

**AGENDA**  
Board of Trustees  
June 18, 2024 | 10:00 am

- |       |   |                              |
|-------|---|------------------------------|
| I.    | Call to Order                             | Jason Poole<br>Chair         |
| II.   | Roll Call                                 | Megan Ayers<br>Board Liaison |
| III.  | Conflict of Interest                      | Jason Poole<br>Chair         |
| IV.   | BOV Bylaw Update                          |                              |
| V.    | Property Trade with Green Town Properties |                              |
| VI.   | Faculty Workload Policy                   |                              |
| VII.  | Closed Session                            |                              |
| VIII. | Return to Open Session                    |                              |
| IX.   | Actions Taken from Closed Session         |                              |
| X.    | Adjournment                               | Jason Poole<br>Chair         |

**AGENDA ITEM**

## IV. Board of Visitors Bylaws .....

**Situation:** The Board of Visitors approved a recommended bylaws revision at its April 26, 2024, meeting which requires approval by the Board of Trustees.

**Background:** The ECU Board of Visitors is a volunteer board that advises, promotes, and advocates on behalf of the university. The bylaws contain a philanthropic giving requirement for its members in the amount of \$500. Preston Mitchell, Board of Visitors Chair, appointed a Task Force to review and analyze the philanthropic giving requirement. The Task Force recommended an increase from \$500 to \$750 annually.

**Assessment:** The Board of Trustee will consider a modification of the bylaws to reflect a philanthropic giving increase to \$750 annually, \$500 annually for Graduates of the Last Decade.

**Action:** This item requires a vote by the full Board of Trustees.



### By-Laws

The Board of Trustees of East Carolina University by action at a meeting held on March 18, 1994, established the ECU Board of Visitors as follows:

#### **ARTICLE I: Organization and Duration**

1. There is hereby created an unincorporated association to be known as the EAST CAROLINA UNIVERSITY BOARD OF VISITORS.
2. The association shall continue in existence at the pleasure of the East Carolina University Board of Trustees.

#### **ARTICLE II Purpose and Functions**

1. The EAST CAROLINA UNIVERSITY BOARD OF VISITORS shall be a service organization of East Carolina University.
2. In this role, the association shall have the following functions:
  - a. to educate members concerning the mission, programs, accomplishments, needs and aspirations of East Carolina University, and to assist in communicating and promoting them to the general public, governing bodies and other specific constituencies as requested by the Chancellor and the Board of Trustees, and;
  - b. to help keep the Board of Trustees and the Chancellor informed of the attitudes, opinions, concerns and expectations of alumni, supporters and stakeholders, with respect to East Carolina University; and
  - c. to energize and develop sustained personal support of and engagement in the programs and activities of ECU; and
  - d. to assist the Board of Trustees and Chancellor on special projects as may be delegated to this association from time to time.

### ARTICLE III Membership

1. The EAST CAROLINA UNIVERSITY BOARD OF VISITORS shall consist of no less than forty (40) and more than sixty (60) appointed members and eight ex-officio members with full participatory privileges, to include:
  - A member of the ECU Board of Trustees
  - Chancellor
  - Chair of the ECU Alumni Association, or designee
  - Chair of the ECU Foundation, or designee
  - President of the ECU Educational Foundation (Pirate Club), or designee
  - Chairman of the ECU Medical and Health Sciences Foundation, or designee
  - Mayor of the City of Greenville, or designee
  - Chairperson, Pitt County Board of County Commissioners, or designee
2. There shall be but one qualification for membership in the association: a willingness to help East Carolina University fulfill its general, educational, research, and service missions to maximize student success, serve the public and lead regional transformation.

Special consideration will be given to applicants that are ECU alumni and/or supporters of Pirate Nation. Board candidates should be familiar with and supportive of the mission, vision and values of the University. Candidates should show a commitment to all levels of diversity and inclusiveness and must be able to demonstrate strategic thinking and dedication to the core values, programs and activities of East Carolina University.

3. Members shall be appointed to the association by the Board of Trustees upon recommendation by the Chancellor. Nominations will be solicited from the Board of Trustees, the Board of Visitors, the Chancellor and the Chancellor's Executive Council.
  - a. The Executive Committee of the Board of Visitors will review nominations and will forward a formal slate of nominees to the Chancellor for consideration.
4. As terms expire, members shall be appointed annually before the July meeting of the Board of Trustees.
  - a. Each appointed member will serve one four (4) year term ending June 30th of the appropriate year.

