Tenure Committee, the Department Chair, the Brody School of Medicine Tenure and Promotion Committee, the Dean and I could not support this action.
- Constantin Marcu, MD, Associate Professor, Brody School of Medicine, Department of Cardiovascular Sciences requested to be considered for conferral of mandatory permanent tenure. Conferral of permanent tenure was recommended by the Department of Cardiovascular Sciences Tenure Committee, and the Department Chair, but not by the Brody School of Medicine Tenure and Promotion Committee, the Dean or me.
- Dean Jared Norio Yamaguchi, MD, Assistant Professor, Brody School of Medicine, Department of Cardiovascular Sciences requested to be considered for conferral of permanent tenure, one year early, and a promotion in academic rank to Associate Professor. Conferral of permanent tenure and promotion were recommended by the Department of Cardiovascular Sciences Tenure Committee, and the Department Chair, but not by the Brody School of Medicine Tenure and Promotion Committee, the Dean or me.

Please feel free to contact me if you have any questions.

Best regards,

Phyllis N. Horns, PhD, RN, FAAN
Vice Chancellor for Health Sciences

**Office of the
Vice Chancellor****Health Sciences Division** February 20, 2018

Phyllis N. Horns, PhD, RN, FAAN

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**Chancellor Cecil Staton
East Carolina University
Greenville, NC 27834****RE: Information Regarding a Candidate who Requested Consideration for
Promotion in Academic Rank**

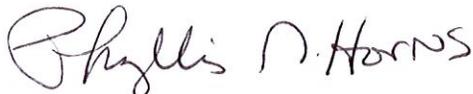
Dear Chancellor Staton:

In accordance with the ECU Faculty Manual, I have given you my recommendations for the candidates up for promotion and/or conferral of permanent tenure. I do, however, want to bring to your attention the following actions, which were considered but not recommended.

- Jeffrey Coghill, MLS, Associate Professor, Laupus Health Sciences Library requested to be considered for promotion in academic rank to Professor. There were no positive recommendations for the promotion in rank to Professor.
- Ari Mwachofi, PhD, Associate Professor, Brody School of Medicine, Department of Public Health requested to be considered for promotion in academic rank to Professor. There were no positive recommendations for the promotion in rank to Professor.

Please feel free to contact me if you have any questions.

Best regards,



Phyllis N. Horns, PhD, RN, FAAN
Vice Chancellor for Health Sciences

2017-18
CHART OF RECOMMENDATIONS
BRODY SCHOOL OF MEDICINE

Promotion to Associate Professor with Permanent Tenure

Name/Department	Department Committee Recommendation	Department Chair Recommendation	B SOM P&T Advisory Committee Recommendation	Dean Recommendation	Vice Chancellor Recommendation
Irma Corral, PhD Psychiatry and Behavioral Medicine MANDATORY tenure decision					
Promotion to Associate Professor	Yes	Yes	Yes	Yes	Yes
Permanent Tenure	Yes	Yes	Yes	Yes	Yes

NOTE: Hired as fixed term Clinical Assistant Professor in the Department of Psychiatry and Behavioral Medicine effective August 2, 2010. Appointment change to tenure-track Assistant Professor effective September 16, 2011. Probationary term began July 1, 2012.

Glenn Harvin, MD Internal Medicine MANDATORY tenure decision					
Promotion to Associate Professor	Yes	Yes	Yes	Yes	Yes
Permanent Tenure	Yes	Yes	Yes	Yes	Yes

NOTE: Hired as Assistant Professor in the Department of Internal Medicine effective February 20, 2012. Probationary term began July 1, 2012.

Gregory Kearney, DrPH Public Health MANDATORY tenure decision					
Promotion to Associate Professor	Yes	Yes	Yes	Yes	Yes
Permanent Tenure	Yes	Yes	Yes	Yes	Yes

NOTE: Hired as Assistant Professor in the Department of Public Health effective August 15, 2011. Probationary term began July 1, 2012.

**CHART OF RECOMMENDATIONS
BRODY SCHOOL OF MEDICINE
Spring 2018**

Page 2

Promotion to Associate Professor with Permanent Tenure

Name/Department	Department Committee Recommendation	Department Chair Recommendation	B S O M P&T Advisory Committee Recommendation	Dean Recommendation	Vice Chancellor Recommendation
Brandon Kyle, PhD Psychiatry and Behavioral Medicine MANDATORY tenure decision					
Promotion to Associate Professor	Yes	Yes	Yes	Yes	Yes
Permanent Tenure	Yes	Yes	Yes	Yes	Yes

NOTE: Hired as Assistant Professor in the Department of Psychiatric Medicine effective September 13, 2011. Probationary term began July 1, 2012.

Matthew Ledoux, MD Pediatrics MANDATORY tenure decision					
Promotion to Associate Professor	Yes	Yes	Yes	Yes	Yes
Permanent Tenure	Yes	Yes	Yes	Yes	Yes

NOTE: Hired as Assistant Professor in the Department of Pediatrics effective July 5, 2011. Probationary term began July 1, 2012.

Joseph McClung, PhD Physiology EARLY tenure decision					
Promotion to Associate Professor	Yes	Yes	Yes	Yes	Yes
Permanent Tenure	Yes	Yes	Yes	Yes	Yes

NOTE: Hired as Assistant Professor in the Department of Physiology effective July 15, 2013. Probationary term began July 1, 2014.

**CHART OF RECOMMENDATIONS
BRODY SCHOOL OF MEDICINE
Spring 2018**

Page 3

Promotion to Associate Professor with Permanent Tenure

Name/Department	Department Committee Recommendation	Department Chair Recommendation	BSOM P&T Advisory Committee Recommendation	Dean Recommendation	Vice Chancellor Recommendation
Nancy Winterbauer, PhD Public Health MANDATORY tenure decision					
Promotion to Associate Professor	Yes	Yes	Yes	Yes	Yes
Permanent Tenure	Yes	Yes	Yes	Yes	Yes

NOTE: Hired as Assistant Professor in the Department of Public Health effective July 15, 2011. Probationary term began July 1, 2012.

Dean Jared Norio Yamaguchi, MD Cardiovascular Sciences EARLY tenure decision					
Promotion to Associate Professor	Yes	Yes	No	No	No
Permanent Tenure	Yes	Yes	No	No	No

NOTE: Hired as Assistant Professor in the Department of Cardiovascular Sciences effective July 1, 2013. Probationary term began July 1, 2013.

**CHART OF RECOMMENDATIONS
BRODY SCHOOL OF MEDICINE
Spring 2018**

Page 4

Promotion to Professor with Permanent Tenure

Name/Department	Department Committee Recommendation	Department Chair Recommendation	BSOM P&T Advisory Committee Recommendation	Dean Recommendation	Vice Chancellor Recommendation
Ari Mwachofi, PhD Public Health MANDATORY tenure decision					
Promotion to Professor	No	No	No	No	No
Permanent Tenure	Yes	Yes	Yes	Yes	Yes

NOTE: Hired as Associate Professor in the Department of Public Health effective July 15, 2013. Probationary term began July 1, 2014.

**CHART OF RECOMMENDATIONS
BRODY SCHOOL OF MEDICINE
Spring 2018**

Page 5

Tenure Decision Only

Name/Department	Department Committee Recommendation	Department Chair Recommendation	BSOM P&T Advisory Committee Recommendation	Dean Recommendation	Vice Chancellor Recommendation
Juhee Kim, ScD Public Health Mandatory tenure decision Permanent Tenure	No	No	No	No	No

NOTE: Hired as Associate Professor in the Department of Public Health effective August 13, 2012. Probationary term began July 1, 2013.

Constantin B. Marcu, MD Cardiovascular Sciences Mandatory tenure decision Permanent Tenure	Yes	Yes	No	No	No
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NOTE: Hired as Associate Professor in the Department of Cardiovascular Sciences effective January 13, 2014. Probationary term began July 1, 2014.

Salma Syed, DO Pediatrics Mandatory tenure decision Permanent Tenure	Yes	Yes	Yes	Yes	Yes
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NOTE: Hired as Clinical Assistant Professor in the Department of Pediatrics effective November 2, 2011. Advancement in fixed-term title to Clinical Associate Professor effective July 1, 2013. Appointment change to tenure-track Associate Professor effective July 1, 2014. Probationary term began July 1, 2014.

**CHART OF RECOMMENDATIONS
BRODY SCHOOL OF MEDICINE
Spring 2018**

Page 6

Promotion to Professor Only

Name/Department	Department Committee Recommendation	Department Chair Recommendation	BSOM P&T Advisory Committee Recommendation	Dean Recommendation	Vice Chancellor Recommendation
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Kori Brewer, PhD
Emergency Medicine

PROMOTION Only

Promotion to Professor

Yes

Yes

Yes

Yes

Yes

NOTE: Hired as Research Instructor in the Department of Anatomy and Cell Biology effective August 1, 1998. Began as Assistant Research Professor in the Department of Emergency Medicine effective August 2, 1999. Revision in appointment to Assistant Research Professor effective January 1, 2000. Appointment change to tenure-track Assistant Professor in the Department of Emergency Medicine effective July 1, 2000. Probationary term began July 1, 2000. Promotion to Associate Professor 7/1/2004. Conferral of permanent tenure July 1, 2006.

Yan-Hua Chen, PhD
Anatomy and Cell Biology

PROMOTION Only

Promotion to Professor

Yes

Yes

Yes

Yes

Yes

NOTE: Hired as Research Assistant Professor in the Department of Anatomy and Cell Biology effective October 18, 2000. Appointment change to tenure-track Assistant Professor effective September 1, 2001. Probationary term began July 1, 2002. Conferral of permanent tenure and promotion to Associate Professor effective July 1, 2008.

Guillermo Hidalgo, MD
Pediatrics

PROMOTION Only

Promotion to Professor

Yes

No

Yes

Yes

Yes

NOTE: Hired as Associate Professor in the Department of Pediatrics effective February 22, 2011. Probationary term began July 1, 2011. Conferral of permanent tenure effective July 1, 2015.

**CHART OF RECOMMENDATIONS
BRODY SCHOOL OF MEDICINE
Spring 2018**

Page 7

Promotion to Professor Only

Name/Department	Department Committee Recommendation	Department Chair Recommendation	BSOM P&T Advisory Committee Recommendation	Dean Recommendation	Vice Chancellor Recommendation
Karin Hillenbrand, MD Pediatrics PROMOTION Only Promotion to Professor	Yes	Yes	Yes	Yes	Yes

NOTE: Hired as Clinical Assistant Professor in the Department of Pediatrics effective August 1, 1995. Appointment change to tenure-track Assistant Professor effective July 1, 1997. Probationary term began July 1, 1997. Conferral of permanent tenure and promotion to Associate Professor effective July 1, 2003.

Suzanne Lazorick, MD Pediatrics PROMOTION Only Promotion to Professor	Yes	Yes	Yes	Yes	Yes
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NOTE: Hired as Assistant Professor in the Department of Pediatrics effective August 15, 2006. Probationary term began July 1, 2007. Conferral of permanent tenure and promotion to Associate Professor effective July 1, 2012. Also joint appointment in Public Health.

Keith Nelson, MD Obstetrics and Gynecology PROMOTION Only Promotion to Professor	Yes	Yes	No	Yes	Yes
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NOTE: Hired as Clinical Instructor in the Department of Obstetrics and Gynecology effective September 4, 2001. Advancement in fixed-term title to Clinical Assistant Professor effective July 1, 2002. Appointment change to tenure-track Assistant Professor effective July 1, 2003. Probationary term began July 1, 2003. Conferral of permanent tenure and promotion to Associate Professor effective July 1, 2009.

**CHART OF RECOMMENDATIONS
BRODY SCHOOL OF MEDICINE
Spring 2018**

Page 8

Promotion to Professor Only

Name/Department	Department Committee Recommendation	Department Chair Recommendation	BSOM P&T Advisory Committee Recommendation	Dean Recommendation	Vice Chancellor Recommendation
Stephanie Pitts, PhD Department of Public Health PROMOTION Only Promotion to Professor	Yes	Yes	Yes	Yes	Yes

NOTE: Hired as Assistant Professor in the Department of Public Health effective July 1, 2008. Probationary term began July 1, 2008. Conferral of permanent tenure and promotion to Associate Professor effective July 1, 2013.

2017-18
CHART OF RECOMMENDATIONS
COLLEGE OF ALLIED HEALTH SCIENCES
SPRING 2018

Promotion to Associate Professor with Permanent Tenure

Name/Department	Department Committee Recommendation	Department Chair Recommendation	Dean Recommendation	Vice Chancellor Recommendation
Ning Zhou, PhD Communication Sciences and Disorders EARLY tenure decision				
Promotion to Associate Professor	yes	yes	yes	Yes
Permanent Tenure	yes	yes	yes	Yes

NOTE: Hired as Assistant Professor in the Department of Communication Sciences and Disorders effective July 1, 2013. Probationary term began July 1, 2013. Dr. Zhou's mandatory tenure decision is scheduled for consideration in spring 2019.

Promotion to Professor Only

Susie Harris PhD Health Services and Information Management PROMOTION only	yes	yes	yes	Yes
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NOTE: Hired as Clinical Instructor in the Department of Health Services and Information Management effective July 1, 2004. Appointment change to tenure-track Assistant Professor effective July 1, 2008. Probationary term began July 1, 2008. Promoted to Associate Professor and conferral of permanent tenure July 1, 2013.

2017-18
CHART OF RECOMMENDATIONS
COLLEGE OF NURSING
SPRING 2018

Promotion to Associate Professor with Permanent Tenure

Name/Department	Department Committee Recommendation	Department Chair Recommendation	Dean Recommendation	Vice Chancellor Recommendation
Pamela Reis, (12-month faculty) Nursing Science				
MANDATORY tenure decision due this year				
Promotion to Associate Professor	yes	yes	yes	Yes
Permanent Tenure	yes	yes	yes	Yes

NOTE: Hired as fixed-term Clinical Assistant Professor in the College of Nursing effective July 1, 2008. Advancement in fixed-term title to Clinical Associate Professor effective July 1, 2011. Appointment change to tenure-track Assistant Professor effective July 1, 2012. Probationary term began July 1, 2012.

2017-18
CHART OF RECOMMENDATIONS
Health Sciences Library
SPRING 2018

Promotion to Professor Only

Name/Department	Department Committee Recommendation	Department Chair Recommendation	Dean Recommendation	Director Recommendation	Vice Chancellor Recommendation
Jeffrey Coghill, (12-month faculty) Health Sciences Library PROMOTION only	No	NA	NA	No	No

NOTE: Hired as Assistant Professor and Collection Development/Electronic Resources Librarian April 16, 2001. Probationary term began July 1, 2001. Promoted to Associate Professor and conferral of permanent tenure July 1, 2007.

2017-18
CHART OF RECOMMENDATIONS
SCHOOL OF DENTAL MEDICINE

Promotion to Associate Professor with Permanent Tenure

Name/Department	Department Committee Recommendation	Department Chair Recommendation	Dean Recommendation	Vice Chancellor Recommendation
Linda May, PhD Dental Medicine				
MANDATORY tenure decision due this year				
Promotion to Associate Professor	Yes	Yes	Yes	Yes
Permanent Tenure	Yes	Yes	Yes	Yes

NOTE: Hired as Assistant Professor in the Dental Medicine effective June 16, 2012. Probationary term began July 1, 2012.

Robert Watkins, DDS Dental Medicine				
MANDATORY tenure decision due this year				
Promotion to Associate Professor	No	Yes	Yes	Yes
Permanent Tenure	No	Yes	Yes	Yes

NOTE: Hired as fixed-term Teaching Associate Professor in the Dental Medicine effective September 20, 2008. Appointment change to tenure-track Assistant Professor effective November 1, 2009. Probationary term began July 1, 2010. Granted a two-year extension of his probationary period on June 1, 2015. Dr. Watkins currently serves as Assistant Dean for Dental Education and Informatics.



