



**East Carolina University | Board of Trustees Meeting  
East Carolina Heart Institute | Greenville, NC  
Minutes Requiring Board Approval | July 15, 2016**

April 9, 2016

June 24, 2016

**ECU Board of Trustees  
April 9, 2016  
East Carolina Heart Institute**

**M I N U T E S**

The Board of Trustees met in regular session at the East Carolina Heart Institute on the Health Sciences campus of ECU. Chair Steve Jones called the meeting to order and introduced Cadet Isaac Memita, a Criminal Justice major from Durham, NC and and Cadet Davis Fitzgerald, a Political Science and Security Studies major from Lexington, NC. These cadets led the board in the Pledge of Allegiance.

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

Mr. Jones called on Secretary Bob Plybon to call the roll:

Members Present

Edwin Clark  
Mark Copeland  
Vern Davenport  
Leigh Fanning  
Steve Jones  
Max Joyner  
Mark Matuelwicz  
Kel Normann  
Bob Plybon  
Danny Scott  
Kieran Shanahan  
Terry Yeargan

Members Absent

Deborah Davis

## **APPROVAL OF MINUTES**

Mr. Jones asked for a motion to approve the minutes from the February 18 meeting and the March 28 conference call meeting. Mr. Plybon moved approval of the minutes and Mr. Joyner seconded the motion. The motion was approved with no negative votes.

## **RECOGNITION OF CHANCELLOR BALLARD**

Mr. Jones called on Board Member Danny Scott to recognize Chancellor Ballard's years of service and present him with a gift from the Board of Trustees.

## **UNIVERSITY REPORTS**

### **CHANCELLOR'S REPORT**

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

### **REPORT FROM THE STAFF SENATE**

Lisa Ormond, Chair of the Staff Senate, gave an update from the Staff Senate. A text version of her remarks is listed as "Attachment B."

### **REPORT FROM THE BOARD OF VISITORS**

Mr. Reid Tyler, Chair of the Board of Visitors gave an update from the BOV. Mr. Tyler said that the Board of Visitors have been very busy being ambassadors for the university. He gave a review of the February meeting in which both the Honors College and the College of Engineering and Technology were highlighted. He also gave a preview of the upcoming May meeting and

reception in Raleigh. The reception target members of the General Assembly and other major players in Raleigh.

Mr. Tyler also reviewed the work of the two Board of Visitors Committees – Engagement and Legislative. He also solicited nominations for the upcoming class of Board of Visitors and encouraged Board of Trustees members to attend a meeting of the Board of Visitors.

### **REPORT FROM THE STUDENT GOVERNMENT ASSOCIATION**

Student Government Association President, Mark Matulewicz gave an update from the student body. A text version of her remarks is listed as “Attachment C.” Following his remarks, Chancellor Ballard and Chairman Jones recognized Mark for his service on the board and presented him with a gift.

### **BOARD OF GOVERNORS REPORT**

Mr. Henry Hinton, ECU representative from the UNC Board of Governors gave an update about the upcoming meeting at UNC Asheville. He thanked Dr. Ballard and Provost Mitchelson on their advocacy work for the ConnectNC bond. Mr. Hinton indicated how important the bond money will be to ECU, Greenville and Eastern North Carolina. Mr. Hinton also gave a North Carolina General Assembly budget update. In conclusion, he expressed his gratitude to those involved with the recent visit by President Margaret Spellings. He said it was an exceptional visit and President Spellings has had only positive things to say about ECU.

## **COMMITTEE REPORTS**

### **UNIVERSITY AFFAIRS COMMITTEE**

Mr. Shanahan gave the report from the University Affairs Committee. A summary of this report is listed as “Attachment D.” There were items that needed the board’s attention.

Mr. Shanahan 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 6, 2016. The motion was approved unanimously.

Mr. Shanahan moved that the board approve the Policy on Centers and Institutes as presented in board materials. The motion was approved unanimously. The policy is listed in this document as “Attachment E.”

Mr. Shanahan moved that the topic of policy development be added as an item for discussion at the next Board of Trustees retreat. The motion was approved unanimously.

Mr. Shanahan moved that the board be included in communications regarding new PRR’s when they are announced with links to the policies. The motion was approved with no negative votes.

### **HEALTH SCIENCES COMMITTEE**

Mr. Davenport gave the report from the Health Sciences Committee. A summary of this report is listed as “Attachment F.” There was one item that needed board attention.

Mr. Davenport moved that the board approve the leave policy for 12-month faculty as found in board materials. The motion was approved unanimously. The policy can be found listed as “Attachment G.”

## **FINANCE AND FACILITIES COMMITTEE**

Mr. Plybon, gave the report from the Finance and Facilities Committee. A summary of the Finance and Facilities Committee report is listed as “Attachment H.” There were several items that required board attention.

Mr. Plybon moved that the board approve the request to purchase four residential properties at 100, 102, 104 and 106 Fieldside Street in accordance with the terms and conditions in board materials. The board approved the motion unanimously. This request is listed as “Attachment I.”

Mr. Plybon moved that the board approve the ground lease of property bordered by Fourth Street, Reade Street, Third Street, and Cotanche Street and also approve to sever two buildings at 208 East Third Street and 319 Cotanche Street in accordance with the terms provided in the board materials. The motion was approved unanimously. This item is listed as “Attachment J.”

Mr. Plybon moved that the board approve the proposed building elevations for the Jones Galley Renovation in accordance with the terms and conditions provided in board materials. The motion was approved unanimously. This item is listed as “Attachment K.”

Mr. Plybon moved that the board approve the construction manager at risk for Greene Residence Hall renovation in accordance with the terms and conditions provided in the board materials. The motion was approved unanimously.

Mr. Plybon moved that the board approve the Human Resources Management Flexibility Report in accordance with the terms and conditions provided in board materials. The motion was approved unanimously. This item is listed as “Attachment L.”

## **ATHLETICS AND ADVANCEMENT COMMITTEE**

Committee Chair Edwin Clark gave the report from the Athletics and Advancement Committee. The full committee report is listed in these minutes as “Attachment M.”

## **AUDIT, RISK MANAGEMENT, AND COMPLIANCE COMMITTEE**

Mr. Kel Normann, chair of the Audit Committee, gave the report from the Audit Committee. The full committee report is listed in these minutes as “Attachment N.” One item of note, following the practice by UNC General Administration, the committee recommends to Chairman Jones that the name of this committee be the “Committee on Audit, Risk Management and Compliance.

## **CLOSED SESSION**

Mr. Yeargan made a motion that the board go into closed session. That motion was seconded and approved unanimously.

## **MOTIONS FROM CLOSED SESSION**

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

Mr. Shanahan moved that the board approve the tenure recommendations from the Division of Academic Affairs as presented in board materials. The motion was approved with no negative votes. Supporting materials for this item is listed as “Attachment O.”

Mr. Davenport moved that the board approve the tenure recommendations from the Health Sciences Division as presented in board materials. The motion was approved with no negative votes. Supporting materials for this item is listed as “Attachment P.”

Mr. Davenport moved that the board approve the initial appointment with permanent tenure for Blasé Anthony Carabello, MD as presented in board materials. The motion was approved unanimously. Supporting materials for this item is listed as “Attachment Q.”

Mr. Edwin Clark moved that the board approve the naming of the Max R. Joyner, Sr. Psychophysiology and Biofeedback Lab as presented in board materials. The motion was approved unanimously. The naming proposal is listed as “Attachment R.”

Mr. Edwin Clark moved that the board approve the naming of the Miller School of Entrepreneurship as presented in board materials. The motion was approved unanimously. The naming proposal is listed as “Attachment S.”

#### **UNFINISHED BUSINESS**

There was no unfinished business.

#### **NEW BUSINESS**

There was no new business.

#### **ADJOURNMENT**

Hearing no other business, Mr. Jones adjourned the meeting at 11:25 a.m.

#### **ADJOURN**

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



**Chancellor's Report  
April 8, 2016**

THANK YOU VERY MUCH CHAIRMAN JONES. I HAVE A LITTLE BIT OF A DIFFERENT MESSAGE TODAY. IT IS SHORTER THAN NORMAL, SO MAYBE YOU'LL LIKE IT. THIS MESSAGE IS A BRIEF REFLECTION ON THE LAST 12 YEARS.

**STUDENTS FIRST**

THE FIRST POINT IS THAT IT HAS BEEN A GREAT PLEASURE TO BE A PART OF ECU. IT HAS BEEN A GREAT FIT FOR NANCY AND I; IT DOESN'T ALWAYS HAPPEN THAT THE HISTORY AND TRADITIONS OF THE UNIVERSITY AND THE VALUES OF THE CHANCELLOR ARE WELL ALIGNED, BUT IN THIS CASE, WE BELIEVE THEY HAVE BEEN.

THE SOUL OF THE UNIVERSITY IS OUR STUDENTS. I'VE NEVER BEEN A PART OF ANY PUBLIC UNIVERSITY THAT COMES CLOSE TO ECU IN TERMS OF ITS COMMITMENT TO STUDENTS. AS OUR VISION EXPRESSES, WE DELIVER ON THE PROMISE OF OPPORTUNITY.

## **THE MISSION**

THE SECOND POINT IS THAT WE HAVE AN AUTHENTIC MISSION AND WE LIVE IT EVERYDAY. WE ARE TRULY MISSION-DRIVEN. WHILE THAT MAY SOUND ROUTINE, IT IS ACTUALLY QUITE RARE FOR A UNIVERSITY TO LIVE BY ITS MISSION BECAUSE THERE ARE SO MANY PRESSURES TO BE LIKE EVERYBODY ELSE OR TO KEEP FOLLOWING ONE OF THE 3 TRILLION RANKING SERVICES.

IN FACT, EVERY UNIVERSITY HAS DISTINCT DIFFERENCES...IN PROGRAM MIX, FUNDING MODELS, HISTORY AND TRADITION, SIZE, AND OTHER SIGNIFICANT CHARACTERISTICS. IT IS RARE FOR A PUBLIC UNIVERSITY TO IDENTIFY ITS PRIMARY CONTRIBUTIONS...SUCH AS TEACHER TRAINING OR RURAL HEALTH CARE...AND THEN ALLOCATE RESOURCES BASED ON THOSE PRIORITIES.

MY PREDICTION IS THAT MISSION DRIVEN UNIVERSITIES ARE THE FUTURE OF PUBLIC HIGHER EDUCATION. THOSE UNIVERSITIES THAT DELIVER ON THEIR MISSION WILL BE THE ONES THAT WILL PROSPER THE MOST.

## **PASSION AND ENGAGEMENT**

PIRATES HAVE ALWAYS BEEN AND WILL REMAIN PASSIONATE.

ONE OF THE GREAT MANIFESTATIONS OF THAT PASSION IS HOW MUCH WE ARE ENGAGED IN OUR COMMUNITY, REGION AND STATE.

WE HAVE BEEN RECOGNIZED NATIONALLY FOR ENGAGEMENT

...TWICE BY THE CARNEGIE FOUNDATION AND TWICE BY THE

ASSOCIATION OF PUBLIC AND LAND GRANT UNIVERSITIES. WHEN

WE WON THE C. PETER MCGRATH AWARD IN 2012, THE PRESIDENT

OF OHIO STATE, MY ALMA MATER AT THE GRADUATE LEVEL,

CALLED TO ASK "HOW DID WE DO THAT." THAT WAS A FUN

MOMENT FOR ME. I JUST SAID, WE LIVE OUR MISSION.

WE HAVE ALSO BEEN RECOGNIZED IN NORTH CAROLINA FOR

ENGAGEMENT WITH 3 AWARDS FOR EXCELLENCE IN PUBLIC

SERVICE AND WITH THE STATEWIDE CAMPUS COMPACT AWARD

FOR ENGAGEMENT.

MORE IMPORTANTLY THAN ANY RECOGNITION OR AWARD IS THAT

OUR COMMITMENT TO SERVICE AND ENGAGEMENT IS WHY WE DO

THINGS THE WAY WE DO THEM. THIS FUNDAMENTAL VALUE HAS

ENABLED US TO BUILD A NATIONALLY KNOWN MEDICAL SCHOOL

THAT LEADS THE STATE EVERY YEAR IN TRAINING FAMILY PHYSICIANS, TO CREATE A MODEL FOR DENTAL EDUCATION THAT ACTUALLY SERVES PEOPLE WHO CAN'T GET ORAL HEALTH, AND TO SUPPLY TEACHERS AND NURSES TO VIRTUALLY EVERY COUNTY IN NORTH CAROLINA. THIS IS WHO WE ARE AND WHAT WE BELIEVE IN.

SO THIS LAST MESSAGE FROM ME IS SIMPLY A "THANK YOU" TO OUR FACULTY AND STAFF, TO OUR SUPERB ADMINISTRATIVE TEAMS THAT PRODUCE THESE RESULTS, TO 7 GREAT BOARD CHAIRS, AND TO ALL TRUSTEES WHO HAVE HELPED TO MAKE THIS AN EXCELLENT AND **TRULY DISTINCTIVE** PUBLIC UNIVERSITY.

Board of Trustee Presentation  
4-8-16  
9:00 pm ECHI

Thank you for the opportunity to share with you today a review of tasks the Staff Senate has been working on this year.

**1. An update regarding the salary and equity resolution sent forward in November from our staff senate to the university system assembly:**

- This resolution was addressed to the UNC Staff Assembly in November. From ECU's stand on this issue, 4 other UNC institutions have come forward with a similar resolution to unify the stand on this issue.
- The UNC Staff Assembly met with General Administration in December and in January forwarded a request to GA, the Board of Governors and Interim President Gonzalus requesting <sup>these</sup> from their leadership roles to advocate for facilitating broad-based enhancements to employee compensation for all staff – both SHRA and EHRA. This letter included a proposal of 4 strategies to enhance the market competitiveness of salaries of the UNC system employees:
  - **First**, that the Staff Assembly and corresponding campus senates be kept informed and involved with the assessment of the State's new SHRA

Compensation System. Currently operating under the Career Banding and Broad Banded system - A system that has not proved to be beneficial for the employee as far as career advancement and salary increases. The NC State agencies will be transitioning to a new compensation system July 1<sup>st</sup>, but the UNC System institutions will continue to follow under the current system until OSHR has completed assessment to see if it will be beneficial for university system employees. GA and OSHR have agreed to work with the UNC Staff Assembly in this process allowing their input and selection of a new productive system.

- **Secondly**, Each campus should be required to submit an annual compensation scorecard to the President and BOG that reports on the current compensation status of its staff as compared to recognized market benchmarks. This report would contain information to identify salary competitiveness for the campus as a whole, as well as by major schools and division individually, and by major job categories. GA has agreed to create and provide the framework for this scorecard. The intent would be that this scorecard will provide campuses the ability to make informed decisions based on shared data, but also provide feedback to the BOG and President on campus-by-campus progress.

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- **Third**, President should recommend to the BOG annual target to allocate a specific percentage of non-state funds to support staff employee market salary adjustments – not across the board, but for moving employees who fall below market salaries closer to their applicable market benchmarks in accordance with SHRA and EHRA compensation rules. Currently ECU is carrying the torch with the other institutions with the only institution with a minimum hiring rate of \$26,350 and an overall campus market rate of 85% - that was just recently met in January of this year. All SHRA employees below the 85% market rate of their current classification were brought up. This was supported from university funds in accordance with state compensation rules.
  - **And Lastly**, Explore avenue to move more authority for SHRA compensation and leave polices under the BOG, as opposed to State Human Resources Commission. The intent is to improve the flexibility of the university as a whole and increase involvement of the BOG in assuring market-based compensation for both SHRA and EHRA. Included would be employee protections and benefits preservation.
    - The later 2 options will be addressed with President Spellings.

- GA has agreed and is working on items 1 and 2 currently.

2. The Senate continues to work collaboratively with campus Human Resources to review relevant policies and proposed changes. This year we have contributed input in regards to the Adverse Weather Policy, Class and Compensation Policy, and the Performance Evaluation Policy.

- a. Currently, GA is looking into a new classification system.
- b. Effective July 1<sup>st</sup> - employees will be working under a new and revised Performance Management system – this is being rolled out by GA and the individual campus HRs this Spring. Staff Senate has received ahead of time a review of the new system and how it will function. Currently we feel it will be much more manageable and reflective of the employee’s true job duties. The rating scale has been narrowed down to only 3 categories.
- c. Continue to provide understanding and input on the revised Adverse Weather Policy
- d. On April 26<sup>th</sup>, the Senate, in collaboration Human Resources will be providing (2) forums to update the campus community on the changes in regards to these policies.
- e. In March the Senate met with each of the university Vice-Chancellors to discuss issues relevant to the



individual divisions. We continue to work on some of the concerns presented and are happy to report that some progress has already been resolved on others.

- f. Internally, the Senate has worked aggressively to re-vamp our current by-laws. In April, the Senate approved the revised by-laws. Of these, the most relevant changes pertained to our attendance/service policies, and our election process. In progress is our review and discussion of the extension of terms for our executive committee and standing committee chairs.
3. In our efforts to recognize our committed staff population, the Senate has submitted a 2nd “draft” of a proposed Staff Emeritus program. This program is very similar to the current Faculty Emeritus program with emphasis on the success of university staff employees who have displayed a commitment to ECU through service, performance, and community involvement. Our plan is to hopefully have a final draft submitted and approved prior to July 1<sup>st</sup>.
    - a. Additionally, we are working on a nomination process for a UNC Staff Assembly staff award – the Erskine Bowles Staff Service Award. The first steps in that process is that during our upcoming Staff Appreciation Week – each division will be asked to submit nominations for outstanding staff in their division. The Senators from that division will review the nomination materials and selected a recipient who will be recognized during SA week as “Captain’s

First Mate” award recipients. Each nominee will be also be a nominee for the Erskin Bowles Outstanding Staff Service award administered through the UNC Staff Assembly this summer.

4. In conjunction with our community involvement commitment to the campus - This year we have been able to award \$4000 in scholarships to staff and their dependents. This Spring the first Gail Jordan Memorial Scholarship has been awarded to staff employees furthering their education. These employees will be recognized at our May meeting. We also continue to award on annual basis – the Children of SPA Scholarship – allocated to university staff’s children. We held our annual fundraiser for this scholarship back in March and raised over \$1300. Our goal for the future is to work with University Advancement to continue to grow these scholarships.
  - a. During the week of April 18-22 with the support of Chancellor Ballard, the financial team, Athletics, Student Rec Center, and Dowdy Stores – the staff will be honored for their service and dedication to ECU.
  - b. ECU Staff Senate will be involved in the annual Chancellor’s Cup Golf Tournament on May 25<sup>th</sup> which is the fundraiser for the Janet B. Royster Scholarship - ECU also had (5) employees that were awarded the UNC System Staff Assembly scholarship – Janet B. Royster

- c. Finally, our senators will be attending a leadership seminar being hosted by the senate in May to continue to build our leadership skills.

The Senate has had a busy year and still more to work on but I personally would like to thank the each of you on the BOT for your support. Thank you for giving the staff an opportunity to be a part of the Chancellor's Search Committee and have a voice. We look forward to more collaborative work with this body.

Thank you,

## University Affairs Committee - Board of Trustees

Board Members Attending: Shanahan, Joyner, Matulewicz, Scott, Clark and Fanning  
University Affairs has multiple motions for full Board consideration

### Academic Affairs

**Conferral of Degrees** – 3,748 students have applied for graduation to date - **MOTION**

**KPI - Student Survey Data** – **Dr. Ying Zhou** shared the survey results from the National Survey of Student Engagement (NSSE). ECU participates every three years and has data for 2009, 2012 and 2015. One measurable is HIP (High Impact Practices). A goal is to have each student, during the first year, to have one HIP experience and then there is a desire to have two per year each year after. About 2/3 of seniors responding have participated in more than one high impact practice. High Impact Practices metrics showed progress in 2015 compared to 2009 in most every category. The results also showed the overall satisfaction with ECU at 91% rated as good or excellent and 88% say if they were to start college over they will still pick ECU. Dr. Zhou also shared results from the Graduate Student Exit Survey, graduating seniors survey and licensures pass rates.

### Research, Economic Development and Engagement – Dr. Van Scott

**Policy of Centers and Institutes** - Completed the review process and asked for board approval **MOTION**

### Student Affairs

**Male Student Success** – This report followed up on information shared with the Board in Fall 2015 about the gap widening between males and females at ECU and nationwide. An Action Working Group was created to evaluate the current situation at ECU and provide recommendations. Beverly King with IPAR shared some of the data about ECU males and females relating to retention and six-year graduation rates. The 2014 gender gap in retention at ECU is 7.5%. She also compared ECU's gender gap for retention with UNC Charlotte and UNC Greensboro. ECU's retention gender gap is slightly larger than the other two schools. For six-year graduation rates, the ECU gender gap is 10% for the 2009 cohort. While the gender gap is larger compared to UNCC and UNCG, but both male and female numbers at ECU are higher. Jeremy Tuchmayer with Student Affairs then transitioned to discuss the programs and initiatives that ECU has started in recent years that support male student success including better data collection, STARFISH early alert system, and learning communities. Jeremy then shared the four key recommendations for moving forward at ECU addressing the male student success challenges:

- Implement a comprehensive institutional approach in data collection and use.
- Develop new and enhance existing learning communities that ensure high impact practice and improve student engagement, persistence, and completion outcomes.
- Empower faculty and staff with resources to support, facilitate and evaluate male student success.
- Develop and target outreach and educational messaging to male students that conveys keys to student success, campus resources, personal responsibilities and self-efficacy.

### That Big Idea – CGIU Student Presentation

- We heard from four ECU students who are truly exemplifying ECU's definition of leadership by empowering and influencing positive change. The ECU program is called That Big Idea Challenge, where students created social change projects that can positively impact the community. These ideas were formalized and submitted to the Clinton Global Initiative.
- **Mona Amin** (a-mean) shared some of the history of That Big Idea and a little bit about the Clinton Global Initiative, including the five tenets: education, environment and climate change, poverty alleviation, peace and human rights and public health.
- **Zach Evans** shared ECU's approach for generating new ideas and how the students took the plan and ran with it. ECU had 12 applications and two were accepted by CGIU, which is great considering just over 300 projects were accepted worldwide.
- The ECU students that had projects accepted just returned from University of California Berkeley this past weekend where they attended the global conference. The two students, Bina (Bee-na) Amin and Roderick Hall, shared a little bit about their individual projects.
- **Bina's** project was called "ReGift" and was a partnership with a UNC Chapel Hill student. ReGift focused on creating a non-profit organization where people with extra money remaining on gift cards can donate that amount to combat poverty and hunger. Bina shared that 1 in 4 kids in North Carolina struggle

with knowing when their next meal will come or if it will come. Yet from 2005-2011, more than \$49 billion in gift cards went unused.

- **Roderick Hall's** project, "Free Man Beyond Me" is the creation of a non-profit foundation that focuses on college and career preparation in rural parts of southeastern NC and addresses the social challenges of poverty and education.
- Of the 10 projects that weren't accepted by CGIU, four of them are still continuing forward. At ECU, That Big Idea has plans to enhance the program and increase the number of "Big Ideas" from our students. Deborah Davis suggested finding a way to merge these efforts with the BB&T Leadership Program here at ECU.

## Policy

**Policy Development at ECU** - The Board discussed its role related to policies, rules or regulations. It has certain oversight responsibilities and has the right to inquire with further details or to get answers to questions. This was discussed, as there has been some confusion on the release of recent PRR's. From the discussion, there was an identified need for education of the board members to make sure everyone understands the differences in PRR's and the purview for inquiry and review.

- ACTION - A recommendation was made that the board will want to include this in the next Board of Trustees Retreat
- ACTION - The Board also asked that they be included in the communications when new PRR's are announced with links to the policies.

# East Carolina University Centers and Institutes Policy

PRR Classification: Policy

PRR General Subject Matter: Research and Graduate Studies

**Authority:** Board of Trustees

**History:** Approved 2/24/2006 revised 1/11/2016

**Related Policies:** UNC Policy Manual 400.5[R]: <http://www.ecu.edu/cs-acad/fsonline/customcf/fsminute/fsm1109gactr.pdf>.

**Additional References:** ECU Centers and Institutes: <http://www.ecu.edu/cs-acad/rgs/upload/ECU-centers-and-institutes-updated-08-13-2014.pdf>.

**Contacts:** Vice Chancellor of Research, Economic Development, and Engagement, 252-328-9471; Chair of the Centers and Institutes Committee

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## 1. Introduction, Purpose, and Definitions

East Carolina University (ECU) encourages multidisciplinary and multi-institutional partnerships that maximize the ability to address complex problems of importance to North Carolina, the nation, and the world. Such partnerships may take the form of centers and institutes. Centers and institutes are particularly effective structures when efforts require cross-disciplinary or cross-unit coordination. Centers and institutes, when formed, should result in strengthened and enriched programs around the core missions of research, service, and instruction; enhanced opportunities for faculty, staff and students; heightened economic impact and societal well-being in Eastern NC and the State; increased efficiency; and reduced duplication of effort. Centers and institutes are expected to consolidate and coordinate activities across multiple entities or disciplines, or catalyze implementation of new multi-disciplinary initiatives, and therefore will encompass more than one department, office, or institution.

UNC Policy Manual 400.5[R] provides guidelines for establishing and managing institutional centers and institutes; defines University System Multi-Campus Centers or Institutes and the oversight role of UNC General Administration (UNC-GA); and outlines expectations for management oversight and reporting on centers and institutes. In accordance with these guidelines, the Chancellor approved the following Policy governing planning, establishing, reviewing and operating for Centers and Institutes with ECU as their administrative home.

1.1. Purpose

- 1.1.1. Providing guidelines for planning, establishment, management, and discontinuation of institutional centers and institutes;
- 1.1.2. Providing guidelines for management and oversight of centers and institutes at East Carolina University (ECU); and
- 1.1.3. Setting forth requirements for management oversight and reporting on centers and institutes.

1.2. Definitions

- 1.2.1. “Center or Institute.” For purposes of classification, there is no technical distinction between the terms *center* and *institute*. In practice, an institute frequently refers to an entity having a broader scope of activity than a center. For example, an institute may create centers as separate units within its administrative structure. Centers and institutes may require new infrastructures to facilitate administration, fiscal management, and on-going activities. Centers and institutes may involve only units within the institution, or may include the participation of other institutions, agencies, or organizations, such as other colleges and universities, schools, hospitals, industry, foundations, or governmental bodies. Centers and institutes do not have jurisdiction over academic curricula, although they may offer courses in cooperation with academic units.
- 1.2.2. “General Fund sources” means financial resources originating from the State’s General Fund, including state appropriations and tuition receipts.
- 1.2.3. “Non-General Fund sources” means financial resources originating from sources other than the State’s General Fund, including fee receipts, endowment income, institutional trust funds, and outside grants.
- 1.2.4. “In-Kind sources” means support that one or more constituent institutions provides to a center or institute in the form of space, services, graduate assistantships, faculty course buyout, or use of equipment or other materials, and for which it does not receive cash payment.
- 1.2.5. “Political activity” means, as described in Section 300.5.1 of the UNC Policy Manual, actions directed toward the success or failure of a candidate for public office, political party, or partisan political group including, but not limited to, campaigning, political management, and soliciting financial contributions for political purposes.

2. Policy Provisions for Centers and Institutes

- 2.1. The following provisions apply to centers and institutes with ECU as their administrative home.

- 2.1.1. Authority

- 2.1.1.1. Board of Trustees. The Board of Trustees approves campus level policies on centers and institutes and authorizes establishment and discontinuation of institutional centers and

institutes consistent with regulations and the directions of the president or the Board of Governors. The Board of Trustees may delegate to the Chancellor the authority to approve the discontinuation of centers and institutes.

- 2.1.1.2. Chancellor. The Chancellor is ultimately responsible for the oversight and management of all centers and institutes at ECU. The Chancellor is responsible for carrying out the requirements of the applicable policies of the Board of Governors and Board of Trustees with respect to centers and institutes, and for ensuring that all requirements of this Policy are implemented and followed. The Chancellor delegates authority for division-level administration of centers and institutes to the Academic Council (Provost, Vice Chancellor for Health Sciences, and Vice Chancellor for Research, Economic Development, and Engagement).
- 2.1.1.3. Centers and Institutes Committee. The Centers and Institutes Committee oversees all centers and institutes at ECU and ensures operations are in compliance with the established policies and procedures. The Committee reports to Academic Council. It is charged with carrying out the following duties:
  - 2.1.1.3.1. Establish the composition and membership of the Committee;
  - 2.1.1.3.2. Ensure alignment between the University's Centers and Institutes Policies and Procedures and the UNC Policy Manual, and advise the Academic Council on changes to the institution's policies and procedures to rectify discrepancies;
  - 2.1.1.3.3. Authorize permission to plan for new centers and institutes;
  - 2.1.1.3.4. Authorize or recommend, as appropriate, establishment of new centers and institutes;
  - 2.1.1.3.5. Establish the processes for periodic review of centers and institutes and their directors for performance relative to their stated objectives, goals, and mission;
  - 2.1.1.3.6. Oversee conduct of periodic reviews of the established centers and institutes and their directors;
  - 2.1.1.3.7. Recommend discontinuation of centers and institutes when warranted; and
  - 2.1.1.3.8. Liaise with UNCGA on issues related to centers and institutes.
- 2.1.1.4. Directors. Each center or institute must have a director, with a direct report to a senior academic officer appointed by the Chancellor. Directors are responsible for the day-to-day programmatic, fiscal, and personnel decisions associated with the center and institute mission and core personnel.
- 2.1.1.5. Boards and advisory committees. Each center and institute with ECU as its administrative home will maintain a board or advisory committee of at least four members that represent the primary constituents. The boards or advisory committees will report to the directors, providing advice and guidance, and helping coordinate. The board and advisory committees do not have authority to make hiring offers or to discontinue directors or other staff or to access, use, or otherwise control funds associated with the center or institute.