- b. Any person initially appointed for less than a four (4) year term is immediately eligible for re-election to a four (4) year term.
  - c. All outgoing members will be eligible for reappointment to a second consecutive four (4) year term.
  - d. After the 2nd term, the member will be ineligible for re-election for a period of one year.
  - e. Any vacancy that occurs in the membership shall be filled for the balance of the unexpired term in the manner specified in paragraph 3 of this Article.
5. Upon the conclusion of a term of service on the ECU Board of Visitors, any member who has served in the capacity of Chair will be designated as an emeritus(a) member. Members Emeritus(a) will serve in an ex-officio capacity of the ECU Board of Visitors in perpetuity. This action will increase the total membership of the ECU Board of Visitors in accordance with the number of members holding emeritus(a) status. Attendance requirements do not apply to emeritus members.
6. There are attendance and philanthropic expectations associated with membership on the Board of Visitors.
- a. If a member fails to be present for three (3) successive regular meetings of the Board of Visitors, unless excused by the Chair, his/her place as a member shall be deemed vacant.
  - b. Members may attend telephonically.
  - c. One meeting out of every 3 rolling meetings must be physically attended, or his/her place as a member shall be deemed vacant.
  - d. In addition, if any member fails to meet the philanthropic giving requirement in the amount of ~~\$750 annually, effective for the 2025-2026 year, \$500 annually for Graduates of the Last Decade (GOLD)~~, his/her place as a member shall also be deemed vacant.
7. Vacancies in membership may be declared by the Board of Trustees for any cause determined by the Board at their discretion.

**Deleted:** for the Access Scholarships

**Deleted:** \$500

**ARTICLE IV: Officers**

- 1. There shall be a Chair, a Vice Chair, and a Secretary of the association.
- 2. The officers of the association shall be appointed each July by the Board of Trustees on nomination by the Chancellor and upon recommendation of the full association.

3. Such officers shall serve until June 30 of the year following their appointment as officers. An officer may be re-appointed for a second one-year term. Any vacancy in an office shall be filled for the balance of the unexpired term in the manner specified in Article VI herein.

#### **ARTICLE V: Meetings**

1. Meetings of the association shall be called by its Chairman in consultation with the Chancellor, and shall normally occur three times a calendar year, with the calendar set in advance of June 30<sup>th</sup> of each year.

#### **ARTICLE VI: Nominations**

1. The association shall have a standing permanent committee known as the Nominating Committee.
2. The Nominating Committee of the association operates subject to the overall by-laws of the ECU Board of Visitors.
3. The Nominating Committee of the association will nominate Members to serve on the Board of Visitors, as well as the Officers of the association.
4. The Nominating Committee will consist of 5 members of the Board of Visitors, appointed by the Executive Committee of the Board of Visitors. Each Board of Visitors officer shall appoint 1 member each, and the remaining 2 members will be appointed by a majority of the officers.
5. Term of Service:
  - a. The Nominating Committee will serve a one-year term and may be re-appointed to a second one-year term.
  - b. If a Member of the Nominating Committee is elected to serve as an Officer of the Board of Visitors, their position on the Nominating Committee is terminated. The unexpired term will be filled by an appointment made by the remaining 4 members of the Nominating Committee.
6. Scope of Work: The Nominating Committee will perform the following functions:
  - (A) Membership of the Board of Visitors
    - i. Solicit from current members of the Board of Visitors, the Board of Trustees, and the Chancellor's Executive Council, nominations for individuals to serve as a Member of the Board of Visitors.

