

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
MEETING OF THE GENERAL AND THE FACULTY COUNCIL
Friday, March 21, 1997, 3:00 p.m.

♦ NOTE: NEW LOCATION: ***** CLASSROOM 3, KNAPP BUILDING (INSTITUTE OF GOVERNMENT) *****

Chancellor Michael Hooker will preside. Attendance of elected Council members is required.

AGENDA

Type	Time	Item
INFO	3:00	Memorial Resolution for the late Frank Duffey. Maria A. Salgado, Chair, Memorial Committee.
INFO	3:03	Remarks by Chancellor Hooker.
INFO	3:15	Question Period. [The Chancellor invites questions or comments on any topic.]
INFO	3:25	Chair of the Faculty Jane D. Brown.
		Annual Reports of Standing Committees: Focus on University Affairs
INFO	3:55	Administrative Board of the Library: Evelyn D. Daniel, Chair. [Joe A. Hewitt, University Librarian]*
ACT	4:05	Committee on University Government: James L. Peacock, III, Chair.* Proposed changes to <i>The Faculty Code</i> : first reading and vote. [Attached to Agenda.]
ACT	4:15	Resolution 97-8. Ph.D. in Communication Studies: Linda Dykstra, Dean of the Graduate School.*
INFO	4:20	Report on Status of Units with Regard to Faculty Salary Policies: Steven L. Bachenheimer, Chair, Faculty Welfare Committee.*
ACT	4:30	Resolution 97-7. On the Number of Instructional Days: Executive Committee of the Faculty Council.*
ACT	4:40	Resolution 97-5. Policies and Guidelines for a Cooperative Learning Environment: Anthony N. Passamante, Chair, Educational Policy Committee. [continued from and circulated prior to the February meeting.]
ACT	4:50	Resolution 97-3. Final Examination Policy for Undergraduates (brought back, from February, as requested, with revisions): Anthony N. Passamante, Chair, Educational Policy Committee.*
ACT	5:00	Old or New Business.

Joseph S. Ferrell
Secretary of the Faculty

KEY:

ACT = Action INFO = Information DISC = Discussion

Copies of these documents are being circulated only to members of the Faculty Council and to Chairs and Deans who are encouraged to share them with other faculty. Council members: please bring your copies to the meeting and discuss with your constituents ahead of time.

The minutes of the February 14 Faculty Council meeting will be mailed separately.

Both the minutes and transcript will appear on the Campus Web.

The next Faculty Council meeting is on April 25.

March 21, 1997

**DUE NOTICE OF A PROPOSAL TO REVISE THE FACULTY CODE OF UNIVERSITY
GOVERNMENT**

The Committee on Government was requested to consider proposals for change of the *Code* and also to examine the *Code* as a whole in order to propose any changes we see as desirable or necessary prior to reprinting the *Code* in the near future. Following are seven substantive proposals for amending the *Code*. Also, a number of technical changes are proposed. They will be presented for first reading at the March General Faculty meeting. If approved, they will be submitted for second reading at the April General Faculty meeting.

- 1) **Reword the charge of the Faculty Welfare Committee.** This rewording was stimulated by a request from the Welfare Committee, whose recommendation was then revised by the Government Committee, whose revision was then passed by vote at Faculty Council. After these changes, we and Welfare Committee agree on a slightly revised form of the revised form for presentation to the General Faculty for first reading, to wit:

"The committee works for and reports on the improvement of faculty working conditions, including salaries and benefits."

The previous description was: "The Committee works on the expansion and improvement of faculty benefits." (*Code*, page 15)

- 2) **Abolish the Catalog Committee and transfer its duties to the Educational Policy Committee.** These changes have been previously approved by Faculty Council. Thus the Committee on University Government proposes the deletion of section IV B. 2 a) (ii) (page 15), which establishes the Catalog Committee and states its charge. Furthermore, the Committee proposes to transfer this function to the Educational Policy committee and, therefore, proposes to add the following to section IV. B. 1) b) (i) (cc) (page 10):

"A particular assignment is to set general policy on the kinds of catalogs to be issued, their content, and their design."

- 3) **Establish a new Committee on Community and Diversity to replace the Committee on the Status of Minorities and the Disadvantaged.** This is proposed by the Committee on Status of Minorities and Disadvantaged to replace itself. This change has been previously approved by the Faculty Council.

The full statement would read:

"*The Committee on Community and Diversity.* The Committee is responsible for fostering community and promoting pluralism in the university: encouraging social interaction, mutual acceptance, and respect among various groups on campus. The committee is especially attentive to matters generated by discrimination on the basis of age, disability, religion, socio-economic status, national or ethnic origin, or sexual orientation. The Committee is appointed by the Chancellor and will include five faculty and two students."