- 2.1.1.6. Bylaws, memoranda of understanding, and other governing documents. Commitments, responsibilities, and interactions of the constituent departments, colleges, schools, divisions, and institutions involved in activities of centers and institutes with their administrative home at ECU must be defined by bylaws, memoranda of understanding (MOUs), or other governing documents such as the original proposal that is signed by all parties. All documents defining the commitments, responsibilities, and working relationships of the above-referenced entities must be approved by the Chancellor or the Chancellor's Designee. Centers and institutes that involve multiple campuses, but without such documents, are considered under the full authority of the administrative campus.

### 3. Obtaining Authorization to Plan Centers and Institutes

- 3.1. Units seeking permission to plan a center or institute will develop and submit a written proposal which includes the following required information:
  - 3.1.1. Name of the proposed center or institute;
  - 3.1.2. Relevance of the proposed center or institute to the mission of ECU and UNC;
  - 3.1.3. Specific objectives and goals of the proposed center or institute and why the objectives and goals cannot be achieved within existing institutional or UNC structures, including individual schools, departments, and/or programs;
  - 3.1.4. Discussion of differentiation from similar centers, institutes or units (if any) within ECU, UNC and the State, and proposed relationship with them;
  - 3.1.5. Center/institute's relevance to ECU's mission, including a statement on the impact upon academic, research, and outreach programs of existing academic departments, schools, institutes and centers;
  - 3.1.6. Names and credentials of participants in the proposed institute/center and criteria for inclusion of future participants/members;
  - 3.1.7. Description of the expected benefit/value added to the campus or community anticipated within five years due to the existence of the center or institute;
  - 3.1.8. Budget estimates for the first year of operation, and projections for the following four years, including the amount to be derived from General Funds, non-General Funds and in kind support, and the source of the required funds (i.e., department, institution, sponsor, etc.);
  - 3.1.9. Statement of capital needs such as equipment and library resources and documentation of how these needs will be met, such as MOU's, award notices, and letters of commitment from the sources of the resources;
  - 3.1.10. Description of immediate space needs, projections of future space needs, and documentation of commitments from the parties committing the space for center and institute activities;
  - 3.1.11. Plan for becoming self-sustaining and independent of General Funds and ongoing in-kind support including course buyouts and release time for center and institute directors, faculty, and staff; and graduate assistantships used to support operations. Any requirement for ongoing support from General Funds and in-kind support must be justified by the benefits derived from the activities of the center or institute;
  - 3.1.12. When relevant, statements on the inter-institutional nature of the

- proposed center or institute, whether it be mission, leadership, activities, funding or other aspects;
- 3.1.13. Milestones, timelines, and responsible parties associated with center and institute planning periods.
- 3.1.14. Any additional supporting information; and
- 3.1.15. Signatures of administrators of all participating units.

### 3.2. Submission of Proposal to Plan

- 3.2.1. Proposals to plan centers and institutes must be submitted to the Vice Chancellor for Research, Economic Development, and Engagement for referral to the Educational Policies and Planning Committee and the Centers and Institutes Committee. The Centers and Institutes Committee reviews the proposals, considers input from the Educational Policies and Planning Committee, and recommends approval or disapproval of the proposal to plan to the Academic Council and the Chancellor. If the Chancellor authorizes the planning of a center or institute then the approval to plan shall be submitted to the Board of Trustees and the UNC Office of Research within 30 days of the Chancellor's approval or by the next meeting of the Board of Trustees, whichever is later.

### 3.3. Obtaining Authorization to Establish Centers and Institutes

- 3.3.1. After receiving permission to plan a center or institute, units seeking permission to establish a center or institute will develop and submit the following required information:
  - 3.3.1.1. Name of the proposed center or institute;
  - 3.3.1.2. Identification of the proposed center or institute as either primarily research, service or instructional
  - 3.3.1.3. Statement on the anticipated effects of the proposed unit on the instructional, research and/or public service programs of the administrative campus; and, when inter-institutional arrangements are involved, a statement on the impact upon academic, research, and outreach programs of existing academic departments, schools, institutes and centers of all participating campuses;
  - 3.3.1.4. Organizational structure, including name of the proposed director, description of the membership, proposed organizational structure, and a description of proposed advisory or policy boards;
  - 3.3.1.5. Statement on immediate financial needs, including the amount of General Fund, non-General Fund, and in kind support that will be required;
  - 3.3.1.6. Statement on immediate operating needs, such as equipment, library resources, and space needs, and five-year projections of future space needs;
  - 3.3.1.7. An accountability plan that complies with the policy of the home campus, noting specific dates for the initial director and center or institute reviews;
  - 3.3.1.8. A schedule of milestones, timeliness, and responsible parties associated with establishment; and
  - 3.3.1.9. When relevant, evidence that inter-institutional arrangements regarding leadership, governance, activities, or funding of other aspects have been reached by the cooperating chancellors or

designees.

3.4. Submission of Proposal to Establish

3.4.1. Proposals to establish centers and institutes must be submitted to the Vice Chancellor for Research, Economic Development, and Engagement for referral to the Educational Policies and Planning Committee and the Centers and Institutes Committee. The Centers and Institutes Committee reviews the proposals, considers input from the Educational Policies and Planning Committee, and recommends approval or disapproval of the establishment of the center or institute to the Academic Council and the Chancellor. A proposed center or institute satisfying all the above-referenced criteria may be established after approval of the Chancellor and Board of Trustees and notification to the Office of Research at UNC General Administration.

3.5. Reporting and Reviews

3.5.1. All centers and institutes must submit an annual report of activities to the Centers and Institutes Committee via the Vice Chancellor for Research, Economic Development, and Engagement for archiving and transmission to the Academic Council and the Chancellor. Annual reports must include:

- 3.5.1.1. Performance against the stated objectives;
- 3.5.1.2. Annual expenditures from General Funds, non-General Funds and in kind support;
- 3.5.1.3. Source of the expended funds (i.e., department, institution, and/or sponsor); and
- 3.5.1.4. Progress on the plan to become self-sustaining and independent of General Funds and ongoing in-kind support including course buyouts and release time for center and institute directors, faculty, and staff; and graduate assistantships used to support operations. For centers and institutes that require ongoing support from General Funds and in-kind support the benefits derived from the activities of the center or institute relative to the funds expended must be clearly stated.

3.6. The Centers and Institutes Committee will report deficiencies in performance to the directors and ensure corrective actions are implemented annually.

3.7. Each center and institute must undergo a comprehensive review every 5 years to evaluate ongoing alignment with departmental, college and/or institutional missions and resources, success in accomplishing stated objectives, and sound fiscal status and practices, to include a self-study that is critically evaluated by reviewers not affiliated with the center or institute. Reviews of centers and institutes that receive more than \$100,000 in General Funds plus in-kind support annually, or that are authorized to receive distributions of indirect costs through the Division of Research, Economic Development, and Engagement, must include reviewers from outside the institution and onsite visits. The Centers and Institutes Committee will schedule, orchestrate, and document results of the reviews. Review criteria will include, but not limited to, the following:

3.7.1. Performance against specific objectives and goals as reported in annual reports;

- 3.7.2. Quality and quantity of scholarly activity (as appropriate per mission), teaching and other instructional activity (as appropriate per mission), and service (as appropriate per mission);
  - 3.7.3. Budget required to continue operation, including the amount and proportion of funds received from General Fund and non-General Fund sources as well as in kind support;
  - 3.7.4. Fiscal oversight;
  - 3.7.5. Analysis and assurance that the entity does not duplicate other institutional, UNC, or State entities;
  - 3.7.6. Analysis and consideration as to whether the entity's work can be effectively accomplished by a single department or program;
  - 3.7.7. Facilities, personnel, and operational needs;
  - 3.7.8. Stakeholder feedback (stakeholder defined as appropriate per the unit's mission)
  - 3.7.9. Director performance, to include at a minimum:
    - 3.7.9.1. Performance against individual objectives and goals;
    - 3.7.9.2. Feedback on leadership and communication from center/institute staff, partners and/or clients; and
    - 3.7.9.3. Management of fiscal and human resources.
  - 3.7.10. Standard practices and procedures for involving other UNC constituent institutions in review processes, when relevant; and
  - 3.7.11. Clear plans for occasions when centers, institutes or directors do not meet minimum review expectations, including process, milestones, and responsible parties.
- 3.8. Results of the reviews will be reported to Academic Council and forwarded to the Chancellor.
- 3.9. Discontinuing
- 3.9.1. A center or institute may be discontinued for a variety of reasons, including but not limited to request by its director, its administrative unit, Academic Council, or Chancellor; lack of fiscal resources for sustainability; incompatibility with departmental, college, or institutional missions or objectives; failure to meet performance expectations; unsatisfactory performance as documented in the annual review process and confirmed in the 5 year comprehensive review; and completion of the mission. The Centers and Institutes Committee will make recommendations for discontinuation to the Academic Council for approval by the Chancellor. The Office of Research at UNC General Administration must be notified prior to discontinuation. A center or institute shall be considered discontinued if the discontinuation is approved by the Board of Trustees.
  - 3.9.2. For those centers and institutes that require significant and sustained cooperation among more than one UNC campus, agreement must be reached and documented by the partner Chancellors or designee before the recommendation to discontinue goes before the Board of Trustees of the administrative campus. If such an agreement cannot be reached by partner Chancellors or designees, then UNC General Administration, through the Office of Research, will convene partners and determine an acceptable solution.
  - 3.9.3. The "phase-out" period for centers and institutes that are to be discontinued shall be sufficient to permit an orderly termination or transfer of contractual obligations and to allow an effort to find

alternative employment for full-time staff. Normally, the “phase-out” period shall be no more than one year after the end of the academic year in which final approval is given to discontinue the center or institute.

#### 4. Other Entities

4.1 Other coordinating entities, such as networks, partnerships, consortia, collaboratives, or centers that form within existing centers or single departments, are exempt from this Policy. For example, faculty within a department may decide to form a collaborative in order to more intentionally connect their research projects and professional networks. While such a group may prove a valuable resource to external partners or other disciplinary contacts, it would likely require little to no structure, funds, or management to function. A final determination will be left to the discretion of the Centers and Institutes Committee as to whether such entities will be governed under institution level processes.

#### 4.2 University System Multi-Campus Centers and Institutes

4.2.1 Some centers and institutes are established either to represent North Carolina in a federally funded and formula-based program, many of which require state matching funds, or through legislative action with requirements of multiple campus engagement. These entities, known as University System Multi-Campus Centers and Institutes, will maintain varying levels of involvement from UNC General Administration throughout their life cycle.

4.2.2 Centers and institutes that are established via a federally funded and formula-based program and designate ECU as the administrative campus require a reporting line to UNC General Administration through the UNC Office of Research and Sponsored Programs to ensure appropriate system level involvement in the center mission and the federal review processes for these centers, institutes, and their directors. These entities shall reach agreements with their administrative campuses to have any regularly occurring and extensive federal review meet the requirement for periodic external review. A center or institute participating in a federally-funded and formula-based matching program may be discontinued if the sponsoring unit of the federal government terminates funding for the program. When it becomes necessary to discontinue one of these centers or institutes, the Centers and Institutes Committee, in consultation with the other participating constituent institutions, will prepare and forward a written request to the UNC President, with copy to the Vice President for Research. The President will then make such recommendations as are necessary to the Board of Governors for approval of the discontinuation. The “phase out” period considerations noted above will apply to these centers and institutes.

4.2.3 Centers and institutes that function as part of one or more constituent institutions of the UNC system are subject to the administrative management, oversight, and control of the chancellor of the administrative campus (or the chancellor’s designee(s)) as to all activities undertaken by the center or institute, including with respect to the use of funds, services, supplies, equipment, information technology resources, vehicles or other University property.

#### 5. Political Activity and Legislative Activity

- 5.1. University employees assigned to centers and institutes are subject to UNC Policy Manual Section 300.5.1, concerning Political Activities of Employees, which includes prohibitions against engaging in political activity while on duty and using the authority of one's position or University or center or institute funds, services, supplies, equipment, information technology resources, vehicles or other resources for such activities, as described in the policy.
- 5.2. The Internal Revenue Code (IRC) limits the extent to which charitable organizations that are tax-exempt pursuant to Section 501(c)(3) of the IRC may engage in activities directed towards influencing legislation (lobbying), subject to applicable exceptions. The University is a tax-exempt body, and each center or institute remains subject to the direction of its administrative campus when engaging in legislative (lobbying) activities, which shall be conducted in compliance with all State and federal laws, including regulations adopted by the U.S. Department of Treasury and the Internal Revenue Service. Each center or institute shall adhere to the IRC Section 501(c)(3) limits on lobbying activities to the same extent that such limits would apply if it were an independent charitable organization described in IRC Section 501(c)(3).
- 5.3. The Chancellor (or Chancellor's designee) is responsible for overseeing and exercising control over the activities of each center or institute, and for ensuring that the director and professional staff of each center or institute receive comprehensive annual training concerning Internal Revenue Code restrictions on political and legislative activities by section 501(c)(3) organizations.

**Health Sciences Committee**  
**April 7, 2016**

Attachment F

Minutes from the February 18, 2016 meeting were approved.

Ms. Lisa Hudson presented an overview of the changes to the new leave policy for 12-month faculty. This proposed policy will provide consistency both with how UNC-CH provides leave to its 12-month faculty and consistency between the Division of Health Sciences and Academic Affairs. Motion to Approve Leave Policy for 12-Month Faculty passed unanimously

Dr. Elizabeth Baxley and the Tripp Umbach consultants presented the medical school expansion feasibility project report. Key findings in the report included finding opportunities to expand GME in communities where medical school expansion occurs and to leverage the Brody-Vidant relationship to expand clinical training capacity in Greenville and the surrounding region. The proposed expansion model includes increasing class size incrementally over a period of 4-5 years from 80 students to 120 students. It also structures clerkships for all students to have training experiences in community-based settings. The benefits of it would prepare students to deliver care in rural community-based settings to fulfill the vision and build the capacity for expansion.

Dr. Paul Cunningham and Dr. Michael Waldrum presented the progression toward the unified vision for Vidant Health and the Brody School of Medicine. They are continuing to build on the relationship that has served the region well and continuing to improve access and affordability in health care to serve eastern NC residents. Regular updates will be presented as they move forward.

Dr. Nicholas Benson reviewed the performance indicators from calendar year 2016. The operations indicators are reflecting that ECU Physicians is close to target and the plan is that they hit their goal by the end of the calendar year. ECU Physicians is hitting their targets in efficiency, productivity and quality efforts.

Dr. Phyllis Horns informed the committee that the request for authorization to plan the DrPH was approved at the recent meeting of the UNC Graduate Council. The College of Allied Health Sciences Dean Search is progressing and selected candidates will be coming back for a 2<sup>nd</sup> visit in May. The BSOM Dean Search Committee has been appointed and held the first meeting. It is a diverse committee of 13 people representing key areas of the Dean's responsibility. The committee is chaired by Dr. Sylvia Brown and the vice chair is Dr. Timothy Fitzgerald. There is a ribbon cutting scheduled for the Brunswick County Community Service Learning Center for the School of Dental Medicine on April 29<sup>th</sup>. This is the 8<sup>th</sup> and final Community Service Learning Center scheduled to open.

**Motion: I move the approval of the Leave policy for 12 month faculty as found in the board materials.**

**Action Items from closed session:**

The Health Sciences Committee reviewed recommendations for promotion and permanent tenure for faculty members listed for the 2015-2016 academic year for the Health Sciences Division. A motion was made for approval. Motion passed unanimously. The Health Sciences Committee reviewed one initial appointment with permanent tenure in the BSOM for Dr. Blasé Anthony Carabello, Professor and Chief of Cardiology in the Department of Cardiovascular Sciences and Medical Director of Cardiology at Vidant Medical Center effective March 31, 2016. A motion was made to (1) To approve the conferral of permanent tenure for Dr. Blase Anthony Carabello, MD, contingent upon (a) ECU Physicians Credentialing Committee approval of his credentialing application, pursuant to the ECU Physicians Credentialing Plan; and (b) receipt of medical staff privileges at Vidant Medical Center. The conferral of tenure of tenure will be effective upon Dr. Carabello's successful completion of these contingencies. Motion passed unanimously.

**BOT Attendees:**

Vern Davenport (Committee Chair)  
Deborah Davis (Committee Vice Chair)  
Edwin Clark (Committee Member)  
Mark Copeland (Committee Member)  
Max Joyner (Committee Member)  
Danny Scott (Committee Member)  
Mark Matulewicz  
Bob Plybon  
Terry Yeargan

## Leave Policy for Twelve-Month Faculty

**Authority:** Board of Trustees

**History:** [Insert dates the PRR was first enacted and last revised.]

**Related Policies:** [ECU Faculty Serious Illness and Parental Leave Policy](#); [North Carolina Office of State Human Resources Family and Medical Leave Policy](#); [Voluntary Shared Leave Policy](#); [Civil Leave Policy](#); [Community Service Leave Policy](#); [Military Leave Policy](#); and [Part XI-Section II of the ECU Faculty Manual](#).

**Additional References:** [Federal Family and Medical Leave Act \(FMLA\)](#)

**Contact Information:** Assistant Vice Chancellor for Personnel & Resource Administration, Division of Academic Affairs (328-2587); Associate Vice Chancellor for Health Sciences Human Resources (744-1910); Director of Benefits, Department of Human Resources (328-9825).

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### 1. Introduction

This Policy summarizes leave guidelines for twelve-month faculty members. This Policy replaces and supersedes any and all unit and/or division-level leave policies and practices applicable to twelve-month faculty. In addition, no future unit or division-level policies for twelve-month faculty leave may be instituted, and no unit or division-level practices for twelve-month faculty leave may be used which contradict the provisions of this Policy.

Please note that this Policy is neither intended nor authorized to supersede other State Leave Policies (e.g. Civil Leave, Community Service Leave, Military Leave, Vacation Bonus Leave, Special Leave).

### 2. Definitions

2.1. 1.0 FTE – Full-time Equivalent indicates the percentage of time the faculty member is employed.

1.0 FTE is full-time; .50 FTE is half-time, etc.

2.2. Vacation Leave may be used for:

- vacation,
- other periods of absence for personal reasons,
- absences due to adverse weather conditions,
- personal illness (in lieu of sick leave),
- illness in the immediate family, and
- donations in accordance with the Voluntary Shared Leave Policy.

2.3. Sick leave may be used for:

- illness or injury,
- medical appointments,
- temporary disability due to childbirth (including care for mother during temporary disability that resulted from childbirth),



- to care for member of immediate family,
- death in immediate family,
- donations in accordance with the Voluntary Shared Leave Policy, and
- adoption of a child, limited to a maximum of 30 working days for each parent.

### 3. Scope

- 3.1. The Leave Policy for Twelve-Month Faculty at ECU (Policy) applies to all twelve-month faculty who are employed as permanent employees (eligible for benefits) who are 1.0 FTE. Part-time, permanent twelve-month faculty who are employed at a .50 FTE or more will be eligible for appropriate pro-rated vacation and sick leave.
- 3.2. This policy does not apply to faculty on nine-month contracts. Nine-month faculty do not earn vacation leave or sick leave, but are eligible for paid serious illness and parental leave. For more information, see the Faculty Serious Illness and Parental Leave Policy.
- 3.3. Vacation and sick leave will be earned on a monthly basis. Specifically, for each month the employee works, or is on approved leave with pay status, at least half the working days of the month, leave will accrue at the rate of 2 days of vacation leave and 1 day of sick leave per month.

### 4. Vacation Leave

- 4.1. Scheduling planned absences through use of vacation leave will be subject to the approval of the Unit Administrator (Department Chair, Dean or Director) who is authorized to approve leave requests.
- 4.2. The maximum number of vacation leave days that may be accrued and carried forward from one calendar year to the next shall be 30 days.<sup>1</sup> However, unused vacation leave in excess of 30 days shall be converted to sick leave on December 31<sup>st</sup> of each year. For part-time faculty members (.50 FTE or more but less than 1.0 FTE), the thirty-day limit is pro-rated based on the faculty member's part time FTE.
- 4.3. There is no pay out of vacation leave, vacation bonus leave or special leave (unless required by applicable legislation) for twelve-month faculty members when separating from a twelve-month faculty position at East Carolina University. When a faculty member provides adequate notice of separation in accordance with Part IX, Section I of the ECU *Faculty Manual* (i.e., 90 days advance notice, in writing, for fixed-term and probationary-term faculty members, and 120 days advance notice, in writing, for permanently tenured faculty members), good-faith effort will be made for any remaining vacation leave, vacation bonus leave or special leave to be used before separation from employment. Twelve-month faculty members may negotiate the use of any remaining vacation leave, vacation bonus leave or special leave with the Unit Administrator (Department Chair, Dean or Director) prior to separating from the University or unit up to a maximum of 30 days plus any current vacation bonus leave. The Unit Administrator may set the final separation date, taking into account the use of such leave prior to departure; however, this is at the Unit Administrator's discretion based on the budgetary and operational limitations of the department. Any plan by the Unit Administrator denying the use of any earned vacation leave, bonus leave, or special leave before separation must be approved by the appropriate Vice Chancellor. Prior to separation, remaining leave may be donated in accordance with the Voluntary Shared Leave Policy as desired by the faculty member.

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<sup>1</sup> State Leave Policies are based on calendar year.

- 4.4. While on an approved unpaid Leave of Absence (LOA), vacation leave balance is retained, however vacation leave does not accrue while on unpaid LOA.
- 4.5. This Policy officially designates all twelve-month faculty as leave earning which means faculty covered under this Policy will be eligible for any future awards of vacation bonus leave and/or special leave.

## **5. Sick Leave**

- 5.1. Unused sick leave may be accumulated and carried forward from year to year on an unlimited basis.
- 5.2. While on an approved unpaid Leave of Absence (LOA), sick leave balance is retained, however sick leave does not accrue while on unpaid LOA.
- 5.3. Members of the Teachers and State Employees Retirement System (TSERS) are eligible to have sick leave credit converted to creditable service upon retirement.
- 5.4. For Optional Retirement Plan (ORP) participants, any unused sick leave balance at separation or retirement is forfeited.
- 5.5. There is no pay out of sick leave for twelve-month faculty members when separating from a twelve-month faculty position at East Carolina University. Sick leave may be restored to an employee's leave record when the employee is reinstated to State service within five years of any type of separation if the agency or institution for which the employee is working upon reinstatement allows for such restoration of leave, except for retirement as noted above in Sections 5.3. and 5.4. Prior to separation, remaining leave may be donated in accordance with the Voluntary Shared Leave Policy as desired by the faculty member.

## **6. Faculty Serious Illness and Parental Leave**

Twelve-month faculty must have one year of service and meet all other eligibility requirements defined in the Faculty Serious Illness and Parental Leave Policy ("FSIL"), except for any provision denying eligibility based on sick leave accrual status, in order to qualify for 60 calendar days of paid leave under FSIL. This provision shall supersede FSIL to the extent it provides twelve-month faculty more than 60 calendar days of paid leave within any twelve (12) consecutive calendar month period. For additional paid leave after the first 60 calendar days, twelve-month faculty may exhaust sick leave, vacation leave, bonus leave or apply for voluntary shared leave. (Please see Section 12.2.1 regarding Transitions.)

## **7. Holiday Leave**

Twelve-month faculty members generally observe the same holidays as other University employees except that, when classes are scheduled during a normal university holiday, faculty members are expected to work when assigned teaching duties.

Please refer to the University Holiday Schedule for the most current holiday schedule. Please note that certain clinical departments of the Brody School of Medicine have a modified holiday schedule for their employees. Clinical departments will communicate any such modified holiday schedule directly to their twelve-month faculty members.

## **8. Phased Retirement**

- 8.1. Faculty entering the Phased Retirement Program are not eligible for a payout or transfer of vacation leave, vacation bonus leave or sick leave. Upon entering the Phased Retirement contract, faculty members will earn pro-rated leave based on the .50 FTE appointment.
- 8.2. Twelve-month faculty members may negotiate the use of any remaining vacation leave, vacation bonus leave or special leave with the Unit Administrator (Department Chair, Dean or Director) prior to entry into the Phased Retirement Program at the Unit Administrator's discretion based on the budgetary and operational limitations of the department.
- 8.3. Any remaining vacation or bonus leave not used prior to separation is forfeited. Prior to separation, remaining leave may be donated in accordance with the Voluntary Shared Leave Policy as desired by the faculty member.

## **9. Payout of Leave in the Event of Death**

In the event of the death of an active twelve-month faculty member or a faculty member on a paid leave status with the University, vacation leave earned but not taken, up to a maximum of 240 hours, as well as any vacation bonus leave or special leave earned but not taken (if it is required to be paid out by applicable legislation), will be paid to the estate of the faculty member.

## **10. Advancement of Leave**

A twelve-month faculty member may request an advancement in sick and/or vacation leave not to exceed the amount the faculty member can accumulate during the current calendar year. Since leave can only be used once, faculty members are advised to use caution when requesting advanced leave.

## **11. Record Keeping**

All University Units are required to keep accurate and timely records of vacation leave, sick leave and/or vacation bonus leave or special leave. Leave records will be submitted to HR and will be subject to review by Internal Audit.

## **12. Effective Date**

12.1 The effective date of this Policy is July 1, 2016.

### **12.2 Transitions**

12.2.1 For those twelve-month faculty hired on or before June 30, 2016, there will be a two-year transition period. Specifically, from July 1, 2016 through June 30, 2018, the university shall provide to a twelve-month faculty member who is eligible to take paid leave based on a qualifying event under both FSIL and this Policy the difference, if any, between the paid sick leave the twelve-month faculty member has earned and is entitled to take under this Policy and the paid leave the twelve-month faculty member would have been entitled to take had the qualifying event occurred on June 30, 2016.

12.2.2 Those twelve-month faculty who were granted leave under a unit and/or division-level leave policy and/or practice prior to July 1, 2016 will be permitted to carry forward unused vacation leave, as of June 30, 2016, up to a maximum of twelve (12) days, beginning July 1,

2016 and ending December 31, 2016. Separate accounting for this leave must be maintained. Any remaining unused balance on December 31, 2016 will be forfeited.

# East Carolina University | Board of Trustees

## Finance & Facilities | ECHI | April 8, 2016

### Highlights

Finance and Facilities Committee met on April 7, 2016.

#### II. ACTION AND INFORMATION ITEMS

- A. The Committee reviewed a request to Purchase Four Residential Properties at 100, 102, 104 and 106 Fieldside Street. Scott Buck, Associate Vice Chancellor for Business Services, was available for questions. The Committee approved a motion to recommend that the full Board approve the purchase.
- B. The Committee reviewed a request to approve Two Related Property Matters.
  - 1) Approval to Ground Lease Property Bordered by Fourth Street, Reade Street, Third Street, and Cotanche Street to the ECU Foundation.
  - 2) Approval to Sever Two Buildings at 208 East Third Street and 319 Cotanche Street. Scott Buck, Associate Vice Chancellor for Business Services, was available for questions. The Committee approved a motion to recommend that the full Board approve the request.
- C. The Committee reviewed a request to approve the Proposed Building Elevations for Jones Galley Renovation. Kristen and Michael from HH Architecture gave a brief presentation and Bill Bagnell, Vice Chancellor for Campus Operations, was available for questions. The Committee approved a motion to recommend that the full board approve the elevations.
- D. The Committee reviewed a request to approve on the Construction Manager at Risk for Greene Residence Hall Renovation. Bill Bagnell, Vice Chancellor for Campus Operations, was available for questions. The Committee approved a motion to recommend that the full board approve the request.
- E. The Committee reviewed a request to approve the Management Flexibility Report. Melissa Bard, Associate Vice Chancellor for Human Resources was available for questions. The Committee approved a motion to recommend that the full board approve the report.

#### INFORMATION

- F. Melissa Bard, Associate Vice Chancellor for Human Resources, briefly discussed the Report on Related Persons
- G. Bill Koch, Associate Vice Chancellor for Environmental Health and Campus Safety, Chief Lewis, ECU Police, Lynn Roeder, Dean of Students and Virginia Hardy, Vice Chancellor for Student Affairs all shared statics/info on Campus Safety and Student Safety. Overall we have one of the lowest crime rates in the UNC System.
- H. Rick Niswander, Vice Chancellor for Administration and Finance, briefly discussed the Bond Rating Data.
- I. Bill Bagnell, Associate Vice Chancellor for Campus Operations, shared an update on the Capital Projects.
- J. Bill Bagnell, Associate Vice Chancellor for Campus Operations, shared the Designer Selection Recommendations since February

Meeting adjourned at 2:12pm.



MEMORANDUM

TO: Rick Niswander  
 FROM: Scott Buck *Scott*  
 DATE: March 11, 2016  
 SUBJECT: Request the ECU Board of Trustees Approval to Purchase Four Residential Properties at 100, 102, 104 and 106 Fieldside Street

Request ECU Board of Trustees approval to purchase four residential properties from the ECU Real Estate Foundation at a purchase price (inclusive of relocation and related expenses) of \$1,101,292 plus closing and carrying costs detailed below.