- ii. Review all nominations for service as a Member of the Board of Visitors.
    - a. Nominations shall be reviewed, and their qualifications and desire to serve will be assessed.
    - b. In selecting candidates for membership, the Nominating Committee shall consider demographic diversity, including, but not limited to geographic location, race, and gender, as well as representation by alumni from each of the University's academic units.
  - iii. Manage and revise the Nominations Forms utilized in the nominations process.
    - a. Proposed revisions to the forms will be reviewed and approved by the Executive Committee and approved by the full Membership at its next meeting.
  - iv. Maintain a database of potential candidates for membership.
  - v. Make recommendations to the Board of Trustees for appointments to the Board of Visitors
    - a. Appointment slate is due to the Board of Trustees prior to their April meeting each year.
- B. Officer Nomination Process
- a. The association's Nominating Committee shall, at the direction of the Chair of the association, solicit nominations for the Officer positions.
  - b. Nominations will be solicited from the membership of the Board of Visitors for the positions of Chair, Vice Chair and Secretary of the Board of Visitors. Nominators should consider members who have demonstrated proven leadership, active participation, knowledge of the mission and aspirations of ECU and diversity of age, gender, ethnicity and geography.
  - c. Candidates for office must have completed a minimum of two (2) years of service on the Board of Visitors.
  - d. Nominations will be vetted thoroughly by the Nominating Committee, including, but not limited to, interviews with prospective candidates and assessing involvement from the membership.
  - e. One month prior to the Spring meeting, the slate of recommendations from the Nominating Committee will be sent to the membership of the Board of Visitors for review.
  - f. At the Spring meeting of the association, a formal vote will take place on the slate of officers to recommend to the Chancellor and to the Board of Trustees.

- g. Voting on this item will follow the protocol and parliamentary procedures stipulated in Robert's Rules of Order.
- h. Voting will occur via a written ballot, which shall permit nominations from the floor. If a member is attending telephonically, his/her vote will be recorded verbally in the open meeting.
- i. The elected Officers shall be sent to the Chancellor for concurrence and submission to the Board of Trustees.

#### **ARTICLE VII Amendments**

1. This Charter may be amended at any time by action of the Board of Trustees.
2. Amendments may be made by the Board of Trustees on its own initiative or in response to suggestions made by the Chancellor or by the association.



## AMENDMENTS MADE TO THE BYLAWS

1. The East Carolina University Board of Visitors be expanded by ten members and set appointments be made at the next appointment cycle.

Approved by the Board of Trustees on December 6, 1996.

2. Article III, 4. Changed the word "ten" deleted and the sentence read, "As terms expire, members shall be appointed annually at the July meeting of the Board of Trustees.

Authorized by Dr. James LeRoy Smith, Assistant Secretary, East Carolina University Board of Trustees February 1, 1999.

3. The suspension of the Board of Visitors Charter stipulation that Board of Visitors be elected in July so that we can conduct that election today and also that we hereby modify that charter to indicate that such elections take place prior to July 1st of each year.

Approved by the Board of Trustees on May 14, 1999.

4. Upon the conclusion of a term of service on the ECU Board of Visitors, any member who has served in the capacity of Chair will be designated as an emeritus(a) member. Members Emeritus(a) will serve in an ex-officio capacity of the ECU Board of Visitors in perpetuity. In the event the person is appointed to a subsequent term by regular appointment, emeritus(a) status will be held in abeyance pending conclusion of the regular term. This action will increase the total membership of the ECU Board of Visitors in accordance with the number of members holding emeritus(a) status.

Approved by the Board of Trustees on December 16, 2005.

5. If for any reason other than ill health or service in the interest of the State or nation, a member fails to be physically present for three (3) successive regular meetings of the Board of Visitors, his/her place as a member shall be deemed vacant.

Approved by the Board of Trustees on July 25, 2006.

6. Expanded the board from 50 to 60 members. In addition, allowed outgoing members to be elected to a 2nd consecutive four year term.

Approved by the Board of Trustees on February 26, 2010.

7. Expanded the board from 60 to 70 members

Approved by the Board of Trustees on February 14, 2014

8. There are attendance and philanthropic expectations associated with membership on the Board of Visitors. If for any reason other than ill health or service in the interest of the State or nation, a member fails to be physically present for three (3) successive regular meetings of the Board of Visitors, his/her place as a member shall be deemed vacant. In addition, if any member fails to meet the philanthropic giving requirement in the amount of \$500 annually, his/her place as a member shall also be deemed vacant.

Approved by the Board of Trustees on July 15, 2016

9. Revised Article II - Expand the definition of the purpose and functions of the BOV. This revision ties the purpose and function of the BOV with the ECU Strategic Plan and more clearly defines what the membership should "do" as members, while still allowing the Chancellor and Board of Trustees the flexibility to use the BOV as needed strategically

Revised Article III – Membership – The membership of the BOV is going from 60 to 40 appointed members. That reduction will happen over the course of the next 2-3 years through natural attrition (no one will be asked to step down or vacate their seat). There is also a revision to modify the number of ex-officio members from 9 to 6, keeping the Chancellor, the Board of Trustee representative, and representatives from each of the four university foundations.