Office of the Provost and Senior Vice Chancellor for Academic Affairs
 210 Spilman Building | Mail Stop 501 | East Carolina University | Greenville, NC 27858-4353
 252-328-5419 office | 252-328-4010 fax

Memorandum

TO: Ms. Megan Ayers
 ECU Board of Trustees

FROM: Dr. Ronald L. Mitchelson 
 Provost and Senior Vice Chancellor for Academic Affairs

Date: April 4, 2018

RE: Request for BOT Action on 2018 Recommendations for Tenure

Ms. Ayers, attached are the 2018 tenure recommendations that need to be submitted to the Board of Trustees for their consideration at the upcoming April 19-20 meeting. These actions have been approved by Chancellor Staton. Formats are attached for the following faculty members:

Harriot College of Arts and Sciences (15)

Heidi Bonner, Criminal Justice
 Nicole Caswell, English
 Jungmin Choi, Mathematics
 Abdullah Cihan, Criminal Justice
 Matthew Cox, English
 Erin Frost, English
 Guglielmo Fucci, Mathematics
 Keith Keene, Biology
 Jonathan M. Lee, Economics
 Laura Levi-Altstaedter, Foreign Languages and Literatures
 Michael McCoy, Biology
 Marylaura Papalas, Foreign Languages and Literatures
 Imre Patyi, Mathematics
 Amber Thomas, English
 Matthew Whited, Psychology

College of Business (3)

Bradley Karl, Finance
 Jon Kirchoff, Marketing and Supply Chain Management
 JungHoon (Jay) Lee, Hospitality Leadership

College of Education (2)

Christopher Rivera, Special Education, Foundations, and Research
 Stacy Weiss, Special Education, Foundations, and Research

Memorandum to: Ms. Megan Ayers
April 4, 2018
Page 2

College of Engineering and Technology (4)

Ricky Castles, Engineering
Stephanie George, Engineering
Donna Hollar, Construction Management
Sunghan Kim, Engineering

College of Fine Arts and Communication (3)

Kenneth Bova, Art and Design
Douglas Monroe, Music
Lisa Beth Robinson, Art and Design

College of Health and Human Performance (2)

Andrew Brimhall, Human Development and Family Science
Essie Torres, Health Education and Promotion

Since these recommendations require approval of the Board of Trustees before tenure may be conferred, I am requesting that these actions be placed on the agenda for consideration by the Board at their April 19-20 meeting. Each of the above recommendations has been approved by all appropriate parties, including the Chancellor.

Please let me know if you have questions about this request.

Attachments: 29 BOT Tenure Formats

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Heidi S. Bonner

Department: Criminal Justice

School/College: Thomas Harriot College of Arts and Sciences

Current Rank or Title: *(if applicable)* Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$65,984 Source(s): State Funds: \$ 65,984 *Non-State Funds: \$-0-

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:
(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*

Degree	Date Conferred	Institution
Ph.D.	12/22/12	University at Albany, SUNY
M.A.	5/21/06	University at Albany, SUNY
M.S.	12/18/03	San Jose State University
B.A.	5/31/98	Gustavus Adolphus College

2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

Position	Institution	Dates of Appointment
Assistant Professor (tenure-track)	EPA Criminal Justice	1/13 to present
Undergraduate Program Director	EPA Criminal Justice	8/15 to 5/17
Tenure-track Instructor	EPA Criminal Justice	8/12-12/12
Instructor	EPA Criminal Justice	1/12-5/12
Senior Fellow/ Senior Analyst	The John F. Finn Institute for Public Safety, Inc.	10/11-present 1/09-11/09
Program Research Specialist 2	New York State Division of Criminal Justice Services	11/09-7/11

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	<u>0</u>
<i>Edited Book</i>	<u>0</u>
<i>Chapter</i>	<u>1</u>
<i>Refereed Journal Article</i>	<u>11</u>
<i>Other Journal Article</i>	<u>0</u>
<i>Juried Performance/Show</i>	<u>0</u>
<i>Non-Juried Performance/Show</i>	<u>0</u>
<i>Other: Technical Report</i>	<u>1</u>
<i>Other: Manuscripts under review</i>	<u>3</u>
<i>Other: Grant/contract submissions</i>	<u>16</u>

4. Membership in professional organizations:

- 2015-present, Southern Criminal Justice Association
- 2015-present, North Carolina Criminal Justice Association
- 2013-present, International Association of Chiefs of Police
- 2013-present, Police Executive Research Forum
- 2004-present, Academy of Criminal Justice Sciences
- 2004-present, American Society of Criminology

5. Professional service on campus:

- Unit
 - UCC Liaison (2015-present)
 - Policy & Planning Committee (2012-present)
 - Faculty Research and Development Committee
 - Member (2013-present)
 - Chair (2012- 2013)
 - Curriculum Committee
 - Member (2012-2013; 2015-present)
 - Co-Chair (2013- 2013)
 - Undergraduate Program Director (2015- 2017)
 - Member, Code Unit Proposal/College Transition (2015-2016)
 - Faculty Advisor, Alpha Phi Sigma Honor Society (2012- 2016)
 - Member, Special Ad Hoc Committee on Funded Research (2012- 2015)
 - Member, Search Committee (2012- 2013; 2016- 2017)
- Division
 - THCAS Curriculum (2015- 2016)
 - THCAS Undergraduate Program Director Council (2015- 2017)
 - THCAS Open House (2015- 2016)
 - CHE Unit Administrator Review Committee (2014- 2015)
 - CHE Faculty Research Liaison (2013- 2013)
- University
 - Distance Education and Technology Committee (2016-2019)
 - Finish in Four Task Force Advisory Group (2017-present)
 - ECU Student Conduct Board (2013-present)
 - ECU Title IX Hearing Board (2015-present)
 - Teaching with Technology Academy (Summer 2015-2017)
 - Pirate Read Planning Committee (Summer 2016)
 - OFE/Faculty Senate Pilot Mentoring Program (2015-2017)
 - Writing Liaison, QEP (2015-2017)
 - ECU Police Department Strategic Plan (2014- 2015)
 - Honors College Application Review Team (December 2014)
 - QEP Assessment Team (Summer 2014)

6. Professional service off campus:

- Member, Board of Directors, Center for Family Violence Prevention
- President-elect, North Carolina Criminal Justice Association
- Trustee, Board of Trustees, John F. Finn Institute for Public Safety
- Senior Fellow, John F. Finn Institute for Public Safety
- Member, National Institute of Justice Standing Review Panel
- Reviewer, U.S. Department of Justice, COPS Office, COPS Anti-Gang Initiative (CAGI)
- Reviewer, U.S. Department of Justice, COPS Office, COPS Anti-Meth Initiative (CAMP)
- Reviewer, U.S. Department of Justice, COPS Peer Review Program
- Member, National Data Collection Committee, American Society of Criminology Division of Policing

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Nicole Caswell

Department: English

School/College: Thomas Harriot College of Arts and Sciences

Current Rank or Title: *(if applicable)* Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$69,000 Source(s): State Funds: \$ 69,000 *Non-State Funds: \$ 0-

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:
(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*

Doctor of Philosophy in English, Kent State University, August 2012
 Master of Arts in English, Ball State University, May 2008
 Bachelor of Science in Educational Studies, Kent State University, May 2006

2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

Assistant Professor of English, August 13, 2012 – Present, East Carolina University

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	<u>1</u>
<i>Edited Book</i>	<u>—</u>
<i>Chapter</i>	<u>8</u>
<i>Refereed Journal Article</i>	<u>7</u>
<i>Other Journal Article</i>	<u>2</u>
<i>Juried Performance/Show</i>	<u>—</u>
<i>Non-Juried Performance/Show</i>	<u>—</u>
<i>Other: _____</i>	<u>—</u>
<i>Other: _____</i>	<u>—</u>
<i>Other: _____</i>	<u>—</u>

4. Membership in professional organizations:

Southeastern Writing Center Association
 National Council for Teachers of English
 International Writing Centers Association
 South Atlantic Modern Language Association

5. Professional service on campus:

Director of University Writing Center
 Member, Fixed-term Faculty Search Committee | Department of English | Summer 2017
 Member, Doctoral Program Steering Committee | 2016-2018
 Member, Personnel Committee | Spring 2017
 Chair, Assessment Committee | Department of English | 2014 – 2017
 Member, PhD Faculty Working Group | Department of English | 2012- present
 Member, Fixed-term Faculty Search Committee | Department of English | Fall 2015
 Member, FYWS Administrative Assistant Search Committee | Department of English | Spring 2014
 Member, Undergraduate Curriculum Committee | Department of English | 2012- 2014
 Member, Assessment Review Committee | Thomas Harriot College of Arts and Science | 2014 - 2016
 Chair, Assistant Director of University Writing Center Search Committee, Summer Session 1 2017 – Fall 2017
 Member, Composing Change working committee, Spring 2015 – present
 Member, Conduct Board, 2013 - 2015
 Member, QEP Steering Committee, 2012- present
 Faculty Advisor, University Writing Center Consultants at ECU Student Organization, 2013 - present

Judge, 9th Annual Research and Creative Achievement Week, Spring 2015
Member, Associate Director for Assessment, Research and Retention Search Committee (Student Affairs),
Spring 2014- Fall 2014
Judge, 8th Annual Research and Creative Achievement Week, Spring 2014
Chair, Assistant Director of University Writing Center Search Committee, Spring 2013-Summer Session 1
2013
Invited Speaker: Student Chancellor's Leadership Academy Book Leader, *Daring Greatly* | East Carolina
University, Fall 2015
Co-organizer, 4-session Responding to Student Writing Workshop Series, University Writing Program,
Spring 2016
Organizer/Leader: Writing in College, co-sponsored with Office of Student Transitions, 3 2-hour workshops
for first year students, Fall 2015
Organizer/Leader, two-day Advanced WAC Academy: Writing Assessment, University Writing Program,
Summer Session 1 2015
Organized Department of English's First Assessment Day, April 24, 2015

6. Professional service off campus:

Teacher, *The Write Group* (Senior Center and UWC collaboration) Spring 2016-Fall 2016
Co-Chair, Master Degree Consortium of Writing Studies Specialists, 2017-2020
Master's Consortium Executive Board Member, 2014-2016
At-Large Board Member | Southeastern Writing Center Association | 2014-2016
Program Chair, Ideas Exchange, IWCA 2017 Conference
Program Co-Chair, Ideas Exchange, IWCA 2016 Conference
Site Chair/Host, North Carolina Tutor Collaboration Day, Sept. 23, 2016
Co-chaired (with Dr. Will Banks) 2014 Southeastern Writing Center Association Conference "Our Language,
Ourselves: Rethinking Our Writing Center Communities" Greenville, NC February 6-8, 2014
Conference Proposal Reviewer for IWCA, SWCA, and CWPA 2015-2017 Conferences
Manuscript Reviewer, SAGE Press, Quantitative Applications in the Social Sciences series; Routledge
Press; College English; Utah State University Press; Writing Center Journal; Composition Forum
QRN Table Responder/Leader, CCCC 2017 in Portland, OR: Assessment Research

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Jungmin Choi

Department: Mathematics

School/College: Thomas Harriot College of Arts and Sciences

Current Rank or Title: *(if applicable)* Assistant Professor

Proposed Rank: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period:	Administrative Appointment:	9 mo.	<input type="checkbox"/>	12 mo.	<input type="checkbox"/>
	Faculty Appointment:	9 mo.	<input checked="" type="checkbox"/>	12 mo.	<input type="checkbox"/>

Salary: \$66,752

Sources(s): State Funds: \$66,752

*Non-State Funds: \$-0-

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:
(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: (*indicate degree, date earned and institution, note additional study & training*)

Ph.D. in Applied and Interdisciplinary Mathematics, April 2006, University of Michigan, Ann Arbor, MI
 Ph.D. in Mathematics, August 2000, University of Texas, Arlington, TX
 M.S. in Mathematics, February 1995, Seoul National University, Seoul, South Korea
 B.S. in Mathematics Education, February 1993, Seoul National University, Seoul, South Korea

2. Teaching and other professional experience: (*Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date*)

Assistant Professor, East Carolina University, Department of Mathematics, August 2012– present
 Visiting Assistant Professor, Washington & Lee University, Lexington, VA, Department of Mathematics, July 2011– May 2012
 Postdoctoral Fellow, Florida State University, Tallahassee, FL, Department of Mathematics, August 2007 – May 2011
 Research Fellow, University of Michigan, Ann Arbor, MI, Department of Mathematics, February 2006 – May 2006

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	==
<i>Edited Book</i>	==
<i>Chapter</i>	==
<i>Refereed Journal Article</i>	10
<i>Other Journal Article</i>	==
<i>Juried Performance/Show</i>	==
<i>Non-Juried Performance/Show</i>	==
<i>Other: Online publication of research project report)</i>	1
<i>Other:_____</i>	==
<i>Other:_____</i>	==

4. Membership in professional organizations:

American Mathematical Society (AMS, since 2000)
 Society for Industrial and Applied Mathematics (SIAM, since 2000)
 Korean-American Scientists and Engineers Association (KSEA, since 2012)

5. Professional service on campus:

Unit:

Teaching Instructor hiring committee, member, Summer 2017

Statistics hiring committee, member, Spring 2017

Colloquium Talk, Spring 2017

Teaching Committee, member, since Fall 2016

Giving a talk to the math club students in J.H. Rose High School, December 2015

Peer observation for Danny Barreiro-Talbert, Fall 2015

Applied math/Statistics hiring committee, Spring 2015

Writing recommendation letters to students (M. Atta, P. Firouzi Naeim, K. Kirk), 2013, 2014

ECU Math Contest proctor, 2014, 2015, 2016, 2017

ECU Summer Orientation volunteer, 2014, 2015, 2016, 2017

Undergraduate committee, member(secretary) Fall 2013 – Spring 2016

Statistics hiring committee, member, Spring 2013

Division:

Department Chair 5-year review committee, Spring 2015

University:

Co-coordinator of ECU Korean Faculty Interest Group, Fall 2016-Spring 2017

Presentation at Korean Faculty Interest Group meeting, Spring 2014 and Fall 2016

6. Professional service off campus:

Chair of the Greenville Committee

the regional chair of the National Mathematics Competition of KSEA (Korean-American Scientists and Engineering Association) in North Carolina Chapter, 2013, 2014, 2015, 2016, 2017

Reviewer for Mathematics of Operations Research (2009), European Actuarial Journal (2017)

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM

(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Abdullah CihanDepartment: Criminal JusticeSchool/College Thomas Harriot College of Arts & SciencesCurrent Rank or Title: (if applicable) Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: (select all that apply)

Administrative Appointment: New Faculty Appointment: Promotion: Conferral of Tenure: Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018Contract Period: Administrative Appointment: 9 mo. 12 mo. Faculty Appointment: 9 mo. 12 mo. Salary: \$61,757 Source(s): State Funds: \$ 61,757 *Non-State Funds: \$-0-

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:

(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*

Degree	Date Conferred	Institution
Ph.D.	08/2012	Sam Houston State University
M.A.	12/2008	Sam Houston State University
Bachelor of Law	08/2000	Dicle University

2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

Position	Institution	Dates of Appointment
Assistant Professor (tenure-track)	EPA Criminal Justice	08/2012 to present

3. Scholarly & Creative Activities:

Type	Number
Book	<u>0</u>
Edited Book	<u>0</u>
Chapter	<u>0</u>
Refereed Journal Article	<u>8</u>
Other Journal Article	<u>0</u>
Juried Performance/Show	<u>0</u>
Non-Juried Performance/Show	<u>0</u>
Other: Technical Report	<u>0</u>
Other: Encyclopedia Entries	<u>0</u>
Other: Grant/contract submissions	<u>4</u>

4. Membership in professional organizations:

- Academy of Criminal Justice Sciences
- American Society of Criminology

5. Professional service on campus:

- Unit
 - SACS Curriculum Assessment Committee
 - Graduate Admissions Committee
 - Funded Research Committee
 - Faculty Research and Development Committee
 - Curriculum Committee
 - Policy & Planning Committee
 - Faculty Search Committee
- College
 - College of Human Ecology IT Committee
- University
 - Faculty Mentor (OFE)

6. Professional service off campus:

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Matthew Cox

Department: English

School/College: Thomas Harriot College of Arts and Sciences

Current Rank or Title: (if applicable) Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: (select all that apply)

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$63,017 Source(s): State Funds: \$ 63,017 *Non-State Funds: \$-0

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:
(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*

Ph.D. Rhetoric and Writing Studies, August 2012

Michigan State University, East Lansing, MI

M.S. English, Technical Communication, December 2006

Utah State University, Logan, UT

B.A. English, May 1996

Indiana University, Bloomington, IN

2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

Assistant Professor, Department of English, East Carolina University, Greenville, NC. 2012 to present.

Technical Writer – ITT Visual Information Solutions (ITT-VIS), Boulder, Colorado, 1998-2007.

Technical Editor – Cincom Systems, Inc., Cincinnati, Ohio, 1997-1998.

Project Editor – Que Corporation, Pearson Education (formerly Macmillan Computer Publishing), Indianapolis, Indiana, 1996-1997.

Freelance Editor – 2008 to 2011.