Address	Acres	Heated SF	Yr. Built	Purchase, Relocation and Related Costs
100 Fieldside Street	0.48 acres	2,079 SF House	1963	\$258,588
102 Fieldside Street	0.39 acres	2,500 SF House	1961	\$381,683
104 Fieldside Street	0.35 acres	1,906 SF House	1964	\$267,247
106 Fieldside Street	0.42 acres	1,705 SF House	1963	\$193,774

The four houses are contiguous to Dowdy Ficklen Stadium per attached map and plans are to sever structures when deemed appropriate.

Purchase shall be from auxiliary overhead receipt funds. Purchase is contingent on approvals from UNC Board of Governors, Joint Commission on Governmental Operations and Council of State.

Attachment (1)

cc: B. Bagnell  
 C. Dyba  
 W. Johnson  
 T. Walton



Google earth





MEMORANDUM

TO: Rick Niswander

FROM: Scott Buck *Scott*

DATE: March 21, 2016

SUBJECT: Request the ECU Board of Trustees Approvals on Two Related Property Matters:  
1) Approval to Ground Lease Property Bordered by Fourth Street, Reade Street, Third Street, and Cotanche Street  
2) Approval to Sever Two Buildings at 208 East Third Street and 319 Cotanche Street

Request ECU Board of Trustees approvals on two related property matters:

- 1) Request approval to grant a ninety-nine year ground lease to the ECU Foundation of university owned property bordered by Fourth Street, Reade Street, Third Street, and Cotanche Street (map attached).

The property is within ECU's Millennial Campus and the ground lease is contingent on UNC Board of Governors' approval in accordance with G.S. 116-98.34 granting UNC Board of Governors expanded leasing authority on Millennial Campuses.

- 2) Request approval to sever two buildings located on the above referenced site.

One building located at 208 East Third Street is a ± 3,427 SF masonry office building built in 1952 in good condition.

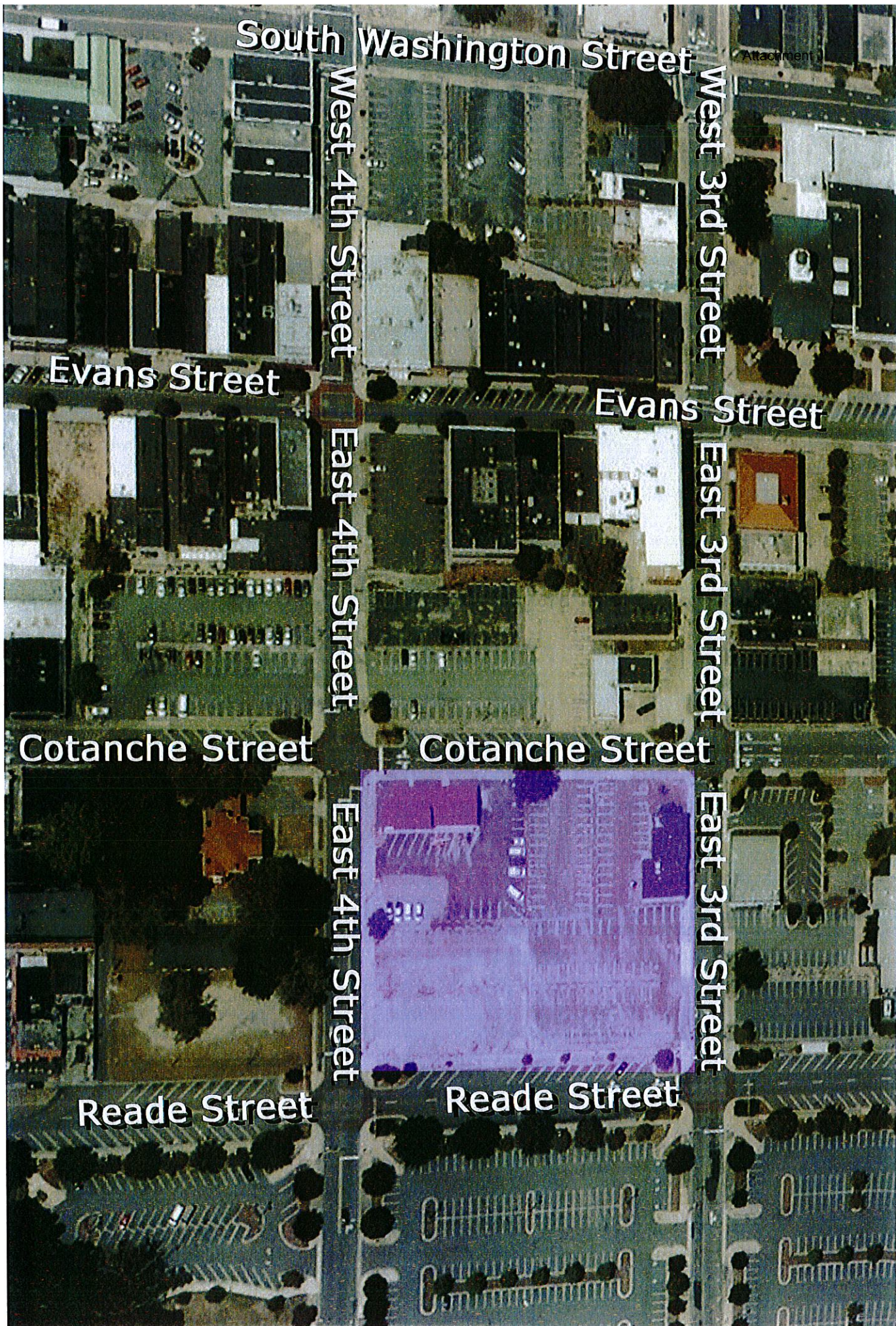
The second building located at 319 Cotanche Street is a ± 3,490 SF two-story stucco office building built in 1973 in good condition.

We request approval to sever both buildings when deemed appropriate. The request to sever is contingent on Council of State approval.

Attachment (1) Map

cc: B. Bagnell  
W. Johnson  
T. Walton





South Washington Street

West 3rd Street

West 4th Street

Evans Street

Evans Street

East 4th Street

East 3rd Street

Cotanche Street

Cotanche Street

East 4th Street

East 3rd Street

Reade Street

Reade Street

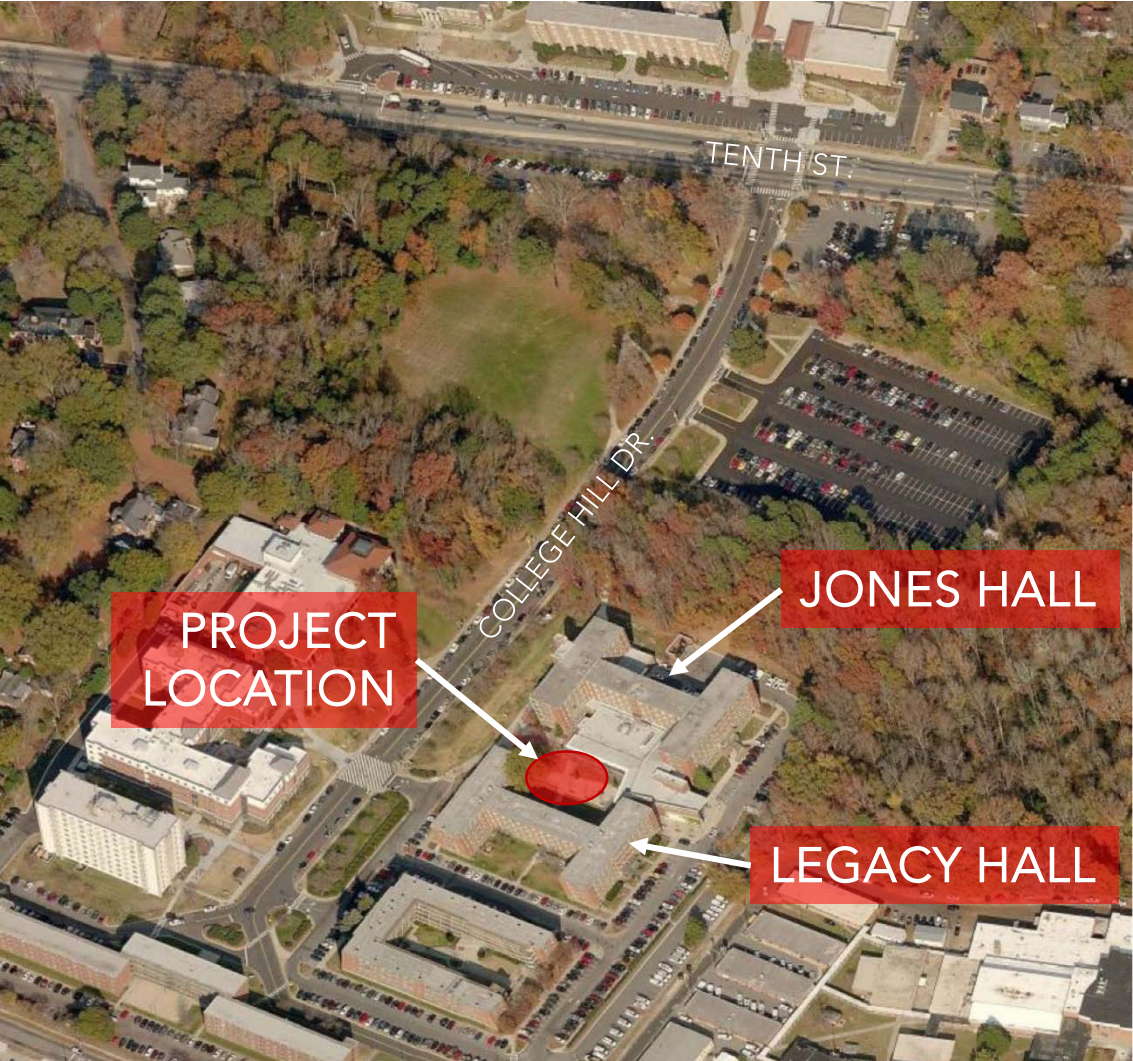
Attachment

**JONES GALLEY RENOVATION  
BOARD OF TRUSTEES REVIEW  
APRIL 7<sup>TH</sup>, 2016**



# PROJECT GOALS & LOCATION

- Maximize capacity in student lounge/dining area
- Increase outdoor seating opportunities
- Improve ADA accessibility compliance
- Complement the context of the College Hill section of East Carolina's campus



JONES GALLEY RENOVATION  
APRIL 7<sup>TH</sup>, 2016

# PROJECT LOCATION – EXISTING CONDITIONS



# PROJECT CONTEXT – JONES HALL



# PROJECT CONTEXT – COLLEGE HILL



LEGACY HALL



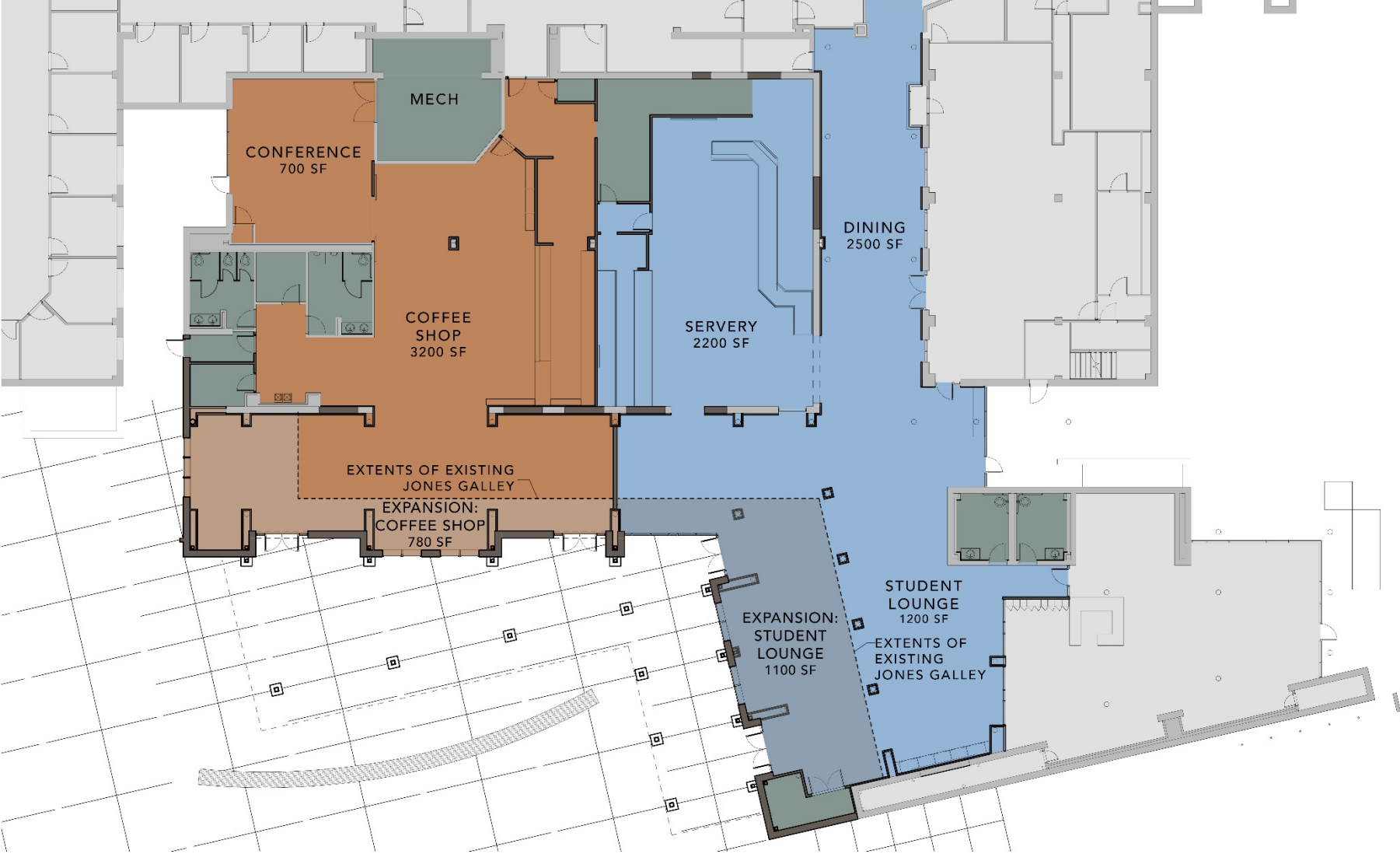
COLLEGE HILL SUITES



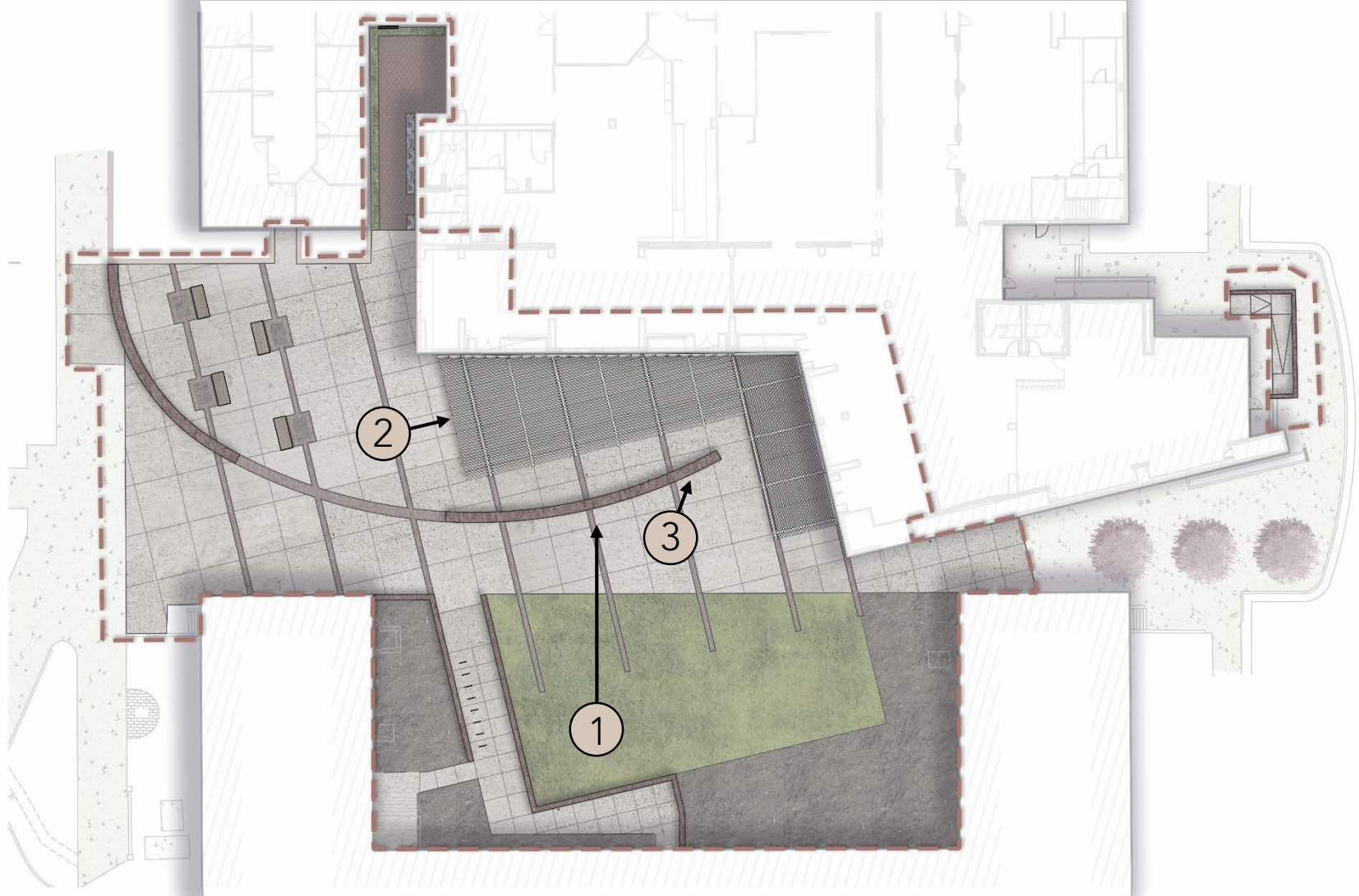




# FLOOR PLAN



# EXTERIOR VIEW LOCATIONS



# EXTERIOR VIEWS



① OVERALL VIEW FROM PROPOSED LAWN AREA

# EXTERIOR VIEWS



② UNDER COFFEE SHOP TRELLIS, LOOKING TOWARDS STUDENT LOUNGE



③ BUILDING APPROACH, LOOKING TOWARDS CORNER ENTRY



**East Carolina University  
Board of Trustees**

Annual Summary regarding the UNC Management Flexibility Agreement  
(pursuant to UNC Policy Manual, Section 600.3.4 C.3.b.)

**Submitted to UNC General Administration  
for Fiscal Year 2014-2015**

*Reviewed and approved by:*

---

Chief Human Resources Officer

Date

---

Provost

Date

---

Chancellor

Date

---

Board of Trustees

Date

## INTRODUCTION

Pursuant to Section 600.3.4 C.3.b. of the UNC Policy Manual, the Board of Trustees of East Carolina University hereby provides to the UNC Board of Governors an annual summary of the personnel actions covered by its management flexibility agreement for fiscal year 2014-2015.

### PART 1: SAAO Tier I Appointments, Salary and Non-Salary Compensation

<b>SAAO Tier I Appointments</b>	
<input checked="" type="checkbox"/>	Our compensation spreadsheet is attached to this summary.

<b>SAAO Tier II salary ranges</b> <i>(check one)</i>	
<input checked="" type="checkbox"/>	Our institution used the UNC GA published SAAO Tier II salary ranges for SAAO Tier II employees in FY 14-15.
<input type="checkbox"/>	Our SAAO Tier II salary ranges and methodology for FY 14-15 are attached.

<b>EHRA IRPS salary ranges</b> <i>(check one)</i>	
<input type="checkbox"/>	Our EHRA IRPS salary ranges listing and methodology for FY 14-15 are attached (or in lieu of the salary range listing, a disclosure on how individual ranges are derived is provided).
<input checked="" type="checkbox"/>	We did not have an established EHRA IRPS salary ranges listing and methodology during the FY 2014-15, but are now using the UNC GA published IRPS salary ranges.

### PART 2: Conferral of Tenure

<b>46</b>	Number of faculty reviewed for tenure
<b>44</b>	Number of faculty granted tenure
<b>6</b>	Number of new faculty hired with tenure

**PART 3: Equity Analysis**

Describe what efforts your institution has taken to monitor pay equity relevant to the employment of faculty and senior academic and administrative officers. *(You may attach additional supporting documents.)*

December 2, 2015	Date of most recent analysis of equity issues for faculty
March 12, 2015	Date of most recent analysis of equity issues for SAAO Tier I

### Recent Analysis of Equity Issues for Faculty

East Carolina University (“ECU”) always strives to maintain a diverse and inclusive community free from harassment and discrimination. The goal of ECU’s Faculty Salary Equity Study (“Study”) is to complete a comprehensive and robust analysis of faculty salaries, university-wide. Faculty and staff members were selected from different areas of campus to serve as members of the Faculty Salary Equity Task Force (“Task Force”), and have been assisting in the process of the Study by providing advice and feedback. Specifically, the Task Force has been collaborating with the consultant retained by ECU in 2014, Dean Sparlin of Sparlin Law Office, PLLC, in the stated purpose of “search[ing], on a comprehensive, institution-wide basis, for any evidence of systematic gender or race/ethnicity disparities in the compensation paid to university faculty”.

With the exception of the unit of Academic Library Services, the Study was completed for the faculty in the Division of Academic Affairs in December 2015.<sup>1</sup> The Executive Summary of the Faculty Salary Equity Study for ECU’s Division of Academic Affairs (Analysis of Compensation Equity by Gender and Race Final Report), dated December 2, 2015, can be found at the following address: [http://www.ecu.edu/cs-acad/oed/salaryequitystudy/upload/AA-Salary-Analysis-Report-Exec-Sum-12\\_2\\_15.pdf](http://www.ecu.edu/cs-acad/oed/salaryequitystudy/upload/AA-Salary-Analysis-Report-Exec-Sum-12_2_15.pdf). The Final Report of the Faculty Salary Equity Study for ECU’s Division of Academic Affairs (Analysis of Compensation Equity by Gender and Race Final Report), also dated December 2, 2015, can be found at the following address: <http://www.ecu.edu/cs-acad/oed/salaryequitystudy/upload/RegressionReport-12-1-2015.pdf>. As noted in the Executive Summary, the Study “did not reveal any systematic differences between the pay of males and females, or between minority and nonminority, of faculty members in the Division of Academic Affairs. Additional regression models were prepared for Asian, Black/African American, and Hispanic faculty. These analyses did not raise significant pay equity concerns unique to Asian or Hispanic faculty members. Pay levels of

Black/African American faculty members in Academic Affairs were, on average, higher than pay levels for faculty members of other race/ethnicities after controlling for only the factors included in the model.”

The Study is on-going for the faculty in the Division of Health Sciences, and is expected to be finalized in Spring 2016.

<sup>1</sup>Academic Library Services is being re-reviewed, and may join Laupus Library (the Health Sciences Division Library) in the Study for the Division of Health Sciences.

### Recent Analysis of Equity Issues for SAAO Tier I

There has not be a recent formal analysis of equity issues for SAAO Tier I positions to the extent of the Study for faculty. However, annually in the Spring, ECU’s Institutional Planning, Assessment & Research unit (“IPAR”) provides spreadsheets and bar graphs to the Chancellor and other select ECU administrators which depict salary information to be used for informational purposes, as well as a reference for any possible salary increase recommendations made for senior administrators. Salary information for selected administrative positions (specifically, the Chancellor’s Direct Reports, SAAO Tier I positions, and Academic Deans) is provided using CUPA salary data from ECU’s official peer institutions for which data are available. Using the 80th percentile of these salaries as the salary target, a salary range is determined. The low end of the range is set to 70.31% of the 80th percentile and the high end is set to 112.5% of the 80th percentile. When salary data are not available for ECU’s official peer institutions, the 80th percentile calculations are performed using public doctoral and research universities. In addition to this information, the spreadsheets also provide, for each of these positions, the average and median salaries for UNC institutions, all public doctoral and research universities, and universities within ECU’s Carnegie Classification.



**PART 4: Audit Findings**

Did your institution's Office of Internal Audit report any significant audit findings to General Administration's Office of Compliance and Audit Services related to weaknesses in the internal control structure, deficiencies in the accounting records, non-compliance with rules and regulations, or any other instances where significant findings are identified?

**NO**

Our office of internal audit reported to General Administration's Office of Compliance and Audit Services no audit findings related to weaknesses in the internal control structure, deficiencies in the accounting records, non-compliance with rules and regulations, or any other instances.

**YES**

Our office of internal audit reported to General Administration's Office of Compliance and Audit Services significant audit findings. Below is a brief summary of the audit findings and actions that have been taken, or are to be taken, to address the noted deficiencies. *(You may attach additional supporting documents.)*

Name	CUPA Classification Code	Senior Academic and Administrative Title	Date Hired into this SAAO Position	Salary as of			2014-2015 Salary Range		Non-Salary Compensation (in dollars)							
				06-30-2014	06-30-2015	Percent Change in	Minimum	Maximum	Athletic Tickets	Club Membership	Clinical Fac Benefits	Moving Expenses	Temporary Housing	Personal Vehicle	Clinical Fac Benefits Specification/note	
Ballard, Steven C.	101000: Chief Executive Officer, Single Inst	Chancellor	5/26/2004	\$ 322,560	\$ 322,560	0.0%	\$ 299,379	\$ 467,779	See note						\$ 12,413	Athletic Tickets: received a letter offering tickets for employee and a guest for the games listed below.* They may or may not have attended.
Mitchelson, Ronald	105000: Chief Acad Affairs Officer & Provost	Provost and Senior Vice Chancellor	3/1/2015	n/a	\$ 297,000	n/a	\$ 230,526	\$ 360,196	See note						\$ 6,936	Served as interim and then permanent in this role during this FY. Athletic Tickets: received a letter offering tickets for employee and a guest for the games listed below.* They may or may not have attended.
Sheerer, Marilyn	105000: Chief Acad Affairs Officer & Provost	Provost and Senior Vice Chancellor	10/16/2008	\$ 280,612	n/a	n/a	\$ 230,526	\$ 360,196								Retreated to faculty position during this FY.
Niswander, Frederick D.	107000: Chief Business Officer	Vice Chancellor, Administration and Finance	4/8/2011	\$ 270,000	\$ 270,000	0.0%	\$ 189,076	\$ 295,431	See note						\$ 7,928	Athletic Tickets: received a letter offering tickets for employee and a guest for the games listed below.* They may or may not have attended.
Dyba, Christopher M.	113000: Chief Development Officer	Vice Chancellor, Advancement	3/24/2014	\$ 265,000	\$ 265,000	0.0%	\$ 199,568	\$ 311,824	See note						\$ 9,071	Athletic Tickets: received a letter offering tickets for employee and a guest for the games listed below.* Also offered 9 men's basketball tickets (\$132.41). They may or may not have attended.
Horns, Phyllis N.	125000: Chief Health Affairs Officer	Vice Chancellor, Division of Health Sciences	4/20/2009	\$ 375,646	\$ 375,646	0.0%	\$ 329,174	\$ 514,334	See note			\$ 5,486			\$ 7,928	SOM Dental and Medical Reimbursement; Athletic Tickets: received a letter offering tickets for employee and a guest for the games listed below.* They may or may not have attended.
Payne, Donna G.	137000: Chief Legal Affairs Officer	University Counsel and Vice Chancellor, Legal Affairs	7/1/2008	\$ 193,160	\$ 193,160	0.0%	\$ 146,764	\$ 229,319	See note						\$ 7,928	Athletic Tickets: received a letter offering tickets for employee and a guest for the games listed below.* They may or may not have attended.
Lewis, Janice S.	139000: Chief Library Officer	Dean, Academic Library Services	5/1/2015	n/a	\$ 165,000	n/a	\$ 127,056	\$ 198,525								
Mitchelson, Ronald	143000: Chief Research Officer	Interim Vice Chancellor, Research and Graduate Studies	6/1/2012	\$ 201,833	n/a	n/a	\$ 182,059	\$ 284,468								Base salary of \$154,614 and a stipend in the amount of \$47,219 for serving as the Interim Vice Chancellor for Research and Graduate Studies
Hardy, Virginia D.	145000: Chief Student Affairs Officer	Vice Chancellor, Student Affairs	1/1/2010	\$ 203,400	\$ 203,400	0.0%	\$ 140,592	\$ 219,674	See note						\$ 7,928	Athletic Tickets: received a letter offering tickets for employee and a guest for the games listed below.* They may or may not have attended.
Downs, William M.	153040: Dean Arts and Sciences	Dean, Harriot College of Arts and Sciences	7/1/2014	n/a	\$ 205,000	n/a	\$ 177,260	\$ 276,968				\$ 9,674				
Eakins, Stan G.	153060: Dean Business	Dean, College of Business	1/3/2012	\$ 224,664	\$ 224,664	0.0%	\$ 221,503	\$ 346,099							\$ 6,207	
White, David M.	153070: Dean Computer and Information Sciences	Dean, College of Technology and Computer Science	1/1/2010	\$ 197,340	\$ 197,340	0.0%	no data	no data								No data for this CUPA code in GA 2014-2015 salary ranges
Chadwick, Gregory	153100: Dean Dentistry	Dean, School of Dental Medicine	9/24/2012	\$ 320,000	\$ 320,000	0.0%	\$ 237,456	\$ 371,024								
Patriarca, Linda A.	153120: Dean Education	Dean, College of Education	8/16/2008	\$ 177,100	\$ 177,100	0.0%	\$ 146,794	\$ 229,366								
Buddo, Joseph C.	153160: Dean Fine Arts	Dean, College of Fine Arts and Communication	7/1/2013	\$ 180,000	\$ 180,000	0.0%	\$ 162,300	\$ 253,594								
Gemperline, Paul J.	153190: Dean Graduate School	Dean, Graduate School	9/16/2010	\$ 172,040	\$ 172,040	0.0%	\$ 148,203	\$ 231,567								
Gilbert, Glen G.	153200: Dean Health-Related Professions	Dean, College of Health and Human Performance	1/1/2004	\$ 214,569	\$ 214,569	0.0%	\$ 148,094	\$ 231,397								
Walker, Marianna M.	153210: Dean Honors Program	Dean, Honors College	7/1/2013	\$ 150,000	\$ 150,000	0.0%	\$ 106,113	\$ 165,802								
Cunningham, Paul R. G.	153280: Dean Medicine	Dean, Brody School of Medicine, Senior Associate Vice Chancellor, Medical Affairs	9/11/2008	\$ 506,001	\$ 506,001	0.0%	\$ 326,252	\$ 509,769				\$ 2,444				SOM Dental and Medical Reimbursement
Brown, Sylvia T.	153300: Dean Nursing	Dean, College of Nursing	10/1/2009	\$ 211,150	\$ 211,150	0.0%	\$ 154,787	\$ 241,855								
Roeder, Lynn M.	155010: Dean of Students	Dean of Students	7/1/2007	\$ 136,621	\$ 136,621	0.0%	\$ 91,151	\$ 142,423								still in position
Thomas, Stephen W.	999999: Dean Allied Health	Dean, College of Allied Health	7/1/2003	\$ 202,371	n/a	n/a	no data	no data								No data for this CUPA code in GA 2014-2015 salary ranges
Siguaw, Judy	999999: Dean Human Ecology	Dean, College of Human Ecology	1/1/2009	\$ 189,244	\$ 189,244	0.0%	no data	no data								No data for this CUPA code in GA 2014-2015 salary ranges
Hassler, Gregory	153200: Health Related Professions	Interim Dean, College of Allied Health Sciences	4/16/2014	n/a	\$ 223,880	n/a	\$ 148,094	\$ 231,397								Serving in interim role April 16, 2014 to present
Hassler, Gregory	139000: Chief Library Officer	Interim Dean, Health Sciences Library	11/1/2014	\$ 127,880	n/a	n/a	\$ 127,056	\$ 198,525								Served in interim role Nov 1, 2014 to June 30, 2015
Locklear, Christopher	187020: Chief of Staff to System or Institution CEO	Chief of Staff	6/30/2013	\$ 185,000	\$ 185,000	0.0%	\$ 116,826	\$ 182,541	See note						\$ 7,928	Athletic Tickets: received a letter offering tickets for employee and a guest for the games listed below.* They may or may not have attended.