Revised Article III – Term Limits. BOV member's term limits are now 2 years. A BOV member could be appointed to one two year term, then be eligible for reappointment to a 2nd two year term, for a total of 4 years of service.

Revised Article IV – Officer Nomination Process. This section includes the steps this body would take to recommend a slate of officers to the Board of Trustees. This

would include using a nomination committee of the BOV and assessing leadership nominations from the entire BOV. The BOV would formally vote on a slate of officers to recommend to the Trustees at their spring meeting.

Approved by the Board of Trustees on November 2, 2018

10. Established a set of "bylaws." The Charter will continue to exist in its original form, as approved on March 18, 1994. All subsequent changes made to that document, are now encapsulated in a second document entitled "Amended and Revised By-Laws," to which all changes are applied.

Amended the size of the membership from no less than 40 appointed members to "no more than 60 appointed members."

Reinstated the Mayor of the City of Greenville or designee and the Pitt County Commissioners designee to the ex-officio membership.

Reinstated a term of four years rather than the two-year terms.

Removed the requirement that a Member be physically present for three successive meetings, and to permit telephonic participation. A member must be physically present for 1 meeting out of every 3 rolling meetings. Physical presence at the meetings is preferred and highly recommended.

Added language regarding excused absences to be at the discretion of the Chair.

Established a Nominating Committee and defined its scope of work to include the nomination of Members to the full board, as well as the Office Nomination Process.

Changed the number of terms an officer may be elected to a specific office from "for an unlimited number of terms" to "a second one-year term."

Approved by the Board of Trustees on March 17, 2020

**AGENDA ITEM**

V. 1001 E. Fourth Street and 1740 W. Fifth Street Trade ..... Stephanie Coleman  
Vice Chancellor for Administration and Finance

**Situation:** Green Town Properties, Inc is willing to trade the property located at 1001 E. Fourth Street for one ECU property located at 1740 W. Fifth Street

**Background:** ECU has been leasing the property located at 1001 E. Fourth Street since 1990 from the ECU Real Estate Foundation later changed to Green Town Properties. Inc. The current lease will end 10/31/2024. Upon mutual agreement, Green Town Properties is willing to trade the property to ECU for the property located at 1740 W. Fifth Street. This vacant lot property was gifted to ECU when ECU purchased the Medical Pavilion property.

Recent appraisals were performed with the following results: Appraised values for 1001 E. Fourth Street is \$560,000; the appraised value for 1740 W. Fifth Street is \$160,000.

**Assessment:** In accordance with UNC Policy 600.1.3 requires approval of the ECU Board of Trustees

**Action:** This item requires a vote by the full Board of Trustees.

**AGENDA ITEM**

VI. Faculty Workload Policy ..... Robin N. Cogger  
Provost & Senior Vice Chancellor

**Situation:** The UNC System recently revised its [Policy on Faculty Workload](#), implementing requirements to be effective with the 2024-2025 academic year and requiring ECU to review and revise the institutional policy to remain in compliance.

**Background:** The purpose of this policy is to provide a framework for the institution and constituent units to define faculty workloads in a way that is comprehensive, transparent, accountable, equitable, and in compliance with the *Policy on Faculty Workload*, The UNC Policy Manual 400.3.4, and its implementing regulation 400.3.4[R]. This policy establishes the general standards for ordinary percentages for ECU faculty workload in the areas of teaching, research/creative activity, and service, for each academic unit and for each faculty appointment type in a manner consistent with ECU’s mission and the needs of the academic unit. In addition, this policy directs that personnel developing and reviewing faculty workload plans receive annual training aligned with UNC System Office guidance, as directed by the Provost and Senior Vice Chancellor for Academic Affairs.

**Assessment:** The Provost and Chancellor request the Board of Trustees approval for the revised campus policy on Faculty Workload.