Web Content Specialist/Consultant – Writing in Digital Environments (WIDE) Center, Michigan State University, East Lansing, Michigan, 2007-2008.

Information Architecture Consultant – Web Redesign Task Force, Avadhi Financial Services, Okemos, Michigan, 2007-2008.

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	—
<i>Edited Book</i>	1
<i>Chapter</i>	4
<i>Refereed Journal Article</i>	4
<i>Other Journal Article</i>	1
<i>Juried Performance/Show</i>	—
<i>Non-Juried Performance/Show</i>	—
<i>Other: _____</i>	_____
<i>Other: _____</i>	_____
<i>Other: _____</i>	_____

4. Membership in professional organizations:

- Rhetoric Society of America (RSA)
- Modern Language Association (MLA)
- College Composition and Communication (CCC)
- Association of Teachers of Technical Writing (ATTW)
- Council for Programs in Scientific and Technical Communication (CPTSC)

- Coalition of Women Scholars in the History of Rhetoric and Composition
- National Council of Teachers of English (NCTE)
- Queer Caucus of College Composition and Communication (CCC)
- LGBT Resource Center at East Carolina University

5. Professional service on campus:

Member (2016 to present) – Working Group/Committee on the Addition of a B.S. Degree to the Department, Department of English, East Carolina University

Reviewer and Judge (2017) – Research and Creative Achievement Week, East Carolina University

Member (2016 to present) – Doctoral Program Steering Committee, Department of English, East Carolina University

Committee Member (2015) – English Departmental Chair's Five-Year Review Committee

Committee Member (2015 to 2016) – English Departmental Student Scholarships & Awards Committee

Faculty Advisor (2013-present) – Doctoral English Student Organization (DESO) at East Carolina University (Department of English)

English Department Personnel Committee (2013-present) – East Carolina University

English Department Fixed Term Faculty Hiring Committee (2013) – East Carolina University

Member & Trainer, LGBT SafeZones Steering Committee (2012 – present) Vice Chairs of Diversity Initiatives & the Gay Lesbian Bisexual Transgendered Student Union (GLBTSU)

Green Zone Program Training (for military veteran students – 2013) – East Carolina University

6. Professional service off campus:

Committee Member – CCCC Gloria Anzaldúa Rhetorician Award Selection Committee (2018)

Stage 2 Proposal Reviewer – SIGDOC ACM (Special Interest Group in the Design of Communication of the Association for Computing Machinery) Annual Conference (2017)

Blind Peer Reviewer – *Rhetoric Review* (2017 to present)

Editorial Review Board Member – *constellations: a cultural rhetorics publishing space* (2016 to present)

Ad Hoc Reviewer – *Journal of Homosexuality* (2015, 2016)

Blind Peer Reviewer – *Technical Communication Quarterly* (2015, 2016)

Committee Chair – CCCC LGBTQ Awards Selection Committee, Outstanding Dissertation Subcommittee (2015)

Blind Peer Reviewer – *Enculturation* (Journal) (2015)

Blind Peer Reviewer – *Present Tense* (Journal) (2016)

Proposal Reviewer – Cultural Rhetorics Conference (2014, 2016)

Stage 1 Proposal Reviewer – Conference on College Composition and Communication (2013, 2014, 2015, 2016)

Proposal Reviewer – Association of Teachers of Technical Writing (ATTW) Annual Conference 2013, 2014.

Area Cluster Naming/Organization Task Force Committee Member – Conference on College Composition and Communication, 2012-2015.

Participant Researcher – Queer Caucus Institutional Website Research Project. Conference on College Composition and Communication Queer Caucus, 2010.

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Erin Frost

Department: English

School/College: Thomas Harriot College of Arts and Sciences

Current Rank or Title: *(if applicable)* Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$63,861 Source(s): State Funds: \$ 63,861 *Non-State Funds: \$ 0-

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:

(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*

Ph.D. in English Studies, August 2013, Illinois State University
 M.A. in Professional Writing and Rhetorics, May 2009, Illinois State University
 Graduate Certificate in Women's and Gender Studies, Illinois State University
 B.A. in English: Composition, May 2007, Truman State University
 B.A. in Communications: Journalism, May 2007, Truman State University
 Minor Concentration in Spanish, Truman State University

2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

Assistant professor, East Carolina University, Greenville, NC. August 2013 -
 Adjunct Instructor, Arizona State University, Tempe, AZ. January 2011-June 2013
 Master Tutor, Heartland Community College, Normal, IL. August 2009-May 2013
 Editor, Illinois State University Cross Endowed Chair in the Scholarship of Teaching and Learning, Normal, IL. August 2011-May 2012
 Program Assistant/Technology Coordinator, Illinois State University Writing Program, Normal, IL. August 2010-May 2012
 Personal Assistant, Novelist Patti Lacy, Normal, IL. Fall 2009-Spring 2011
 Graduate Assistant, Illinois State University, Normal, IL. August 2008-June 2013
 News Editor & Investigative Reporter, The Courier newspaper, Lincoln, IL. August 2007-August 2009
 Technical Communication Consultant, The Hile Group, Normal, IL. May 2008-July 2009
 Tutor, University Center for Learning Assistance, Normal, IL. August 2008-December 2008

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	<u> </u>
<i>Edited Book</i>	<u> </u>
<i>Chapter</i>	<u> 2</u>
<i>Refereed Journal Article</i>	<u> 9</u>
<i>Other Journal Article</i>	<u> </u>
<i>Juried Performance/Show</i>	<u> </u>
<i>Non-Juried Performance/Show</i>	<u> </u>
<i>Other: <u> Reviews </u></i>	<u> 5</u>
<i>Other: <u> Proceedings </u></i>	<u> 2</u>
<i>Other: <u> Edited journal special issue </u></i>	<u> 1</u>

4. Membership in professional organizations:

Association for Business Communication
 Association of Teachers of Technical Writing
 Coalition of Women Scholars in the History of Rhetoric and Composition
 Council for Programs in Scientific and Technical Communication
 National Council of Teachers of English
 Omicron Delta Kappa
 Phi Kappa Phi
 Rhetoric Society of America
 Sigma Tau Delta

5. Professional service on campus:

Member, Writing Across the Curriculum Committee, Fall 2017 –
Member, Personnel Committee, 2017-
Chair, Departmental Student Scholarships and Awards Committee, 2017-
Member, Ad Hoc Committee on Bachelor of Science in English, Spring 2017-
Member, Departmental Student Scholarships and Awards Committee, 2016-17
Communications Coordinator, Department of English, January 2015 –
Founder and Organizer, PhD Jobs Group, Spring 2015 –
Member, Graduate Committee, Fall 2014 – Spring 2017
Member, PhD program working group, Fall 2013 – Fall 2017
Search Committee for Chair of the English Department, Member, Fall 2015
Research Methods Ad Hoc Committee, Member, Fall 2014 – Spring 2015

I have designed the following recruitment flyers and advertisements for the Department of English:

- An advertisement for the conference program of the Association of Teachers of Technical Writing
- A full-color flyer to serve as a recruitment tool for the PhD program
- A full-color flyer to serve as a recruitment tool for all graduate programs

I have served as an ambassador to the English Studies At Large Conference, a national undergraduate conference at Illinois State University, for graduate program recruitment. Through my connections there, I secured the opportunity for the ECU Department of English to sponsor the conference's cookie reception in 2014 and 2015; this sponsorship included billing on the conference program.

6. Professional service off campus:

American History Essay Contest Judge, Daughters of the American Revolution, Fall 2015 and Fall 2016

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Guglielmo Fucci

Department: Mathematics

School/College: Thomas Harriot College of Arts and Sciences

Current Rank or Title: *(if applicable)* Assistant Professor

Proposed Rank: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period:	Administrative Appointment:	9 mo.	<input type="checkbox"/>	12 mo.	<input type="checkbox"/>
	Faculty Appointment:	9 mo.	<input checked="" type="checkbox"/>	12 mo.	<input type="checkbox"/>

Salary: \$63,481

Sources(s): State Funds: \$63,481

*Non-State Funds: \$-0-

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:
(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: (*indicate degree, date earned and institution, note additional study & training*)

Ph.D. Mathematical Physics, May 2009, New Mexico Institute of Mining and Technology
 M.Sc. Theoretical Physics Magna Cum Laude, November 2004, Università degli Studi di Napoli "Federico II", Italy

2. Teaching and other professional experience: (*Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date*)

Assistant Professor of Mathematics, August 2012 to Present, Department of Mathematics, East Carolina University
 Postdoctoral Associate, August 2009 to August 2012, Department of Mathematics, Baylor University
 Graduate Teaching Assistant, August 2005 to May 2009, Department of Physics, New Mexico Institute of Mining and Technology

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	—
<i>Edited Book</i>	—
<i>Chapter</i>	—
<i>Refereed Journal Article</i>	31
<i>Other Journal Article</i>	—
<i>Juried Performance/Show</i>	—
<i>Non-Juried Performance/Show</i>	—
<i>Other: _____</i>	—
<i>Other: _____</i>	—
<i>Other: _____</i>	—

4. Membership in professional organizations:

American Mathematical Society, American Physical Society

5. Professional service on campus:

Secretary of the Mathematics Teaching Committee since August 2016
 Member of the Search Committee January 2015 to April 2015
 Organizer of the Colloquium for the Department of Mathematics
 Member of the University Budget Committee September 2012 to April 2016
 Secretary of the Admission and Retention Policies Committee since August 2017

Since September 2012 I have represented the Mathematics Department during freshmen orientation and Open Houses.

Since March 2012 I have been a proctor for the annual High School Mathematics Contest

Since April of 2013 I have been a Judge during the Research and Creative Achievement week

6. Professional service off campus:

Referee for the following journals:

International Journal of Modern Physics A

Journal of Physics: Condensed Matter

New Journal of Physics

Journal of Mathematical Analysis and Applications

Advances in Mathematical Physics

Journal of Mathematical Physics

Classical and Quantum Gravity

Journal of Physics A: Mathematical and Theoretical

Central European Journal of Physics

Reviewer for Mathematical Reviews, American Mathematical Society

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Keith L. Keene

Department: Biology

School/College: Thomas Harriot College of Arts and Sciences

Current Rank or Title: *(if applicable)* Assistant Professor

Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$77,121 Source(s): State Funds: \$ 77,121 *Non-State Funds: \$-0-

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:
(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: (*indicate degree, date earned and institution, note additional study & training*)

1999-2003	North Carolina A&T State University Greensboro, NC BS: Biology (May 2003)
2003-2007	Wake Forest University School of Medicine Winston-Salem, NC Co-Advisors: Michele Sale, Ph.D. and Donald Bowden, Ph.D. Ph.D.: Molecular Medicine (December 2007)
2007-2010	Postdoctoral Research Fellow University of Virginia Center for Public Health Genomics Department of Biochemistry & Molecular Genetics Charlottesville, VA 22908 Mentor: Patrick Concannon, Ph.D.

2. Teaching and other professional experience: (*Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date*)

2010-2012	Assistant Professor (Research-track) University of Virginia Center for Public Health Genomics Charlottesville, VA 22908
2012-present	Assistant Professor (Tenure-track) East Carolina University Department of Biology; Center for Health Disparities Greenville, NC 27858

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	_____
<i>Edited Book</i>	_____
<i>Chapter</i>	_____
<i>Refereed Journal Article</i>	1
	13 (25 total)
<i>Other Journal Article</i>	_____
<i>Juried Performance/Show</i>	_____
<i>Non-Juried Performance/Show</i>	_____
<i>Other:</i> _____	_____
<i>Other:</i> _____	_____
<i>Other:</i> _____	_____

4. Membership in professional organizations:

- American Heart Association My Research Legacy Ambassador (August 2017-present)
- Center for Human Health and the Environment Member (August 2017-present)

- Consortium of Minority Population genome-wide Association Studies of Stroke (COMPASS) – Co-Chair (2013-present)
- Frontiers in Epidemiology, Editorial Board (2012- present)
- American Heart Association, Member (2011-present)
- American Society of Human Genetics, Member (2009-present)
- American Diabetes Association, Member (2010-2012)
- Ad hoc reviewer: Diabetes, The American Journal of the Medical Sciences, The American Journal of Physiology-Renal Physiology, Neurology, BMC Medical Genetics, BMC Nephrology, and Expert Review of Molecular Diagnostics journals

5. Professional service on campus:

- a. Unit: Name of committee(s), role on committee(s), inclusive dates of service.

Unit	Committee	Dates	Role
Biology	Biology Department Diversity Committee	Spring 2017 - present	Member
Biology	Genomics Core Facility	August 2016 – present	Director
Biology	Biology Department Executive Committee	August 2016- present	Member
Biology	GRants In Progress (GRIP)	January 2015- present	Co-Chair
Biology	Faculty Search Committee (Position # 929991)	Fall 2016	Member
Biology	Unit Code and BAFER Committee	Fall 2013 – Fall 2016	Member
Biology	Summer Workshop in Genomics and Bioinformatics	Summer 2015	Co-organizer
Biology	Faculty Search Committee (Position # 001429)	Summer 2015	Member
Biology	Graduate Studies Committee	Fall 2013 – Spring 2015	Member
Biology	Research In Progress (RIP) Panelist “Opportunities and Keys to Obtaining Grants”.	Fall 2014	Panelist
Biology	Faculty Search Committee (Position # 934040)	Fall 2013 – Spring 2014	Member
Center for Health Disparities	P20 Grant Committee	2012-2013	Member
Center for Health Disparities	Faculty Search Committee (Position # 929992)	Fall 2013	Member

- b. University-wide: Name of committee(s), role on committee(s), inclusive dates of service.

Unit	Committee	Dates	Role
University (ECU)	Academic Success Committee	December 2015-present	Member

c. Special assignments: Title or role, brief description of assignment, inclusive dates of service.

Committee/Organization	Dates	Role	Description
Male Achievement Crew (MAC)	August 2017-present	Faculty Mentor	The inaugural cohort of the Male Achievement Crew (MAC) learning community is a part of the support services provided by the Pirate Academic Success Center. MAC students will: (1) Receive study skills support; (2) Take common coursework; (3) Participate in outside leadership events; (4) Meet with an undergraduate academic mentor weekly; and (5) Connect with a faculty/staff mentor. Mentorship facilitates opportunities for engagement outside of the classroom.
Organization of African American Faculty (OAAF)	Fall 2012 – present	Member	
Diversity in Medical Dentistry Student Organization	Fall 2013-present	Faculty Advisor	
Institutional Peer Review Team for the Intercultural Affairs department	Fall 2016-Spring 2017	Member	Program Review in the Division of Student Affairs at East Carolina University is a formal and meaningful assessment of how well a department achieves its stated mission, goals and outcomes and the identification of ways to sustain and create program excellence. It is a process of purposeful, reflective self-study, internal and external peer review, and action planning.
ECU Office of Student Rights and Responsibilities	Spring 2016	Conduct Board Member- Faculty Representative	Served as a faculty representative for student conduct hearings at ECU
Organization of African American Faculty (OAAF) Bylaws Committee	Fall 2012 - Spring 2013	Co-Chair	Charged with updating and revising the Organization's Bylaws

6. Professional service off campus:

a. Local

Event	Dates	Role	Description
Science Olympiad	February 15, 2014 February 21, 2015 February 27, 2016	Event Leader	Event Leader- Designer Genes; Cellular Biology
FIRST (Lego League) Robotics Competition	November 2, 2013 November 22, 2014 November 14, 2015	Judge	Judged a robotics program for 9 to 14 year olds designed to get children excited about science and technology

b. Regional

Event	Dates	Role	Description
Early College Outreach- Northampton County High School	August 5, 2014	Leader and Organizer	A one day outreach opportunity focused primarily on exposing early college high school students (from Northampton County High School) to careers beyond the common medical doctor. Activities included a tour of ECU's east campus and dental school, a general introduction of ECU including degree programs and statistics, and finally a hands-on Genetics laboratory (PCR gel electrophoresis) experiment.
Conway Middle School S.T.E.M Career Day	March 14, 2013 April 25, 2014	Invited Speaker	Promoting careers in science, technology, engineering and mathematics.

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Jonathan Lee

Department: Economics

School/College: Thomas Harriot College of Arts and Sciences

Current Rank or Title: (if applicable) Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: (select all that apply)

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$93,465 Source(s): State Funds: \$ 93,465 *Non-State Funds: \$ -0-

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:

(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: (*indicate degree, date earned and institution, note additional study & training*)

Ph.D. NCSU, Raleigh, North Carolina, Economics, 2012

M.Sc. UNC Charlotte, Charlotte, North Carolina, Economics, 2004

B.A. UNC Chapel Hill, Chapel Hill, North Carolina, Economics, 2003

2. Teaching and other professional experience: (*Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date*)

Assistant Professor, East Carolina University (August, 2012 – Present).