*2014 Pirate Football Season (home games) Cost per Ticket		
30-Aug	North Carolina Central University	\$53.5
20-Sep	University of NC at Chapel Hill	\$53.5
4-Oct	Southern Methodist University	\$53.5
23-Oct	University of Connecticut	\$53.5
22-Nov	Tulane University	\$53.5
4-Dec	University of Central Florida	\$53.5

## **Athletics & Advancement Committee Report**

**April 8, 2016**

The Athletics & Advancement Committee met yesterday. Members present included Kel Normann, Vern Davenport, Deborah Davis, Mark Matulewicz and Kieran Shanahan. Several other board members attended as well.

### **University Advancement Highlights**

Vice Chancellor Dyba shared a fundraising total of over \$32M; more specifically \$13.2M to the ECU Foundation, \$10.6M to the Medical and Health Sciences campaign and \$8.4M to the Pirate Club. This total represents total commitments through March 31<sup>st</sup> and is tracking on pace with last year's totals.

Vice Chancellor Dyba also expressed the challenge faced with the upcoming \$1M cap on Advancement activities beginning in the new fiscal year. Questions have been circulating through GA and the 17 universities in the UNC system for more clarification on what is included in Advancement budgets. Not every school has the same departments/programs under their Advancement umbrella. It appears that with more clear definition the cut to ECU may be more manageable than anticipated; but still significant. We continue to advocate with our peer institutions for a modification or reversal on the legislation. Dyba assured the committee that he has been at work with the chancellor, Dr. Niswander, the ECU Foundation board and the Medical and Health Sciences Foundation board to execute an optimal plan that advances our institution while meeting state budget requirements.

Dr. Sarah Williams highlighted the STEPP program which is a comprehensive program serving students with learning disabilities. Ten students are accepted annually and begin their transition to college during their senior year or high school. The STEPP program has 55 students who are provided support academically and socially. Support includes study hall, mentoring, tutoring, assistive technology, and courses that allow them to be better equipped in learning strategies. Through funding from Walter and Marie Williams, the Oak Foundation, and other donors, ECU is able to support its program with no fee extended to the student. In an effort to continue to serve our student population and grow the program there is a need to build an endowment. This program is intensely personal with great success and is being modeled throughout the state.

## **Athletic Highlights**

Men's Basketball Coach, Jeff Lebo, joined us yesterday. He talked about recruiting, a little about player turnover, and how being in the American Athletic Conference has elevated the ECU Men's Basketball program. He reminded us that the AAC had four teams in the NCAA tournament this year, while the SEC only had three. Coach Lebo was optimistic about the future of this program and asked for the continued support of the board.

Athletic Director Jeff Compher gave an athletic update. He talked a little about the ECU Baseball program, which is currently ranked #16 nationally. The team is off a a 14-7 record with huge wins at Virginia, and winning their fourth straight Keith LeClair Classic title in March. Jeff also talked about the men's and women's golf teams. The men posted two top 5 finishes in three tournaments in the spring, while the women own a 98-22-2 record after 7 events this year and are ranked 25<sup>th</sup> nationally. There is a lot of excitement around ECU's golf program.

Nick Floyd gave a brief financial update, saying that the football transition has gone exceptionally well on all levels and that the department will have little to no future obligations beyond this current fiscal year. Nick was also encouraged by the football ticket sales for the fall.

Chairman, this is all I have for open session – I'll have a few items in closed session later in the agenda.

**Report of ECU Board of Trustees Audit Committee**  
**April 7, 2016**

Attachment N

**Action Items:**

1. Approval of February 18, 2016 minutes
2. Approval of one change to the FY 2016 Internal Audit engagement plan

**ERM Report – Mr. Tim Wiseman**

- Mr. Wiseman presented an update on the enterprise risk management activity.
  - Mr. Wiseman advised the committee that an Interim Regulation on University Youth Programs has been drafted and will be in place very soon. This will provide the backbone for the oversight of youth-related camps and programs throughout the University.
  - Mr. Wiseman advised that the risk management/insurance function for the University will be moving from Campus Operations into the ERM office. This should provide several benefits and synergies.
  - The ERM office will soon be launching an ERM awards program for the University and will seek nominations for individuals and departments that are progressive in incorporating risk considerations into routine operations.
- Mr. Wiseman provided an article on *Executive Perspectives on Top Risks for 2016* for the committee members to review. He noted that a recent survey revealed that the top risks facing boards of directors and executives across the globe are similar to the University's top risks.
- Mr. Wiseman updated the committee on a UNC General Administration policy change. The UNC BOG Audit Committee has been renamed to the "Committee on Audit, Risk Management, and Compliance", and has been formally assigned the responsibility of oversight for the system's Internal Audit, Enterprise Risk Management, and Compliance-related issues. The Board may need to consider renaming our Audit Committee to formally encompass risk management and compliance as well. Ms. Stacie Tronto will coordinate with the Chancellor, Board, and others in the coming months to determine how to approach this.

**Internal Audit Report – Ms. Stacie Tronto**

- Ms. Tronto presented the Internal Audit dashboard for the 2015-2016 fiscal year to date (as of March 19, 2016)
  - The Internal Audit team has completed 58% of the annual audit plan for the year (the target for the year is 80%). The team is on track to meet or exceed the goal this year.
  - The team's auditor utilization rate ("direct" productivity hours) for the year to date is 77% (the target is 75%). The team expects that it will meet this goal by year-end. The utilization rate including the University Program Specialist is 73%.
  - The team has performed 87 consultations with management so far this year (19% of the team's hours)
  - University management has made satisfactory progress on 93% of the corrective actions/recommendations for which Internal Audit has completed a follow-up this year (the target is 95%). IA will complete a second follow-up on the three recommendations that were not considered complete prior to June 30.
- Ms. Tronto presented one proposed change to the FY 2016 engagement plan. Ms. Tronto proposed that a planned audit of the ECU Physicians patient billing cycle be changed to a consultation due to new leadership in the Clinical Financial Services area and process changes that are being implemented. Ms. Tronto stated that IA can provide greater value to management by consulting on these process changes rather than performing an audit at this time. The committee approved this proposed change to the annual audit plan.
- Ms. Tronto updated the Committee on the Internal Audit Quality Assessment Review. The external reviewers were on site last week to perform the assessment of Internal Audit. The final report is pending, but ECU Internal Audit received the highest possible rating with regard to its conformance to the *Standards for the Professional Practice of Internal Auditing*. The reviewers had a few recommendations for IA and University management to consider. Ms. Tronto stated that the external reviewers had never seen an IA shop that was so well supported by University management and the Board.

**Research Compliance Report – Ms. Norma Epley**

- Ms. Epley presented information on the University's Institutional Review Board (IRB) for research involving human subjects.
- Effective February 1, 2016, the University entered into an agreement with one external IRB to provide the reviews for specific industry-sponsored research studies in which the company's research protocol has already been reviewed by that external IRB.
- Ms. Epley updated the committee on the pros and cons of using external IRBs.
- As of this date, the vast majority (99%) of research studies are still reviewed by the University's internal IRB.

No other business was discussed.


Office of the Provost and  
Senior Vice Chancellor  
for Academic Affairs

210 Spilman Building  
East Carolina University  
Greenville, NC 27858-4353

252-328-5419 office  
252-328-4010 fax

**Memorandum**

TO: Dr. Steve Duncan  
ECU Board of Trustees

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

Date: March 16, 2016

RE: Request for BOT Action on 2016 Recommendations for Tenure

Dr. Duncan, attached are the 2016 tenure recommendations that need to be submitted to the Board of Trustees for their consideration at the upcoming April 7-8 meeting. These actions have been approved by Chancellor Ballard. Formats are attached for the following faculty members:

Academic Library Services (2)

Jeanne Hoover, Joyner Library  
Herbert Nall, Joyner Library

Harriot College of Arts and Sciences (5)

Adriana Heimann Rios, Geological Sciences  
Lee Johnson, Philosophy and Religious Studies  
Laura Mazow, Anthropology  
Jennifer McKinnon, History  
Kennetta Perry, History

College of Business (3)

Aneil Mishra, Management  
Stacey Robinson, Marketing & Supply Chain Management  
William Jason Rowe, Marketing & Supply Chain Management

Memorandum to: Dr. Steve Duncan  
March 16, 2016  
Page 2

College of Education (3)

Matthew Militello, Educational Leadership  
Caitlin Ryan, Literacy Studies, English Education and History Education  
Anne Ticknor, Literacy Studies, English Education and History Education

College of Engineering and Technology (1)

Carolyn Dunn, Technology Systems

College of Fine Arts and Communication (3)

Glen Hubbard, Communication  
Daniel Kariko, Art and Design  
Jamie Rhodes, Music

College of Health and Human Performance (7)

Jo Anne Balanay, Health Education & Promotion  
Eboni Baugh, Human Development & Family Science  
Jeffrey Brault, Kinesiology  
Zachary Domire, Kinesiology  
Ryan Martin, Health Education & Promotion  
Kelley Reinsmith-Jones, Social Work  
Stephanie Richards, Health Education & 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 7-8 meeting. Each of the above recommendations has been approved by all appropriate parties, including the Chancellor, as indicated by his signature above.

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

Attachments: 24 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: Jeanne Hoover

Department: Research & Instructional Services      School/College: Academic Library Services

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:      07/01/2016

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

Salary: \$50,240      Source(s): State Funds: \$50,240      \*Non-State Funds: \$ \_\_\_\_\_

*\*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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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)*

Master of Library and Information Science, 2008  
University of Pittsburgh, Pittsburgh, Pennsylvania  
Bachelor of Arts in English, Minor in French, 2005  
The Pennsylvania State University, University Park, Pennsylvania

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, July 1, 2010 - Present, East Carolina University

- Reference Librarian, Sciences, 2010-2015, East Carolina University
- Scholarly Communication Librarian, 2015-present, East Carolina University

3. Scholarly & Creative Activities:

<i>Type</i>	<u><i>Number</i></u>
<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 proceedings</i>	<u>1</u>
<i>Other: refereed presentations/posters</i>	<u>5</u>
<i>Other: book reviews</i>	<u>2</u>

4. Membership in professional organizations:

American Libraries Association, Member, 2010 – present; Association of College and Research Libraries, Member, 2010 - present; North Carolina Library Association, Member, 2010- present; North Carolina Chapter of the Special Libraries Association, Member, 2010- 2013; Special Libraries Association, Member 2010-2013

5. Professional service on campus:

**Academic Library Services Professional Service:**

- Coordinator of Instructional Assessment Search Committee, Chair, August 2015- present
- Scholarly Communication Committee, Co-chair, May 2015- present
- Director's Council, Member, May 2015- present
- Green Committee, Member, May 2015 - present
- Mentoring Committee, Member, 2014 – present
- Electronic Resources Committee, Member, 2012- present
- Faculty Affairs, Chair, 2014- 2015
- Green Committee, Co-Chair, 2014- 2015
- Institutional Repository Sub-Committee, Scholarly Communications, Chair, 2014-2015
- Scholarly Communications Committee, Member, 2012- 2015
- Publications and Marketing Committee, Member, 2010- 2015
- Library Assembly, President, 2013-2014
- Dean's Executive Council, Member, 2013-2014

- Dean's Council, Member, 2013-2014
- Library Assembly and SPA Assembly Working Group on Staff Climate, 2013-2014
- Online Learning Librarian Search Committee, Chair, 2013
- Book and Paper Salvage Team, Member, 2012- 2013
- Citation Manager Sub-Committee, Member, 2012
- Library Assembly, Vice-President, 2011- 2012
- Green Committee, Chair, 2011- 2012
- Operations Procedure Review Committee (OPRC), Chair, 2011- 2012
- North Carolina Collection Reference Librarian Search Committee, Member, 2010-2011

**ECU Professional Service:**

- Academic Library Services, Faculty Senator, ECU Faculty Senate, August 2015- present
- ECU Calendar Committee, Member, 2014 – present
- ECU Sustainability Committee, Communications Sub-Committee, Chair, 2013- present
- New Faculty Orientation Committee, Member, 2012 – 2015
- ECU Copyright Committee, Member, 2011 – 2014
- State Employees Combined Campaign, Academic Library Services co-leader, 2012
- Picking Cotton Forgiveness-Recovery Subcommittee, Pirate Read, Common Read Program for First Year Students, Member, 2011

**6. Professional service off campus:**

- Reference & Adult Services Section, North Carolina Library Association, Vice-Chair/Chair-Elect, 2014 - present
- Association of College and Research Libraries, Science and Technology Section, Nomination Committee, Member, June 2015- present
- Association of College and Research Libraries, Science and Technology Section, 2016 Conference Planning Committee, Member, June 2015- present
- Association of College and Research Libraries, Science and Technology Section, Membership and Recruitment Committee, Co-Chair, 2013- 2015
- Association of College and Research Libraries, Science and Technology Section, Research Agenda Task Force, Member, 2014- 2015
- 2014 Southeastern Science Boot Camp/STEM Librarians Conference, Planning Committee, Member, 2012- 2014
- Reference & Adult Services Section, North Carolina Library Association, Treasurer, 2013- 2014
- Association of College and Research Libraries Association, Science and Technology Section, Membership and Recruitment Committee, Member, 2012-2013
- North Carolina Chapter of the Special Libraries Association, Communications Lead/Editor, 2010- 2013
- North Carolina Chapter of the Special Libraries Association, 2011 Awards Committee, Member, 2011
- North Carolina Chapter of the Special Libraries Association, International Travel Award Committee, Member, 2011
- Association of College and Research Libraries Association, University Library Section, Ad-Hoc Section Outreach Committee, 2011

**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: Herbert Clark Nall

Department: Research & Instructional Services School/College: Academic Library Services

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: July 1, 2016

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

Salary: \$53,824 Source(s): State Funds: \$53,824 \*Non-State Funds: \$ \_\_\_\_\_

*\*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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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*)

- University of North Carolina at Greensboro                      2001  
Master of Library and Information Studies
- University of South Carolina – Columbia, SC                      1994  
M.A, Religious Studies

**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*)

- Reference/Business Librarian, Joyner Library, ECU                      2008- present
- Access Services Librarian, University of Memphis                      2004-2008
- Instruction Librarian, Georgia State University                      2003-2004
- Instruction Librarian, Joyner Library, ECU                      2001-2003

**3. Scholarly & Creative Activities:**

<i>Type</i>	<i>Number</i>
Book	_____
Edited Book	_____
Chapter	_____
Refereed Journal Article	_____ 3
Other Journal Article	_____ 1
Juried Performance/Show	_____
Non-Juried Performance/Show	_____
Other: article in proceedings	_____ 1
Other: _____	_____
Other: _____	_____

**4. Membership in professional organizations:**

ALA  
ACRL  
NCLA

**5. Professional service on campus:**

Member, Unit Code Screening Committee, 2013-present

**6. Professional service off campus:**

Chair, 2013-2014, Member 2010-2014 RUSA Mars (Reference and User Services Association Machine-Assisted Reference Section) Best Free Websites Committee (National committee of the American Library Association)

Secretary/Treasurer, Business Librarianship in North Carolina (NCLA) 2009-2011 (Member 2009-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: Adriana Heimann-Rios

Department: Geological Sciences

School/College: 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 19, 2016

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

Salary: \$66,268

Source(s): State Funds: \$66,268

\*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)*

<b>Degree</b>	<b>Date Conferred</b>	<b>Institution</b>
Ph.D. Geology	2006	Iowa State University
M.S. Geology	2002	Iowa State University
B.S. Geology	1998	University of Uruguay

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. 2009-present Assistant Professor, Mineralogy/Petrology, East Carolina University, Dept. of Geological Sciences, Greenville, NC.

2006-2009 Post Doctoral Research Associate. Dept. of Geological Sciences, University of Wisconsin, Madison. Petrology/Geochemistry/Isotope Geochemistry.

2005-2006 Teaching Assistant. Department of Geological & Atmospheric Sciences (GEAT), Iowa State University (ISU). Taught mineralogy, crystallography, and igneous, sedimentary, and metamorphic petrology.

2002-2005 Research Assistant. GEAT, ISU.

2000-2002 Teaching Assistant. GEAT, ISU.

2000 Research Technician (summer). Agronomy Department, Iowa State University.

1998 Geologist. Hidromar Ltda. Uruguay. Core logging of sedimentary rocks, aquifers.

1996- 2001 Assistant in Geology (Ayudante de Geología), Department of Geology, College of Sciences, University of Uruguay, Montevideo, Uruguay. Taught mineralogy, crystallography, mineral resources.

1995 Geologist. Queenstake Resources Ltd. (Canada). Uruguay. Field geologist. Base metal and precious metal exploration. Also translator and draft person (AutoCAD).

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	0
<i>Edited Book</i>	0
<i>Chapter</i>	1 (in press) at ECU (2 total)
<i>Refereed Journal Article</i>	9 at ECU (7 published, 2 in press) (16 total)
<i>Other Journal Article</i>	0
<i>Juried Performance/Show</i>	0
<i>Non-Juried Performance/Show</i>	0
<i>Other: Online report (USGS)</i>	1
<i>Other: _____</i>	0
<i>Other: _____</i>	0

**4. Membership in professional organizations:**

- East Carolina University North Carolina Space Grant. Since 2010.
- Sigma Xi. 2013.
- American Geophysical Union. 2008-2013.
- Geological Society of America. Since 2002.
- Society of Economic Geologists. 2001-2014.
- Society for Geology Applied to Mineral Deposits. 2006.
- Sociedad Uruguaya de Geología. 1997-2000.

**5. Professional service on campus:**

- Identification of rocks and minerals for visiting constituents.
- Member of Strategic Plan, Efficiencies, Classroom Renovation committees.
- Member of Five-year Review of Chair Committee.
- Member of ECU NC Space Grant Steering Committee and Undergraduate Research Scholarship Committee.
- Departmental seminar series organizer.
- Recruiting at four ECU events (e.g., Open House)

**6. Professional service off campus:**

- Produced content (explanations for multiple-choice questions in Geology) for publisher.
- Meeting Co-chair, Geological Society of America, 2010.
- Reviewer of journal articles for 14 journals.
- Reviewer of research proposals for the National Science Foundation and The American Philosophical Society.
- Member of Review Panel for Petrology and Geochemistry (National Science Foundation).

**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: Dr. Lee Johnson

Department: Philosophy and Religious Studies

School/College: 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 19, 2016

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

Salary: \$59,496      Source(s): State Funds: \$ 59,496      \*Non-State Funds: \$ \_\_\_\_\_

\*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.—2002—Ph.D. Biblical Studies – University of St. Michael’s College in the University of Toronto, Toronto, Ontario

Areas of Specialization: Paul, Synoptic Gospels, Wisdom Literature, Hellenistic Literature

M.A.—1993—Theology - Moravian Theological Seminary, Bethlehem, PA

Specialization: Biblical Studies - New Testament

B.S.—1980—Christian Education—Manhattan Christian College, Manhattan, KS

Major: Christian Education

B.S.—1980—Elementary Education—Kansas State University, Manhattan, KS

Major: Elementary Education

**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- Assistant Professor, East Carolina University

2007-10 Associate Professor, Methodist Theological School in Ohio

2002-07 Assistant Professor, Methodist Theological School in Ohio

2001-02 Instructor, Methodist Theological School in Ohio

1998-2000 Sessional Lecturer, Knox College, University of Toronto

**3. Scholarly & Creative Activities:**

Type	<u>Number</u>
Book Chapters	3
Refereed Journal Articles	6
Reviews	10
Refereed Paper Presentations	17
Non-refereed Paper and other Presentations	21
Grants Awarded	2
Accepted for publication	3

**4. Membership in professional organizations:**

2009- Performance Criticism Group/SBL (Co-Chair of the Steering Committee)

2004- The Context Group/SBL

1995- Society of Biblical Literature

1995- Canadian Society of Biblical Studies

1994- Catholic Biblical Association

**5. Professional service on campus:**

2010- Assessment Coordinator for the Religious Studies Program  
2014- Secretary for the Student Scholarships and Awards Committee  
2015 5-Year Chair Review Committee member for George Bailey

**6. Professional service off campus:**

Faculty Senate Resolution #07-01, March 2007  
Faculty Senate Resolution #08-27, May 2008

**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 B. Mazow

Department: Anthropology

School/College: 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 19, 2016

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

Salary: \$54,843 Source(s): State Funds: \$54,843 \*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)*

<b>Degree</b>	<b>Institution</b>	<b>Date Conferred</b>
PhD	University of Arizona	May 2005
MA	University of Arizona	May 1997
BA	Georgetown University	May 1989

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)*

<b>Position/Rank</b>	<b>Date of Appointment</b>	<b>Department and Institution</b>
Assistant Professor	2009-present	Department of Anthropology, ECU
Teaching Assistant Professor	2007-2009	Department of Anthropology, ECU
Visiting Assistant Professor	2005-2007	Department of Anthropology, ECU
Instructor	Summer 2002	Department of Near Eastern Studies, University of Arizona
Instructor	Summer 2001	Department of Near Eastern Studies, University of Arizona
Teaching Assistant	AY 2001-2002 AY 1994-1996	Departments of Near Eastern Studies, Judaic Studies and History, University of Arizona
Archaeological Field Excavator	1989-1992	Israel Antiquities Authority

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	_____
<i>Edited Book</i>	_____ 1
<i>Chapter</i>	_____ 3
<i>Refereed Journal Article</i>	_____ 4
<i>Other Journal Article</i>	_____
<i>Juried Performance/Show</i>	_____
<i>Non-Juried Performance/Show</i>	_____
<i>Other: Book Reviews</i>	_____ 4
<i>Other: Project reports</i>	_____ 4
<i>Other: Electronic publications</i>	_____ 3
<i>Other: Grants submitted</i>	_____ 8
<i>Other: Ref Journal Articles (in press)</i>	_____ 2
<i>Other: Arch Field Reports (in press)</i>	_____ 4
<i>Other: Conference (papers and posters)</i>	_____ 15

## 4. Membership in professional organizations:

**American Schools of Oriental Research  
Society for American Archaeology**

## 5. Professional service on campus:

<b>Committee</b>	<b>Role</b>	<b>Dates of Service</b>
Faculty Senate	Member	2014-present
Undergraduate Research and Creative Activities Awards	Judge	2015-present
Enhance and Grow Research Enterprise (Workgroup)	Vice-chair	2014-2015
Religious Studies	member	2006-present
Classics	member	2006-present
Anth Dept. Bioanth search committee	member	2013
Faculty Senate	alternate	2010-2014
Faculty Senate rep on FS Research Grants Committee	Member	2012
ANTH 6501, Grad Stdnt. Orient.	organizer	2011-present
Hillel, Jewish Students Union	faculty advisor	2011-present
College Curriculum Committee, HCAS	member	2010-2011
Middle East Studies Committee	member	2008-2010? (dormant)
BA Assessment Committee, ANTH	member	2009-2010

## 6. Professional service off campus:

<b>Committee</b>	<b>Dates of Service</b>
Board of Trustees, ASOR	2012-2014
Honors and Awards Committee, ASOR, chair	2012-present
Honors and Awards Committee, ASOR, member	2007-2012
Program Committee, ASOR	2005-2010

**Book and Journal Peer Reviews**

Bulletin of the American Schools of Oriental Research  
Palestine Exploration Quarterly  
Near Eastern Archaeology  
Pearson Education

**Granting Agency Peer Reviews**

Israel Science Foundation

## Book Reviews

Mazow, L. (2014). Review of Complex Communities: The Archaeology of Early Iron Age West-Central Jordan, by B.W. Porter. *American Anthropologist* 116.4:886–887.

Mazow, L. (2013). Review of *Food, Drink and Archaeology 3*, eds. Dave Collard, Jim Morris and Elisa Perego. *Historical Archaeology*.

Mazow, L. (2011). Review of *The Bible Unearthed: The Making of a Religion*. A documentary by Isy Morgenztern and Thierry Ragobert, *Historical Archaeology*.

Mazow, L. (2011). Review of *The Sea of Galilee Boat*, by S. Wachsmann, *Historical Archaeology*.

## Public Lectures

- *Biblical Archaeology and the Old and New Testaments*, a 2 part public lecture, St. Timothy's Episcopal Church, January and February 2014.
- *The Dead Sea Scrolls, their discovery, history and initial study*, a public lecture, St. Paul's Episcopal Church, December 2011.
- *Biblical Archaeology*, a public lecture for Local Kiwanis chapter, March 2009.
- *Qumran, Archaeology and the Dead Sea Scrolls*, guest lecture for ECU Anthropology Student Organization, October 2008.