**Action:** This item requires a vote by the full Board of Trustees.

<b>Policy</b>	Policy # TBD
<b>Title</b>	Faculty Workload
<b>Category</b>	Academic Affairs
<b>Sub-category</b>	Accreditation, Assessment and Other Academic Matters
<b>Authority</b>	Board of Trustees June 8, 2011, to be effective July 1, 2011; Revised September 25, 2014; Second Revised Interim Effective December 1, 2014; transitioned from Interim to Permanent July 31, 2015; Revised
<b>History</b>	version adopted September 18, 2015 in interim form to become permanent pending UNC General Administration approval; Interim version made permanent November 30, 2015.
<b>Contact</b>	Provost and Senior Vice Chancellor for Academic Affairs (or Provost's delegate) (252-328-5419)  <a href="#">ECU Faculty Manual</a> <a href="#">UNC Policy Manual, 300.2.6[G] (Guidelines on Reassigned Time for Faculty)</a> <a href="#">UNC Policy Manual, 400.3.1.1 [G] (Guidelines on Tenure and Teaching in the University of North Carolina)</a>
<b>Related Policies</b>	<a href="#">UNC Policy Manual, 400.3.4 (Monitoring Faculty Teaching Workloads)</a> <a href="#">UNC Policy Manual, 400.3.4[R] (Regulation on Faculty Workload)</a> <a href="#">UNC Policy Manual, 700.6.1[R] (Academic Integrity Regulations)</a> <a href="#">ECU Supplemental Pay for EHRA Employees Policy</a> <a href="#">ECU Faculty Scholarly Reassignment Regulation</a>

## 1. Purpose

The mission of East Carolina University (ECU) is to be a national model in student success, public service, and regional transformation. As the heart of our institution, our faculty contribute to this mission through an array of work activities. At East Carolina University this work, while widely varied, generally falls into the categories of teaching, research/creative activity, service, and patient care and related duties.

The purpose of this policy is to provide a framework for the institution and constituent units to define faculty workloads in a way that is comprehensive, transparent, accountable, equitable, and in compliance with the *Policy on Faculty Workload*, The UNC Policy Manual 400.3.4, and its implementing regulation 400.3.4[R]. This policy establishes the general standards for ordinary percentages for ECU faculty workload in the areas of teaching, research/creative activity, and service, for each academic unit and for each faculty appointment type in a manner consistent with ECU's mission and the needs of the academic unit. In addition, this policy directs that personnel developing and reviewing faculty workload plans receive annual training aligned with UNC System Office guidance, as directed by the Provost and Senior Vice Chancellor for Academic Affairs.

## 2. Scope and Definitions

2.1 Employees covered under this regulation are faculty appointed to carry out responsibilities such as instruction, research/creative activity, service, patient care and related clinical responsibilities, and/or administrative duties. This policy applies to all faculty, including tenured, tenure-track, and fixed-term faculty.

Tenure track faculty members and full-time faculty members who are appointed for longer than one year must have an annual workload plan. One year, as used in this policy, equates to 9 months for 9-month faculty and 12 months for 12-month faculty. A fixed term faculty member with consecutive one year contracts must have an annual workload plan after the conclusion of the first one year contract.

For faculty members who are appointed for one year or less, or who are less than full-time, workload plans are ordinarily not required, but a workplan may be implemented at the discretion of the appropriate administrator. Faculty with a joint appointment with an administrative role must also have a workload plan.

2.2. Contract Period - For 9-month faculty the contract period is typically August 16 through May 15. For 12-month faculty the contract period is typically July 1 through June 30. The specific dates for individual employees are based on the actual employment contracts.

2.3. Faculty Workload – the entirety of a faculty member’s duties for the relevant period. This may include teaching, research/creative activity, patient care and related clinical responsibilities, service, and other duties as assigned.

2.4. Full Time Equivalent (FTE) means a workload that represents a full-time effort. A teaching load of 24 credit hours (or contact hour equivalents per academic year), along with other routinely expected duties, generally constitutes a full workload and a 1.0 FTE appointment.

2.5. Relevant Period – academic year (9-month or 12-month), contract period, or timeframe for special duties formally or informally assigned.