Research Assistant, North Carolina State University (June, 2010 – May, 2012).

Instructor, North Carolina State University (June, 2008 – May, 2012).

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	—
<i>Edited Book</i>	—
<i>Chapter</i>	—
<i>Refereed Journal Article</i>	7
<i>Other Journal Article</i>	—
<i>Juried Performance/Show</i>	—
<i>Non-Juried Performance/Show</i>	—
<i>Other: Grants</i>	1
<i>Other: Presentations</i>	21
<i>Other: Honor/Award</i>	4

4. Membership in professional organizations:

American Economic Association; Association of Environmental and Resource Economists; Society for Risk Analysis; Southern Economic Association; European Association of Environmental and Resource Economists

5. Professional service on campus:

Undergraduate Committee, Department of Economics, East Carolina University

Libraries Committee, East Carolina University

Urban and Regional Economics Search Committee, Department of Economics, East Carolina University

Research and Technology Committee, Department of Economics, East Carolina University

6. Professional service off campus:

Journal and grant referee

Discussant

Faculty mentor

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Laura Levi-Altstaedter

Department: Foreign Languages and Literatures
of Arts and Sciences

School/College: Thomas Harriot College

Current Rank or Title: *(if applicable)* Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$61,591 Source(s): State Funds: \$ 61,591 *Non-State Funds: \$-0

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:

(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*

Virginia Polytechnic Institute and State University, Blacksburg, Virginia:

Ph.D., Curriculum and Instruction, Second Language Education (August 15, 2009)

Dissertation Title: Writing Instruction in College Foreign Language Courses: Multiple Perspectives on the Impact of Peer Feedback on Students' Writing Proficiency

M.A., History, Latin American Studies (May 12, 2007)

Future Professoriate Graduate Certificate (May 12, 2007)

Wake Forest University, Winston-Salem, North Carolina:

M.A., Curriculum and Instruction (August 11, 2006)

Master's Final Research Project: Two Approaches to Teaching the Spanish Subjunctive Mood in Introductory Spanish College Classes

University of Buenos Aires, Buenos Aires, Argentina:

Traductora Pública en Idioma Inglés (June 13, 2000)

2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

East Carolina University, Greenville, North Carolina (2010-present):

Assistant Professor, Hispanic Studies (2011-present)

Coordinator, Foreign Language Teacher Education Program (2014-present)

Interim Coordinator, Foreign Language Teacher Education Program (2012-2014)

Coordinator, Graduate Certificate in Hispanic Studies (2016-present)

University Supervisor of pre-service teachers (2012-present)

Coordinator, Certificate in Spanish Translation (2012-2015)

Teaching Assistant Professor, Hispanic Studies (2010)

The George Washington University, Washington, D.C. (2009-2010):

Spanish Language Specialist (member of four-faculty committee responsible for directing the Spanish Language Program)

Coordinator of SPAN 108: Advanced Grammar and Style

Teaching Instructor

Virginia Polytechnic Institute and State University, Blacksburg, Virginia (2005-2009):

Department of Foreign Languages and Literatures

Graduate Teaching Assistant and Instructor

Graduate Teaching Assistant Mentor

Undergraduate Student Research Mentor

School of Education

Student Teacher Supervisor

Graduate Teaching Assistant – "College Teaching" course

Center for Excellence in Undergraduate Teaching

Scholarship of Teaching and Learning Fellow

Graduate Education Development Institute

Graduate Fellow (GTA training)

Graduate School and Learning Technologies

Graduate Assistant (GTA training)

Northern Nash High School, Rocky Mount, North Carolina (2002-2005):
Spanish Teacher

Visiting International Faculty Program (VIF), Chapel Hill, North Carolina (2004-2005):
Local Advisor for incoming foreign teachers participating in the VIF Program

University of Buenos Aires, Buenos Aires, Argentina (2000-2002):
Teaching Assistant

English Speaking Scholastic Association of the River Plate, Buenos Aires, Argentina (2000-2002):
Supervising Proctor for University of Cambridge English as a Foreign Language (EFL) and International
General Certificate of Secondary Education (IGCSE) Examinations

Bilingual Schools in Buenos Aires, Argentina (1994-2002):
Teacher of English as a Second/Foreign Language

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	_____
<i>Edited Book</i>	_____
<i>Chapter</i>	_____
<i>Refereed Journal Article</i>	<u>9 (7 at ECU)</u>
<i>Other Journal Article</i>	_____
<i>Juried Performance/Show</i>	_____
<i>Non-Juried Performance/Show</i>	_____
<i>Other: <u>Book reviews</u></i>	<u>2 (1 at ECU)</u>
<i>Other: <u>Letter to the editor</u></i>	<u>1</u>
<i>Other: <u>Article under review</u></i>	<u>1</u>

4. Membership in professional organizations:

American Council on the Teaching of Foreign Languages
Colegio de Traductores Públicos de la Ciudad de Buenos Aires

5. Professional service on campus:

University-wide service (2011-present):

Discussion Leader: "What the Best College Teachers Do" Faculty Reading Group, Office of Faculty Excellence (Fall 2017)

Panelist and Mentor for Office of Faculty Excellence Teaching with Technology Academy (2017)

Quality Enhancement Plan Writing Liaison for the Department of Foreign Languages and Literatures (2015-present)

Member of the Robert L. Jones/Alumni Teaching Awards Committee (2016-present)

Office of Faculty Excellence and Faculty Senate Faculty Mentoring Program Pilot Year Two: Mentor (2016-2017)

Assessed undergraduate Hispanic Studies students' writing for the Quality Enhancement Plan (2015, 2017)

Member of the Quality Enhancement Plan Council (2011-2012)

Service - College of Education (2012-present):

Chair of the Policy Committee (2013-present)

Member of the Council on Educator Preparation (2012-present)

Member of the EdTPA Committee (2013-present)

Member of the Co-Teaching Faculty Team (2013-present)

Reviewer of graduate student applications for the MAT – Hispanic Studies (2015-present)

Member of the selection committee for Grant-in-Aid Awards for incoming MAT students (2016)

Service – Harriot College of Arts and Sciences (2017-present):

Member of the Dean’s Selection Committee for the THCAS Staff Awards (Spring 2017)

Service - Department of Foreign Languages and Literatures (2010-present):

Coordinator, Graduate Certificate in Hispanic Studies (2016-present)

Coordinator, Foreign Language Educator Preparation Program (2014-present)

Program Liaison, Master of Arts in Teaching – Hispanic Studies (2015-present)

Member of the Master of Arts in Hispanic Studies Planning Committee (2014-present)

Updated four-year plans for German Education, French Education and Hispanic Studies Education concentrations within the B.A. in Foreign Languages and Literatures (Spring 2017)

Submitted assessment report for Graduate Certificate in Hispanic Studies (administered in SPAN 6600 in Fall 2016)

Peer reviewer of three fixed-term faculty members in the Department of Foreign Languages and Literatures (Fall 2016)

Proctor for AAPPL (ACTFL Assessment of Performance toward Proficiency in Languages) assessment (Spring 2017)

Interim Coordinator, B.S. Foreign Language Teacher Education (2012-2014)

Coordinator, Certificate in Spanish Translation (2012-2015)

Assessment Coordinator, Certificate in Spanish Translation (2013-2015)

Assessor for Oral Qualifying Exams for Hispanic Studies Education seniors (2012-present)

Co-organizer of the Hispanic Studies Social (2010-2011)

6. Professional service off campus:

American Council on the Teaching of Foreign Languages (ACTFL)/Council for the Accreditation of Educator Preparation (CAEP) (2017):

Member of the ACTFL/CAEP Standards Revision Committee

American Council on the Teaching of Foreign Languages (ACTFL)/Council for the Accreditation of Educator Preparation (CAEP) (2016-present):

Member of the National Audit Team

American Council on the Teaching of Foreign Languages (ACTFL)/Council for the Accreditation of Educator Preparation (CAEP) (2013-2016):

Member of the Board of Program Reviewers

Lead Reviewer

American Council on the Teaching of Foreign Languages (ACTFL)/National Council for Accreditation of Teacher Education (NCATE) (2008-2013):

Member of the Board of Program Reviewers

Lead Reviewer (2011-2013)

Reviewer (2008-2011)

Foreign Language Annals (2011-2012; 2017-present):

Reviewer

International Journal of Teaching and Learning in Higher Education (2008-present):

Associate Editor (2010-present)

Reviewer (2008-2010)

Philological Association of the Carolinas Annual Conference (2016):

Session Chair: “Linguistic realities, pedagogical responses”

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Michael W. McCoy

Department: Biology

School/College: Thomas Harriot College of Arts and Sciences

Current Rank or Title: *(if applicable)* Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$74,149 Source(s): State Funds: \$ 74,149 *Non-State Funds: \$-0-

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:
(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: (*indicate degree, date earned and institution, note additional study & training*)

Ph.D. University of Florida, Zoology, 2006
 M.S. Old Dominion University, Biology, 2000
 B.S. Old Dominion University, Biology (Chemistry minor), 1996

2. Teaching and other professional experience: (*Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date*)

Post Doctoral Fellowship Stolarz Coastal Conservation Fellowship, University of Florida, 2011
 Post Doctoral Fellowship Virginia Commonwealth University, 2010
 Post Doctoral Fellowship University of South Florida, 2009
 Post Doctoral Fellowship Boston University, 2007
 Post Doctoral Fellowship University of Florida, 2006

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	
<i>Edited Book</i>	
<i>Chapter</i>	2
<i>Refereed Journal Article</i>	43
<i>Other Journal Article</i>	
<i>Juried Performance/Show</i>	
<i>Non-Juried Performance/Show</i>	
<i>Other: Conference Pres.</i>	60
<i>Other: Invited Pres.</i>	20
<i>Other: Software</i>	2

4. Membership in professional organizations:

The American Society of Naturalists
 The Ecological Society of America
 Statistical Ecology section
 Aquatic Ecology section
 Sigma Xi
 Society for Integrative and Comparative Biology
 Graduate Women in Science

5. Professional service on campus:

2017-pres: Bafer revision committee - Member
 2017-pres: Seminar Committee - Chair
 2016-pres: Graduate Program Committee - Member
 2015-2016: Faculty Search Committee - Member
 2013-2017: Seminar Committee - Member
 2014 NCCB Symposium on Climate change and Biodiversity loss: East Carolina University.
 2013-2015: Graduate Program Committee - Member
 2013-2014: Faculty Search Committee - Member

6. Professional service off campus:

2017-National Science Foundation panel member
 2015-National Science Foundation panel member
 Ad hoc reviewer for National Science Foundation and for the Marsden Foundation of New Zealand.

Regular Reviewer for:

Ecology Letters; Ecology ; PLoS Computational Biology; Ecosphere; American Naturalist; Functional Ecology; J. of Animal Ecology; Oecologia; OIKOS; Behavioral Ecology and Sociobiology; Proc. the Royal Society; Biology Letters; Behavioral Ecology; J. of Theoretical Ecology

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Marylaura Papalas

Department: Foreign Languages and Literatures School/College: Thomas Harriot College of Arts and Sciences

Current Rank or Title: *(if applicable)* Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$59,120 Source(s): State Funds: \$59,120 *Non-State Funds: \$-0-

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:

(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: (*indicate degree, date earned and institution, note additional study & training*)

Ph.D., 2008, The Ohio State University
 M.A., 2002, The Ohio State University
 B.A., 1997, University of North Carolina, CH

2. Teaching and other professional experience: (*Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date*)

Assistant Professor, East Carolina University, 2012-present
 Teaching Assistant Professor, East Carolina University, 2008-2012
 Teaching Instructor, East Carolina University, 2007-2008
 Lecturer in English, Université de Rennes 1, Beaulieu, 2006-2007

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	_____
<i>Edited Book</i>	_____
<i>Chapter</i>	2 (during probationary period)
<i>Refereed Journal Article</i>	6 (4 during prob. period)
<i>Other Journal Article</i>	_____
<i>Juried Performance/Show</i>	_____
<i>Non-Juried Performance/Show</i>	_____
<i>Other: <u>Reviews</u></i>	15 (10 during prob. period)
<i>Other: <u>Refereed Paper</u></i>	_____
<i><u>Presentations</u></i>	20 (10 during prob. period)
<i>Other: <u>Grants Awarded</u></i>	11 (10 during prob. period)
<i>Other: <u>Accepted for Publication</u></i>	1

4. Membership in professional organizations:

American Association of Teachers of French, 2007-present
 Women in French, 2007-present
 Modernist Studies Association, 2007-present
 Modern Language Association, 2005-present
 South Atlantic Modern Language Association, 2015-present
 Modern Greek Studies Association, 2007-present

5. Professional service on campus:

Mentoring students attending the annual French Film Festival of Richmond, VA, Advisor, 2017
 FL&L Symposium, Planning Committee for the "[IN]Voluntary Migration Around the Globe: the Good the Bad, and the Unknown", Member, 2017
 FL&L Symposium, Migration Art Exhibit Judging Committee for the "[IN]Voluntary Migration Around the Globe: the Good the Bad, and the Unknown", Member, 2017
 FL&L Classics Fixed-term Search, Member, 2017
 FL&L Council of Student Ambassadors, Advisor, 2016-present
 FL&L Spanish Fixed-Term Search, Member, 2016 summer
 FL&L Spanish DH Tenure-track Search, Member, 2015-2016
 FL&L Unit Assessment Committee, Member, 2015-present
 FL&L Personnel Committee, Member, 2014-present
 Guest lecture of Professor A.H. Miller's FORL 2620 Paris Course, Guest Lecturer, 2013 September, 2012 October
 FL&L French Fixed-term Search, Chair, 2015 summer
 FL&L French Fixed-term Search, Member, 2014 summer
 Guest lecture of T. Goodman's FORL 1060 Global Understandings Course, Guest Lecturer, 2014 February

FL&L Website Advocacy Committee, Member, 2011-2015
 FL&L Resources Committee Member, 2009-2015
 FL&L Research, Public Relations, and Student Awards (Graduation Committee), Chair, 2007-2016
 French Section, Secretary, 2007-present
 FL&L Nominating Committee for Chair, Member, 2011-2012
 Web editor for the FL&L French Section Pages, Editor, 2008-2012
 ECU Quality Enhancement Plan (QEP) Assessment for French Courses, Evaluator, 2016, May 18 - May 20
 Multidisciplinary Program in Classical Studies, Member, 2012-present
 Multidisciplinary Program in Classical Studies, Member, 2009-present

6. Professional service off campus:

Edit French book reviews at the journal *Studies in Twentieth and Twenty-first Century Literature (STTCL)*, Editor, 2016-present
 Organized Panel, "Flânerie and Popular Culture" for the South Atlantic Modern Language Association, Panel Chair, 2017 November
 Co-organized panel, "Flânerie: Experiencing the City as Utopia or Dystopia, Paradise or Inferno" for the South Atlantic Modern Language Association, Panel Co-Chair, 2016 November
 Refereed article for peer-reviewed journal *Postscript*, journal of the Philological Association of the Carolinas, Peer Reviewer, 2015 September
 Co-organized panel, "Spectacle of the Self, Spectacle of the City" for the South Atlantic Modern Language Association, Panel Co-Chair, 2015 November
 Organized panel, "The Money Differential" for 20/21st Century French and Francophone International Colloquium, Panel Chair, 2014 March
 Translation of French poem for musical performance "Melodrama: 19th Century Music" for Prof. J. O'Brien, ECU School of Music, Translator, 2014 April
 UNC Language Assembly French Consortium, Member, 2012-present
 Refereed article for peer-reviewed journal *LIT: Literature Interpretation Theory*, Peer Reviewer, 2013 September
 Invited guest by the Chicago Alliance Francaise to discuss Surrealist author Boris Vian for an online podcast, Speaker, 2013 October
 Refereed article for peer-reviewed journal *Studies in Twentieth and Twenty-First Century Literature (STTCL)*, Peer Reviewer, 2013 October
 Organize and coordinate with French Club traditional lawn games "Pétanque in the Park," Organizer, 2011 April, 2012 November, 2011 May
 Invited Guest Lecture at The Mint Museum, Charlotte, NC, Presented paper on a film shown to the public entitled "Jean Cocteau, The Blood of a Poet and Surrealist Poetry", Speaker, 2012 March
 Invited Keynote Speaker for the American Hellenic Progressive Educational Association in Fayetteville, NC, Presentation address entitled *Modern Greek in American Universities*, Speaker, 2010 May