**Faculty Senate Resolution #07-01, March 1, 2007**

**Faculty Senate Resolution #08-27, May 2008**

**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: Jennifer McKinnon

Department: History

School/College: 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 19, 2016

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

Salary: \$65,750      Source(s): State Funds: \$ 65,750      \*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)*

2010 PhD Anthropology, Florida State University  
 2002 MA Anthropology, Florida State University  
 1997 BA Anthropology, University of Florida

**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)*

2013-2012-2013 Assistant Professor, East Carolina University, Department of History  
 Senior Lecturer (Level C), Flinders University, Department of Archaeology

2009-2012 Lecturer (Level B), Flinders University, Department of Archaeology

2006-2009 Associate Lecturer (Level A), Flinders University, Department of Archaeology

2010 Instructor, Florida State University

2004-2006 Senior Underwater Archaeologist, Bureau of Archaeological Research, Florida Division of Historical Resources

2003 Instructor, Introduction to Cultural Anthropology, Florida State University

2003 Archaeological Field Technician, R. Christopher Goodwin and Associates, Inc

2002 Instructor, Nautical Archaeology: Global View, Florida State University

2001 Maritime Archaeologist, St. Augustine Lighthouse Archaeological Maritime Program

2000-2003 Teaching Assistant/Research Assistant, Florida State University

1999 Archaeological Field Technician, Florida Archaeological Services, Inc.

1998 Americorps Member, Department of Environmental Protection, Florida State Park Service

**3. Scholarly & Creative Activities:**

Type	Number
Book	
Edited Book	3
Chapter	7
Refereed Journal Article	10
Other Journal Article	
Juried Performance/Show	
Non-Juried Performance/Show	
Other: Book Reviews	2
Other: Conference Proceeding	6
Other: Electronic Publications	4
Other: Encyclopedia Entries	2
Other: Consulting and Research Reports	12
Other: Scholarship of Engagement	9ilw / guides; 4 posters



**4. Membership in professional organizations:**

Society for Historical Archaeology (1999-present)  
Australasian Institute for Maritime Archaeology (2006-present)  
Society for American Archaeology (2013-present)  
Florida Anthropological Society (2015-present)  
Southeastern Archaeology (2014-present)

**5. Professional service on campus:**

(2015-2016) Director of Graduate Studies  
(Summer 2015) Interim Director of Graduate Program for Department of History  
(2014-2015) Secretary, Research and Publication Committee  
(2015) Member, Search Committee for Chair of History Department  
(2014-2015) Member, Search Committee for ICSP Assistant Associate Hire  
(2014) Member, Search Committee for Director of Coastal Resources Management Program  
(2014-2015) Member, Diving Safety Control Board  
(2013-2014 and 2014/2015) Member, Research Vessel Use and Safety Committee  
(2015-2016) Faculty Representative, Maritime Studies Association

**6. Professional service off campus:**

(2011-present) Associate Member Representative, Advisory Council on Underwater Archaeology. I also serve/d on subcommittees including Education Committee, UNESCO Committee, Job Market Survey Committee and Development Committee  
(2006-present) Councilor, Australasian Institute for Maritime Archaeology  
(2012-present) Member Society for Historical Archaeology Public Education and Interpretation Committee  
(2014-present) Member, Society for Historical Archaeology UNESCO Committee  
(2006-2009) Member, Publications Committee, Australasian Institute for Maritime Archaeology  
(2006-2013) Australasian Institute for Maritime Archaeology Training Tutor

**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: Kennetta Perry

Department: History

School/College: 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 19, 2016

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

Salary: \$61,708      Source(s): State Funds: \$61,708      \*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*)

BA History &amp; Political Science, North Carolina Central University, May 2001

PhD History, Michigan State University, May 2007

Postdoctoral Training, Duke University, 2007-2009

**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*)

Postdoctoral Research and Instructor, 2007-2009

East Carolina University, 2009-Present

**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>1</u>
<i>Refereed Journal Article</i>	<u>2</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: Article in Proceedings</i>	<u>          </u>
<i>Other: Book Reviews</i>	<u>4</u>
<i>Other: Encyclopedia Entries</i>	<u>10</u>

**4. Membership in professional organizations:**

Association for the Study of African American Life and History (ASALH)

Association of Black Women Historians (ABWH)

Association for the Study of the Worldwide African Diaspora (ASWAD)

Collegium for African American Research (CAAR)

American Historical Association (AHA)

North American Conference on British Studies (NACBS)

Institute of Commonwealth Studies (ICS)

Black and Asian Studies Association (BASA)

Phi Alpha Theta History Honor Society

**5. Professional service on campus:**

Departmental Committees-Personnel; Research and Publications; Ad Hoc Distance Education; Graduate; Curriculum

History Department Coordinator for the Atlantic World Graduate Concentration (2009-Present)

Executive Committee and Teaching Faculty, HCAS Program in African &amp; African American Studies (2010-Present)

Judge, History Day (2010-2015)

Member, Chancellor's Committee on the Status of Women (Spring, 2014)

**6. Professional service off campus:**Journal Reviewer, *Journal of British Studies* and *American Journalism*; Caribbean Studies Committee (Conf. on Latin American History)

**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: Aneil Mishra

Department: Management

School/College: Business

Current Rank or Title: *(if applicable)* Professor Proposed Rank or Title: 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 19, 2016

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

Salary: \$118,335 Source(s): State Funds: \$ 118,335 \*Non-State Funds: \$ \_\_\_\_\_

\*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 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.	December, 1992	University of Michigan, Business Administration
A.B.	June, 1984	Princeton University, <i>cum laude</i> in Economics

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)*

Professor	July 1, 2014 - Current	East Carolina University
Professor and Associate Dean	2012-2013	North Carolina Central University
CEO	2011-2013	Total Trust Coaching & Consulting
Vice President	2011-2011	2tor, Inc. (now 2U, Inc.)
Professor (with tenure) and Director of Executive Education	2009-2011	Michigan State University
Visiting Associate Professor	2008-2009	Duke University
Associate Professor (with tenure)	1998-2009	Wake Forest University
Visiting Assistant Professor	1997-1998	Michigan State University
Assistant Professor	1992-1997	The Pennsylvania State University

## 3. Scholarly &amp; Creative Activities:

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

## 4. Membership in professional organizations:

Academy of Management

## 5. Professional service on campus:

College of Business Research and Creativity Committee	Member	Fall 2014-present
College of Business Leadership Speaker Series	Moderator	March 31, 2015
Cunanan Family Leadership Speaker Series	Organizer	November 12, 2014
Beta Gamma Sigma Induction Ceremony	Speaker	November 6, 2014
BUSI 4200 Final Presentations	Judge	October 20, 2014
Brown-Bag Session on Research Program and Opportunities	Presenter	October 15, 2014
College of Business Assurance of Learning Course Language Sessions	Moderator	September 2014
SAO Leadership Workshop Carousel	Presenter	August 24, 2014
AMA Student Chapter, Leadership Development Workshop	Conductor	October 1, 2014

**6. Professional service off campus:**

Leadership Development Workshop, Vidant Hospital Foundation Board, November 18, 2015

ECU College of Business/Greenville-Pitt County Chamber of Commerce Leadership Summit,  
Summit Organizer and Key Presenter, November 13, 2015

Presentation to Greenville/Pitt County Chamber of Commerce Leadership Institute, April 7, 2015

Eastern North Carolina Entrepreneurship Summit, Keynote Speaker, November 17, 2014.

**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: Stacey G. Robinson

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 19, 2016

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

Salary: \$111,777      Source(s): State Funds: \$ 111,777      \*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 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. (2011) – Florida State University  
 MBA (2006) – Meredith College  
 BSBA (1994) – University of Central Florida

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 – Assistant Professor – August 2011 to present  
 Florida State University – Instructor – June 2008 to June 2011

## 3. Scholarly &amp; Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	_____
<i>Edited Book</i>	_____
<i>Chapter</i>	_____
<i>Refereed Journal Article</i>	<u>7</u>
<i>Other Journal Article</i>	_____
<i>Juried Performance/Show</i>	_____
<i>Non-Juried Performance/Show</i>	_____
<i>Other: <u>Referreed Conference</u></i>	
<i><u>Proceedings</u></i>	<u>12</u>
<i>Other: _____</i>	_____
<i>Other: _____</i>	_____

## 4. Membership in professional organizations:

American Marketing Association 2008 to present  
 Association for Consumer Research 2009 to 2012

## 5. Professional service on campus:

<b>Committee/Service</b>	<b>Activity</b>	<b>Date(s) of Service</b>
COB move to Large Classes	Committee	Summer 2015 to present
COB Graduate Programs Retention	Committee	Spring 2015 to present
Joint Planning/School of Hospitality to COB	COB committee rep	Spring 2015 to present
COB Leadership Conference	Planning committee	Fall 2014 to present
University Conduct Board	Faculty rep	Spring 2012 to present
Business Scholars Interviews	Interviewer	Spring 2013
School of Hospitality to COB	COB committee rep	Fall 2012
Connect at the Cupola	COB rep	Fall 2011 & 2013
Peer reviews	Reviewer	Ongoing
Center for Sustainable Tourism	Faculty affiliate	Fall 2012 to present
Alumni Association Research	Conducted focus groups	Spring 2013
Student Athlete Awards Banquet	Faculty guest	Spring 2012 & 2014
Commencement	Faculty participant	Fall 2011, 2012, 2013
Marketing Advisory Board	Assist with meeting prep	Fall 2012 to present



**6. Professional service off campus:**

Journal of Business Research - Editorial Review Board Member 2014 to present  
American Marketing Association Summer Educators Conference 2015 Services Marketing Track Co-Chair  
Journal of Service Research – Ad Hoc Reviewer (4 manuscripts)  
Journal of Product Innovation Management – Ad Hoc Reviewer (2 manuscripts)  
Journal of Services Marketing – Ad Hoc Reviewer (2 manuscript)  
Journal of Business Research – Editorial Review Board Member (10 manuscripts)  
American Marketing Association (Summer Educators Conference 2012) Doctoral Student Mentoring  
Breakfast – New faculty representative

**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: William Jason Rowe

Department: Marketing and Supply Chain Management

School/College: 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 19, 2016

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

Salary: \$106,527      Source(s): State Funds: \$ 106,527      \*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 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)*

<b><i>Degree</i></b>	<b><i>Date Conferred</i></b>	<b><i>Institution</i></b>
PhD	2010	University of Kentucky
MBA	2002	Marshall University
BBA	1994	Marshall 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)*

<b><i>Position</i></b>	<b><i>Institution</i></b>	<b><i>Dates</i></b>
Assistant Professor	East Carolina University	2010-present
Research/Teaching Asst.	University of Kentucky	2006-2010
Instructor (Part-time)	Marshall University	2004-2005

3. Scholarly & Creative Activities:

<i>Type</i>	<i>Number</i>
Book	—
Edited Book	—
Chapter	1
Refereed Journal Article	5
Other Journal Article	—
Juried Performance/Show	—
Non-Juried Performance/Show	—
Other: <u>Cases</u>	4
Other: <u>External</u>	—
Grants	2
Other: <u>Internal</u>	—
Grants	2

4. Membership in professional organizations:

American Marketing Association (AMA)  
Society for Marketing Advances (SMA)

5. Professional service on campus:

**Committee Member**

	<b>Year</b>	<b>Occasion</b>	<b>Description</b>
1	2015	Undergraduate Curriculum Committee	Committee Member
2	2015	College of Business Assessment Committee	Committee Member
3	2014	Undergraduate Curriculum Committee	Committee Member
4	2014	College of Business Assessment Committee	Committee Member
5	2013	Curriculum Subcommittee	Curriculum subcommittee member working on development of new course.
6	2012	Curriculum Subcommittee	Curriculum subcommittee member working on development of new course.

**Faculty Advisor**

	<b>Year</b>	<b>Occasion</b>	<b>Description</b>
7	2015	American Marketing Assoc	Co-Advisor with Multiple Faculty Members
8	2014	American Marketing Assoc	Co-Advisor with Multiple Faculty Members
9	2013	American Marketing Assoc	Co-Advisor with Multiple Faculty Members
10	2012	American Marketing Assoc	Co-Advisor for AMA Student Chapter

**Other Institutional Service Activities**

	<b>Year</b>	<b>Occasion</b>	<b>Description</b>
11	2015	COB Hoopla Event	Guest Speaker
12	2015	Taking Care of Business	Guest Speaker
13	2014	Taking Care of Business	Guest Speaker
14	2014	Pirates Aboard Open House	Guest Speaker
15	2014	Pirate Club Fundraising and Engagement	Modifying Fundraising and Engagement Architecture with J. Batt, Sr. Associate Athletics Director/Executive Director of the ECU Pirate Club
16	2013	Jim Westmoreland Student Engagement Event	Guest Speaker
17	2013	Taking Care of Business	Guest Speaker
18	2013	Connect at the Cupola	Representative of Department of Marketing & Supply Chain Management
19	2012	Taking Care of Business	Guest Speaker
20	2011	Peer Observer for Faculty Members	Fall: Jay Oliver Chris Keller (Online) Spring: Tom Robbins (Online) Christy Ashley Jon Kirchoff
21	2011	Charting Our Course for 2020	Working with Paul Schwager on developing COB mission, message, and method for project titled Charting Our Course for 2020
22	2011	Pamlico High School Campus Visit	Guest Speaker
23	2010	Spring Open House	Marketing representative
24	2010	COB Representative Fall 2010 Commencement	Marketing representative

**Writing Student Recommendations**

	<b>Year</b>	<b>Occasion</b>	<b>Description</b>
25	2014	Hayley Norris	Letter of Recommendation
26	2014	Mercedes Tarantino	Letter of Recommendation
27	2014	Sebastian Rinn Ortiz	Letter of Recommendation

28	2013	Anthony Boland	Letter of Recommendation
29	2013	Mercedes Tarantino	Letter of Recommendation
30	2013	Julie Roberson	Letter of Recommendation
31	2013	Kyle Ballou	Letter of Recommendation

6. Professional service off campus:

**DS: Reviewer - Article / Manuscript**

	Year	Occasion	Description
1	2014	William O. Bearden Award	Reviewer
2	2013	William O. Bearden Award	Reviewer

**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 Militello

Department: Educational Leadership

School/College: Education

Current Rank or Title: *(if applicable)* Professor Proposed Rank or Title: 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)* Wells Fargo Distinguished Professor in Educational Leadership

Effective Date of Action: August 19, 2016

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

Salary: \$151,090 Source(s): State Funds: \$ 151,090 \*Non-State Funds: \$ \_\_\_\_\_

\*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 K-12 Educaitional Administration  
December 2004, Michigan State University

M.Ed. K-12 Educational Admnistration  
May 1997, Michigan State University

B.Ed. Social Sciences in Secondary Education  
May 1992, University of Michigan

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)*

Professor East Carolina University Wells Fargo Dinstinguished Professor in Educational Leadership. Professor in the Educational Leadership Department	2014-Present Greenville, NC
Associate Professor North Carolina State University Leadership, Policy, and Adult and Higher Educationa Department	2011-2014 Raleigh, NC
Assistant Professor North Carolina State University Leadership, Policy, and Adult and Higher Educationa Department	2008-2011 Raleigh, NC
Assistant Professor University of Massachusetts Department of Education Policy, Research, and Administration	2005-2008 Amherst, MA
High School Administrator Mason Public Schools High school assistant principal	2000-2003 Mason, MI
Secondary School Administrator West Ottawa Public Schools 9 <sup>th</sup> grade assistant principal	1997-2000 Holland, MI
Teacher Holland Public Schools Taught grades 7-9	1992-1997 Holland, MI

**3. Scholarly & Creative Activities:**

<i>Type</i>	<i>Number</i>
<i>Book</i>	<u>4</u>
<i>Edited Book</i>	<u>1</u>
<i>Chapter</i>	<u>10</u>
<i>Refereed Journal Article</i>	<u>33</u>
<i>Other Journal Article</i>	<u>13</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:**

American Educational Research Association  
 American Evaluation Association  
 Association for Supervision and Curriculum Development  
 University Council for Education Administration  
 Community Learning Exchange  
 East Asia Regional Council of Schools

**5. Professional service on campus:**

College of Education Dean's Advisory Council  
 2015 College of Education Dean Search Committee

**6. Professional service off campus:**

Carnegie Project on the Educational Doctorate Senior Improvement Research Fellow  
 Advisory Board Member of the UCEA Center for Educational Leadership and Social Justice  
 ASSISTments National Advisory Council (Worcester Polytechnic Institute)  
 American Educational Research Association-LTEL SIG By-Laws Committee Member  
 Professional Journal Editorial Board  
   Educational Administrative Quarterly  
   Journal of Research in Leadership Education  
   Journal of Cases in Educational Leadership  
 Professional Journal Reviewer:  
   Journal of Educational Administration  
   Journal of Research in Rural Education  
   Journal of School Leadership  
   Foundation Review  
 Professional Conference Proposal Reviewer  
   University Council of Educational Administration  
   American Educational Research Association



**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: Dr. Caitlin Ryan

Department: Literacy Studies, English Education & History Education School/College: College of Education

Current Rank or Title: 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 19, 2016

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

Salary: \$ 65,379 Source(s): State Funds: \$ 65,379 \*Non-State Funds: \$ \_\_\_\_\_

*\*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 &amp; training)

- 2010 *Ph.D. in Language, Literacy, and Culture*, The Ohio State University, Columbus.  
Graduate Interdisciplinary Specialization in Literacy Studies.  
Dissertation title: "*How Do You Spell Family?*": *Literacy, Heteronormativity, and Young Children of Lesbian Mothers*. Chair: Dr. Mollie V. Blackburn
- 2007 *MA in Teaching and Learning*, The Ohio State University, Columbus.
- 2001 *BA in Linguistics and African American Studies*, University of Virginia, Charlottesville, with high distinction.

## 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-present *Assistant Professor*, East Carolina University, Greenville, NC. Teach a variety of undergraduate and graduate courses in both Reading and Elementary program areas, supervise student teachers, assist in course and program development.
- 2006-2010 *Graduate Teaching Instructor*, Ohio State University, Columbus. Developed and taught undergraduate courses and co-taught graduate courses in children's literature, young adult literature, and applied linguistics.
- 2005-2010 *Editorial Assistant*, Language Arts Journal, The Ohio State University. Managed the editorial process of this research journal on PreK-8 language arts education, including initial manuscript intake and evaluation, journal production, communications with authors and reviewers, and coordinating the editorial team. The journal was published six times a year by the National Council of Teachers of English and maintained a circulation of 8,000-12,000.
- 2001-2004 *Teacher*, Mary H. Plummer and Brookland Elementary Schools, Washington, DC, via Heads Up: A University Neighborhood Initiative. Directed K-5 literacy enrichment programs through a project-based, balanced literacy model; trained and supervised AmeriCorps members and DC Reads volunteers.

## 3. Scholarly &amp; Creative Activities:

## Journal articles:

**Ryan, C. L.** (2015). Kissing brides and loving hot vampires: Children's construction and perpetuation of heteronormativity in elementary school classrooms. *Sex Education: Sexuality, Society, and Learning*. Retrieved from:

<http://www.tandfonline.com/doi/full/10.1080/14681811.2015.1052874>

Hermann-Wilmarth, J., and **Ryan, C. L.** (2015). Doing what you can: Considering ways to address LGBT topics in K-8 ELA curricula. *Language Arts*, 92(6), 436-443.

Kelly, S., Wild, T., **Ryan, C. L.**, and Blackburn, M. (2015). Looking back at the service delivery models of sex education: Adults with visual impairments report on their experiences. *British Journal of Visual Impairment*, 33(2), 138-145.

Hermann-Wilmarth, J., and **Ryan, C. L.** (2014). Queering chapter books for young readers with gay and lesbian characters: Moving beyond the single story of homonormativity. *Discourse: Studies in the Cultural Politics of Education*. Retrieved from:

<http://www.tandfonline.com/doi/full/10.1080/01596306.2014.940234>

Wild, T., Kelly, S., Blackburn, M., and **Ryan, C. L.** (2014). Adults with visual impairments report on their sex education experiences. *Journal of Blindness Innovation and Research*, 4(2). Retrieved from <https://nfb.org/images/nfb/publications/jbir/jbir14/jbir040202.html>.

**\*\* NOTE:** This article was translated into Spanish and reprinted in 2015 in *ONCE*. Retrieved from: <http://www.once.es/new/servicios-especializados-en-discapacidad-visual/publicaciones-sobre-discapacidad-visual/nueva-estructura-revista-integracion/ultimo-numero-publicado/experiencias-de-adultos-con-discapacidad-visual-sobre-la-educacion-sexual-recibida>

Tschida, C., **Ryan, C. L.**, and Ticknor, A. (2014). Building on windows and mirrors: Encouraging the disruption of “Single Stories” through children’s literature. *Journal of Children’s Literature*, 40(1), 28-39.

**Ryan, C. L.**, and Hermann-Wilmarth, J. (2013). Already on the shelf: Queering award-winning children’s literature. *Journal of Literacy Research*, 45(2), 142-172.

**\*\*NOTE:** This article was awarded the AERA Queer Studies SIG’s Article of the Year Award, 2013.

**Ryan, C. L.**, Patraw, J., and Bednar, M. (2013). Discussing princess boys and pregnant men: Teaching about gender nonconformity and transgender experiences within an elementary school curriculum. *Journal of LGBT Youth*, 10(1-2), 83-105.

Hermann-Wilmarth, J., and **Ryan, C. L.** (2013). Interrupting the single story: LGBT issues in language arts classrooms. *Language Arts*, 90(3), 226-231.

Journal article accepted for publication:

Ticknor, A., Tschida, C., and **Ryan, C. L.** (in press). Reimagining pedagogy in online teacher education: (Re)shaping participation in literacy and social studies methods courses. Paper accepted by *Teacher Education and Practice*.

Chapters in books:

**Ryan, C. L.** and Dixson, A. (2015). Rethinking pedagogy to re-center race: Some reflections. In de Jesus Ferreira (Ed.), *Autobiographical Narratives of Social Identities of Race, Gender, Sexuality, and Class in Language Studies*, pp. 105-126. Campinas, SP, Brazil: Pontes. [Reprinted from *Language Arts* after being translated into Portuguese].

Katz, L., **Ryan, C. L.**, Price-Dennis, D., and Wilson, M. (2012). Locating trends and themes in early childhood education through *Language Arts*. In V. Vasquez and J. Wood (Eds.), *Perspectives and Provocations in Early Childhood Education, Vol. 1*. Charlotte, NC: Information Age.

Enciso, P. & **Ryan, C. L.** (2011). Sociocultural theory: Expanding the aims and practices of language arts education. In D. Fisher and D. Lapp (Eds.), *Handbook of research on teaching the English language arts (3<sup>rd</sup> edition)*, pp. 119-138. New York: Routledge.

**Ryan, C. L.** (2010). Talking, Reading and Writing Lesbian and Gay Families in Classrooms: The Consequences of Different Pedagogical Approaches. In C. Compton-Lilly and S. Greene (Eds.), *Bedtime Stories and Book Reports: Connecting Parent Involvement and Family Literacy*, pp. 96-108. New York: Teachers College Press.

Book chapter accepted for publication:

Hermann-Wilmarth, J., and **Ryan, C. L.** (in press). Destabilizing the homonormative for young readers: Exploring Tash’s queerness in Jacqueline Woodson’s *After Tupac and D Foster*. Chapter

accepted for *Beyond Borders: Queer Eros and Ethos (Ethics) in LGBTQ Young Adult Literature*, D. Linville and D. Carlson, Eds.

Book reviews in professional journals:

**Ryan, C. L.** (2012). Queerspawns speak out: Encouraging community and activism among youth with LGBTQ parents. *Journal of LGBT Youth*, 9(4), 397-401. [Book Review]

**Ryan, C. L.** (2011). Book Review: Girls, Feminism, and Grassroots Literacies: Activism in the GirlZone. *Journal of the History of Childhood and Youth*, 4(2), 346-348.

<b>Type</b>	<b>Number</b>
<i>Book</i>	Proposal currently in development
<i>Edited Book</i>	0
<i>Chapter</i>	4
<i>Refereed Journal Article</i>	7
<i>Other Journal Article</i>	2
<i>Juried Performance/Show</i>	N/A
<i>Non-Juried Performance/Show</i>	N/A
<i>Other: Book Reviews</i>	2
<i>Other: Referred Journal Article Accepted for Publication</i>	1
<i>Other: Chapter Accepted for Publication</i>	1
<b>TOTAL</b>	<b>17</b>

#### 4. Membership in professional organizations:

*National Council of Teachers of English*, 2005-present, National

National Council of Teachers of English *Assembly for Research*, 2005-present, National

National Council of Teachers of English *Gay/Straight Educators Alliance*, 2005-present, National

National Council of Teachers of English *Children's Literature Assembly*, 2010-present, National

*American Educational Research Association*, 2007-present, International

AERA, Division G - Social Contexts of Education, 2007-present, International

AERA, Division K - Teachers and Teacher Education, 2007-present, International

AERA, Literature Special Interest Group, 2007-present, International

AERA, Queer Studies Special Interest Group, 2007-present, International

AERA, Critical Perspectives on Early Childhood Education Special Interest Group, 2010-present, International

AERA, Language and Social Processes Special Interest Group, 2010-present, International

AERA, Qualitative Research Special Interest Group, 2010-present, International

*Kappa Delta Pi*, 2011-Present, National

*Society for the History of Children and Youth*, 2009-2012, National

*Tar River Reading Council*, 2014-2015, State/Local

#### 5. Professional service on campus:

Department Assignments

READ 3302 Course Mentor: 2011-present

READ Undergraduate Task Force Member: 2011-present

Faculty Mentor for New READ Faculty Member - Christy Howard: 2014-present  
 Literacy Studies, English Education, and History Education Curriculum Committee, 2014-present  
 ELEM Student Faculty Advisor: 2012-2013

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College Assignments

Co-Chair, College of Education Diversity Committee: 2013-present.  
 Faculty Co-Advisor, Kappa Delta Pi International Honors Society in Education: 2011-present  
 COE GCERT/MTEL Test Preparation Support Team Member: 2014-present  
 Member, Faculty Publication Collaborative: 2012-present  
 Member, Higher, Adult, and Counselor Education Department Faculty Search Committee: 2013-2014  
 Member, College of Education Library Committee: 2011-2012

University Assignments

East Carolina University Faculty Senate, Alternate Representative: 2015-present  
 East Carolina University Student Conduct Review Board Member: 2010-2013  
 East Carolina University's Lesbian, Gay, Bisexual, Transgender, and Ally Faculty/Staff Group: 2010-2014  
 Interdisciplinary Scholarship Exchange Member: 2013-present  
 LGBT Resource Office Coordinator Search Committee Member: 2012-2013  
 Assistant Director for the University Writing Program Search Committee Member: 2011

**6. Professional service off campus:**

Chair, Gay/Straight Educators' Alliance of the National Council of Teachers of English: 2013-present  
 Member, Journal of Children's Literature Editorial Review Board: 2012-present  
 Member, Journal of Language Arts Editorial Review Board: 2012-present  
 Guest Reviewer, Journal of Literacy Research: 2011-2013  
 Guest Reviewer, English Journal: 2010-2012  
 Member, Lesbian, Gay, Bisexual, and Transgender Issues in Academic Studies Advisory Committee of the National Council of Teachers of English: 2012-present  
 Membership Chair, American Educational Research Association Queer Studies SIG: 2010-2011  
 Presenter, Tar River Reading Council, Greenville, North Carolina: 2010, 2012, 2014  
 Presenter, East Carolina University's 2013 Masters of School Administration interns: 2013  
 Presenter, East Carolina University's National Day on Writing: 2012  
 Presenter, North Carolina Teaching Fellows and Maynard Scholars, Greenville, North Carolina: 2011, 2012  
 Presenter, University of Virginia Serpentine Society, Charlottesville, Virginia: 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: Dr. Anne Ticknor

Department: Literacy Studies, English Education & History Education School/College: College of Education

Current Rank or Title: 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 19, 2016

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

Salary: \$ 65,907    Source(s): State Funds: \$ 65,907    \*Non-State Funds: \$ \_\_\_\_\_

*\*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)*

<b><i>Degree</i></b>	<b><i>Date Conferred</i></b>	<b><i>Area of Study</i></b>	<b><i>Institution</i></b>
PhD	2010	Language, Literacy, and Culture	University of Iowa
MEd	2004	Curricular and Instructional Studies	University of Nevada, Las Vegas
BA	1996	Elementary Education	Luther College
BA	1996	Anthropology	Luther 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)*

- Assistant Professor, East Carolina University, 2010-present
- Graduate Teaching Assistant, University of Iowa, 2005-2009
- Student Teacher Supervisor, University of Iowa, 2006-2007; 2009-2010
- Literacy Specialist, Southern Nevada Regional Professional Development Program, 2004-2005
- Literacy Specialist, Clark County Schools, Nevada, 2002-2004
- Elementary Classroom Teacher, Clark County Schools, Nevada, 1997-2002

3. Scholarly & Creative Activities:

<b><i>Type</i></b>	<b><i>Number</i></b>
<i>Book</i>	
<i>Edited Book</i>	
<i>Chapter</i>	
<i>Refereed Journal Article</i>	8
<i>Other Journal Article</i>	
<i>Juried Performance/Show</i>	
<i>Non-Juried Performance/Show</i>	
<i>Other: Article in proceedings</i>	2
<i>Other: Articles/Book Chapters in Press</i>	3
<i>Other: Manuscripts Under Review</i>	2

4. Membership in professional organizations:

American Education Research Association  
 Literacy Research Association  
 National Council of Teachers of English

5. Professional service on campus:

<b><i>East Carolina University</i></b>	<b><i>Role</i></b>	<b><i>Dates of Service</i></b>
Research/Creativity Activities Committee	Member	2014-present
Quality Enhancement Program Writing Committee	Member	2013-present

Interdisciplinary Scholarship Exchange	Co-Chair	2013-present
Quality Enhancement Plan	Member	2013-present
East Carolina University Conduct Board	Member	2010-2013

<i>College of Education</i>	<i>Role</i>	<i>Dates of Service</i>
College of Education Dean Search Committee	Member	2014-2015
College of Education Scholarship Committee	Member	2013-2015
College of Education Faculty and Graduate Student Research Showcase	Co-chair	2013-2015
College of Education Research Committee	Co-Chair	2013-present
College of Education Research Committee	Member	2011-2013