- 4) **Enlarge the charge of the Committee on Black Faculty.** The proposal is to enlarge the charge of the Committee on Black Faculty to include matters of concern to Black students as

well as faculty. The change simply adds the words "and Students" to the name of the committee and to its charge. This proposal originated with the Committee itself.

- 5) **Revise administrative titles to reflect the current organization of the University.** The new office of Vice Provost is added in appropriate places such as Section 1-1 and Section 2-2 specifying ex officio members of the General Faculty and the Faculty Council.

- 6) **Add two new duties for deans of professional schools.** The Committee studied guidelines or constitutions of the UNC-CH professional schools to ascertain if common practices might be added to the *Code*. The Committee suggests the addition of the following two items to page 19 of the *Code*, which defines the role of Deans:

"A) To consult assembled school faculty at least twice per year on all matters which must be put before the Faculty Council and on questions of educational policy, personnel policy, curriculum, and planning for the School."

"B) To advise the next highest administrative officer on relevant matters."

A) is adapted from the current *Code* provisions applicable to the Dean of Arts and Sciences. It appears to resonate with practices of most professional schools, and it makes the section on schools and colleges parallel to the section on the College of Arts and Sciences.

B) is added to suggest that communication between the Provost or others and Deans is two-way.

- 7) **Remove an existing qualification for election to Faculty Assembly Delegation.** Delete in Section 4-10 concerning Faculty Assembly Delegation: "Nominees for election to the delegation must be members of the Faculty Council with at least one year remaining in the term of Council membership."

The reason: The current requirement makes it very difficult for anyone from University of North Carolina-Chapel Hill to become Chair of the University of North Carolina Faculty Assembly because delegates to Faculty Assembly must normally serve more than one term before being an appropriate candidate for Chair of the Assembly. The current requirement in our *Code* prevents sufficient length of service in the Assembly by any of our delegates because normally a delegate whose term has expired is not eligible for re-election because he or she is by that time no longer a member of the Faculty Council. By deleting the requirement of membership in the Faculty Council, the possibility is open that one of our delegates might be re-elected for a successive term and perhaps might successfully seek election as Chair of the Faculty Assembly.

- 8) **Technical amendments and renumbering.** In addition to the above changes, the Secretary of the Faculty proposes a number of technical changes such as re-numbering and re-ordering paragraphs to clarify but not change substance. All of these technical and numbering changes are indicated in the text of the *Code* available for examination by the Faculty and the Faculty Council. The Committee on Government proposes to present these changes as part of the first reading at the March meeting.

Student Access to Academic Records; Protection Against Improper Disclosure. As stated in The Family Educational Rights and Privacy Act of 1974, students may have access to their full academic records. Individuals who are, or have been, in attendance at UNC-CH, may inspect and review their education records. Otherwise, education records are subject to confidentiality requirements as specified by law and may not be disclosed improperly. Requests for recommendations imply that the student has given consent to the disclosure of information related to ability and performance. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student. "Education records" are those records directly related to a student that are maintained by an educational institution. Particular University policy provisions are found in The University of North Carolina at Chapel Hill's Policies and Procedures Under the Family Educational Rights and Privacy Act of 1974.

Appealing a Grade. The University has systems for appealing a grade. The exact procedures vary among the academic units. Students should consult with their dean or department chairperson to obtain information about grade appeal procedures.

Part II. Guidelines

Section 2. The Faculty Council endorses the following guidelines for the faculty-student relationship. This endorsement shall not be construed as faculty legislation, is not intended to establish a contractual undertaking by The University or any individual, and shall not constitute the basis for civil action in a court or a claim in any administrative or judicial body of The University of North Carolina at Chapel Hill.

Clear Definition of Potential Honor Code Violations. In an attempt to avoid unintended misunderstanding, instructors should clearly state what is acceptable in their class. When study aids such as computers are allowed, the instructor is responsible for explaining what constitutes proper use of these items. These rules should be established at the beginning of the course and should not be changed without giving students proper notice.

Assignment of Graded Work During the Last Week of the Semester. Instructors may not assign graded work during the last week of classes unless the course syllabus clearly states that such an assignment will be given.

Suggested Classroom Procedures. In general, instructors are strongly encouraged to follow the guidelines for course design and classroom procedures recommended by the Center for Teaching and Learning. When students enter into a learning relationship, they have certain needs and expectations. They are entitled to information about course procedures, content, and goals. Instructors should provide a syllabus, describing the course, and methods of evaluation. Particular attention should be paid to several areas of special concern to students, including provision of reserve readings, and grading policy.