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Imre Patyi

Department: Mathematics

School/College: Thomas Harriot College of Arts and Sciences

Current Rank or Title: *(if applicable)* Assistant Professor

Proposed Rank: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period:	Administrative Appointment:	9 mo.	<input type="checkbox"/>	12 mo.	<input type="checkbox"/>
	Faculty Appointment:	9 mo.	<input checked="" type="checkbox"/>	12 mo.	<input type="checkbox"/>

Salary: \$62,519

Sources(s): State Funds: \$62,519

*Non-State Funds: \$-0-

**Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):* _____

Prior Recommendations/Personnel Actions:
(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: (*indicate degree, date earned and institution, note additional study & training*)

Ph.D. in Mathematics, Purdue University, (West Lafayette, IN), 2000

M.S. in Mathematics, Eotvos University, (Budapest, Hungary), 1995

2. Teaching and other professional experience: (*Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date*)

Aug. 2012 – Present, Assistant Professor, East Carolina University

Aug. 2011 – May 2012, Limited-Term Assistant Professor, University of West Georgia

Aug. 2004 – May 2011, Assistant Professor, Georgia State University

Oct. 2003 – July 2004, Teaching Visitor, University of California at San Diego

July 2003 – Sept. 2003, Visiting Assistant Researcher, University of California at Riverside

Oct. 2002 – July 2003, Visiting Assistant Professor, University of California at Riverside

Oct. 2000 – July 2002, Visiting Assistant Professor, University of California at Irvine

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	_____
<i>Edited Book</i>	_____
<i>Chapter</i>	_____
<i>Refereed Journal Article</i>	23
<i>Other Journal Article</i>	_____
<i>Juried Performance/Show</i>	_____
<i>Non-Juried Performance/Show</i>	_____
<i>Other:_____</i>	_____
<i>Other:_____</i>	_____
<i>Other:_____</i>	_____

4. Membership in professional organizations:

American Mathematical Society (1995-2008)

Mathematical Association of America (2000-04)

5. Professional service on campus:

Member of two masters thesis committees

6. Professional service off campus:

Referee for some journals of mathematics

Reviewer for the Mathematical Reviews and Zentralblatt fuer Mathematik

Reviewer of grant proposals to the Swiss National Science Foundation

Co-organizer of a special session at a Joint Mathematics Meeting (of AMS, MAA, etc)

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Amber Flora Thomas

Department: English

School/College: Thomas Harriot College of Arts and Sciences

Current Rank or Title: *(if applicable)* Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$66,550 Source(s): State Funds: \$ 66,550 *Non-State Funds: \$-0

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:
(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*

Degree	Date Conferred	Institution	Status
M.F.A.	1998	Washington University in St. Louis, MO	Complete
B.A.	1994	Humboldt State University in Arcata, CA	Complete

2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

Position	Rank	Institution	Dates of Appointment
Assistant Professor of Creative Writing	Assistant Professor	East Carolina University, Greenville, NC	2012 to present
Assistant Professor of Creative Writing	Assistant Professor	University of Alaska – Fairbanks, AK	2006 to 2012
Adjunct Instructor	Adjunct Instructor	Dominican University of California, San Rafael, CA	2003
Post-Graduate Fellowship	Teaching Fellow	Washington University in St. Louis, MO	1998 to 1999
Teaching Assistant	Teaching Assistant	Washington University in St. Louis, MO	1997 to 1998

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
Book	1
Edited Book	—
Chapter	—
Refereed Journal Article	—
Other Journal Article	2
Juried Performance/Show	—
Non-Juried Performance/Show	—
Other: <u>Poems</u>	28
Other: _____	—
Other: _____	—

4. Membership in professional organizations:

Year	Professional Organization
1997 to present	Association of Writers and Writing Programs
1997 to present	Cave Canem Foundation
2010 to present	Poetry Society of America
2010 to present	The Academy of American Poets

5. Professional service on campus:

Unit:

Year	Committee Name	Role
2017-present	Undergraduate Studies Committee	Member
2017-present	Library Committee	Member

2014-present	Student Scholarship and Awards Committee	Member
2015-2017	Assessment Committee	Area Coordinator
2014-2016	Creative Writing Area	Chair / Area Coordinator
2014-2016	Executive Committee	Area Coordinator
2012-2014	New Faculty Research Support Committee	Member
2013-present	Mentoring Committee	Member
2012-2013	Creative Writing Area	Member
2012-2013	Contemporary Writers Series	Member

University:

Year	Committee Name	Role
2016-present	Admission and Retention Policies Committee	Chair's Representative
2015-2016	Pirate Read Committee	Member

Special Service:

Year	Committee Name	Role
2015-present	Creative Writing Club	Faculty Advisor
2013-2014	Eastern North Carolina Literary Homecoming Conference	Served as proctor for presentations and volunteered during event
2012-2013	Contemporary Writers Series	Introduced the writer, Sherman Alexie for campus reading
2012-2013	Eastern North Carolina Literary Homecoming Conference	Served as proctor for presentations and volunteered during event

6. Professional service off campus:

State:

Year	Service / Committee Name	Role
2016-2018	Gilbert Chappell Distinguished Poet (Eastern NC Division)	Mentor
2014	Farmville Central High School creative writing class	Visiting Instructor
2013-2014	Pamlico Writers' Conference Steering Committee	Member
2013-current	Washington Cat Rescue / Feline Outreach	Volunteer
2012-2013	Farmville Central High School Creative Writing Class	Visiting Instructor
2012-2013	South Central High School Creative Writing Club	Visiting Instructor

As editor or editorial board:

Year	Editorial Service Name	Role
2017	Bill Hallberg Poetry Award	Contest Judge
2017	Pamlico Writers' Conference Poetry Contest	Contest Judge
2015	Poetry Out Loud Contest for Craven County District Finals	Contest Judge
2014	2 nd Annual Pamlico Writers Conference Poetry Contest	Contest Judge
2012-2013	Poetry Out Loud Contest at Parrott Academy HS	Contest Judge
2012-2013	Poetry Out Loud Contest for Craven County District Finals	Contest Judge

Juried and refreed for scholarly publication:

Year	Editorial Service Name	Role
2017	James Applewhite Poetry Prize through <i>NCLR</i>	Contest Screener
2016	NC Literary and Historical Association – Roanoke-Chowan Award for Poetry	Contest Judge

Juried for Granting Agency:

Year	Service / Committee Name	Role
2016	NC Arts Council	Literature Panelist

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Matthew Whited

Department: Psychology

School/College: Thomas Harriot College of Arts and Sciences

Current Rank or Title: *(if applicable)* Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$74,263 Source(s): State Funds: \$74,263 *Non-State Funds: \$-0-

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:
(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: (*indicate degree, date earned and institution, note additional study & training*)

Office of Behavioral and Social Sciences Research, and the National Heart, Lung, and Blood Institute, Fellow in Randomized Behavioral Clinical Trials, July 20, 2014 – August 1, 2014, Randomized Behavioral Clinical Trials

University of Massachusetts Medical School, Worcester, MA, Postdoctoral Fellowship, 2009-2012, Behavioral Medicine

West Virginia University, Morgantown, WV, Ph.D., 2007-2009, Clinical Psychology

West Virginia University, Morgantown, WV, M.S., 2004-2007, Clinical Psychology

Indiana University of PA, Indiana, PA, B.A., 1998-2003, Psychology/Biology

2. Teaching and other professional experience: (*Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date*)

August 2012-Present, Assistant Professor, East Carolina University

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	—
<i>Edited Book</i>	—
<i>Chapter</i>	1
<i>Refereed Journal Article</i>	35
<i>Other Journal Article</i>	—
<i>Juried Performance/Show</i>	—
<i>Non-Juried Performance/Show</i>	—
<i>Other:</i> <u>Research Conference</u>	
<u>Presentations (peer reviewed)</u>	56
<i>Other:</i> _____	—
<i>Other:</i> _____	—

4. Membership in professional organizations:

American Psychological Association
 Division 38 Health Psychology
 Division 2 Society for the Teaching of Psychology
 Division 12 Society of Clinical Psychology

Society of Behavioral Medicine

Association of Psychologists in Academic Health Centers

American Association of Cardiovascular and Pulmonary Rehabilitation

5. Professional service on campus:

2016-present
 Undergraduate Program Committee (Psychology Program)

2014-present
 Advisory Committee (Psychology Program)

2012-present
 Graduate Admissions Committee (Clinical Health Psychology Program)

Accreditation and Progress Data Manager (Clinical Health Psychology Program)
Unit Assessment Coordinator (Health Psychology PhD Program)

Milestone committee service (to date)

Qualifying Examination Committee Member (Clinical Health Psychology Program; total of 8 committees)

Thesis Committee Chair (Clinical Health Psychology Program; total of 3 committees)

Thesis Committee Member (Clinical Health Psychology Program; total of 7 committees)

Dissertation Committee Member (Clinical Health Psychology Program; total of 6 committees)

Dissertation Committee Chair (Clinical Health Psychology Program; total of 3 committees)

Student appeal panel

Sat on 2 committees to investigate student appeals of dismissal from graduate degree programs.

Interviewed the student and involved faculty, then co-wrote letters to the Dean of Graduate Studies regarding our findings.

6. Professional service off campus:

Eastern Area Health Education Center (EAHEC), Adult Training Committee Member 2013-present
Duties of the committee include: Annual needs assessment; Identifying training needs in the area including emerging trends in committee member's specialty areas; Planning the annual adult conference.

Loan Repayment Program Ambassador 2011 - 2016

Create awareness of LRP program among colleagues and share application advice.

Ad hoc reviewer (selected peer-reviewed journals):

Annals of Behavioral Medicine

Appetite

Applied Psychophysiology and Biofeedback

British Medical Journal

Behavioral and Cognitive Psychotherapy

Clinical Case Studies

Health Psychology

International Journal of Psychophysiology

Journal of Academy of Nutrition and Dietetics

Journal of Affective Disorders

Journal of Cardiopulmonary Rehabilitation and Prevention

Journal of Clinical Psychology in Medical Settings

Nutrition

Obesity

Psychosomatic Medicine

Psychophysiology

Translational Behavioral Medicine: Practice, Policy, and Research

Reviewer of conference presentations:

2017 annual meeting of the Society of Behavioral Medicine, San Diego, California.

2013 annual meeting of the American Psychosomatic Society, San Francisco, California.

2011 annual meeting of the American Psychosomatic Society, San Antonio, Texas.

2011 annual meeting of the Society of Behavioral Medicine, Washington D.C.

2010 annual meeting of the Society of Behavioral Medicine, Seattle, Washington.

2009 annual meeting of the American Psychosomatic Society, Chicago, Illinois.

2008 annual meeting of the American Psychosomatic Society, Baltimore, Maryland.

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: James Bradley Karl

Department: Finance

School/College: College of Business

Current Rank or Title: (if applicable): Assistant Professor

Proposed Rank or Title: Associate Professor

Indicate Type of Action: (select all that apply)

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship: _____

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$ 140,179 Source(s): State Funds: \$ 140,179 *Non-State Funds: \$ -0-

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):

Prior Recommendations/Personnel Actions:
(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*

Ph.D.	<i>Florida State University, Tallahassee, FL</i>	May 2013
M.A.	<i>Florida State University, Tallahassee, FL</i>	May 2009
B.S.	<i>Florida State University, Tallahassee, FL</i>	May 2008

2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

Academic Experience

August 2013-Present	Assistant Professor	Department of Finance	<i>East Carolina University</i>
January 2013-May 2013	Master's Program	Department of Risk	<i>Florida State University</i>
January 2012-Aug. 2012	Course Mentor	Management/Insurance	
January 2011-May 2011	Instructor	Department of Finance	<i>Florida State University</i>
May 2010-Dec 2012	Instructor	Department of Risk	<i>Florida State University</i>
		Management/Insurance	
August 2009-May 2013	Graduate Assistant	Department of Risk	<i>Florida State University</i>
		Management/Insurance	
January 2008- Dec 2010	Graduate Assistant	Florida Catastrophic	<i>Florida State University</i>
		Storm Risk Management	
		Center	

Industry Experience

June 2007-Aug 2007	<i>Arthur J. Gallagher Risk Management Services</i>
Sept 2006-April 2007	<i>Florida Association of Insurance Agents</i>
June 2006-Aug 2006	<i>The Walt Disney Company – Risk Management Division</i>

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	<u>0</u>
<i>Edited Book</i>	<u>0</u>
<i>Chapter</i>	<u>0</u>
<i>Refereed Journal Article</i>	<u>15</u>
<i>Other Journal Article</i>	<u> </u>
<i>Juried Performance/Show</i>	<u>0</u>
<i>Non-Juried Performance/Show</i>	<u>0</u>
<i>Other: Accepted Refereed Journal Article</i>	<u>1</u>
<i>Other: _____</i>	<u> </u>
<i>Other: _____</i>	<u> </u>

4. Professional service off campus:

- *Risk Theory Society*: 2013 – Present
- *American Risk and Insurance Association*: 2011 – Present
- *Southern Risk and Insurance Association*: 2009 – Present
- *Western Risk and Insurance Association*: 2014 – 2016

5. Professional service on campus:

- *Supporting/Co-Advisor of Gamma Iota Sigma*: 2013 – Present
 - Faculty chaperone for 8 overnight and/or out-of-town student field trips (Washington, DC (2); Chicago, IL (3), Columbus, OH; Charlotte, NC, Raleigh, NC).
 - Attended and/or provided a supporting role at 20+ meetings/events related to Gamma Iota Sigma
- *Miscellaneous Service Activities to Support Growth of Risk Management/Insurance Program*: 2013 - Present
 - Participated in various events to recruit/engage risk management/insurance students (e.g. “Risky Business” events, career fairs, insurance Jeopardy, etc.)
 - Participated in various meetings of the ECU Risk Management/Insurance Program’s Advisory Council
 - Hosted, organized, and/or participated in various ECU Risk Management/Insurance donor events
 - Participated in process to update Risk Management/Insurance curriculum
 - Various meetings with students to provide career mentoring
 - 15+ letters of recommendation written for students
- *Library Committee – Finance faculty member representative*: 2015 – Present
- *Departmental Assessment Committee – Finance Department*: 2017 – Present
- *Business Law Instructor Search Committee Member*: 2017
- *ECU College of Business Scholarship Reviewer*: 2016; 2017
- *Miscellaneous Service Activities to Engage College of Business Students*: 2013 – 2017
 - e.g. Participated in “Welcome Hoopla” and “Taking Care of Business” events
 - e.g. Finance faculty member representative for several Summer 2017 College of Business student orientations

6. Professional service off campus:

- *Board Member – Southern Risk and Insurance Association*: 2015 – Present
- *Ad Hoc Referee for Peer Review Journals*: 2013 – 2017
 - Asia Pacific Journal of Risk and Insurance
 - Journal of Risk and Insurance
 - Journal of Insurance Regulation
 - European Journal of Health Economics
 - Journal of Insurance Issues
 - Risk Management and Insurance Review
- *Program Committee Member – American Risk and Association Annual Meeting*: 2014; 2015; 2017
- *Committee Member – Hagan Family Travel Award - American Risk and Association*: 2015; 2016; 2017
- *Conference Discussant – American Risk and Association Annual Meeting*: 2013; 2014; 2015; 2017
- *Committee Member – Journal of Insurance Issues Search Committee*: 2016; 2017
- *Committee Member – Most Outstanding PhD Student Paper Award - Southern Risk and Insurance Association*: 2016
- *Committee Member – Bob Hedges Undergraduate Student Award - American Risk and Association*: 2015

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Jon F. Kirchoff

Department: Marketing and Supply Chain Management

School/College: College of Business

Current Rank or Title: *(if applicable)* Assistant Professor

Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$121,048 Source(s): State Funds: \$ 121,048 *Non-State Funds: \$0

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:

(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*

PhD	2011	University of Tennessee
MBA	1992	The Ohio State University
MS	1990	University of Utah
BA	1988	University of Utah

2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

Assistant Professor, Supply Chain Management East Carolina University 2011-present

Reappointment/reemployed – April 26, 2013

Reappointment/reemployed – April 27, 2015

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	—
<i>Edited Book</i>	—
<i>Chapter</i>	1
<i>Refereed Journal Article</i>	—
<i>Other Journal Article</i>	10
<i>Juried Performance/Show</i>	—
<i>Non-Juried Performance/Show</i>	—
<i>Other: Refereed Proceedings</i>	20
<i>Other:</i>	—
<i>Other:</i>	—