<i>Department of Curriculum and Instruction &amp; Literacy Studies, English Education, and History Education</i>	<i>Role</i>	<i>Dates of Service</i>
NCTQ Response Committee	Member	2014-2015
Margaret Blount Harvey Literacy Institute Planning Committee	Member	2014-present
Reading Education Graduate Taskforce	Member	2012-present
Literacy Studies, English Education, and History Education Social Committee	Chair	2012-2013
ELEM Search Committee	Chair	2011-2012
Curriculum & Instruction Social Committee	Member	2010-2012
Department of Curriculum and Instruction & Literacy Studies, English Education, and History Education	Role	Dates of Service
NCTQ Response Committee	Member	2014-2015
Margaret Blount Harvey Literacy Institute Planning Committee	Member	2014-present
Reading Education Graduate Taskforce	Member	2012-present
Literacy Studies, English Education, and History Education Social Committee	Chair	2012-2013
ELEM Search Committee	Chair	2011-2012
Curriculum & Instruction Social Committee	Member	2010-2012
NCTQ Response Committee	Member	2014-2015
Margaret Blount Harvey Literacy Institute Planning Committee	Member	2014-present
Reading Education Graduate Taskforce	Member	2012-present
Literacy Studies, English Education, and History Education Social Committee	Chair	2012-2013
ELEM Search Committee	Chair	2011-2012
Curriculum & Instruction Social Committee	Member	2010-2012
Department of Curriculum and Instruction & Literacy Studies, English Education, and History Education	Role	Dates of Service
NCTQ Response Committee	Member	2014-2015
Margaret Blount Harvey Literacy Institute Planning Committee	Member	2014-present
Reading Education Graduate Taskforce	Member	2012-present
Reading Education Graduate Practicum Courses	Mentor	2014-2015



Research and Creative Achievement Week	Judge	2013-present
READ 5316 Course Mentor	Faculty Mentor	2013-present
READ MAEd Final Synthesis Essay April, 2013	Faculty Evaluator	December, 2013
READ Graduate Student Graduation Open House	Member	December, 2013
Mary Lois Staton & Clinical Teacher conference October, 2014	Presenter	October, 2013
Clinical Teacher conference October, 2014	Presenter	April, 2013
"Gay? Fine by Me" T-shirt campaign & "Human Rainbow"	Chair	Spring 2013
Faculty Retirement Event	Chair	May, 2013
edTPA Portfolio Scoring	Faculty Evaluator	Spring 2013
Summer ECU Open House	Faculty Representative	June, 2013
Faculty Memorial Event	Chair	December, 2012
Clinical Teacher conference	Presenter	October, 2012
edTPA Portfolio Scoring	Faculty Evaluator	Fall 2012
Upper Division Interviews	Faculty Interviewer	February, 2012
MAT Work Group	Member	2012-2013
READ 5316 Work Group	Member	2012-2013
READ MAED Action Research Project Presentations	Faculty Evaluator	2012-2013
READ MAED Proposal Presentations	Faculty Evaluator	2011-2013
ELEM 6000 Proposal Presentations	Faculty Evaluator	April & November 2011
ELEM 3250 Course Alike Meeting	Member	2011-2012
ELEM 3235/6 Course Alike Meeting	Member	Fall 2010; Spring 2011
ELEM 4245 Course Alike Meeting	Member	Fall 2010; Spring 2011
"Understanding and Addressing Homophobia and Heterosexism." Workshop presented to NC Teaching Fellows and Maynard Scholars at ECU	Presenter	December, 2010
Reading Education Graduate Practicum Courses	Mentor	2014-2015
Research and Creative Achievement Week	Judge	2013-present
READ 5316 Course Mentor	Faculty Mentor	2013-present
READ MAEd Final Synthesis Essay	Faculty Evaluator	April & December 2013
READ Graduate Student Graduation Open House	Member	December, 2013
Mary Lois Staton & Clinical Teacher conference	Presenter	October, 2013 & 2014
Clinical Teacher conference	Presenter	April 2013; October 2014
"Gay? Fine by Me" T-shirt campaign & "Human Rainbow"	Chair	Spring 2013
Faculty Retirement Event	Chair	May, 2013
edTPA Portfolio Scoring	Faculty Evaluator	Spring 2013

## 6. Professional service off campus:

### Editorial Advisory Review Board

62nd Yearbook of the Literacy Research Association

**Manuscript Reviewer**

Bank Street Occasional Papers

Networks

MERLOT Journal of Online Learning and Teaching

The Teacher Educator

Sociology Compass

Issues in Teacher Education

**Conference Proposal Reviewer**

American Educational Research Association Annual Conference

Literacy Research Association Annual Conference

Mary Lois Staton Annual Conference

**Conference Chair, Discussant, and/or Presenter**

American Educational Research Association Annual Conference

East Carolina University Clinical Teachers' Conference

Literacy Research Association Annual Conference

Margaret Blount Harvey Literacy Institute

Mary Lois Staton Annual Conference

**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: Carolyn K Dunn

Department: Technology Systems

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 19, 2016

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

Salary: \$63,422.00 \_\_\_\_\_ Source(s): State Funds: \$ 63,422.00 \_\_\_\_\_ \*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	2010	East Carolina University	Completed
MA	2003	East Carolina University	Completed
BS	1988	Clarion University of Pennsylvania	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)*

- 2010-Present: Assistant Professor, Department of Technology Systems, East Carolina University
- 2008-2010: Fixed Term Instructor, Department of Technology Systems, East Carolina University
- 2000-2008: Coordinator for Marketing & Summer Study Abroad, Division of Continuing Studies, East Carolina University
- 1998-2000: Public Information Director, City Of Kinston, North Carolina
- 1988-1998: Worked in various capacities in Television News in North Carolina and Pennsylvania

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>	4
<i>Other Journal Article</i>	4
<i>Juried Performance/Show</i>	_____
<i>Non-Juried Performance/Show</i>	_____
<i>Other: Peer reviewed conference proceedings</i>	_____
	6
<i>Other: Conference Presentations</i>	_____
	12
<i>Other: grant applications/grants</i>	_____
	8

4. Membership in professional organizations:

The Association of Technology, Management and Applied Engineering  
 The American Society for Engineering Education  
 The Society for Technical Communicators  
 The Association for Teachers of Technical Writing

5. Professional service on campus:

- 2015-2016: Faculty Grievance Committee Member: The Faculty Grievance Committee is a Committee of the Faculty Senate Responsible for hearing grievances by Faculty at East Carolina University. Three year term expiring in 2018.
- 2011- 2014: Writing Across the Curriculum Committee: The WAC or Writing Across the Curriculum Committee is a Faculty Senate Committee responsible for approving proposals for Writing Intensive Courses, promoting the University Writing Program and recommending to Faculty Senate policies and guidelines governing the development of writing intensive courses at the university. Secretary in 2011. Vice-Chair in 2012-2013 and 2013-2014.
- 2010-Current: ECU New Student Welcome and Convocation Committee: This Committee is tasked with preparing a convocation ceremony for new students that is part of the overall university experience for students. It is made up of faculty and administrators from several units across campus. Member since 2010.
- 2012-Current: QEP Liaison for the Department of Technology Systems: Serve as the representative of TSYS on East Carolina University's Quality Enhancement Plan initiative: Write Where You Belong.
- 2014-Current: Provide Minutes, Department of Technology Systems: Take minutes for TSYS departmental meetings.
- 2010-Current: Assessment Coordinator: Collect and analyze assessment data for TSYS from ITEC 3290/Technical Writing. The course provides several benchmarks for assessment activities to several programs. Responsible for creating assessment tools, deploying them, collecting outcomes and distributing to relevant program coordinators each year. Responsible for this since 2010.
- 2010-2011: TSYS DE Innovation Group: Representative on a committee made of faculty that have an interest in teaching online and implementing tools to better online teaching. The committee explores topics such as implementing social networking tools in the online environment and utilizing tools within the Blackboard platform, among other areas.
- 2010-2011: TSYS Departmental Web Committee: Committee tasked with revising the departmental website to follow the ECU request that the College website move to Common Spot. Act as representative for BSIT program.
- 2009-2010: BSIT Program Review Committee: This committee was empaneled to review the Bachelor of Science in Industrial Technology Degree Completion program to clarify possible issues and make recommendations on potential changes to the program to the Department Chair.
- 2009-2010: Distance Education Advisory Group: The Department of Technology Systems.

## 6. Professional service off campus:

- 2015-2016: Grammar for Engineers Project. Member of the Advisory Board for the Grammar Project; an effort to produce online writing modules geared toward engineering students. The project is currently under the direction of Dr. Ruth McKinney of the Law School at the University of North Carolina. May also participate as an author in future.
- 2013-2014: Hanna Buschke: Served as an Editor for the Master's Thesis of Hanna Buschke, a German citizen completing her Master's at the Institute for Development Research and Development Politics, Ruhr University Bochum. Ms. Buschke is a family friend, and asked me to assist her in editing and reviewing her thesis, *Social Remittances of Ghanaian Migrants: A study about how the value shift of migrants influences the development of Ghana*, from an English-speaking perspective.
- 2013-2014: Presentation to the Teaching Online Faculty Interest Group at East Carolina University. Discussed use of Tegrity with the Teaching Online Faculty Interest Group at ECU. The presentation led to a request for instructions on how to implement Tegrity to provide feedback. Created a written set of instructions which the Center for Faculty Excellence is providing to all interested faculty
- 2012-2013: Member of the Pitt County Schools Uniform Code Revision Committee. Member of a committee made up of parents, school employees and students charged with revising the Pitt County Schools student uniform policy.
- 2011-Current: Reviewer for the Journal of Technology, Management and Applied Engineering.
- 2011-Current: Journal of Business Ethics. Reviewer for the Journal of Business Ethics.

- 2011-2014: Serve as an Associate Editor for the Engineering Design Graphics Journal. The Engineering Design Graphics Division is a division of the American Society for Engineering Education.
- 2010-2011: Rebuilding Together Pitt County, NC Inc., Rebuilding Together Pitt County, NC Inc. is a local chapter of a national organization that focuses on repairing and renovating the homes of low income individuals. Examples of work done by volunteers include building handicap ramps at homes and repairing damaged floors, walls, plumbing, electrical, etc. Member of the Board of Directors for this local chapter, with my area of expertise being communications and marketing.
- 2010-2011: School Volunteer at St. Peter's Catholic School, Greenville, North Carolina. Active volunteer responsible for the haunted house fundraiser at the school's annual Halloween carnival. Position involved creating the layout of the haunted house, soliciting donations of materials, organizing volunteers and scheduling volunteer and student workers for the event. Also volunteered in various other capacities throughout the year.
- 2010-2011: Reviewer: *Strategies for Technical Communication in the Workplace*. Review of the textbook *Strategies for Technical Communication in the Workplace* by Gurak/Lannon. Pearson Publishing.

**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 Appointment: Glenn Hubbard

Department: School of Communication School/College: College of 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: 8/19/2016

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

Salary: \$56,841 Source(s): State Funds: \$ 56,841 \*Non-State Funds: \$ \_\_\_\_\_

*\*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. 2008 University of Tennessee  
 MA 2000 Appalachian State University  
 BS 1995 Appalachian 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 2010-present  
 Assistant Professor, University of Texas at Arlington, 2008-2010  
 Graduate Teaching Associate (two courses per semester) University of Tennessee 2004-2008  
 News Anchor/Reporter 700 WLW Cincinnati, 2002-2004  
 Account Executive, Charter Media, Boone, NC 2000-2002  
 Video Producer, Charter Media, Boone, NC 1999-2000  
 News Anchor/Reporter WECR, Beech Mtn. NC 1999  
 Graduate Assistant, Appalachian State University, 1997-1999  
 Campaign Manager, Winkler for NC House, 1996  
 Director/Videographer, The Morning Show, Boone, NC 1992-1995  
 Host/News Reporter/Anchor WATA/WZJS, Boone, NC 1986-1992

**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>	8
<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:**

Broadcast Education Association  
 Association for Education in Journalism & Mass Communication

**5. Professional service on campus:**

Writing Across the Curriculum Committee  
 Writing Liaisons Committee  
 SOC Graduate Curriculum Committee  
 SOC Equipment Committee  
 SOC Assessment Committee  
 SOC Journalism Concentration Committee (coordinator 2014-present)  
 PR Search Committee (2014)  
 IOC Search Committee (2011-12)  
 SOC High School Media Workshop presenter 2010-present  
 Various graduate student committees  
 Honors College Senior Project Faculty Mentor

**6. Professional service off campus:**

Broadcast Education Association National Conference Festival of Media Arts Creative Director  
 Broadcast Education Association District II Production Competition Chair, 2014



**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: Daniel Kariko

Department: School of Art and Design

School/College: College of Fine Arts and Communication

Current Rank or Title: 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 19, 2016

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

Salary: \$58,399      Source(s): State Funds: \$58,399      \*Non-State Funds: \$

*\*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)

**M.F.A.** Studio Art- Photography, Minor in Ceramics, 2002, Arizona State University, Tempe, Arizona

**B.A. Art:** Concentrations: Photography, Ceramics, and Art History, Minor in Humanities, 1999, Nicholls State University, Thibodaux, Louisiana

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- Present **Assistant Professor, Photography Area Coordinator**, School of Art and Design, East Carolina University, Greenville, North Carolina

2005- 2010 **Associate in Art**, (Fixed Term) College of Visual Arts, Theatre and Dance, Florida State University, Tallahassee, Florida

2002 - 2005 **Assistant in Art**, (Fixed Term) School of Visual Arts and Dance, Florida State University, Tallahassee, FL

3. Scholarly & Creative Activities:

Type	Number
Book	_____
Edited Book Chapter	_____
Refereed Journal Article	<u>  1  </u>
Other Journal Article	_____
Juried Performance/Show	<u>  30  </u>
Non-Juried Performance/Show	<u>  19  </u>
Other: Published Illustrations and Catalogues	<u>  7  </u>
Other: Electronic Publications	<u>  14  </u>
Other:	

4. Membership in professional organizations:

2002- Present **Society for Photographic Education** (Regional officer 2007- 2015)

5. Professional service on campus:

2010- present **Photography Area Coordinator**, ECU SOAD

SOAD Committees: **Code Committee** (2011-12 and 2013-present), **Graduate Committee** (2014-15), **Computer Advisory Committee** (2012-15), **Gallery Advisory Committee** (2011-15), **Nominations Committee** (2012)

6. Professional service off campus:

2012-2015 **Chair**, Society for Photographic Education, Southeast Region

2011-2015 **Regional Affairs Committee**, Society for Photographic Education

2014 **Conference Co-Chair**, Society for Photographic Education, Southeast Region, Conference hosted by ECU

2011-2012 **Associate Chair**, Society for Photographic Education, Southeast Region

2011-2012 **Editor and Interviewer**, Urbanautica Online Magazine, Metadata: Interviews with Photography Educators

2012 **Juror for the Regional Artist Project Grant**, United Arts Council of Raleigh and Wake Counties, N.C. Arts Council, Raleigh, 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: Jami Rhodes

Department: Vocal Studies

School/College: School of Music/CFAC

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: 8/19/2016

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

Salary: \$54,272 Source(s): State Funds: \$ 54,272 \*Non-State Funds: \$ \_\_\_\_\_

\*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)*

DMA	Voice Performance/Pedagogy	2009	Louisiana State University
MM	Voice Performance	2003	University of South Carolina
BM	Music Education	2001	East Carolina 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)*

2010 – Present	Assistant Professor Voice	East Carolina University, NC
Summer 2007/2011 - Present	Voice Faculty	New York State Summer School for the Arts, NY
Fall 2008	Adjunct Instructor	James Sprunt Community College, NC
2003 – 2004	Director of Choral Activities	White Oak High School, NC

**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>	_____
<i>Other Journal Article</i>	_____
<i>Juried Performance/Show</i>	72
<i>Non-Juried Performance/Show</i>	31
<i>Other: _____</i>	_____
<i>Other: _____</i>	_____
<i>Other: _____</i>	_____

**4. Membership in professional organizations:**

NATS (National Association of Teachers of Singing) – Full Member  
 NCNATS (North Carolina National Associate of Teachers of Singing) – Full Member  
 ACDA (American Choral Directors Association) – Full Member  
 NCMEA (North Carolina Music Educators Association) – Member  
 NAFME (National Association for Music Education - Member

**5. Professional service on campus:**

Sept 2015 – present Tenure Track DCA Faculty Search Committee  
 Summer 2015 – present Faculty Administrator, ECU Choirs Facebook Page  
 Summer 2015 – present Faculty Administrator, ECU Chamber Singers Facebook Page  
 Fall 2014 – present Voice Personnel Committee  
 Fall 2014 – present Faculty Administrator, ECU Department of Vocal Studies Facebook Page  
 Fall 2013 – present Curriculum Committee, member  
 Fall 2013 – present Special Events Committee, member  
 Spring 2012 – present Co-Founder and Co-Advisor of ECU Chapter of SNATS

(Student – National Association of Teachers of Singing)  
September 8, 2015 Vidant Good Music, Good Medicine Recital – ECU Heart Center  
August 21, 2015 Performance, ECU Faculty University Fall Convocation Ceremony  
August 14, 2015 National Anthem, US Naturalization Ceremony Hosted on ECU Campus  
Summer 2015 Interim DCA Faculty Search Committee, Chair  
June 24-July 3, 2015 ECU Summer Vocal Music Intensive (faculty)  
April 2015 Graduate Orals Committee – Leary Davis, MM Performance  
April 2015 Faculty Advisor, Graduate Orals Committee – Martha Hensler, MM Perf/Ped  
April 2015 Faculty Advisor, Graduate Orals Committee – Amanda Enriquez, MM Perf/Ped  
April 2014 Faculty Advisor, Graduate Orals Committee – Cayla Bryson, MM Performance  
January 17, 2015 ECU Choral Leadership Conference (Clinician)  
December 19, 2014 National Anthem/Alma Mater, ECU University Fall Commencement  
October 29, 2014 ECU High School Choral Invitational (Clinician/Adjudicator)  
September 13, 2014 NCMEA Honor's Chorus Prep Clinic (Clinician)  
June 18-27, 2014 ECU Vocal Music Intensive (Faculty)  
May 9, 2014 Faculty Marshal, School of Music Spring Commencement  
Spring-Summer 2014 Voice Faculty Search Committee, member  
Fall 2013 – Spring 2014 Music Education Search Committee, member  
Fall 2012 – Spring 2013 Technology Committee, member  
Fall 2012 – Spring 2013 Piano Search Committee, member  
Fall 2011 – Spring 2013 Ad Hoc Committee, member  
Fall 2011 – Spring 2013 Personnel Committee, member  
Fall 2010 – Spring 2011 Library Committee, member  
Fall 2010 – Spring 2011 Choral Search Committee, member  
Fall 2010 – Spring 2011 Music History Search Committee, member  
January 18, 2014 ECU Choral Leadership Conference, Masterclass Clinician  
October 23, 2013 ECU High School Choral Festival, Clinician/Adjudicator  
September 14, 2013 ECU NCMEA Honors Chorus Prep Clinic, Clinician  
June 19-28, 2013 ECU Vocal Music Intensive (faculty)  
May 2013 Graduate Orals Committee, Scott Willis, MM Performance  
May 10, 2013 Faculty Marshal, School of Music Commencement  
November 5, 2012 ECU High School Choral Festival, Adjudicator  
October 13, 2012 ECU Choral Leadership Conference, Clinician  
September 15, 2012 ECU NCMEAN Honors Chorus Prep Clinic, Clinician  
June 25-29, 2012 ECU High School Choral Camp (faculty)  
May 4, 2012 Faculty Marshal, School of Music Commencement  
May 2012 Graduate Orals Committee, Chelsea Keane, MM Performance  
May 2012 Graduate Capstone Committee, Ashley Kuhns, MMed  
April 2012 Performance, Women's Initiative  
December 16, 2011 University Commencement, Minges Coliseum  
Commencement Singer, National Anthem and Alma Mater  
November 9, 2011 ECU High School Choral Festival, Adjudicator  
October 12, 2011 ECU Choral Leadership Conference, Masterclass Technician  
September 10, 2011 ECU Middle School/High School Honors Chorus Prep Clinic Clinician  
June 2011 ECU High School Choral Camp, Voice Instructor  
May 6, 2011 ECU School of Music Commencement, Faculty Marshal  
May 2011 Graduate Orals Committee Member, Elizabeth Thompson, MM Perf  
February 21, 2011 ECU Concerto Competition, Adjudicator  
November 3, 2010 ECU High School Choral Festival, Adjudicator

## 6. Professional service off campus:

April 13, 2014 Edenton Friends of the School of Music Recital (Edenton, NC)  
November 23, 2012 Wilmington Symphony Concerto Competition – Adjudicator (Wilmington, NC)  
February 15-16, 2013 NC NATS Adjudicator (Greensboro, NC)  
February 2, 2013 Farmville Friends of the School of Music Recital (Farmville, NC)

September 23, 2012 Washington Friends of the School of Music Recital (Washington, NC)  
March 29, 2012 Edenton Friends of the School of Music Recital (Edenton, NC)  
March 17, 2012 New Bern Friends of the School of Music Recital (New Bern, NC)  
February 17-18, 2012 NC NATS Adjudicator (Greensboro, NC)  
March 4/5, 2011 ECU St Cecilia Choir Tour, Performer  
Appearances in Portsmouth, VA  
Norfolk, VA  
Chesapeake, VA  
Virginia Beach, VA

**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: Jo Anne Goot Balanay

Department: Health Education and Promotion

School/College: Health and 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 19, 2016

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: \$ 66,209      Source(s): State Funds: \$ 66,209      \*Non-State Funds: \$ \_\_\_\_\_

*\*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. Environmental Health – Industrial Hygiene  
 May 2011  
 University of Alabama at Birmingham, Birmingham, AL

Master of Occupational Health (MOH)  
 May 2005  
 University of the Philippines Manila, Manila, Philippines

M.S. Environmental Health – Industrial Hygiene  
 June 2003  
 University of Minnesota, Minneapolis, MN

B.S. Public Health  
 April 1997  
 University of the Philippines Manila, Manila, Philippines

**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 2011 - present  
 Assistant Professor  
 Environmental Health Sciences Program, Department of Health Education and Promotion, College of Health and Human Performance, East Carolina University

September 2006 – August 2011  
 Research Associate  
 Department of Environmental Health Sciences, School of Public Health, University of Alabama at Birmingham

December 2003 - October 2005  
 Assistant Professor  
 Department of Environmental and Occupational Health, College of Public Health, University of the Philippines Manila

February 1998 - December 2003  
 University Research Associate  
 Department of Environmental and Occupational Health, College of Public Health, University of the Philippines Manila

September 1997 - January 1998  
 Project Research Assistant  
 Department of Environmental and Occupational Health, College of Public Health, University of the Philippines Manila

**3. Scholarly & Creative Activities:**

Type	Number
Book	<u>0</u>
Edited Book	<u>0</u>
Chapter	<u>0</u>
Refereed Journal Article	<u>16</u>
Other Journal Article	<u>3</u>
Juried Performance/Show	<u>0</u>
Non-Juried Performance/Show	<u>0</u>
Other: <u>Abstract</u>	<u>19</u>
Other: <u>Research presentation</u>	<u>33</u>
Other: <u>Research report</u>	<u>5</u>
Other: <u>Awarded external grant</u>	<u>9</u>

**4. Membership in professional organizations:**

- Academy of Industrial Hygiene (AIH), 2009 - present
- American Industrial Hygiene Association (AIHA), 2006 - present
- American Conference of Governmental Industrial Hygienists (ACGIH), 2001 - 2006

**5. Professional service on campus:**

- Member, ECU Teaching Grants Committee, 2014 – 2016
- Faculty Affiliate, NC Agromedicine Institute (NCAI), February 2012 – present
- Faculty Affiliate, ECU Center for Sustainability: Tourism, Natural Resources, and the Built Environment, 2013 – present
- Member, Dictionary of Agromedicine Editorial Advisory Committee, August 2013 – present
- Faculty Judge, ECU Research and Creative Achievement Week, 2013 – 2015
- Departmental Safety Representative, Department of Health Education and Promotion, 2012 – present
- Collaborator with Prospective Health in the assessment of occupational exposure to animal allergens in the Department of Comparative Medicine animal facilities, August 2015 - present
- Resource speaker, Camp PUSH (summer camp for underserved middle school students in health and science), summer 2014 and 2015
- Resource speaker, American Society of Safety Engineers (ASSE) Technical Meeting, ECU Students' Section, February 13, 2015

**6. Professional service off campus:**

- Resource speaker, Agricultural Medicine Course: Occupational and Environmental Health for Rural Health Professionals, Greenville, NC, 2012-2014
- Resource speaker, 2<sup>nd</sup> International Postgraduate Course in Occupational Health and Safety (IPCOHS), University of the Philippines Manila, Manila, Philippines, October 23-24, 2012
- Journal manuscript reviewer, 10 refereed journals, 2013-2015
- Research proposal reviewer, Deep South Center for Occupational Health and Safety, May 2014
- Research proposal reviewer, Research Opportunities Program (ROP) of the Ontario Ministry of Labour, June 2015 – present
- Board member, Deep South Center for Occupational Health and Safety's Industrial Hygiene Alumni Advisory Board, August 2013 – present
- Editorial board member, Environmental Health Insights, Sept 2015 - present

Faculty Senate Resolution #07-01, March 2007 Faculty Senate Resolution #08-27, May 2008

**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: Eboni Baugh

Department: Human Development & Family Science Performance

School/College: Health & Human

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 19, 2016

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

Salary: \$ 67,771      Source(s): State Funds: \$ 67,771      \*Non-State Funds: \$ \_\_\_\_\_

*\*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, 2005, Florida State University; MS, 2000, East Carolina University; BS, 1997, University of North Carolina at Chapel Hill

**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 - current Assistant Professor, East Carolina University; 2005 - 2010 Assistant Professor, University of Florida

**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>4</u>
<i>Refereed Journal Article</i>	<u>10</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>Encyclopedia</u></i>	
<i>entries</i>	<u>3</u>
<i>Other: _____</i>	<u>—</u>
<i>Other: _____</i>	<u>—</u>

**4. Membership in professional organizations:**

National Council on Family Relations

**5. Professional service on campus:**

Faculty Advisor for ECU-CFR & Thrift Me Pretty (Student Groups); HDFS Personnel Committee, HDFS Graduate Council, HDFS Search Committees, FCS program coordinator

**6. Professional service off campus:**

Triple P Parenting Program, Pitt Partners for Parents Committee

**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: Jeffrey Brault

Department: Kinesiology

School/College: College of Health and 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 19, 2016

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

Salary: \$ 69,915      Source(s): State Funds: \$ 69,915      \*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*)

BS, 1992 Marquette University  
 PhD 2003 University of Missouri  
 Post-doc 2005 Michigan State University  
 Post-doc 2010 Harvard Medical School

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*)

1992-1995 Staff Medical Technologist Johns Hopkins Hospital  
 2010-present Assistant Professor ECU

## 3. Scholarly &amp; Creative Activities:

<i>Type</i>	<i>Number</i>
<i>Book</i>	—
<i>Edited Book</i>	—
<i>Chapter</i>	1
<i>Refereed Journal Article</i>	21
<i>Other Journal Article</i>	—
<i>Juried Performance/Show</i>	—
<i>Non-Juried Performance/Show</i>	—
<i>Other: Grants as PI</i>	3
<i>Other: Grants-Co-I</i>	3
<i>Other: _____</i>	—

## 4. Membership in professional organizations:

American Physiological Society 2003-present  
 American College of Sports Medicine 1999-present  
 American Society of Clinical Pathology 1992-present

## 5. Professional service on campus:

<b>Committee/assignment</b>	<b>Role</b>	<b>Date</b>
Grant Advisory Panel for Carol Witczak	Member	2014
Dept Kinesiology Faculty Search	Member	2012-2013
Annual HPL Student-selected Speaker series	Advisor	2012-present
Dept Biochemistry Faculty Candidate Search	Ad hoc member	2010-2011
Grant Advisory Panel for Tim Gavin	Member	2011
Grant Advisory Panel for Joe Houmard	Member	2011
Muscle Mass Journal Club	Leader	2011 - 2014
Metabolism Joint Lab meetings	Member	2010-present
Manuscript review for publications	Reviewer	2010-present

**6. Professional service off campus:**

Grant review for NIDDK Diabetes Complications Consortium

Approved: Faculty Senate Resolution #07-01

**March 1, 2007**

**East Carolina University Chancellor**

**Amendments: Faculty Senate Resolution #08-27, May 2008**

**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: Zachary Domire

Department: Kinesiology

School/College: College of Health & Human Performance

Current Rank or Title: *(if applicable)* Associate Professor Proposed Rank or Title: N/A

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 19, 2016

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

Salary: \$ 72,026 Source(s): State Funds: \$ 72,026 \*Non-State Funds: \$ \_\_\_\_\_

\*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 type="checkbox"/>	<input checked="" 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*)

08/1995 – 05/1999      The Pennsylvania State University B.S., Honors Kinesiology

08/1999 – 05/2000      The Pennsylvania State University M.S., Kinesiology

05/2000 – 08/2004      The Pennsylvania State University Ph.D., Kinesiology

08/2006 – 08/2009      The Mayo Clinic College of Medicine Post Doc, Biomedical Engineering

**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*)

08/2003 – 08/2004      Instructor Division of Kinesiology and Health  
The University of Wyoming

08/2004 – 07/2006      Assistant Professor Division of Kinesiology and Health  
The University of Wyoming

08/2009 – 01/2012      Assistant Professor Department of Health, Exercise, and Sport Sciences  
Texas Tech University

01/2012 – Current      Associate Professor Department of Kinesiology  
East Carolina University

**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>	22
<i>Other Journal Article</i>	_____
<i>Juried Performance/Show</i>	_____
<i>Non-Juried Performance/Show</i>	_____
<b>Other: ___Refereed National and International Abstracts_____</b>	47
<b>Other: ___State and Local Abstracts_____</b>	29
<i>Other: _____</i>	_____

**4. Membership in professional organizations:**

American College of Sports Medicine

The American Physiological Society

American Society of Biomechanics

Biomedical Engineering Society

The Gerontological Society of America

International Society of Biomechanics

**5. Professional service on campus:**

Department:

2012-2013 Member of the Physical Activity Search Committee

2013-2014 Member of Search Committee for position 937206 (Adapted Physical Activity)

2014-2015 Chair of Search Committee for position 937208 (Motor Control)

2014 Peer Teaching evaluation for Deirdre Dlugonski

College:

2014-2015 Member of the HHP Strategic Planning Committee

2014-2015 Member of the HHP CHE merger work group

University:

2013-2016 Member of the Academic Awards Committee

2014-2015 Vice Chair

2014-2015 Chair of the University Alumni Association Awards for Outstanding Teaching subcommittee

2014-2015 Member of the Board of Governors Distinguished Professor for Teaching Award subcommittee

2013-2014 Chair of the University Alumni Association Awards for Outstanding Teaching subcommittee

2013-2014 Member of the Lifetime and Five-Year Achievement in Research/ Creative Activity Award subcommittee

**6. Professional service off campus:**

Peer reviewer for:

The Anatomical Record

Annals of Biomedical Engineering

Archives of Physical Medicine and Rehabilitation

Clinical Anatomy

Clinical Biomechanics

Human Movement Science

IEEE Transactions on Biomedical Engineering

International Journal of Sports Medicine

International Journal of Sports Physiology and Performance

Journal of Aging and Physical Activity

Journal of the American Podiatric Medical Association

Journal of Applied Biomechanics

Journal of Anatomy

Journal of Biomechanics

Journal of Biomechanical Engineering

Journal of Biomedical Materials Research

Journal of Gerontology: Biological Sciences

Journal of Musculoskeletal Research

Journal of Sports Sciences

Journal of Theoretical Biology

Journal of Ultrasound in Medicine

The Knee

Medical Engineering and Physics

Medicine and Science in Sports and Exercise

Muscle and Nerve

PLoS ONE

Sports Biomechanics

Ultrasound in Medicine and Biology

Grant reviewer for United States Department of Defense, Defense Medical Research and Development Program, Operational Health and Performance & Rehabilitation, April 2010

Grant reviewer for Israel Science Foundation, April 2010

Grant reviewer for the Natural Sciences and Engineering Research Council of Canada and the Canadian Institutes of Health Research Collaborative Health Research Projects (CHRP) Program, December 2010.