Evaluated assignments should be returned to the students within a reasonable amount of time. Since part of the purpose of such assignments is to provide feedback, students should be given time to assess, and to learn from their mistakes. Ideally, such assessment would take place while the relevant topics are still fresh in their minds.

Extra credit, if offered, should be announced publicly and in advance, to the entire class.

Students Should Have Freedom of Expression. Students should be free to take reasoned exception to the data or views offered in any course of study. However, they are responsible for learning the content of any course of study for which they are enrolled. Instructors may assign a grade based on incorrect facts or poorly supported arguments or opinions. Nothing herein shall be construed to limit the freedom of the faculty to assign grades according to appropriate academic standards.

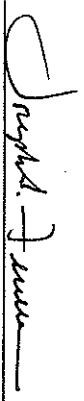
Responsibilities of Students and Teachers. Just as students ought to expect instructors who are knowledgeable and well prepared, so should teachers expect their students to be motivated, eager to learn, and actively engaged in class. It is the responsibility of teachers to make their courses serious intellectual experiences for themselves and for their students. It is the responsibility of students to take seriously the courses in which they enroll. Good teachers need good learners.

Students should understand that they are members of a community of scholars, and membership in such a community is not a passive event. In order to be full participants in the educational community, and to maximize the educational value of a class, pre-class preparation is necessary.

Proper class preparation involves obtaining course materials as they are needed, and completing assignments as they are due. Full participation in a class requires regular attendance, arriving on time and remaining until class conclusion, and active involvement in the work of the class. Students should also consider the extent of their own involvement in a class in assessing the educational value of a class.

Sec. 3. This resolution is effective upon adoption.

I certify that the foregoing is a true copy of a resolution adopted by the Faculty Council of The University of North Carolina at Chapel Hill meeting in regular session on March 21, 1997.



Joseph S. Ferrell
Secretary of the Faculty

Chair of the Faculty

Elected for three-year term by General Faculty. Serves as the principal spokesperson for the faculty. Presides at Faculty Council and General Faculty meetings. Represents the Chancellor, upon request, in academic matters. Chairs the Executive Committee of the Faculty Council. Serves on the Agenda Committee, the Faculty Assembly Delegation, the Advisory Committee, and the Nominating Committee.

Advisory Committee

Elected for three-year term by General Faculty. Advises the Chancellor in matters deemed important by the Chancellor or the committee, especially on faculty personnel matters. Members may not sit on the Faculty Hearings Committee or the Faculty Grievance Committee.

Educational Policy Committee

Elected for three-year term by General Faculty. Seats are apportioned among Divisions of the College of Arts and Sciences, Professional Schools in Academic Affairs, and Professional Schools in Health Affairs. Advises the Faculty Council on matters of educational policy and its implementation which have significant upon graduate and undergraduate instruction in the Division of Academic Affairs. Acts as a council of advice for the University Registrar.

Faculty Athletics Committee

Elected for three-year term by General Faculty. Advises the Chancellor and informs the faculty on matters related to the general conduct and operation of the University's athletic program.

Faculty Grievance Committee

Elected for three-year term by General Faculty. Seats are apportioned by rank. Hears, mediates, and advises on grievances brought by faculty members, other than matters within the jurisdiction of the Faculty Hearings Committee.

Faculty Hearings Committee

Elected for five-year term by General Faculty. Members must hold permanent tenure. Hears and advises on grievances arising from non-reappointment of probationary term faculty. Conducts hearings on discharge proceedings brought against faculty members.

Financial Exigency and Program Change Committee

Elected for five-year term by General Faculty. Members must hold tenure-track appointments. Advises the Chancellor on any proposed action arising from financial exigency or program change that could result in termination of faculty employment.

Honorary Degrees and Special Awards Committee.

Elected for three-year term by General Faculty. Considers nominations for honorary degrees, distinguished alumnus and alumna awards, the Thomas Jefferson Award, and the O. Max Gardner Award.

Faculty Assembly Delegation.

Elected by General Faculty. Represents UNC-CH in the Faculty Assembly of The University of North Carolina. Nominees must be members of the Faculty Council with at least one year remaining on their terms.