4. Membership in professional organizations:

- Council of Supply Chain Management Professionals (CSCMP)
- Decision Sciences Institute (DSI)
- Institute for Supply Management (ISM)

5. Professional service on campus:

Division:	Position	Dates
Committee		
-Large Classroom Teaching Committee	Member	2016-present
-Undergraduate Curriculum Committee	Member	2014-present
-Presentation on MSCM majors to incoming COB students, general	Member	2013-present
-Annual SCM Career and Internship Event	Chair	2013-2015

University:	Position	Dates
Committee/Organization		
-Center for Sustainable Tourism	Affiliate Faculty Member	2011-2014
Students for Sustainability	Advisor	2012-2015
ECU Ski and Snowboard Club	Advisor	2015-2016

6. Professional service off campus:

Council of Supply Chain Management Professionals (CSCMP):

- Raleigh Roundtable – Officer of Education

Journal of Supply Chain Management (JSCM)

- Member, Editorial Board, 2016 – present
- Ad hoc reviewer, 2010-2016

International Journal of Physical Distribution and Logistics Management (IJPDLM),

- Member, Editorial Advisory Board, 2016 – present
- Ad hoc reviewer, 2010-2016

Journal of Purchasing and Supply Management (JPSM)

- Ad hoc reviewer, 2015 – present

Journal of Business Logistics (JBL)

- Ad hoc reviewer, 2015 – present

Various professional organizations

- Conference reviewer and track chair, 2012 – present

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: JungHoon "Jay" Lee

Department: School of Hospitality Leadership

School/College: College of Business

Current Rank or Title: *(if applicable)* Assistant Professor

Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$76,422 Source(s): State Funds: \$ 76,422 *Non-State Funds: \$ 0-

**Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):* _____

Prior Recommendations/Personnel Actions:

(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*

Ph.D., May 11, 2012, Kansas State University
 MS in Hotel Administration, December 13, 1997, University of Nevada Las Vegas
 BBA, August 1993, Hankook University of Foreign Studies, Seoul, Korea
 BA in Spanish, August 1992, Hankook University of Foreign Studies, Seoul, Korea

2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

August 2012 – Present, Assistant Professor, East Carolina University (Appointment: August 12, 2012)
 August 2008 – May 2012, Instructor / Teaching Assistant, Kansas State University
 June 2007 – July 2008, Director of International Operations, Sun at Food Inc.
 June 2006 – May 2007, Director of Human Resources, Sun at Food Inc.
 June 2002 – May 2006, General Manager, Tony Romas
 December 2001 – May 2002, Convention Planning Manager, CES Convention CO.
 November 1997 – November 2001, Front Office Manager / Night Manager, Hilton Fort Lee, NJ
 August 1993 – July 1994, Sales & Marketing Coordinator / Training Coordinator, Millennium Hilton Seoul
 March 1990 – August 1992, Corporal, Republic of Korea Army

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	<u>0</u>
<i>Edited Book</i>	<u>0</u>
<i>Chapter</i>	<u>0</u>
<i>Refereed Journal Article</i>	<u>16</u>
<i>Other Journal Article</i>	<u>1</u>
<i>Juried Performance/Show</i>	<u>N/A</u>
<i>Non-Juried Performance/Show</i>	<u>N/A</u>
<i>Other: <u>Refereed Publications and Proceedings Articles</u></i>	<u>29</u>
<i>Other: <u>Research Grants Awarded</u></i>	<u>2</u>
<i>Other: <u>Presentations</u></i>	<u>34</u>

4. Membership in professional organizations:

Korean-American Scientists and Engineers Association (KSEA)
 International Council on Hotel, Restaurant, and Institutional Educators (ICHRIE)
 Southeast Chapter of International Council on Hotel Restaurant, and Institutional Education
 Phi Kappa Phi and Eta Sigma Delta

5. Professional service on campus:

The Servire Society at ECU, 2016-2017
 Research mentor, Senior Honors College Project (Annaliese Gillette, (Fall 2016 and Spring 2017)
 Advisory board member, ECU Korean Faculty Interest Group (KFIG), Office of Fac Excellence, 2015-Present
 Coordinator, ECU Korean Faculty Interest Group (KFIG), Office of Faculty Excellence (OFE), 2014-2015
 Chair of SHL/COB Scholarship Committee, 2013- Present
 Committee member of 6 committees in SH: and COB, 2012-Present

6. Professional service off campus:

Editorial Review Board Member, Journal of Hospitality and Business Management (2013 – Present)

General Secretary, Korea America Hospitality and Tourism Education Association (2016 – Present)

Member, Korean-American Scientists and Engineers Association (KSEA) Eastern Carolina Chapter (2013 – Present)

Director of Conference, Korea America Hospitality and Tourism Education Association (2013- 2016)

Conference Chair, Korea America Hospitality and Tourism Educators Association Annual Conference, Las Vegas (2015 – 2017)

Peer-Refereed Journal Reviewer (2013 – Present): Reviewed 21 Manuscripts, including 17 manuscripts from COB premier journals

Conference Paper Reviewer: Reviewed for 23 international conferences

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Christopher Rivera

Department: Special Education, Foundations and Research

School/College: College of Education

Current Rank or Title: *(if applicable)* Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$83,500 Source(s): State Funds: \$ 83,500 *Non-State Funds: \$-0

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:

(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*

Degree	Date Confirmed	Institution
Ph.D.	December 2011	University of North Carolina at Charlotte
M.A.T.	December 2007	Fayetteville State University
B.S.	December 2004	Fayetteville State University

2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

Position	Location	Dates
Assistant Professor	East Carolina University	August 2013-Current
Assistant Professor	University of Texas at San Antonio	August 2011- July 2013
Graduate Assistant/ Project Mastery	University of North Carolina at Charlotte	January 2011- May 2011
Adjunct Faculty	University of North Carolina at Charlotte	August 2010- December 2010
Graduate Assistant/Project RAISE	University of North Carolina at Charlotte	August 2008- December 2010
Special Education Teacher	Seventy-First High School	August 2005- June 2008
Special Education Teacher Assistant	Seventy-First High School	January 2005- June 2005

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
Book	—
Edited Book	—
Chapter	2
Refereed Journal Article	22
Other Journal Article	1
Juried Performance/Show	—
Non-Juried Performance/Show	—
Other: <u>Newsletter</u>	1
Other: <u>Technical</u>	
Paper	1
Other: _____	—

4. Membership in professional organizations:

- Council of Exceptional Children
 - North Carolina Council of Exceptional Children (NC CEC)
 - Teacher Education Division
 - Culturally and Linguistically Diverse Exceptional Learners
- The Association for Persons with Severe Handicaps (TASH)
North Carolina TASH

5. Professional service on campus:

- Member, Conduct Board: (2013-Current)
- Vice Chair, Library Committee: (2015- 2017)
- Member, Assistant Dean Search Committee: (Spring 2016)
- Chair, Technology Committee: (2015- Current)
- Member, Technology Committee: (2013-2015)
- Member, Co-Teaching Committee: (2013-2015)
- Member, ARC Committee: (Spring 2014)
- edTPAL Committee member (2017-2018)
- edTPA SPED BS Reporter for Tracdat (2017-2018)
- Co-leader. Northern Ireland international practicum experience in Special Education, Adapted Curriculum. Summer 2018.
- East Carolina University Spring Clinical Teacher Conference Volunteer, SPED Representative (2017)
- Co-Chair, Revisions to the Curriculum of the Bachelor of Science in Special Education Adapted Curriculum Degree: (2016-2017)
- Chair, Assistant/Associate Professor Faculty Search Committee: (2016-2017)
- Post-Secondary Think College Work Group: (2016-Current)
- SPED Adapted Curriculum Course Sequence Work Group: (2015- Current)
- Clinical Schools Network Work Group: (2015-Current)
- ECU Spring Commencement Volunteer (2014- Current)
- Chair, SPED Recruitment and Retention Committee: (2016-Current)
- SPED EdTPA Support Day Advisor: (2013-Current)
- Co-Faculty Advisor for Student Council for Exceptional Children: (2014- Current)
- Special Education OSEP/Equipped Work Group: (2014- Current)
- Special Education Upper Division Interviews for Undergraduates: (2013-Current)
- Counselor Connections SPED Representative (Fall 2016)
- Teacher Cadet Day SPED Representative: (2013-2016)
- SPED Co-Teaching Liaison: (2013-2015)
- SPED Recruitment at NC CEC Conference: (2015-2016)
- SPED Recruitment and Retention Committee: (2015-2016)
- Special Education Grants Work Group: (2014- 2015)
- Special Education ISELS Work Group: (2014- 2015)
- Autism Certificate Task Force Committee: (2013-2014)
- Graduate Task Force Committee: (2013-2014)

6. Professional service off campus:

National Service

- Member, Division for Culturally and Linguistically Diverse Exceptional Learners Professional Development Committee (2012-Current): Council for Exceptional Children.
- Guest Reviewer Proposals (2010- Current) - CEC Annual Convention and Expo
- Guest Reviewer Proposals (Spring 2013)- CEC Kaleidoscope
- Guest Reviewer Proposals (Fall 2009) – 32nd Annual TED Conference
- Registration Volunteer (Fall 2009) – 32nd Annual TED Conference. Charlotte, North Carolina

State Service

- Nominated for North Carolina Council for Exceptional Children Treasurer (Spring 2016)
- North Carolina Council for Exceptional Children Advisory Board (2014- Current)
- North Carolina Division on Autism and Developmental Disabilities State Co-President (2014-Current)
- Postsecondary Alliance North Carolina, Member (2014-Current)
- North Carolina TASH Committee, Member (2013-Current)
- Guest Reviewer Proposals: North Carolina Council for Exceptional Children (2013-Current)

Editorial Work

- Reviewer (2016-2017). *Language and Education*.
- Reviewer (2015-2016). *Journal of Intellectual Disability Research*.
- Editorial Board (2015-Current). *Intervention in School and Clinic*.
- Editorial Board (2011-Current). *Research and Practice for Persons with Severe Disabilities* (formerly, *JASH*).
- Editorial Board (2013-2014). *Journal of Curriculum and Instruction*.
- Guest Reviewer (2012-Current)- *Journal of Special Education*.
- Guest Editor (Fall 2012). *North East Independent School District Newsletter*.
- Assistant Associate Editor (2009 – 2011), *Research and Practices for Persons with Severe Disabilities* (formerly, *JASH*).
- Guest Reviewer (Fall of 2010) - *Teacher Education and Special Education*
- Guest Reviewer (Summer of 2010) - *Teacher Education and Special Education*

Professional Service Activities

- Watch DOGS (Dads of Great Students) committee (2016-2017)- Winterville Charter Academy
- Reviewer of University of North Carolina at Charlotte PhD in Special Education Rubrics (2016)
 - Grant Team Volunteer (2015-2016)- Children's Montessori. Greenville, NC

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Stacy Weiss

Department: Special Education, Foundations, Research

School/College: College of Education

Current Rank or Title: *(if applicable)* Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$73,059 Source(s): State Funds: \$ 73,059 *Non-State Funds: \$-0-

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:
(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*

North Carolina State University, Raleigh, North Carolina
Ph.D. in Curriculum & Instruction, December, 2008.
North Carolina State University; Raleigh, North Carolina
M.Ed. in Special Education, December 2002.
University of North Carolina at Chapel Hill
B.A. in Psychology, May 1998.

NCDPI Reading Research to Practice Trainer (Level 2; recertification Summer 2016)
NCDPI Math Foundations Trainer (Level 2; recertification Summer 2017)

2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

Indiana University – Bloomington

Assistant Professor Fall 2009-May 2012.

North Carolina State University

Adjunct Instructor Fall 2006-Spring 2009.

Educational Diagnostician, Diagnostic Teaching Clinic, July 2005 – June 2008.

Graduate Research Assistant, Dept. of Curriculum & Instruction. Aug. 2002-June 2003; Spring 2004.

The Hill Center. Durham, North Carolina.

Special Education Classroom Teacher, Summer Program. June-July 2005.

Durham Public Schools. Durham, North Carolina.

Title 1 Facilitator, Literacy Teacher. Oak Grove Elementary. Aug. 2004-June 2005.

Literacy Teacher. Hope Valley Elementary. Oct. 2003 - June 2004.

Special Education Classroom Teacher. Hope Valley Elementary. Aug. 1999 - Dec. 2001.

Chapel Hill-Carrboro City Schools. Chapel Hill, North Carolina.

Special Education Teacher Assistant. East Chapel Hill High. Aug. 1998 – June 1999.

Autism Society of North Carolina. Raleigh, North Carolina.

Community Skills Instructor. June 1999 – Aug. 1999.

Carolina Living and Learning Center, Division TEACCH. Pittsboro, North Carolina.

Direct Care Provider. May 1997 – August 1998

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	—
<i>Edited Book</i>	—
<i>Chapter</i>	1
<i>Refereed Journal Article</i>	6 – since ECU
<i>Other Journal Article</i>	—
<i>Juried Performance/Show</i>	—
<i>Non-Juried Performance/Show</i>	—
<i>Other: Refereed Presentations</i>	14 – since ECU
<i>Other:</i>	—
<i>Other:</i>	—

4. Membership in professional organizations:

American Educational Research Association (AERA)
 Council for Exceptional Children (CEC)
 Division for Learning Disabilities (DLD)
 Division for Research (CEC-DR)
 Teacher Education Division (TED)

5. Professional service on campus:

University

Member. Search Committee. ECU Laboratory School Special Education Teacher. August 2017--present.
 Member. Faculty Oversight Committee (BS in University Studies program). August 2016- present.
 Member. University Studies Assistant Director Search Committee. August 2017-present.
 Member. ECU Laboratory School Curriculum Committee. Fall 2016-present.
 Member. Search committee for ECU Laboratory School 2nd, 3rd, and 4th grade teachers. April – July 2017.
 Exo Member. University Writing Committee. August 2016-May 2017.
 Faculty Representative. Get at Clue. Fall 2017. |
 Faculty Representative. Admitted Students day. Spring 2016.
 Faculty Representative. Major Bash at the Brickyard. Fall 2014.
 Presenter. ECU Freshman Orientation, Get to Know your Major. 2014, 2016.
 Evaluator. *Quality Enhancement Plan*. Evaluated writing samples. June 2-6, 2014.
 Member. *Writing Across the Curriculum Writing Liaison*. Fall 2012-August 2016.
 Member and Principal Investigator. *Project Star Universal Design for Learning project*. Fall 2012- Summer 2013.

College

Advisor. ECU's Student North Carolina Council for Exceptional Children Club. August 2015 – present.
 Member. College of Education Curriculum Committee. August 2014-present.
 Faculty Marshall. Spring College of Education Recognition Ceremony. Spring 2015, 2016.
 Attendee. Spring College of Education Recognition Ceremony. Spring 2013, 2014.
 Member. Search Committee Lora Wilson King Distinguished Professorship Search Committee. Summer 2013-Fall 2014.
 Member. College of Education Assessment & Accreditation workgroup. Fall 2013-Spring 2014.
 Presenter. ECU College of Education Extended Open House. Fall, 2014, 2015.
 Faculty Representative. iTeach. Spring 2015.

Department

Chair. SEFR Curriculum Committee. Fall 2014-present.
 Member. Search Committee for Fixed Term faculty member. August 2013-Spring 2014.

Program

Member. Upper Division workgroup. 2017-present
 Member. Senior License Exams workgroup. Fall 2016-present.
 Member. Retention and recruitment task force. August 2012-present.
 Member. Upper Division Interviews for Undergraduates. Dec. 2012-present.
 Member. edTPA support member for senior 1 pilot. Fall 2016.
 Chair. Retention and recruitment task force. Fall 2014-Spring 2016.
 Member. Special Education Celebration workgroup. Spring 2013-2016.
 Member. Reading and Math Foundations Integration. Fall 2014-Spring 2015.
 Member. Re-visioning ISLES. Fall 2014-Spring 2015.
 Member. Undergraduate curriculum task force. August 2012-May 2014.

6. Professional service off campus:

Profession

Guest Reviewer. *The Journal of Special Education*. 2011-present.

Reviewer. *Council for Exceptional Children*. Reviewed proposals for Annual Conference. July 2010-present.

Reviewer. *American Educational Research Association*. Reviewed Conference proposals.

August 2014 - 2015.

Guest Reviewer. *Journal of Curriculum & Instruction*. July 2014.

Editorial Board Member. *Exceptionality, A Special Education Journal*. 2009 – 2014.

Reviewer. *Council for Exceptional Children for Teacher Education Division*. Reviewed proposals for Annual Conference. July 2013 - 2014.