Service to the American Society of Biomechanics

Member of the education committee (2013-2015)

Member of the nominating committee (2014-2015)

Mentor for the ASB Mentor Program,

Conference Abstract Reviewer

Student Travel Grants Reviewer

Reviewer for ASB Post-Doctoral Award

Session Chair

2012 Imaging Knee

2013 Assessment of Material Properties in Bone by Medical Imaging

Service to the International Society of Biomechanics

ISB student grants committee (2014-2015)

Congress Travel Grant Reviewer

Matching Dissertation Grant Reviewer

Session Chair

Musculoskeletal 5

Member of the International Program Committee of icSPORTS 2013 “International Congress on Sports Science Research and Technology Support”

Member of the International Program Committee of icSPORTS 2014 “International Congress on Sports Science Research and Technology Support”

Member of the International Program Committee of icSPORTS 2015 “International Congress on Sports Science Research and Technology Support”

Approved: Faculty Senate Resolution #07-01

**March 1, 2007**

**East Carolina University Chancellor**

**Amendments: Faculty Senate Resolution #08-27, May 2008**

**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: Ryan J. Martin

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 19, 2016

Contract Period:

Administrative Appointment:

9 mo.

12 mo.

Faculty Appointment:

9 mo.

12 mo.

Salary: \$ 68,746

Source(s): State Funds: \$ 68,746

\*Non-State Funds: \$ \_\_\_\_\_

*\*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)*

- **Postdoctoral Research Fellowship.** Harvard Medical School; Division on Addiction; Massachusetts Council on Compulsive Gambling (July 2008 - June 2010)
- **Ph.D.** University of Alabama (August 2008)
- **M.S.** University of Illinois (May 2002)
- **B.S.** Eastern Illinois University (May 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)*

**Assistant Professor, East Carolina University** (August 2010 - Present)

- HLTH 3011 – Introduction to Epidemiology in Health Education and Promotion (August 2010 - Present)
- HLTH 6800 – Quantitative Research Methods (August 2010 - August 2013)

**Course Instructor, University of Alabama** (January 2006 - May 2008)

- HHE 270 – Personal Health (August 2006 - May 2008)
- HHE 370 – Principles and Foundations of Health Promotion (January 2006 - May 2007)
- HHE 378 – Drug Awareness Education (June 2007 - August 2007)
- HHE 468 – Practical Communication of Health Promotion (August 2007 - December 2007)

**Graduate Teaching Assistant, University of Illinois** (August 2000 - May 2002)

- CHEALTH 206 – Health Behavior (August 2000 - May 2002)
- CHEALTH 250 – Health Care Delivery (August 2000 - May 2002)
- CHEALTH 321 – Data Analysis (August 2001 - May 2002)

**3. Scholarly & Creative Activities:**

Type	Number
Book	<u>1</u>
Edited Book	_____
Chapter	_____
Refereed Journal Article	<u>30</u>
Other Journal Article	_____
Juried Performance/Show	_____
Non-Juried Performance/Show	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____

**4. Membership in professional organizations:**

- **National Council on Problem Gambling** (2011 - Present)
- **American Public Health Association (APHA)** (2005 - 2008; 2012 - Present)
- **Eta Sigma Gamma** (2006 - 2008; 2012 - 2013)

## 5. Professional service on campus:

### Department of Health Education and Promotion Service:

- Faculty Search Committee Chair: Assistant/Associate Professor Search (2014)
- Conduct Board Member: Athletic Training Education Program (ATEP) (2014 - Present)
- Co-Faculty Advisor: Eta Sigma Gamma, Beta Theta Chapter (2012 - Present)
- Faculty Search Committees (2011 - Present)
- Personnel Committee (2012 - 2014; 2015 - Present)

### Other ECU Service:

- Health Professions Committee: Pre-Professional Advising Center (2014 - Present)
- Alcohol, Tobacco and Other Drugs (ATOD) Committee (2010 - Present)
- Faculty Search Committee: Department of Public Health (2012 - 2013)

## 6. Professional service off campus:

### National Service:

- Editorial Review Board Member
  - Journal of Issues in Intercollegiate Athletics (2014 - 2017)
- Manuscript Reviewer
  - BJPsych Open (2015)
  - International Gambling Studies (2015)
  - Journal of Studies on Alcohol and Drugs (2015)
  - Neuropsychiatric Disease and Treatment (2015)
  - The American Journal on Addictions (2013)
  - Psychology of Addictive Behaviors (2012 - 2013)
  - Analysis of Gambling Behavior (2012)
- Abstract Reviewer
  - American Public Health Association Annual Meeting, ATOD Section (2015)
- Awards Committee Member
  - National Council on Problem Gambling (2012 - Present)
- Grant Reviewer
  - NCAA CHOICES grant proposals (2011)

### Local (Greenville, NC) Service:

- Plan, prepare, and serve dinners to residents of the Hope Lodge (2010 - Present)

Faculty Senate Resolution #07-01, March 2007

Faculty Senate Resolution #08-27, May 2008



**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: Kelley Reinsmith-Jones

Department: School of Social Work

School/College: Health and 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 19, 2016

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

Salary: \$ 57,281 Source(s): State Funds: \$ 57,281 \*Non-State Funds: \$ \_\_\_\_\_

\*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 checked="" 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*)

Doctorate of Leadership Studies; 2009; Gonzaga University  
 Masters of Social Work; 2002; Eastern Washington University  
 Certificate of Health Care Administration; 2002; Eastern Washington University  
 Bachelor of Liberal Arts; 1992; University of Alaska Southeast-Juneau

**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*)

June 2015-current: Capella University; Doctor of Social Work Dissertation Mentor

2009-current: East Carolina University (ECU); Assistant Professor for graduate and undergraduate programs within The School of Social Work

2009:

- Eastern Washington University (EWU); Adjunct faculty for both graduate and undergraduate programs within Social Work and Addiction Studies.
- Coalition of the Responsible Disabled, Spokane WA; Paid consultant to perform non-profit organizational assessment and long-range planning utilizing Appreciate Inquiry
- Spokane County Public Health Department, Spokane WA.; Paid consultant for grant writing

2006-2009: Spokane County Community Services, Spokane WA; Director of a HUD HOPWA grant for providing housing and supportive services for PLWHIV/AIDS in 16 counties

2003-2006: Spokane County Community Services, Spokane WA; Mental Health Program Planner/Evaluator. Planned and evaluated community programs for adult mentally ill consumers. Areas of expertise included resource management/managed care, residential care, institutional care, elder services, and systems evaluation.

2002: Eastern Washington University; Adjunct faculty for undergraduate programs within Social Work and Addiction Studies

2000-2003: Aging and Long Term Care of Eastern Washington, Spokane WA. Area Agency on Aging Special Projects Planner for 3.5 rural counties. Grant writing, task force facilitation, program evaluation, and research.

1992-2000: City/Borough of Juneau, Juneau AK. Managed, planned, implemented, and evaluated school-based and other off-site adolescent drug/alcohol prevention, treatment, and recovery for ages 14-21.

1991-1992: City/Borough Juneau Recovery Hospital: As an intern, worked both inpatient and outpatient addictions treatment with adults.

1987-1990: State of Alaska Youth Corrections; Juneau, AK. Youth Correctional Counselor

**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>10</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>Presentation of referred papers</u></i>	<u>6</u>
<i>Other: <u>Presentation of non-referred papers</u></i>	<u>10</u>
<i>Other: _____</i>	<u>    </u>

4. Membership in professional organizations:

National Association of Social Workers

5. Professional service on campus:

**Service to the Institution**

*Department Assignments*

**Advisor to Student Organizations:**

Bachelor of Social Work Student Association

**External Field Faculty Academic Advisor**

MSW and BSW Students

**Member:**

Field Practicum

Personnel Committee

Faculty Search Committee

Bachelor of Social Work Faculty Committee

Master of Social Work Faculty Committee

MSW Admission and Retention Committee

Aging Minor Committee: Committee to create a Minor in Aging Studies for the Department of Social Work

*College Assignments*

2015: College Of Health and Human Performance Diversity Committee

2015: College of Human Ecology Research Forum Judge for Graduate Student Posters

*University Assignments*

**Advisor to Student Organization:**

To Write Love on Her Arms

**Member:**

2014-2016: University Committee on Academic Integrity

2013-2015: University Leadership Minor Committee

2011-2012: ECU Honors Student selection Committee/ Team Leader: Team Leader for ECU Honors Student Selection process

**Other Advising Activities:**

2009-current: Campus GLBT Safe Zone Faculty: Safe Zone Faculty to provide a safe place for GLBT students to seek assistance and support

**Other Institutional Service Activities:**

2014: Quality Enhancement Plan program participant

2013-2015: Golden Key Honorary Member

**6. Professional service off campus:**

*Dissertation Assignments*

**Chair:**

2015: Capella University; Joe Walker & Dawn Whitten

**Member:**

2015: Christine Brown, Laura Jones, Amber Rae, Jodi Smith, Izette Aragon, Veronica Latnie, Kelly Brown, Lindsey Bernier, Lorena Lashaway

2013-2015: Gonzaga University: Leadership Studies Doctoral Candidate, Rebekka Rogers

**Service to the Community**

*Civic Activity Using Discipline*

2013: Multiple Sclerosis Conference 2013 in Greenville NC, Facilitated Care-Giver group to those personally affected by MS

*Member of a Committee*

2014-2015: First Baptist Church in Washington, NC: Breakfast team serving church and surrounding community members breakfast monthly

2012-2014: New Horizons/Human Rights Committee, to safe-guard children's' rights who receive services from therapeutic foster care

*Speech / Presentation at a Community Meeting*

2014: Ethics Training for Beaufort County Department of Health and Social Services social workers.

2012: Speaker: Channel 9 about trends toward and aging population and about staying healthy enough to become a centenarian, Guest on Channel 9 news about trends toward and aging population and about staying healthy enough to become a centenarian

2012: Key Speaker: Wilson County Department of Social Services (WCDSS) Leadership Development Day, Spirituality and Leadership training

2010: Key Speaker: Regional HSS Fraud Investigation Regional Conference hosted by Martin Co., Speech on Diversity in the work place for a regional meeting of HSS fraud investigators

2010: Key Speaker: Wilson County Department of Social Services, Wilson Co. DSS Leadership Academy Graduation

**Service to the Profession**

2015-2017: NASW Book **Committee**

2015-2016: **Special theme Editor** for Journal of Human Behavior in the Social Environment

**Book Reviews**

Reinsmith-Jones, K. (2015). Carrington, A. *Embracing the Whole: Integrated Spiritual Theory for Practice in Social Work*. NASW Press Book Review

Reinsmith-Jones, K. (in press, 2014). Retirement On The Line: Age, Work, And Value In An American Factory. *Journal of Women and Aging (TBA)*. (Book Review)

Reinsmith-Jones, K. (2011). An occupational perspective on leadership: Theoretical and practical dimensions. *Activities, Adaptation and Aging, 35 (2)*, 167. (Book Review)

Reinsmith-Jones, K. (2011). Planning and managing adult day care: Pathways to success. *Activities, Adaptation and Aging*, 35 (1), 71. (Book Review)

**Article Reviews**

Cyberpsychology: Journal of Psychosocial Research on Cyberspace

Reflections: Narratives of Professional Helping

The MERLOT Journal of Online Learning and Teaching (JOLT)

**Conference Presentation Paper Reviews**

Learning Technology for Education In Cloud: The 5<sup>th</sup> International Workshop, Hagen Germany

*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 Richards

Department: Health Education and Promotion

College: Health and 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 19, 2016

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

Salary: \$ 69,295 Source(s): State Funds: \$ 69,295 \*Non-State Funds: \$ \_\_\_\_\_

*\*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	Concentration
Post-doctoral	2007	University of Florida, Florida Medical Entomology Laboratory	Arbovirology
PhD	2005	North Carolina State University	Entomology
MS	2001	East Carolina University	Environmental Health
BS	1998	East Carolina University	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)*

Rank	Dates of Appointment	Institution	Concentration
Assistant Professor	Aug. 2011-present	East Carolina University	Environmental Health
Research Assistant Scientist	Jun. 2007-Jul. 2011	University of Florida, Florida Medical Entomology Laboratory	Arbovirology
Post-doctoral Associate	Aug. 2005-May 2007	University of Florida, Florida Medical Entomology Laboratory	Arbovirology
Graduate Research Assistant	Jan. 2002-Aug. 2005	North Carolina State University	Medical Entomology
Research Assistant	Jan. 1999-Dec. 2001	Craven County Dept. of Environmental Health	Medical Entomology

**3. Scholarly & Creative Activities:**

Type	Number
Book	<u>0</u>
Edited Book	<u>0</u>
Chapter	<u>0</u>
Refereed Journal Article	<u>35</u>
Other Journal Article	<u>14</u>
Juried Performance/Show	<u>0</u>
Non-Juried Performance/Show	<u>0</u>
Other: _____	_____
Other: _____	_____
Other: _____	_____

4. Membership in professional organizations:

- 2014- Florida Entomological Association
- 2009- Florida Environmental Health Association
- 2009- American Committee on Arthropod-borne Viruses
- 2006- American Society for Virology
- 2006- Florida Mosquito Control Association
- 2005- American Mosquito Control Association
- 2005- American Society of Tropical Medicine and Hygiene
- 2005- Entomological Society of America
- 2005- Society for Vector Ecology
- 2004- American Committee on Medical Entomology
- 2004- North Carolina Mosquito and Vector Control Association

5. Professional service on campus:

- 2015-present, Member, ECU School of Public Health Advisory Council
- 2015-present, Member, Honorary Degrees, Awards, and Distinctions Committee
- 2015-present, NC Agromedicine Institute Board of Directors
- 2014-2017, Officer (Vice Chair), Student Scholarships, Fellowships, and Financial Aid Committee
- 2014-2015, Chair of Faculty Representative, University Academic Calendar Committee
- 2015, Peer review of NIOSH grant proposal entitled “Adsorption Characteristics of Activated Carbon Fibers in Respirator Cartridges for Volatile Organic Compounds” for Dr. Jo Anne Balanay.
- 2015-present, Temporary Variable Supplement Planning Committee Member – Department of Health Education and Promotion
- 2014, Provided a peer-review of HLTH 3002, Women’s Health Across Lifespan (Dr. Alice Richman, Instructor), ECU, Department of Health Education and Promotion
- 2013, Provided a peer review of EHST 3900, Introduction to Occupational Health (Dr. Jo Anne Balanay, Instructor), ECU, Department of Health Education and Promotion
- 2013, Provided a peer review of EHST 3370, Wastewater Management (Dr. Charles Humphrey, Instructor), ECU, Department of Health Education and Promotion
- 2012, Provided a peer review of EHST 3350, Safe Water (Dr. Charles Humphrey, Instructor), ECU, Department of Health Education and Promotion
- 2012, Strategic Mission/Vision Committee Member – Department of Health Education and Promotion
- Graduate Curriculum Advisor – Environmental Health Program – Fall 2011 – Present
- Faculty advisor for the ECU Chapter of Epsilon Nu Eta, National Environmental Health Honor Society: Fall 2011 - Present

6. Professional service off campus:

- 2015, Presentation to Northeastern District Environmental Health Section about ECU mosquito research program.
- 2014, Participated in “Camp PUSH 2014” Preparing Under-served Students in Health and Science (Middle School), Instructed 30 students about Medical Entomology in Environmental Health; East Carolina University
- 2014, Interview with WNCT Television News Channel 9 (Josh Birch) about chikungunya virus in the United States (August 7).
- 2014, Interview with Daily Reflector newspaper about chikungunya virus in the United States (July 15) (*front page story*).
- 2014, Interview with WCTI Television News Channel 12 about chikungunya virus in the United States (July 15).
- 2014, Organized and implemented presentation and mini-science experiment about mosquito biology to Greenville Montessori School (Ms. Briley and Ms. Raney – primary teachers).



- 2014, Organized and presented insect collection boxes (arranged by insect order) to primary and elementary classrooms at Greenville Montessori School.
- 2013-present, Student Competition Chair, North Carolina Mosquito and Vector Control Association
- 2013-present, Member of Program Committee, North Carolina Mosquito and Vector Control Association
- 2013-present, Chair of Finance Committee, North Carolina Mosquito and Vector Control Association
- 2013-present, Secretary-Treasurer, North Carolina Mosquito and Vector Control Association
- 2013-2015, Lead subeditor for journal supplement on disease vectors for the journal *Environmental Health Insights*.
- 2013, Presentation to Rotary Club of Greenville, NC. "CSI Greenville", Paul Cunningham (Organizer, Dean and Associate Vice Chancellor for Medical Affairs).
- 2013, Moderated Sixth Symposium (6 presenters) North Carolina Mosquito and Vector Control Association, Wrightsville Beach, NC.
- 2012, Organized and Moderated Symposium "*Risk Assessment of Vector-Borne Disease*" (9 presenters) 78<sup>th</sup> Annual American Mosquito Control Association, Austin, TX.
- 2012, Consulted with Ladd Bayliss (Coastal Advocate, NC Coastal Federation) about pesticide spraying for mosquitoes after hurricanes/flooding events.
- 2011, Consulted with Michelle Logan (Quality Manager at Coeur, Inc., Washington, NC) about an insect-related issue. There was an internal investigation where a moth was found in a packaged medical device.
- 2011, Organized "4-H Bug-a-Boo Camp Diptera Day" to involve children in hands-on educational activities pertaining to flies of medical and/or forensic importance, University of Florida, Florida Medical Entomology Laboratory.
- 2010, Organized and moderated scientific seminars to educate local naturalists (Gumbo Limbo Nature Society) about Vector Ecology and Arboviral Disease, University of Florida, Florida Medical Entomology Laboratory.
- 2006-present, 43 manuscripts reviewed for peer-reviewed journals (*PLoS Neglected Tropical Diseases*, *Vector-Borne and Zoonotic Diseases*, *Pest Management Science*, *PLoS One*, *Journal of Insect Physiology*, *Parasites and Vectors*, *Journal of Forensic and Legal Medicine*, *American Journal of Tropical Medicine and Hygiene*, *PLoS Neglected Tropical Diseases*, *Transactions of the Royal Society of Tropical Medicine & Hygiene*, *Journal of Virological Methods*, *Journal of Medical Entomology*, *Journal of Vector Ecology*)

Faculty Senate Resolution #07-01, March 2007

Faculty Senate Resolution #08-27, May 2008

Office of the  
Vice Chancellor  
Health Sciences Division  
Phyllis N. Horns, RN, DSN, FAAN  
AD-48 Brody Medical  
Sciences Building  
600 Moye Boulevard  
Mail Stop 600  
East Carolina University  
Greenville, NC 27834-4354

252-744-2984 office  
252-744-9003 fax

**MEMORANDUM**

TO: Chancellor Steve Ballard

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

DATE: February 17, 2016

SUBJECT: Recommendations for Promotion and Permanent Tenure,  
2015-2016 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**

Sonja K. Bareiss, PhD Department of Physical Therapy	Promotion to Associate Professor with Conferral of Permanent Tenure
Robert Kulesher, PhD Department of Health Services & Information Management	Promotion to Professor
Steven Sligar, EdD Department of Addictions & Rehabilitation Studies	Promotion to Professor
Leonard Trujillo, PhD Department of Occupational Therapy	Promotion to Professor
John Willson, PhD Department of Physical Therapy	Conferral of Permanent Tenure


**Chancellor Steve Ballard**  
**February 17, 2016**  
**Page 2 of 2**

**BRODY SCHOOL OF MEDICINE**

Ethan Anderson, PhD Department of Pharmacology & Toxicology	Promotion to Associate Professor with Conferral of Permanent Tenure
Cynthia Christiano, MD Department of Internal Medicine	Promotion to Associate Professor with Conferral of Permanent Tenure
Jennifer Crotty, MD Department of Pediatrics	Promotion to Associate Professor with Conferral of Permanent Tenure
Claudia E. Goettler, MD Department of Surgery	Promotion to Professor
Myon-Hee Lee, PhD Department of Internal Medicine	Promotion to Associate Professor with Conferral of Permanent Tenure
Laura Matarese, PhD Department of Internal Medicine	Promotion to Professor with Conferral of Permanent Tenure
L. Wiley Nifong, MD Department of Cardiovascular Sciences	Promotion to Professor
Eric A. Toschlog, MD Department of Surgery	Promotion to Professor

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

Approve  Do Not Approve

  
\_\_\_\_\_  
Steve Ballard, Chancellor

2.23.16  
Date



Office of the  
Vice Chancellor  
Health Sciences Division

Phyllis N. Horns, RN, DSN, FAAN  
AD-48 Brody Medical  
Sciences Building  
600 Moye Boulevard  
Mail Stop 600  
East Carolina University  
Greenville, NC 27834-4354

252-744-2984 office  
252-744-9003 fax

February 17, 2016

Chancellor Steve Ballard  
East Carolina University  
Greenville, NC 27834

RE: Information Regarding a Candidate who Requested a Promotion to Professor

Dear Chancellor Ballard:

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 action, which was considered but not recommended.

Roman Pawlak, PhD, Associate Professor, College of Allied Health Sciences, Department of Nutrition Science requested to be considered for promotion to Professor. The Promotion Committee, the Department Chair, the Dean and I could not support this promotion.

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

Best regards,

A handwritten signature in black ink that reads 'Phyllis N. Horns'.

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

Spring 2016

2015-16  
CHART OF RECOMMENDATIONS  
BRODY SCHOOL OF MEDICINE

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
Ethan Anderson, PhD Pharmacology and Toxicology					
<b>Mandatory</b> tenure decision due this year	YES	YES	YES	YES	YES
Promotion to Associate Professor Permanent Tenure	YES	YES	YES	YES	YES

NOTE: Hired as a post-doc scholar in the Department of Exercise and Sports Science, College of Health and Human Performance effective July 1, 2006. Effective July 1, 2007, began working as a fixed-term Research Associate in the Department of Exercise and Sports Science. Effective February 13, 2009, joint appointment as Research Instructor with the Department of Cardiovascular Sciences and the Department of Exercise and Sports Science. Hired as Assistant Professor in the Department of Pharmacology and Toxicology effective 9/8/2009; probationary term began July 1, 2010.

Cynthia Christiano, MD  
Internal Medicine

<b>Mandatory</b> tenure decision due this year	YES	YES	YES	YES	YES
Promotion to Associate Professor Permanent Tenure	YES	YES	YES	YES	YES

NOTE: Hired as fixed-term part-time (.80 FTE) position as Clinical Assistant Professor in the Department of Internal Medicine effective 2/14/2003. Effective July 1, 2006, changed to full-time Clinical Assistant Professor in the Department of Internal Medicine. Effective July 1, 2010, change in appointment to tenure-track Assistant Professor. Probationary term began July 1, 2010.

CHART OF RECOMMENDATIONS  
 BRODY SCHOOL OF MEDICINE  
 Spring 2016  
 Page 2

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
Jennifer Crotty, MD Pediatrics					
<b>Mandatory</b> 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 November 2, 2009; probationary term began July 1, 2010.

Myon-Hee Lee, PhD Internal Medicine					
<b>Mandatory</b> 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 May 3, 2010; probationary term began July 1, 2010.

CHART OF RECOMMENDATIONS  
 BRODY SCHOOL OF MEDICINE  
 Spring 2016  
 Page 3

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
Laura Matarese, PhD Internal Medicine					
<b>Mandatory</b> tenure decision due this year	YES	YES	YES	YES	YES
Promotion to Professor	YES	YES	YES	YES	YES
Permanent Tenure					

NOTE: Hired as Associate Professor in the Department of Internal Medicine effective October 10, 2011, with a joint appointment in the Department of Nutrition Sciences, formerly in the College of Human Ecology - now in the College of Allied Health Sciences. Probationary term began July 1, 2012.

CHART OF RECOMMENDATIONS  
 BRODY SCHOOL OF MEDICINE  
 Spring 2016  
 Page 4

Promotion Decision Only

Name/Department	Department Committee Recommendation	Department Chair Recommendation	BSOM P&T Advisory Committee Recommendation	Dean Recommendation	Vice Chancellor Recommendation
L. Wiley Nifong, MD Cardiovascular Sciences <b>Promotion</b> to Professor	YES	YES	YES	YES	YES
NOTE: Hired as Assistant Research Professor effective July 1, 1999. Appointment change to tenure-track position of Assistant Professor effective July 1, 2000. Promoted to Associate Professor and conferral of permanent tenure effective July 1, 2006.					
Claudia E. Goettler, MD Surgery <b>Promotion</b> to Professor	YES	YES	YES	YES	YES
NOTE: Hired as tenure-track Assistant Professor effective July 1, 2002. Promoted to Associate Professor with conferral of permanent tenure effective July 1, 2008.					
Eric A. Toschlog, MD Surgery <b>Promotion</b> to Professor	YES	YES	YES	YES	YES
NOTE: Hired as tenure-track Assistant Professor effective July 1, 2000. Promoted to Associate Professor with conferral of permanent tenure effective July 1, 2006.					



Spring 2016

2015-16  
CHART OF RECOMMENDATIONS  
COLLEGE OF ALLIED HEALTH SCIENCES

**Promotion to Associate Professor with Permanent Tenure**

Name/Department	Committee Recommendation	Chair Recommendation	Dean Recommendation	Vice Chancellor Recommendation
Sonja Bareiss, PhD Physical Therapy				
<b>Mandatory</b> tenure decision due this year				
Promotion to Associate Professor	YES	YES	YES	YES
Permanent Tenure	YES	YES	YES	YES

NOTE: Hired as fixed-term part-time (.75 FTE) Teaching Instructor in the Department of Anatomy and Cell Biology, Brody School of Medicine, effective 8/19/2008. Hired as Assistant Professor in the Department of Physical Therapy, College of Allied Health Sciences 10/1/2009. Probationary term began 7/1/2010.

**Tenure Decision Only**

John Willson, PhD Physical Therapy				
<b>EARLY</b> tenure decision				
Permanent Tenure	YES	YES	YES	YES

NOTE: Hired as tenure-track Associate Professor in the Department of Physical Therapy, College of Allied Health Sciences 8/1/2012. Probationary term began 7/1/2013. Reappointed as Associate Professor effective 7/1/2015 (7/1/2016 - 6/30/2018).

CHART OF RECOMMENDATIONS  
 COLLEGE OF ALLIED HEALTH SCIENCES  
 Spring 2016  
 Page 2

Promotion Decision Only

Name/Department	Committee Recommendation	Chair Recommendation	Dean Recommendation	Vice Chancellor Recommendation
Robert Kulesher, PhD Health Services and Information Management <b>PROMOTION</b> to Professor	YES	YES	YES	YES

NOTE: Hired as Assistant Professor in the Department of Health Services and Information Management, College of Allied Health Sciences effective 7/1/2003. Probationary term began 7/1/2003. Promoted to Associate Professor and conferral of permanent tenure 7/1/2009.