2.6. The academic unit – the academic department, professional school, or coded unit.

2.7. The unit administrator – department chair or director.

2.8. Course Reduction – a reduction in the instructional load to allow time for work on non-instructional activities.

2.9. Overload – a workload assignment that exceeds 1.0 full-time equivalent (FTE).

2.10. Faculty Scholarly Reassignment - an approved reassignment for a defined period of time in order for a faculty member to pursue a project involving research or creative activity as addressed in UNC Policy 300.2.6 [R]

2.11. Teaching – Consistent with N.C.G.S. 116-1(b), teaching and instruction are the central responsibilities of the UNC System and form a critical base of workload expectations for faculty. In addition to organized courses, the faculty member’s instructional workload also includes but is not limited to, other instructional efforts such as developing materials for a new course, updating materials for an existing course, weekly course preparation activities, developing courseware or other materials for technology-based instruction, supervising undergraduate research and masters’ theses and doctoral dissertations, directing students in co-curricular activities such as plays, preparing and equipping new laboratories, supervision of teaching assistants, supervision of internships, academic advising, mentoring, and other activities that support student success. In the clinical setting, teaching

may also include supervising students performing clinical care, providing Grand Rounds presentations and other relevant clinical teaching duties.

2.12. **Research/Creative Activity** — Faculty members engage in the work of discovering, disseminating, and applying knowledge and professional expertise. These activities may include but are not limited to working in laboratories, studios, clinical or community settings, conducting empirical and/or theoretical research, engaging in development or translational work, and/or producing creative works. Toward that end, faculty write articles, books, monographs, and grant proposals, write patents, develop intellectual property, edit scholarly journals and books, prepare juried art exhibits, direct centers and institutes, or perform in plays, concerts, or musical recitals. These research/creative activities have significant implications for teaching. They enable faculty members to design course materials that reflect their respective fields' state-of-the-art and cutting-edge knowledge.

2.13. **Service** — As a public university, ECU provides substantial benefits to the people and State of North Carolina. Faculty members engage in service that advances the work of the institution and the institution's role in supporting North Carolina. Service work of faculty may include activities which enhance the scholarly life of the university or the discipline, improve the quality of life or society, or promote the general welfare of the institution, professional and academic societies, the community, the state, the nation, or international community. Faculty members may also be assigned administrative responsibilities, including but not limited to, department chair/head, program director, and center director.

2.14. **Patient Care and Related Clinical Responsibilities** – Refers to the prevention, treatment, and management of illness and the preservation of physical and mental well-being through services offered by licensed healthcare professionals (Health and Human Rights Resource Guide) conducted on behalf of ECU. At ECU, these duties will be further defined by applicable Unit Codes and Department guidelines but include activities related to direct patient care.

### **3. Faculty Annual Work Plan**

3.1 All University faculty workload plans must comply with the following minimum requirements:

3.1.1. Account for 1.0 FTE by assigning duties to teaching, research/creative activity, patient care and related clinical responsibilities (if applicable), and service on a percentage basis totaling 100%;

3.1.2 Include the specific outputs and efforts a faculty member is planning to complete in the next academic year, with a clear linkage towards long-term evaluation (e.g., reappointment, promotion, tenure, post-tenure review); and

3.1.3 Offer options for both 9- and 12-month periods, as appropriate, to accommodate different employment arrangements.

Each coded academic unit must have written criteria that: (1) establish ordinary percentages for faculty workload in teaching, research/creative activity, patient care and related clinical responsibilities (if applicable), and service for each faculty appointment type which together constitute the 1.0 FTE in a manner consistent with the missions of ECU and the academic unit; and (2) identify with reasonable particularity guidelines under which deviations in the ordinary percentages of a given academic unit may be approved.

3.2 Faculty with appointments in more than one department



For faculty with appointments in more than one department, the Department Chair (or Dean as appropriate) of the department where the faculty member has their primary appointment is responsible for planning the faculty member's workload; however, the workload planning shall be made in consultation with the heads of the other appointing units.

#### **4. Workload Ordinary Percentages**

4.1 As provided by UNC Policy 400.3.4, teaching and instruction are the central responsibilities of the UNC System and form a critical base of workload expectations for faculty; therefore, while neither teaching nor service nor research nor patient care and related clinical responsibilities is the sole measure of a faculty member's competence and contribution, teaching should be the first consideration.

4.2. The coded academic units will establish ordinary faculty workload percentages for each faculty appointment type based on disciplinary standards, accreditation requirements, student success, financial implications, productivity criteria, the missions and strategic plan of the university and the academic unit.

4.2. The duties that commonly constitute a full-time faculty member's workload fall under the areas of instruction, research/creative activity, service, patient care and related clinical responsibilities, community engagement and/or administration which together constitute 1.0 FTE.