Field

Student Coordinator. (Oct. 2014-Jan. 2017). North Carolina Council for Exceptional Children.

Member. Stakeholder's Meeting. NC State Improvement Grant. Department of Public Instruction. Raleigh, NC. December, 2015.

Member. Professional Advisory Board. The Hill Center. Durham, NC. October 2013-present.

Vice President. Tar River Reading Council. June 2014-May 2015.

State

Representative. North Carolina Cooperative Planning Consortium. April 2017-present.

Participant. North Carolina State Improvement Project for Improving Instruction for Students with Disabilities Institutes, Higher Education Partner grant contract team member. Fall 2012-present.

Participant. Cooperative Planning Consortium with the Department of Public Instruction and North Carolina Institutes of Higher Education. Spring 2016.

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Ricky T. Castles

Department: Engineering

School/College: Engineering and Technology

Current Rank or Title: *(if applicable)* Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$84,493 Source(s): State Funds: \$ 84,493 *Non-State Funds: \$0

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:

(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*

PhD in Computer Engineering, 2010, Virginia Polytechnic Institute (Virginia Tech)
 MS in Industrial & Systems Engineering – Human Factors Option, 2008, Virginia Polytechnic Institute (Virginia Tech)
 MS in Computer Engineering, 2006, Virginia Polytechnic Institute (Virginia Tech)
 BS in Computer Engineering, 2003, Virginia Polytechnic Institute (Virginia Tech)
 Graduate Certificate in Human Computer Interaction – Computer Engineering, 2008, Virginia Polytechnic Institute (Virginia Tech)

2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

Graduate Teaching Assistant, Aug 2003-May 2006, Virginia Tech
 Software Developer/Consultant, May 2002-Present, Imaging Science Research, Inc.
 Summer Intern, May 2001-Aug 2001, Naval Research Laboratory-Navy Center for Applied Research in Artificial Intelligence

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	<u>0</u>
<i>Edited Book</i>	<u>0</u>
<i>Chapter</i>	<u>0</u>
<i>Refereed Journal Article</i>	<u>4</u>
<i>Other Journal Article</i>	<u>0</u>
<i>Juried Performance/Show</i>	<u>0</u>
<i>Non-Juried Performance/Show</i>	<u>0</u>
<i>Other: <u>Conference Paper & Presentation</u></i>	<u>14</u>
<i>Other: <u>Conference Presentation</u></i>	<u>7</u>
<i>Other: _____</i>	<u>—</u>

4. Membership in professional organizations:

American Society for Engineering Education
 Tau Beta Pi Engineering Honor Society
 Eta Kappa Nu Electrical Engineering Honor Society
 Former IEEE Member

5. Professional service on campus:

Chief Advisor for Tau Beta Pi
 CET Lab Safety Committee
 Department Curriculum Committee
 Past CET Undergraduate Curriculum Committee Chair
 Quality Enhancement Plan Department Representative
 Former Honors College Faculty Advisory Committee Member (Vice Chair)
 Former EC Scholar Selection Committee
 ECU STEM Day Volunteer
 ECU Open House Volunteer
 NC Science Olympiad Event Leader
 Senior Capstone Faculty Advisor (4 projects)

6. Professional service off campus:

ASEE Paper Reviewer

Tau Beta Pi Scholarship Reviewer

American Journal of Operations Research Journal Reviewer

Presidential Awards of Excellence in Mathematics & Science Teaching Reviewer

Mentor for High School Senior Project

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Stephanie George

Department: Engineering

School/College: Engineering and Technology

Current Rank or Title: *(if applicable)* Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$86,725 Source(s): State Funds: \$ 86,725 *Non-State Funds: \$0

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:

(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: (*indicate degree, date earned and institution, note additional study & training*)

Post-Doc in Biomedical Engineering, 2008-2010, Georgia Institute of Technology & Emory University
 PhD in Biomedical Engineering, 2008, Georgia Institute of Technology & Emory University
 BS in Engineering Science & Mechanics, 2002, Virginia Polytechnic Institute & State University

2. Teaching and other professional experience: (*Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date*)

Assistant Professor, 2010-Present, Dept. of Engineering – ECU
 Graduate Faculty Appointment, 2010-Present, College of Engineering – ECU
 Summer Ventures in Science & Mathematics Faculty, 2015-2017, Center for STEM Education – ECU
 Gandy Diaz Teaching Fellowship, 2010, Georgia Institute of Technology & Emory University
 Postdoctoral Fellowship, 2008-2010, Georgia Institute of Technology & Emory University
 Problem Based Learning Across the Curriculum Fellowship, 2007-2009, Emory University
 Gandy Diaz Teaching Fellowship, 2007-2008, Georgia Institute of Technology & Emory University
 Graduate Research Assistant, 2002-2008, Georgia Institute of Technology & Emory University

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	<u>0</u>
<i>Edited Book</i>	<u>0</u>
<i>Chapter</i>	<u>0</u>
<i>Refereed Journal Article</i>	<u>4</u>
<i>Other Journal Article</i>	<u>0</u>
<i>Juried Performance/Show</i>	<u>0</u>
<i>Non-Juried Performance/Show</i>	<u>0</u>
<i>Other: <u>Conference Paper & Presentation</u></i>	<u>5</u>
<i>Other: <u>Conference Presentation</u></i>	<u>40</u>
<i>Other: _____</i>	<u>—</u>

4. Membership in professional organizations:

Biomedical Engineering Society, 2010-present
 American Society of Mechanical Engineers, 2012-present
 American Society of Engineering Education, 2013-present
 American Heart Association, 2013-2015

5. Professional service on campus:

Unit:
 Biomedical Engineering Concentration Committee Member, 2010-present
 Biomedical Engineering Concentration Committee Concentration Coordinator, 2015-present
 MS in Biomedical Engineering Committee Member, 2010-present
 ABET Outcome L Biomedical Engineering Concentration Assessment Coordinator, 2017-present
 Undergraduate Curriculum Committee Member, 2015-present
 Capstone Project Review Committee Member, 2015-present
 REU Night, Coordinator and Presenter, 2014-present
 ABET Outcome A Assessment Coordinator, 2012-present
 ECU Biomedical Engineering Society Student Chapter, Faculty Advisor, 2012-present
 Society of Women Engineers, Faculty Mentor, 2010-present
 Tenure-Track Faculty Search Committee, 2016
 Concentration Fair Organizer, 2011-2012
 Engineering Homecoming Float, Faculty Advisor, 2012

University:

Chancellor's Committee on the Status of Women Member & Subcommittees: Women of Distinction, P&T Workshops, Advocacy, Lactation, 2014-present
Honor's College Faculty Advisory Committee Member, Subcommittee: Diversity, 2016-present
Committee on Supporting Pregnant and Parenting Students and Employees, Title IX Subcommittee, Office for Equity and Diversity Member, 2015-present
Research and Creative Achievement Week, East Carolina University, Judge, 2014 & 2017
Writing and Learning Community, "Students Using Sources", ECU Writing Center, 2015-16

Outreach:

Career Day Presentation, Wintergreen Primary School, 2014
High School STEM Day, Biomedical Engineering Demonstrations, 2014
Pitt County Health Sciences Academy Dinner & Information Night, Representative, 2012 & 2013
Triangle BEST Fest, Booth Attendant, Raleigh, NC, 2013
STEM Girl's Summer Camp, Presenter, Greenville, NC, 2012
STEM Girl's Conference, Presenter, Greenville, NC, 2011
Engineering and Technology Day, Presenter, Greenville, NC, 2010

6. Professional service off campus:

Professional Offices and Duties:

Education Committee, Biomedical Engineering Division, American Society of Mechanical Engineers, 2013-present
Judged PhD Competition, Summer Biomechanics, Biotransport & Bioengineering Conference (SB3C), 2016 & 2017
Moderated PhD Competition, SB3C, 2015
Judged Posters Undergraduate Competition SB3C, 2014
Judged Posters Undergraduate Competition Summer Bioengineering Conference (SBC), 2013

Manuscript Reviewer:

Journal of Biomechanical Engineering, 2017
Cardiovascular Engineering and Technology, 2010 & 2016
Explorations, 2015
Computers in Biology and Medicine, 2015
Proceedings of the National Conference on Undergraduate Research, 2012

Abstract Reviewer:

Annual Biomedical Engineering Society Meeting (BMES), 2017
Annual American Society of Engineering Education Meeting (ASEE), 2016
Summer Biomechanics, Biotransport, and Bioengineering Conference (SB3C), 2014-2017
Summer Bioengineering Conference (SBC), 2013

Grant Reviewer:

NSF CISE, 2017
NSF EEC, 2014-2015

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Donna A. Hollar

Department: Construction Management

School/College: Engineering and Technology

Current Rank or Title: (if applicable) Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: (select all that apply)

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
Faculty Appointment: 9 mo. 12 mo.

Salary: \$81,280 Source(s): State Funds: \$ 81,280 *Non-State Funds: \$ 0

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:

(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: (*indicate degree, date earned and institution, note additional study & training*)

PhD in Civil Engineering, 2011, North Carolina State University
 MS in Civil Engineering, 1995, University of Washington
 BS in Civil Engineering, 1988, University of North Carolina – Charlotte

2. Teaching and other professional experience: (*Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date*)

Assistant Professor, 2012-present, ECU
 Teaching Instructor, 2009-2012, ECU
 Teaching Instructor, 1996-2008, ECU
 Research Assistant, 2008-2009, North Carolina State University
 Assistant Professor, 1995-1996, Ferris State University
 Lecturer, 1993-1995, Ferris State University

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	<u>0</u>
<i>Edited Book</i>	<u>0</u>
<i>Chapter</i>	<u>0</u>
<i>Refereed Journal Article</i>	<u>4</u>
<i>Other Journal Article</i>	<u>0</u>
<i>Juried Performance/Show</i>	<u>0</u>
<i>Non-Juried Performance/Show</i>	<u>0</u>
<i>Other: Refereed Articles in Proceedings</i>	<u>2</u>
<i>Other: Externally Funded Grants (PI)</i>	<u>1</u>
<i>Other: Externally Funded Grants (Co-PI)</i>	<u>1</u>
<i>Other: Externally Funded Award</i>	<u>1</u>

4. Membership in professional organizations:

American Society of Civil Engineers, Member Grade, 1988-Present
 American Society for Engineering Education, Member, 1996-Present
 National Association of Women in Construction, Member, 1998-Present
 American Association of University Professors, Member, 2009-Present
 National Society of Professional Engineers, Member, 2010-Present
 Tau Beta Pi (Engineering Honor Society), Inducted 1987
 Chi Epsilon (Civil Engineering Honor Society), Inducted 1989
 Sigma Lambda Chi (Construction Honor Society), Inducted 1995

5. Professional service on campus:

Department:

Assessment Committee
 CMGT Advisory Board Executive Committee, Faculty Representative
 Construction Career Days Task Force
 Developer of CMGT Course and Lab Offerings Schedule
 Faculty Advisor, Sigma Lambda Chi IOTA II Chapter (CMGT Honor Society)
 Faculty Advisor, Women in Construction and Technologies (WICAT)
 Graduate Curriculum Committee
 Research Committee
 Safety Committee

Scholarship Committee
Search Committee Member for CMGT's Director of Marketing Outreach
Search Committee Member for CMGT's Tenure-Track Faculty Position
Strategic Planning Committee
Student Work Experience Task Force
Undergraduate Curriculum Committee
Undergraduate Enrollment Task Force

College:

Awards & Recognition Committee
Diversity Committee
Member of the Administrative Review Committee for the Chair of Construction Management
Search Committee Member for CET's Associate Dean for Academic Affairs
Search Committee Member for TSYS's Tenure-Track Faculty Position for MSOS Program

University:

Chancellor's Committee on the Status of Women (Membership Officer)
Faculty Welfare Committee
Service Learning Committee

6. Professional service off campus:

Officer, National Association of Women in Construction Greater Greenville, NC Chapter 335
Member, East Carolina Safety and Health Conference Board

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Sunghan Kim

Department: Engineering

School/College: Engineering and Technology

Current Rank or Title: *(if applicable)* Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$84,735 Source(s): State Funds: \$ 84,735 *Non-State Funds: \$0

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:

(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: (*indicate degree, date earned and institution, note additional study & training*)

PhD in Electrical and Computer Engineering, 2009, Portland State University
 MS in Electrical and Computer Engineering, 2005, Portland State University
 BS in Electrical and Computer Engineering, 2003, Portland State University

2. Teaching and other professional experience: (*Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date*)

Assistant Professor, 2012-Present, Dept. of Engineering – ECU
 Postdoctoral Fellow, 2009-2012, UCLA
 Adjunct Faculty, 2007-2009, Portland State University

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	<u>0</u>
<i>Edited Book</i>	<u>0</u>
<i>Chapter</i>	<u>0</u>
<i>Refereed Journal Article</i>	<u>6</u>
<i>Other Journal Article</i>	<u>1</u>
<i>Juried Performance/Show</i>	<u>0</u>
<i>Non-Juried Performance/Show</i>	<u>0</u>
<i>Other: <u>Conference</u></i>	
<i><u>Papers/Abstracts</u></i>	<u>6</u>
<i>Other: <u>Master</u></i>	
<i><u>Theses</u></i>	<u>2</u>
<i>Other: <u>Patent Applications</u></i>	<u>2</u>
<i>Other: <u>License Agreement</u></i>	<u>1</u>
<i>Other: <u>Extramural Grant</u></i>	
<i><u>Applications (2 funded, 1 pending)</u></i>	<u>15</u>

4. Membership in professional organizations:

ASEE
 IEEE
 EMBS
 KSES

5. Professional service on campus:

Biomedical Engineering Master Program Admission Committee
 Faculty Search Committee
 Guest Lecturer
 College Dean Search Committee
 Graduate Faculty Member
 KSEA ECU Branch Treasurer

6. Professional service off campus:

Scholarly publication reviewer for the following:
 IEEE TBME & IEEE TSP
 Biomedical Signal Processing & Control
 Biomedical Engineering Online
 SpringerPlus
 Journal of Neuroscience Methods
 Physiological Measurement

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Kenneth Bova

Department: School of Art and Design

School/College: Fine Arts and Communication

Current Rank or Title: *(if applicable)* Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$65,615 Source(s): State Funds: \$ 65,615 *Non-State Funds: \$ 0

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:

(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: (*indicate degree, date earned and institution, note additional study & training*)

MFA in Jewelry & Metalsmithing, 1980, Montana State University
 Post-baccalaureate, non-matriculating, 1976-77, University of Houston
 BFA in Art Summa Cum Laude, 1975, Sam Houston State University

2. Teaching and other professional experience: (*Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date*)

School of Art and Design:

Assistant Professor – Metal Design, 2012-present, ECU

Teaching Instructor – Metal Design, Aug 2010-Dec 2011, ECU

Assistant Professor, 1992-2007, Montana State University

Founding Partner/Board Member, 2004-2007, Bear Canyon School of Art & Craft, LLC

Gallery Director, 1999-2000, Helen Copeland Gallery – Montana State University

Studio Artist, 189-1999, Self-Employed

Director – Art Program, 1991-1992, Headwaters Academy Alternative High School

Executive Director, 1986-1989, Beall Park Art Center

Visiting Assistant Professor, Jan 1981-May 1982, Oklahoma State University

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	<u>—</u>
<i>Edited Book</i>	<u>—</u>
<i>Chapter</i>	<u>2</u>
<i>Refereed Journal Article</i>	<u>—</u>
<i>Other Journal Article</i>	<u>1</u>
<i>Juried Performance/Show</i>	<u>44</u>
<i>Non-Juried Performance/Show</i>	<u>5</u>
<i>Other: Exhibition Catalog Intro/Essays</i>	<u>4</u>
<i>Other: Curate National Exhibitions</i>	<u>2</u>
<i>Other:</i> <i>National/Regional/Lectures/Workshops</i>	<u>37</u>

4. Membership in professional organizations:

Monterrey Bay Metal Arts Guild, 2008 – present, Regional

The Enamelist Society, 2005 – present, International

The Society of North American Goldsmiths, 1992 – present, International

5. Professional service on campus:

Parliamentarian for the faculty, 2013-present

Gallery Director Search Committee, Fall 2017

Faculty Evaluation Task Force Member, Fall 2017

Student Advisor Search Committee Member, SOAD, 2016

Metal Design Search Committee Member, Spring 2014

Graphic Design Search Committee Member, Dec 2012–Jan 2013

Personnel Committee Member, Sept 2013-present

Graduate Committee Member, Sept 2013-present

6. Professional service off campus:

Board of Directors, Pocosin Arts, Columbia, NC, Member, Term 2013 – 2016, Regional