Faculty Council

Elected for three-year term by electoral divisions. Seats are apportioned by rank. The Council exercises the legislative powers of the General Faculty with respect to educational policies within the purview of the faculty, prescribes requirements for programs of study and award of academic degrees, recommends persons for honorary degrees and special awards, advises the Chancellor and the student body in matters of student conduct and discipline, requests information and reports from and gives advice to the Chancellor with respect to any matter affecting the life of the University, and discusses and resolves upon matters relating to the life of the University.

Administrative Board of the Library

Elected for three-year term by electoral divisions. Seats are apportioned by rank. Advises and assists in administration of the Academic Affairs Libraries.

Status of Units with Regard to Faculty Salary Policies
Faculty Welfare Committee, March 21, 1997

This report describes progress to date (2/26/1997) in implementing Faculty Salary Policies. Actions at the unit level where recommendation for salaries or salary increases are initiated, namely departments, schools, institutes or libraries, as the case may be, were called for in "Principles to Guide Faculty Salary Policies" (Principles"), adopted by Faculty Council 10 November, 1995; "Mechanisms to Implement Salary Principles", ("Mechanisms") adopted by Faculty Council 23 February, 1996; and the "Chancellor's Directive Implementing Faculty Salary Policy Resolutions" ("Directive") of 1 May, 1996. In the "Directive" to Deans, Directors and Librarians, the Chancellor requested a 1 October, 1996 target date for submission of documents. Provost Richardson, in a memo of 30 September, 1996 to Deans and Directors, requested status reports on the activities of units in developing written salary policies.

- 1) We can report that status reports have been received from nearly all units headed by Deans in Academic and Health Affairs, from Directors of Centers and Institutes, and from Librarians.
 - a) Within Academic Affairs, the following units headed by Deans or Directors have established policies: Academic Affairs and Law Libraries; Schools of Journalism and Mass Communication, Social Work, Business and the College of Arts and Sciences. The following units are developing policies: Institute of Government; the Schools of Law and Education. The School of Information and Library Science has not submitted a status report.
 - b) Within Health Affairs, only the School of Nursing and the Health Affairs Library has a salary policy in place in response to the Chancellor's "Directive". The School of Medicine has had a salary equity committee in place for a decade. The Dean has appointed a committee to formulate a policy consistent with the "Principles" and "Mechanisms" documents. Policies for the Schools of Pharmacy and Public Health are in development; no status report was received from the School of Dentistry.

- 2) In addition, the Faculty Welfare Committee reviewed examples of policies developed at the departmental level in the College. This was done with the purpose of determining how departments interpreted the "Principles" and "Mechanisms" documents approved by the Faculty Council. A few general observations are possible at this time. Policies from 21 academic units were reviewed for language related to a) criteria for salary decisions, b) remedies of inequity due to gender, c) remedies of inequity due to salary compression, d) procedures for redress, and e) consultation with faculty on salary policy implementation. Most of these departments developed their policies in the recent year, following the Faculty Council's adoption of the "Principles" and "Mechanisms" documents.
 - a) While some of the unit policies provided for "...open, publicly stated criteria..." as mandated in the "Principles" document, very few were more explicit than to state as examples, "teaching, research and service".
 - b) Only a few of the policies addressed gender equity, though the fourth principle states, "...Salary resources are appropriately used to remedy inequities resulting from ... discrimination".
 - c) Only half of the units addressed salary compression, though this is specifically referred to in the fourth principle, as one of the five specifically identified inequities.
 - d) Only a few of the salary policies addressed procedures for faculty redress, and most of these erroneously referred to the University grievance procedure. It should be noted that

paragraph three of "Mechanisms" states, "Issues concerning policies can be brought to the faculty committee at the dean or director's level. [Issues] unresolved at that level may...be brought to the Chancellor...".

- e) Many departments have set up a committee to advise the Chair on salary policy implementation.

In summary, the Faculty Welfare Committee felt that some of the policies it reviewed came up short in reference to explicit principles and mechanisms set out in the documents approved by Faculty Council. A striking exception in general were those policy statements submitted by the Libraries. We feel that their policies could serve a bench mark for other units when considering the development of their own salary increase policy.

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THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
Minutes of the General Faculty and the Faculty Council
March 21, 1997, 3:00 P.M.

Attendance

Present (49): J. Anderson, Andrews, Bangdiwala, Beck, Beckman, Bluestein, Bose, Brice, Brown, Chambers, Conover, Dalton, Danis, Dodds, Evens, Farel, Fletcher, Foshee, Fox, Hattem, Hogue, Holmgren, Howard, Jackson, Johnstone, Lachiewicz, LeFebvre, Lentz, Leonard, Loda, Maffly-Kipp, L. McNeil, Mill, Owen, Passannante, Peacock, Pike, Platin, Rabinowitz, Rinehart, Rutledge, Saigado, Searles, Shea, Skelly, Stidman, Stuck, Tauchen, White, Williams.