4.3. In general, ordinary percentages for full-time faculty shall be within the following ranges:

- teaching range from 20% to 80%.
- research/creative activity range from 20% to 80%.
- patient care and related clinical responsibilities range from 20% to 80%.
- service range from 5% to 30%.

Assigned percentages, when added together, must total 100%. Exclusive of administrative duties, in no case shall service be weighed more heavily than either teaching, research/creative activity, or patient care and related clinical responsibilities (if applicable). Teaching expectations for full-time fixed term faculty should be specified annually by the faculty member's unit administrator.

#### **5. General Guidelines for Deviations in Ordinary Percentages**

5.1 As teaching and instruction are the primary mission of the constituent institutions, teaching shall serve as the first component of determining faculty workload expectations. In general, a teaching load of 24 credit hours (or contact hour equivalents per academic year), along with routinely expected faculty duties such as advising, committee work, and professional development together constitute a full workload and a 1.0 FTE appointment. Faculty members holding additional responsibilities for research/creative activity and service, and/or patient care and related clinical responsibilities as identified in their annual work plan can have their teaching workload adjusted on a commensurate basis.

5.2 Differential teaching loads may be authorized in accordance with unit guidelines in recognition of differing individual circumstances including but not limited to student success considerations, course level (bachelors, master's, doctoral), course/curriculum development, class size, course pedagogies, programmatic accreditation requirements, team-taught courses, co-curricular activities, research/creative activity, patient care and related responsibilities, time bought out by grants, significant administrative or service assignments,

significant advising responsibilities, or other activities aligned with the missions of the unit and institution and critical to student success as provided for in this policy and identified in the faculty member's work plans.

### 5.3 Other Special Considerations

5.3.1. ECU limits a faculty member to teaching no more than three (3) undergraduate independent study sections in a semester or summer session without written approval from dean.

5.3.2. A faculty member who is granted a course reduction may not receive an instructional overload assignment for additional compensation without approval from the dean and the provost.

5.3.3. ECU *Supplemental Pay for EHRA Employees Policy* provides authority for overload compensation, if applicable.

5.3.4. Administrators shall adhere to guidelines established for 100% Faculty Scholarly Reassignments as provided by ECU's *Faculty Scholarly Reassignment Regulation*.

## 6. Workload Training Processes

6.1. Training for all personnel who develop and review faculty annual workload plans shall be offered annually.

6.2. The Provost shall ensure that all new personnel receive this training before workload plans are developed and/or reviewed.

6.3. The training will be aligned with guidance provided by the System Office.

6.4. A copy of this policy should be made available to all existing faculty and candidates.

## 7. Annual Reporting Requirements

7.1. At the end of the academic year, each academic unit will generate a report which will identify:

7.1.1 percentage of faculty efforts across the following categories: teaching, research/creative activity, service, and patient care and related clinical activities (if applicable). Taken together, the percentages must total one hundred.

7.1.2 number of organized course sections taught, student credit hours produced, and faculty contact hours;

7.1.3. measures of research/creative activity, service, and/or patient care and related clinical activities according to the mission, strategic plan and goals of the university, college/school, and academic unit;

7.1.4 information regarding the process by which the unit implemented the provisions of the policy and evaluated individual faculty workloads relative to the standards therein; and

7.1.5 additional quantitative or qualitative information that provides context for faculty impact and productivity in the various realms of faculty workload in accordance with the ECU's mission.

7.2 The Board of Trustees will approve the report by September 30th following the academic year. After being accepted by the Board of Trustees, ECU will submit its annual report to the System Office President by October 15th following the academic year.

## **8. Effective Date**

This policy shall be effective with the 2024-2025 academic year.

DRAFT

**AGENDA ITEM**

VII. Closed Session .....

**Situation:** The board requests to go into closed session to consider personnel items.**Background:** It is the policy of the State of North Carolina that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in Chapter 143 of the North Carolina General Statutes.**Assessment:** The committee will go into closed session:

- To prevent the disclosure of confidential information under N.C. General Statutes §126-22 to §126-30 (personnel information) and the federal Family Educational Rights and Privacy Act; and
- To consider the qualifications, competence, performance, character, fitness, or appointment of prospective and/or current employees and/or to hear or investigate a complaint or grievance by or against one or more employees; and
- To consult with an attorney to preserve the attorney-client privilege between the attorney and the Committee.

**Action:** This item requires a vote by the full Board of Trustees.