Roman Pawlak, PhD Nutrition Sciences <b>PROMOTION</b> to Professor	NO	NO	NO	NO
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NOTE: Hired as Visiting Assistant Professor in the Department of Nutrition and Dietetic, College of Human Ecology, effective 8/25/2003. Appointment change to tenure-track, Assistant Professor in the Department of Nutrition and Dietetic, College of Human Ecology effective 8/24/2005. Probationary term began 8/24/2005. Promoted to Associate Professor and conferral of permanent tenure 8/23/2010.

Steven Sligar, EdD Addictions and Rehabilitation Studies <b>PROMOTION</b> to Professor	YES	YES	YES	YES
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NOTE: Hired as Assistant Professor in the Department of Rehabilitation Studies, College of Allied Health Sciences effective 7/1/2004. Probationary term began 7/1/2004. Promoted to Associate Professor and conferral of permanent tenure 7/1/2010.

CHART OF RECOMMENDATIONS  
 COLLEGE OF ALLIED HEALTH SCIENCES  
 Spring 2016  
 Page 3

Promotion Decision Only

Name/Department	Committee Recommendation	Chair Recommendation	Dean Recommendation	Vice Chancellor Recommendation
Leonard Trujillo, PhD Occupational Therapy <b>PROMOTION</b> to Professor	YES	NA	YES	YES

NOTE: Hired as Assistant Professor in the Department of Occupational Therapy, College of Allied Health Sciences effective 7/1/2003. Probationary term began 7/1/2003. Promoted to Associate Professor and conferral of permanent tenure 7/1/2007.

March 9, 2016

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

Phyllis N. Horns, RN, DSN, FAAN

AD-48 Brody Medical  
Sciences Building

600 Moye Boulevard

Mail Stop 600

East Carolina University

Greenville, NC 27834-4354

252-744-2984 office

252-744-9003 fax

Chancellor Steve Ballard  
East Carolina University  
Greenville, NC 27858

Dear Chancellor Ballard:

I would appreciate your consideration of the enclosed recommendation for initial appointment with permanent tenure on behalf of Blase Anthony Carabello, MD.

Dr. Carabello will join the Brody School of Medicine as Professor and Chief of Cardiology in the Department of Cardiovascular Sciences; Medical Director of Cardiology at Vidant Medical Center (VMC); and Director of the East Carolina Heart Institute (ECHI) effective March 31, 2016. Dr. Carabello completed his medical degree in 1973 at Temple University and his medical residency in 1976 at Massachusetts General Hospital, Harvard Medical School in Boston, Massachusetts. This was followed by a two year cardiology fellowship and one year of employment as cardiologist at Peter Bent Brigham Hospital, Harvard Medical School.

Dr. Carabello joined the University of Virginia Hospital as Assistant Professor from 1979 – 1981; and Temple University in Philadelphia, Pennsylvania as Director of Cardiology, Associate Professor of Medicine and Associate Professor of Physiology from 1981-1985; followed by a tenured academic appointment as Professor of Medicine at the Medical University of South Carolina, and Ralph H. Johnson Department of Veterans Affairs Medical Center in Charleston, South Carolina from 1985-1999.

In 1994, Dr. Carabello was named the Charles Ezra Daniel Professor of Cardiology, Medical University of South Carolina. In 1999 he was named the W.A. "Tex" and Deborah Moncrief, Jr. Professor of Medicine and Vice Chair, Department of Medicine at Baylor College of Medicine. Simultaneously, he served as the Medical Care Line Executive at the Michael E. DeBakey VA Medical Center (MEDVAMC) in Houston, Texas. During his time at Baylor College of Medicine and MEDVAMC, he served as Acting Chief of Staff, MEDVAMC from 2008-2009; Acting Medical Center Director, MEDVAMC from 2010-2011; and Chief of Cardiology at the Texas Heart Institute from 2011 - 2014. Currently, Dr. Carabello is serving as the Chair of the Mount Sinai Beth Israel Department of Cardiology and as Professor of Medicine at the Icahn School of Medicine in New York, NY.

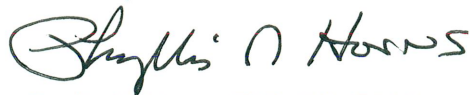
Dr. Carabello has published six books, 179 book chapters and other invited publications, 171 refereed journal articles, and has given 227 international and national presentations. He holds numerous awards and honors and is a member of several professional organizations.

For your convenience, attached are the following documents:

- Dr. Blase Carabello's curriculum vitae
- The East Carolina University Personnel Action Summary Form for the Board of Trustees

If you approve, we will make arrangements for this recommendation to be placed on the agenda for the April 8, 2016 Board of Trustees meeting.

Sincerely,

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

\_\_\_\_\_ Approve

\_\_\_\_\_ Do Not Approve

\_\_\_\_\_  
Steve Ballard, Chancellor\_\_\_\_\_  
Date

**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: Blase Anthony Carabello, MD

Department: Cardiovascular Sciences

School/College: Brody School of Medicine

Current Rank or Title: (if applicable) Professor

Proposed Rank or Title: 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: \_\_\_\_\_

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

Salary: \$550,000 Source(s): State Funds: \$ \_\_\_\_\_ \*Non-State Funds: \$ \_\_\_\_\_

\*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 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 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*)

1969	BA	Gettysburg College, Gettysburg, Pennsylvania
1973	MD, Cum Laude	Temple University, Philadelphia, Pennsylvania

**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*)

1973-1975	Resident in Medicine	Massachusetts General Hospital, Harvard Medical School, Boston, Massachusetts
1975-1976	Senior Resident in Medicine	Massachusetts General Hospital, Harvard Medical School, Boston, Massachusetts
1976-1978	Fellow in Cardiology	Peter Bent Brigham Hospital, Harvard Medical School, Boston, Massachusetts
1978-1979	Cardiologist	Peter Bent Brigham Hospital, Harvard Medical School, Boston, Massachusetts
1979-1981	Assistant Professor of Medicine	University of Virginia Hospital, Charlottesville, Virginia
1981-1985	Director of Diagnostic Cardiology, Associate Professor of Medicine, Associate Professor of Physiology	Temple University, Philadelphia, Pennsylvania
1985-1999	Professor of Medicine,	Medical University of South Carolina, and the Ralph H. Johnson Department of Veteran Affairs Medical Center, Charleston, SC
1994-1999	Charles Ezra Daniel Professor of Cardiology	Medical University of South Carolina, Charleston, South Carolina
1999-2014	W.A. "Tex" and Deborah Moncrief, Jr. Professor of Medicine and Vice Chair, Department of Medicine	Baylor College of Medicine
1999-2014	Medical Care Line Executive	Michael E. DeBakey VA Medical Center, Houston, TX
2008-2009	Acting Chief of Staff	MEDVAMC
2010-2011	Acting Medical Center Director	MEDVAMC
2011-2014	Chief of Cardiology	Texas Heart Institute
2014 – present	Chair	Mount Sinai Beth Israel, Department of Cardiology
2014 – present	Professor of Medicine	Icahn School of Medicine, New York, NY

Board Certification	June, 1977	American Board of Internal Medicine
Board Certification	June, 1979	Certification Cardiovascular Diseases

**3. Scholarly & Creative Activities:**

<i>Type</i>	<i>Number</i>
<i>Book</i>	<u>6</u>
<i>Chapters and other invited publications</i>	<u>179</u>
<i>Refereed Journal Article</i>	<u>171</u>
<i>Presentations: International &amp; National</i>	<u>227</u>
<i>Honors and Awards</i>	<u>18</u>
<i>Teaching Awards and Student Recognition</i>	<u>19</u>
<i>Editorial and Referring Responsibilities</i>	<u>24</u>

## 4. Membership in professional organizations:

American Heart Association  
Heart Valve Society of America  
Association of University Cardiologists

## 5. Professional service on campus: New to ECU

## 6. Professional service off campus:

1981-1985	Member, S.E. Pennsylvania Heart Association Research Committee
1982-1985	Member, Admissions Committee, Temple Medical School
1985-present	Member, MUSC Animal Research Committee
1992	Member, NIH Task Force on Congestive Heart Failure; Eugene Braunwald, Chairman
1993	Member, Search Committee for Physiology Department, MUSC
1998-1998	Member, American Heart Association, South Carolina Affiliate, Research Committee
1994-1999	House staff Education Committee, Department of Medicine, MUSC
1994-1999	Medical Student Education Committee, Department of Medicine, MUSC
1997	University Space Committee, MUSC
1997	University Tenure Committee, MUSC
1997	Education Policy Committee, School of Medicine, MUSC
1984-2000	American Heart Association (National) Council on Circulation Fellow (1984- Chairman, Credentials Committee (1993 – 1995) Member, Executive Committee (1993 – 1997) Council on Clinical Cardiology Vice Chairman, Committee on Cardiac Catheterization (1990-1992) Chairman, Committee on Cardiac Catheterization (1992-1996) Member, Nominating and Awards Committee (1991-1993) AHA Scientific Sessions Committee
1998-2008	Member, Program Committee (1998-2007) Vice Chairman, Program Committee (2000-2003) Chairman, Program Committee (2003 - 2007)
1999-2014	Member, Clinical Executive Board, Houston Veterans Affairs Medical Center (HVAMC)
2001-2014	Chairman, P&T Sub-Committee on Cost Reduction, HVAMC
2001-2014	Member, Resource Management Board, Houston Veterans Affairs Medical Center
2001-2005	Member, Cardio Renal Advisory Committee, Food and Drug Administration, Rockville Maryland
2003-2014	Chairman, Pharmacy & Therapeutics Committee HVAMC
2003-2014	Member, VISN16 Formulary Subcommittee
2004-2007	Councilor, Association of University Cardiologists
2004-present	Vice President/Programs & Education, Heart Valve Society of America
2007	Vice President/Association of University Cardiologists
2007	Member, Accreditation Council for Graduate Medical Education (ACGME) Review Committee for Internal Medicine
2009	Member, Institute of Medicine Committee on Social Security Cardiovascular Disability Criteria
2013	Master Clinician Award Selection Committee

## 7. Extramural grant support:

Past funding total: \$4,520,376\* does not include 1/1/95-12/31/99 full-time VA salary





PROPOSAL TO EAST CAROLINA UNIVERSITY BOARD OF TRUSTEES  
TO NAME A FACILITY OR ACTIVITY

ROUTING SHEET

**Office of Vice Chancellor for University Advancement:**

Received Christy Dh  
Action Approved / 4/1/2016  
Date

Christy Dh  
Vice Chancellor's Signature Forwarded or returned \_\_\_\_\_  
Date

Comments \_\_\_\_\_  
\_\_\_\_\_

**Chancellor's Office:**

Received \_\_\_\_\_  
Action \_\_\_\_\_ / \_\_\_\_\_  
Date

S Bullard  
Chancellor's Signature Forwarded or returned \_\_\_\_\_  
Date

Comments \_\_\_\_\_  
\_\_\_\_\_

**Athletics and Advancement Committee of the Board of Trustees:**

Received \_\_\_\_\_  
Action \_\_\_\_\_ / \_\_\_\_\_  
Date

\_\_\_\_\_ Forwarded or returned \_\_\_\_\_  
Chair's Signature Date

Comments \_\_\_\_\_  
\_\_\_\_\_

**Board of Trustees:**

Received \_\_\_\_\_  
Action \_\_\_\_\_ / \_\_\_\_\_  
Date

\_\_\_\_\_ Forwarded or returned \_\_\_\_\_  
Chair's Signature Date

Comments \_\_\_\_\_  
\_\_\_\_\_

Fund Name: Miller J F Professorship  
Fund Number: ET3600-530101 (Banner); 222I (ONE)



**East Carolina University.**  
FOUNDATION INC.

**FUND AGREEMENT**

**FOR THE  
J. FIELDING MILLER PROFESSORSHIP**

**I. ESTABLISHMENT**

- A. THIS AGREEMENT is made effective as of the date of the last signature hereto affixed between Mr. James Fielding Miller (Donor) and the East Carolina University Foundation, Inc. (Foundation).
- B. The Donor and the Foundation agree to establish this as **temporarily restricted** fund in the ECU Foundation known as the J. Fielding Miller Professorship (Fund). The fund manager will be the Dean of the College of Business (Administrator). This fund shall become endowed upon transfer to the ECU Endowment Fund.

**II. STATEMENT OF DONOR INTENT**

The Donor wishes to establish this fund to provide support for a Professorship in the College of Business that will serve as the Director of the newly formed Miller School of Entrepreneurship.

**III. SOURCE OF FUNDS**

The Fund shall be initially established with the following gifts and shall be consistent with the Foundation's Gift Acceptance Policy.

- 1. Gift of \$1,000,000 made in one payment.

Fund Name:  
Fund Number:

2. Gifts to the Fund will serve as the requisite challenge grant to qualify for State matching funds from the UNC Board of Governors' Distinguished Professorship Endowment Trust Fund, consistent with G. S. Chapter 116, Article 1, Part 4, Section 41.15. In order to qualify for the State match, gifts of a minimum of \$1,000,000 will be transferred from the East Carolina University Foundation, Inc. to the East Carolina University Endowment Fund. By affixing their signatures hereto, the Donors expressly authorize the Foundation to transfer the gift proceeds to the University Endowment Fund. The University Endowment Fund will then hold and administer these proceeds and any subsequent additions to the Fund in accordance with the Distinguished Professorship plan as approved by UNC-GA.

#### IV. PURPOSE AND USE OF FUNDS

This Fund shall be used to provide support for a professorship in the College of Business; upon transfer to the ECU Endowment Fund this fund will become endowed. This professorship will serve as the Director of the newly formed Miller School of Entrepreneurship within the College of Business. The spendable distribution from the endowment fund is to be used in accordance with the distinguished professorship plan as approved by UNC General Administration.

#### V. FUND ADMINISTRATION

This Fund shall be administered in accordance with the Foundation's policies and procedures and shall be consistent with the University's policies, as follows:

- A. The Fund shall be used only for a qualified charitable purpose consistent with the laws of the State of North Carolina and section 501(c)(3) of the Internal Revenue Code.
- B. The fund will pay an annual administrative fee at a rate then in effect.
- C. The spending distribution will be at a rate determined annually by the Endowment Fund Board.
- D. With the consent of the Foundation and/or University, other parties may also make gifts to the Fund, but they may not change the purpose of the Fund.
- E. All gifts to and accumulated earnings of the Fund will be invested in the Endowment Fund's investment pool and will receive a prorated share of the net income or losses.
- F. If at some future time, it becomes impractical for the University to provide support for the Director of the Miller School of Entrepreneurship or other professorship in the College of Business or it becomes unlawful or wasteful to expend the earnings from the Fund in the manner stated above, then, at the discretion of the University Endowment Board, the Fund shall be used to further the objectives and purposes of the College of Business Endowment for Excellence Fund, bearing in mind the desires of the Donor as expressed in this agreement.


Fund Name:  
Fund Number:

G. If the funds do not reach the minimum to apply for the state match or the program no longer exists, the funds will be utilized to support expenses in accordance with the purpose noted above.

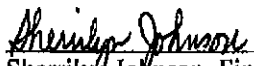
IN WITNESS WHEREOF, these parties execute this Agreement.

By:   
James Fielding Miller, Donor


Date: 6/25/15

By:   
Stan Eakins, PhD, Dean  
College of Business

Date: 6/17/15

By:   
Sherrilyn Johnson, Financial Director  
East Carolina University

Date: 6/26/15

By:   
Christopher M. Dyba  
Vice Chancellor of University Advancement &  
President of the ECU Foundation

Date: 7/6/2015

Fund Title: Miller School Entrepreneurship Fund  
Fund Number: ET3596-530101 (Banner); 2220 (ONE)



East Carolina University  
FOUNDATION INC.

## FUND AGREEMENT

### FOR THE THE MILLER SCHOOL OF ENTREPRENEURSHIP OPERATING FUND

#### I. ESTABLISHMENT

- A. THIS AGREEMENT is made effective as of the date of the last signature hereto affixed between Mr. James Fielding Miller (Donor) and the East Carolina University Foundation, Inc. (Foundation).
- B. The Donor and the Foundation agree to establish this as a **temporarily restricted fund** in the Foundation known as the School of Entrepreneurship Operating Fund (Fund). The fund manager will be the Dean of the College of Business (Administrator).
- C. A minimum amount of \$5,000 in gifts must be given to this Fund within 12 months from the date of this agreement. If the gifts to the fund fail to reach \$5,000, there is only a small balance in the Fund, or there has been no activity in the fund in the recent twelve-month period, the Foundation may close the Fund and move the remaining money to an appropriate fund in the academic area.

#### II. STATEMENT OF DONOR INTENT

The Donor wishes to create this fund to support the operations of a newly formed School of Entrepreneurship in the College of Business.

#### III. SOURCE OF FUNDS

The Fund shall be initially established with the following gifts and shall be consistent with the Foundation's Gift Acceptance Policy:

1. The Donor has committed to make an annual gift of \$200,000 for five consecutive years. It is also his intent to continue those annual gifts for another 15 thereafter, although this will be in the form of a 1:1 match (up to \$200,000/yr.) of other contributions to the Miller School of Entrepreneurship Operating Fund. First gift of \$200,000 to be made by July 1, 2015 and subsequent gifts will be made on or about that same date each year gifts are made.

Fund Title:  
Fund Number:

#### IV. PURPOSE AND USE OF FUNDS


This Fund shall be used to support the operations of the newly formed Miller School of Entrepreneurship in the College of Business. The expenditures may include, but are not limited to, advertising and promotions, fundraising events, supplies, faculty support and awards, and any other operating expenses at the discretion of the Administrator. All of the money in the fund is spendable at any time. The Administrator shall be responsible for administering the distributions from the Fund and applying such distributions in accordance with Foundation and University policies and procedures.

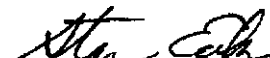
#### V. FUND ADMINISTRATION

This Fund shall be administered in accordance with the Foundation's policies and procedures and shall be consistent with the University's policies, as follows:

- A. The Fund shall be used only for a qualified charitable purpose consistent with the laws of the State of North Carolina and section 501(c)(3) of the Internal Revenue Code.
- B. With the consent of the Foundation, other parties may also make gifts to the Fund, but they may not change the purpose of the Fund.
- C. Fees: A one-time fee is charged to all new gifts to the Fund. Gifts made to the Fund via telefund or annual fund solicitations are subject to an annual fund fee. These fee amounts are determined annually by the Foundation Board of Directors and will be in accordance with the Foundation Policy.
- D. If at some future time, it becomes impractical for the Foundation to achieve the designated purpose of the Fund, circumstances change, or it becomes unlawful or wasteful to expend the earnings from the Fund in the manner stated above, then, at the discretion of the Foundation Board of Directors, the Fund shall be distributed to the College of Business Endowment for Excellence Fund.

IN WITNESS WHEREOF, these parties execute this Agreement.

By:  Date: 6/25/15  
James Fielding Miller, Donor

By:  Date: 7/7/15  
Stan Eakins, PhD, Dean  
College of Business

By:  Date: 7/6/2015  
Christopher M. Dyba  
Vice Chancellor of University Advancement &  
President of the ECU Foundation



PROPOSAL TO EAST CAROLINA UNIVERSITY BOARD OF TRUSTEES  
TO NAME A FACILITY OR ACTIVITY

ROUTING SHEET

**Office of Vice Chancellor for University Advancement:**

Received Christy Dh  
Action Approved / 4/1/2016  
Date

Christy Dh  
Vice Chancellor's Signature Forwarded or returned \_\_\_\_\_  
Date

Comments \_\_\_\_\_  
\_\_\_\_\_

**Chancellor's Office:**

Received \_\_\_\_\_  
Action \_\_\_\_\_ / \_\_\_\_\_  
Date

S Bellard  
Chancellor's Signature Forwarded or returned \_\_\_\_\_  
Date

Comments \_\_\_\_\_  
\_\_\_\_\_

**Athletics and Advancement Committee of the Board of Trustees:**

Received \_\_\_\_\_  
Action \_\_\_\_\_ / \_\_\_\_\_  
Date

\_\_\_\_\_ Forwarded or returned \_\_\_\_\_  
Chair's Signature Date

Comments \_\_\_\_\_  
\_\_\_\_\_

**Board of Trustees:**

Received \_\_\_\_\_  
Action \_\_\_\_\_ / \_\_\_\_\_  
Date

\_\_\_\_\_ Forwarded or returned \_\_\_\_\_  
Chair's Signature Date

Comments \_\_\_\_\_  
\_\_\_\_\_



Fund Name: Miller J F Professorship  
Fund Number: ET3600-530101 (Banner); 222I (ONE)



**East Carolina University.**  
FOUNDATION INC.

**FUND AGREEMENT**

**FOR THE  
J. FIELDING MILLER PROFESSORSHIP**

**I. ESTABLISHMENT**

- A. THIS AGREEMENT is made effective as of the date of the last signature hereto affixed between Mr. James Fielding Miller (Donor) and the East Carolina University Foundation, Inc. (Foundation).
- B. The Donor and the Foundation agree to establish this as **temporarily restricted** fund in the ECU Foundation known as the J. Fielding Miller Professorship (Fund). The fund manager will be the Dean of the College of Business (Administrator). This fund shall become endowed upon transfer to the ECU Endowment Fund.

**II. STATEMENT OF DONOR INTENT**

The Donor wishes to establish this fund to provide support for a Professorship in the College of Business that will serve as the Director of the newly formed Miller School of Entrepreneurship.

**III. SOURCE OF FUNDS**

The Fund shall be initially established with the following gifts and shall be consistent with the Foundation's Gift Acceptance Policy.

- 1. Gift of \$1,000,000 made in one payment.

Fund Name:  
Fund Number:

2. Gifts to the Fund will serve as the requisite challenge grant to qualify for State matching funds from the UNC Board of Governors' Distinguished Professorship Endowment Trust Fund, consistent with G. S. Chapter 116, Article 1, Part 4, Section 41.15. In order to qualify for the State match, gifts of a minimum of \$1,000,000 will be transferred from the East Carolina University Foundation, Inc. to the East Carolina University Endowment Fund. By affixing their signatures hereto, the Donors expressly authorize the Foundation to transfer the gift proceeds to the University Endowment Fund. The University Endowment Fund will then hold and administer these proceeds and any subsequent additions to the Fund in accordance with the Distinguished Professorship plan as approved by UNC-GA.

#### IV. PURPOSE AND USE OF FUNDS

This Fund shall be used to provide support for a professorship in the College of Business; upon transfer to the ECU Endowment Fund this fund will become endowed. This professorship will serve as the Director of the newly formed Miller School of Entrepreneurship within the College of Business. The spendable distribution from the endowment fund is to be used in accordance with the distinguished professorship plan as approved by UNC General Administration.

#### V. FUND ADMINISTRATION


This Fund shall be administered in accordance with the Foundation's policies and procedures and shall be consistent with the University's policies, as follows:


- A. The Fund shall be used only for a qualified charitable purpose consistent with the laws of the State of North Carolina and section 501(c)(3) of the Internal Revenue Code.
- B. The fund will pay an annual administrative fee at a rate then in effect.
- C. The spending distribution will be at a rate determined annually by the Endowment Fund Board.
- D. With the consent of the Foundation and/or University, other parties may also make gifts to the Fund, but they may not change the purpose of the Fund.
- E. All gifts to and accumulated earnings of the Fund will be invested in the Endowment Fund's investment pool and will receive a prorated share of the net income or losses.
- F. If at some future time, it becomes impractical for the University to provide support for the Director of the Miller School of Entrepreneurship or other professorship in the College of Business or it becomes unlawful or wasteful to expend the earnings from the Fund in the manner stated above, then, at the discretion of the University Endowment Board, the Fund shall be used to further the objectives and purposes of the College of Business Endowment for Excellence Fund, bearing in mind the desires of the Donor as expressed in this agreement.

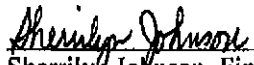
Fund Name:  
Fund Number:


G. If the funds do not reach the minimum to apply for the state match or the program no longer exists, the funds will be utilized to support expenses in accordance with the purpose noted above.

IN WITNESS WHEREOF, these parties execute this Agreement.

By:  Date: 6/25/15  
James Fielding Miller, Donor

By:  Date: 6/17/15  
Stan Eakins, PhD, Dean  
College of Business

By:  Date: 6/26/15  
Sherrilyn Johnson, Financial Director  
East Carolina University

By:  Date: 7/6/2015  
Christopher M. Dyba  
Vice Chancellor of University Advancement &  
President of the ECU Foundation

Fund Title: Miller School Entrepreneurship Fund  
Fund Number: ET3596-530101 (Banner); 2220 (ONE)



East Carolina University  
FOUNDATION INC.

**FUND AGREEMENT**

**FOR THE  
THE MILLER SCHOOL OF ENTREPRENEURSHIP  
OPERATING FUND**

**I. ESTABLISHMENT**

- A. THIS AGREEMENT is made effective as of the date of the last signature hereto affixed between Mr. James Fielding Miller (Donor) and the East Carolina University Foundation, Inc. (Foundation).
- B. The Donor and the Foundation agree to establish this as a **temporarily restricted fund** in the Foundation known as the School of Entrepreneurship Operating Fund (Fund). The fund manager will be the Dean of the College of Business (Administrator).
- C. A minimum amount of \$5,000 in gifts must be given to this Fund within 12 months from the date of this agreement. If the gifts to the fund fail to reach \$5,000, there is only a small balance in the Fund, or there has been no activity in the fund in the recent twelve-month period, the Foundation may close the Fund and move the remaining money to an appropriate fund in the academic area.

**II. STATEMENT OF DONOR INTENT**

The Donor wishes to create this fund to support the operations of a newly formed School of Entrepreneurship in the College of Business.

**III. SOURCE OF FUNDS**

The Fund shall be initially established with the following gifts and shall be consistent with the Foundation's Gift Acceptance Policy:

- 1. The Donor has committed to make an annual gift of \$200,000 for five consecutive years. It is also his intent to continue those annual gifts for another 15 thereafter, although this will be in the form of a 1:1 match (up to \$200,000/yr.) of other contributions to the Miller School of Entrepreneurship Operating Fund. First gift of \$200,000 to be made by July 1, 2015 and subsequent gifts will be made on or about that same date each year gifts are made.

Fund Title:  
Fund Number:

#### IV. PURPOSE AND USE OF FUNDS

This Fund shall be used to support the operations of the newly formed Miller School of Entrepreneurship in the College of Business. The expenditures may include, but are not limited to, advertising and promotions, fundraising events, supplies, faculty support and awards, and any other operating expenses at the discretion of the Administrator. All of the money in the fund is spendable at any time. The Administrator shall be responsible for administering the distributions from the Fund and applying such distributions in accordance with Foundation and University policies and procedures.

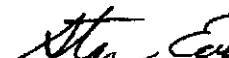
#### V. FUND ADMINISTRATION

This Fund shall be administered in accordance with the Foundation's policies and procedures and shall be consistent with the University's policies, as follows:

- A. The Fund shall be used only for a qualified charitable purpose consistent with the laws of the State of North Carolina and section 501(c)(3) of the Internal Revenue Code.
- B. With the consent of the Foundation, other parties may also make gifts to the Fund, but they may not change the purpose of the Fund.
- C. Fees: A one-time fee is charged to all new gifts to the Fund. Gifts made to the Fund via telefund or annual fund solicitations are subject to an annual fund fee. These fee amounts are determined annually by the Foundation Board of Directors and will be in accordance with the Foundation Policy.
- D. If at some future time, it becomes impractical for the Foundation to achieve the designated purpose of the Fund, circumstances change, or it becomes unlawful or wasteful to expend the earnings from the Fund in the manner stated above, then, at the discretion of the Foundation Board of Directors, the Fund shall be distributed to the College of Business Endowment for Excellence Fund.

IN WITNESS WHEREOF, these parties execute this Agreement.

By:  Date: 6/25/15  
James Fielding Miller, Donor

By:  Date: 7/7/15  
Stan Eakins, PhD, Dean  
College of Business

By:  Date: 7/6/2015  
Christopher M. Dyba  
Vice Chancellor of University Advancement &  
President of the ECU Foundation

**ECU Board of Trustees  
June 24, 2016**

**MINUTES**

The Board of Trustees met in a special called board meeting in Conference Room 105 of the Spilman Building on the campus of East Carolina University. Chair Steve Jones called the meeting to order and read the conflict of interest statement. No conflicts were identified.

Mr. Jones called on Megan Ayers to call the roll:

Members Present

Ryan Beeson  
Edwin Clark  
Vern Davenport  
Leigh Fanning  
Steve Jones  
Max Joyner  
Kel Normann  
Danny Scott  
Kieran Shanahan  
Terry Yeargan

Members Absent

Mark Copeland  
Deborah Davis  
Bob Plybon

**CLOSED SESSION**

A motion was made for the board go into closed session to prevent the disclosure of confidential information and to consider the qualifications, competence, performance, character, fitness or conditions of appointment for one or more prospective and/or current employees, and to consult with the University Attorney. That motion was seconded and approved unanimously.

**RESUMPTION OF OPEN SESSION**

Upon resumption of open session, Mr. Jones asked for a motion to adjourn the meeting. The motion was made, seconded and approved unanimously. The meeting was adjourned.

**ADJOURN**

#####

**Respectfully Submitted,**

Megan Ayers

Office of the Assistant Secretary to the Board of Trustees