ECU/Pocosin Arts Riverside Lodge Steering Committee, Member, 2012-15, Local/Regional

Board of Directors Member, Chair - Presenters Committee, The Yuma Symposium, Yuma, Arizona, 2010 – present, National
Consulting artist, Light, Art, & Design Gallery, Raleigh, NC, Metal IV Exhibition 2014
Collaborative Exhibition Committee (Ad Hoc), ECU/North Carolina Museum of Art, Faculty advisor, 2012, Regional
Juror, Washing Guild of Goldsmiths, Biennial Membership Exhibition, June 2012, Regional
Material Topics Symposium, Presenter, East Carolina University, Professional Development Seminar: "Feeding the Muse – Strategies for a Career in Art." Regional/National 2012
Society of North American Goldsmiths, Past President & Board Member, 2002-06, National

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Douglas Monroe

Department: Instrumental

School/College: Music/Fine Arts & Communication

Current Rank or Title: *(if applicable)* Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$59,928 Source(s): State Funds: \$ 59,928 *Non-State Funds: \$ 0

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:

(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*

High School Diploma, 1981, Interlochen Arts Academy
 No Degree, 1981-1983, Manhattan School of Music
 Bachelor of Music, 1986, Michigan State University
 Master of Music, 1988, University of Arizona
 Doctor of Musical Arts, 2008, The Ohio State University

2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

1986-1988, Principal Clarinet, Arizona Opera Orchestra
 1989-1992, Section Clarinetist and Clarinet Soloist, United States Army Field Band, Washington, D.C.
 1992-2009, Commander and Conductor, Various United States Air Force Bands (retired Lt Col)
 2009-2012, Assistant Professor teaching Clarinet and Graduate Musicology, North Dakota State University
 2011-Present (Summers), Clarinet Instructor/Interlochen Arts Camp, Interlochen, MI.
 2015-Present (Summers), Woodwind Faculty Coordinator/ Interlochen Arts Camp, Interlochen, MI.
 2012-Present, Assistant Professor teaching Clarinet, East Carolina University

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	—
<i>Edited Book</i>	—
<i>Chapter</i>	1
<i>Refereed Journal Article</i>	—
<i>Other Journal Article</i>	—
<i>Juried Performance/Show</i>	143
<i>Non-Juried Performance/Show</i>	—
<i>Other: <u>Managed European</u></i>	
<i>Concert Tour</i>	1
<i>Other: _____</i>	—
<i>Other: _____</i>	—

4. Membership in professional organizations:

International Clarinet Association
 Phi Mu Alpha Sinfonia Professional Music Fraternity
 Pi Kappa Lambda
 Friends of the School of Music

5. Professional service on campus:

2014-2016, Foundations Curriculum and Instructional Effectiveness Committee
 2015-Present, Academic Military Affairs Committee
 2017, Theory, Composition, Musicology Department Search Committee Member
 2013-2016, Music Library Committee
 2014-Present, Special Events Committee
 2013-Present, Graduate Faculty Member
 Chaired Subcommittee on NASM School of Music Evaluation
 Ran various orchestral sectionals on 7 occasions
 Conducted Symphonic Band rehearsal in conductor's absence (2017)

Volunteered to coach and conduct student ensemble performing Stravinsky's *Octet*
Substituted five times to teach classes of travelling colleagues
Evaluated placement auditions each semester
Evaluated woodwind recital juries each semester
Faculty Advisor, Phi Mu Alpha Sinfonia professional music fraternity
Performed with ECU Symphony Orchestra to support guest artist, Spring 2015
Active recruiting students by traveling to visit them and inviting them to visit ECU; increased studio numbers by 75% in 5 years
Provided private conducting lessons for student for one semester
Wrote recommendation letters for 17 graduating students for graduate school or for job applications

6. Professional service off campus:

2015-Present, Woodwind Faculty Coordinator, Interlochen Arts Camp
2012-2014, Research Coordinator/International Clarinet Association
2014, Guest Artist, Eastern New Mexico University Clarinet Day
2013, Guest Artist, Eastern Kentucky University Clarinet Day
2012, Recorded high school competition music as a benchmark for students for North Carolina All-District Band Association
Performed for Farmville Friends of the School of Music fund raising event
Performed for New Bern Friends of the School of Music fund raising event

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Lisa Beth Robinson

Department: Art and Design

School/College: Fine Arts and Communication

Current Rank or Title: *(if applicable)* Assistant Professor Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$65,911 Source(s): State Funds: \$ 65,911 *Non-State Funds: \$ 0

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:

(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: (*indicate degree, date earned and institution, note additional study & training*)

MA in Library and Information Studies, 1998, University of Wisconsin
 MFA in Graphics, 1996, University of Wisconsin
 Certificate in Typesetting, 1995, Monotype University
 BA with Honors in Art – Printmaking, 1991, University of Redlands
 Semester abroad, 1990, School for International Training

2. Teaching and other professional experience: (*Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date*)

Assistant Professor, 2012-present, ECU
 Instructor, June 2017, Penland School of Craft
 Instructor, July 2017, Pocosin Folk Arts School
 Instructor, November 2014, Pocosin Folk Arts School
 Instructor, February 2014, San Francisco Center for the Book
 Administrative Support Associate, August 2007-August 2012, ECU
 Instructor, April 2010, Penland School of Craft
 Teaching Instructor, 2006-2007, ECU
 Adjunct Faculty, 2005-2006; 2007-2012, ECU
 Instructor, 2004-2005, Pitt Community College
 Program Assistant IV, July 2005-Aug 2006, ECU
 Bookbinder and Printer, Jan 2004-June 2004, Woodside Press
 Archive Specialist, Aug 2002-Jan 2004, Target Corporation
 Travel Account Coordinator, Jan 2000-May 2002, USA Today-Travel Advertising Sales Office
 Arts/Industry Coordinator, Sept 1998-Sept 1999, John Michael Kohler Arts Center
 Project Assistant, Jul 1997-July 1998, University of Wisconsin
 Project Assistant, Jan 1995-June 1997, Tandem Press
 Typography Lab Assistant, Sept 1995-April 1998, University of Wisconsin

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	—
<i>Edited Book</i>	—
<i>Chapter</i>	1
<i>Refereed Journal Article</i>	—
<i>Other Journal Article</i>	—
<i>Juried Performance/Show</i>	38
<i>Non-Juried Performance/Show</i>	3
<i>Other: Presentations</i>	7
<i>Other: Administrative</i>	26
<i>Other: Published Images,</i>	
<i>Essays</i>	15

4. Membership in professional organizations:

Glass Art Society, 2016-present
 College Book Arts Associate, Founding Member, 2007-present
 Chicago Hand Bookbinders, 1999-2008
 College Art Association/Women's Caucus for Art, 1995-2009
 Southeast Association for Book Arts (SABA), 2005-2009
 Southern Graphics Council, 2007-2010
 Art Libraries Society of North America, 1997-2003

5. Professional service on campus:

Art and Design: Personnel Committee Member, 2017-2020; Search Committee Member (Graphic Design), 2017-18; Search Committee Co-Chair, Instructor in Photography, 2017; Foundations Committee Chair, 2013-2016; Curriculum Committee Member, 2013-2016; College of Fine Arts and Communication Assessment Council Design Assessment Chair Member, 2012-2014.

Library Committee Member, University Academic Committee, 2016-2019

Liaison from Library Committee to Special Collections Committee (ad-hoc) Member, 2016-2019

Quality Enhancement Plan "Write Where You Belong" - Faculty Liaison Member, 2012-2015

Served as Internal Constituent at meeting in support of an external review of East Carolina University's Dance Program, School of Theatre and Dance, in the College of Fine Arts and Communication. There were two external reviewers and one internal (ECU) reviewer assessing this program. (see Support Materials-Service)

6. Professional service off campus:

College Book Arts Association Communications Committee, 2017

External Reviewer for Professor Penny McElroy, University of Redlands, 2015

College Book Arts Association, Meetings & Programs Committee (Programs-Exhibitions); Curated & coordinated first regional exhibition for the organization with two UNC institutions, UNC-Chapel Hill & UNC-Charlotte, 2014-2016

College Book Arts Association, Secretary, Executive Board, 2010-2012

College Book Arts Association, Board of Directors, 2009-2012

College Book Arts Association, Ad-hoc Finance and Development Committee, 2008-2009

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Andrew Brimhall

Department: Human Development & Family Science

School/College: Health & Human Performance

Current Rank or Title: (if applicable) Assistant Professor

Proposed Rank or Title: Associate Professor

Indicate Type of Action: (select all that apply)

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period:	Administrative Appointment:	9 mo.	<input type="checkbox"/>	12 mo.	<input type="checkbox"/>
	Faculty Appointment:	9 mo.	<input checked="" type="checkbox"/>	12 mo.	<input type="checkbox"/>

Salary: \$80,273 Source(s): State Funds: \$ 80,273 *Non-State Funds: \$-0

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:
(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*

Ph.D. Texas Tech University (August 2005)
Major: Marriage and Family Therapy, COAMFTE Accredited

M.S. Brigham Young University (August 2002)
Major: Marriage and Family Therapy, COAMFTE Accredited

B.S. Brigham Young University (April 2000)
Major: Marriage, Family, and Human Development

2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

08/2013-present: Assistant Professor, East Carolina University, Human Development and Family Science
 (First Appointment: August 12, 2013).

08/2006-06/2013: Assistant Professor, Saint Louis University, Counseling and Family Therapy.

08/2004-05/2005: Instructor, Texas Tech University, Human Development and Family Studies.

02/2001-12/2001: Instructor, Brigham Young University, Comprehensive Clinic.

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	<u>0</u>
<i>Edited Book</i>	<u>0</u>
<i>Chapter</i>	<u>3</u>
<i>Refereed Journal Article</i>	<u>18</u>
<i>Other Journal Article</i>	<u>6</u>
<i>Juried Performance/Show</i>	<u>0</u>
<i>Non-Juried Performance/Show</i>	<u>0</u>
<i>Other: <u>Refereed</u></i>	
<i><u>Presentations</u></i>	<u>36</u>
<i>Other: <u>Internal</u></i>	
<i><u>Grants</u></i>	<u>8</u>
<i>Other: <u>External</u></i>	
<i><u>Grants</u></i>	<u>2</u>

4. Membership in professional organizations:

Approved Supervisor, American Association for Marriage and Family Therapy (AAMFT)

Clinical Fellow, American Association for Marriage and Family Therapy (AAMFT)

Clinical Fellow, North Carolina Association for Marriage and Family Therapy (NCAMFT)

5. Professional service on campus:

Faculty Senator (Spring 2016-present): Was recently nominated to serve as a faculty senator for the College of Health and Human Performance. My tenure started in April of 2017.

HDFS Teaching Supervisor (Fall 2016-present): Currently serve as the HDFS teaching supervisor. I help Ph.D. students and other part-time instructors prepare for teaching a course in the HDFS department. I provide supervision on syllabus construction, consult on student problems, provide in class observations, and answer any general questions they may have as they transition to college teaching.

MFT Clinic Director Search Committee (Summer 2016): Served as a member of the search committee for the MFT clinic director. Was involved in reviewing applications, calling references, interviewing, and making recommendations to the Department chair.

HDFS Scholarship Committee (Fall 2015-present): Currently serving as an acting member of the HDFS Scholarship Committee. Review applications from students applying for multiple scholarships. Developed criteria to help make more objective decisions.

MFTSA Co-Chair (Fall 2013-present): Co-chair of the Marriage and Family Therapy Student Association (MFTSA). Meet on a regular basis with student officers to discuss the needs of the students and the association. Plan events for the association and the community.

MedFT Competency Review Committee Member (Fall 2013-present): Every semester we have a competency review with each student in our department to determine if they are making appropriate progress towards graduation and if they are meeting professional standards in order to conduct medical family therapy.

MFT Competency Review Committee (Fall 2013-present): Every semester we have a competency review with each student in our department to determine if they are making appropriate progress towards graduation and if they are meeting professional standards in order to become a marriage and family therapist.

MedFT Admissions Committee (Fall 2013-present): Every spring I sit on the MedFt admissions committee. Responsibilities include reviewing applications, conducting interviews, evaluating writing samples, and making decisions on whether the student is an appropriate fit for the program.

MFT Admissions Committee (Fall 2013-present): Every spring I sit on the MFT admissions committee. Responsibilities include reviewing applications, conducting interviews, evaluating writing samples, and making decisions on whether the student is an appropriate fit for the program.

6. Professional service off campus:

Servire Society, East Carolina University, Member: Inducted into the Servire Society during AY 2013-2014 for completing more than 100 hours of service to the community. I have completed the 100-hour minimum requirement for the past three academic years (2014-2015; 2015-2016; and 2016-2017).

Journal of Marital and Family Therapy (JMFT), Editorial Board Member. My 5-year term began January 2013.

Contemporary Family Therapy (CFT). Editorial Board Member. My 5-year term began January 2013.

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: Essie Torres

Department: Health Education & Promotion

School/College: Health & Human Performance

Current Rank or Title: *(if applicable)* Assistant Professor

Proposed Rank or Title: Associate Professor

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other:

(describe) _____

Distinguished Professorship:

(provide name of professorship) _____

Effective Date of Action: August 17, 2018

Contract Period: Administrative Appointment: 9 mo. 12 mo.
 Faculty Appointment: 9 mo. 12 mo.

Salary: \$74,952 Source(s): State Funds: \$ 74,952 *Non-State Funds: \$-0-

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): _____

Prior Recommendations/Personnel Actions:
(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*

Degree	Date Conferred	Institution	Status
PhD	2011	University of Rochester	Completed
MPH	2002	State University of New York at Albany	Completed
BA	2000	University of Rochester	Completed

2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

Position	Rank	Institution	Appointments
EPA Tenure Track	Assistant Professor	East Carolina University	2012-present
R25 Postdoctoral Fellow	Postdoctoral Fellow	Roswell Park Cancer Institute	2010-2012

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	_____
<i>Edited Book</i>	_____
<i>Chapter</i>	_____
<i>Refereed Journal Article</i>	17
<i>Other Journal Article</i>	_____
<i>Juried Performance/Show</i>	_____
<i>Non-Juried Performance/Show</i>	_____
<i>Other: Funded Research as PI or Co-PI</i>	\$729,438.00
<i>Other: Grant Submissions as PI or Co-PI</i>	\$6,161,712.96
<i>Other:</i>	_____

4. Membership in professional organizations:

Organization	Member dates
American Public Health Association (APHA)	2003-present
Society of Research on Nicotine and Tobacco (SRNT)	2003-2012
International Network for Social Network Analysis (INSNA)	2010-2013
American Associate of Cancer Research	2010-present
American Association for Cancer Education (AACR)	2010-present
North Carolina Chapter, Society for Public Health Education Inc. (NC-SOPHE)	2013-2016

5. Professional service on campus:

Committee/organization	Role	Dates of Service
Health Education and Promotion Search Committee, Assistant/Associate Professor Faculty Positions (3 positions)	Member	12/2016-5/2017
Health Education and Promotion Search Committee, Assistant Professor Faculty Position	Member	12/2013-5/2014
Health Education and Promotion Search Committee, Teaching Instructor Position	Member	12/2013-5/2014
Center for Health Disparities Research Core	Member	2013 to present
Center for Health Disparities Position Search Committee, Director of Grants Administration	Member	7/2013 – 10/2013
Brody School of Medicine Dean's Advisory Board	Member	2012-2013
McNair Proposal Committee	Member	2013-2014
Work Group on Enhancing and Growing the Research Enterprise (EGRE)	Member	2014-2015
Research and Creative Achievement Week (RCAW)	Scientific Poster Judge	2015

6. Professional service off campus:

Committee/organization	Role	Dates of Service
International Cancer Education Conference	Abstract Reviewer	2015

Journal	Role	Year
Preventing Chronic Disease	Manuscript reviewer	2011- present
BMC Public Health	Manuscript reviewer	2010- present
Cancer Management and Research	Manuscript reviewer	2010-present
American Journal of Preventive Medicine	Manuscript reviewer	2012-present
International Journal of Women's Health	Manuscript reviewer	2012-present
Health Education & Behavior	Manuscript reviewer	2013-present
for Journal of Immigrant and Minority Health	Manuscript reviewer	2013-present
Journal of Health Care for the Poor and Underserved	Manuscript reviewer	2014-present
SSM- Population Health	Manuscript reviewer	2015-present
Journal of Cancer Education	Manuscript reviewer	2015-present
Psycho-Oncology	Manuscript reviewer	2015-present