Excused absences (23): Barefoot, Brink, Bromberg, Eckel, Estroff, Favorov, Gless, Hodges, Hyatt, Irene, Jenkins, Ji, Mandel, Matson, Mauriello, McNeil, Pagano, Panter, Pielak, Renner, Shapiro, Tysinger, Yankaskas.

Unexcused absences (10): C. Anderson, A. Bailey, L. Bailey, Bentley, Crimmins, Frankenberg, Herman, Rosenman, Strauss, Weber.

Memorial Resolution

Professor Maria Saigado [Romance Languages] presented a memorial resolution for the late Frank Marion Duffey, Professor Emeritus of Spanish and former Associate Dean of the College of Arts and Sciences.

Chancellor's Remarks

Chancellor Hooker reported that Professor Jane Brown, Chair of the Faculty, was unwell and would be unable to attend this meeting. He asked Professor Joseph Ferrell, Secretary of the Faculty, to preside over the business session in Prof. Brown's absence.

The Chancellor reported that the University recently topped the \$200 million marks in research support.

Thirty faculty members have been selected for the bus tour of North Carolina. Demand far exceeded the number of available slots. Those chosen this year would have been ineligible next year, so many of those not selected will have another chance.

On the topic of our presence in Southeast Asia, the Chancellor reported that a decision has been made to focus our efforts in Thailand and not to pursue involvement in Indonesia.

Chancellor Hooker noted recent protests about the increase in parking fees. He is convinced that our parking problem cannot be solved by building more spaces on the central campus. The solution lies in parking garages at the Friday Center and other satellite locations coupled with convenient shuttle access to the central campus. He prefers a monorail system, but recognizes that it may be beyond our grasp at this time. An interim strategy may be mini-buses running on a frequent schedule. He is working with Mayor Rosemary Waldorf to address the problem.

Professor Carl Bose [Pediatrics] asked whether we are exploring satellite campuses in parts of the world other than Southeast Asia, specifically Latin America. Chancellor Hooker replied that the driving force behind involvement in Southeast Asia by many American universities, us included, is a burgeoning need there for MBA and other business-related programs that cannot be met by their existing resources. In Latin American there is both less of a demand and an older and mature university system that is better able to respond locally. Professor Pete Andrews [Environmental Sciences & Engineering] asked about cooperation with Duke. The Chancellor replied that he and President Keohane have agreed in principle to cooperate, but that each institution will be conducting its efforts in this area independently of the other.

Professor Paul Farel [Physiology], referring to the recent discharge of Professor Barry Nakell, asked the Chancellor to comment generally on the standards of conduct to which faculty will be expected to adhere. He noted that involvement in criminal activity by faculty and administrative staff has not always resulted in discharge. Chancellor Hooker replied that it would probably be impossible to codify a standard, but he declined to comment further at this juncture because he has been advised by counsel not to say anything that might be prejudicial to the ongoing appellate process in Professor Nakell's case. He will be happy to discuss this topic with the faculty when that process has run its course.

Professor Ferrell posed several questions on behalf of Prof. Brown. First, he asked about the status of the search for a dean of the School of Education. Chancellor Hooker replied that he has recently renewed an offer to the

- Renovation of the House Undergraduate Library will begin this summer and will take two years. The building will be closed during that time and the collection relocated.
 - The Undergraduate Library is now open 24-hours a day. This has proved so popular with students that Davis Library has extended its hours as well.
 - Many parts of the Southern Historical Collection are being put on the Web. There is a new project called NCLIB in which UNC library and many other college and public libraries are joining to license software to make more resources available to the public.
 - We will be replacing standard terminals in the libraries with graphic user interface work stations this summer.
 - Document delivery service from Triangle Research Libraries Group will begin on trial basis in early April.
- Professor Edwin Brown [Classics] indicated his concern about the low salaries of librarians.

Annual Report of the Committee on University Government

Professor James Peacock [Anthropology] moved adoption by the General Faculty of Resolution 97-9 which is a comprehensive revision of the Faculty Code of University Government. He said that most of the changes in the Code are technical. There are seven substantive changes, all of which were explained in the "Due Notice of a Proposal to Revise the Faculty Code of University Government" which was circulated with the March agenda. Prof. Peacock reviewed each of these changes. Two amendments to correct typographical errors were adopted.

Prof. Edwin Brown [Classics] moved to amend to add to the list of ex officio members of the Faculty Council Faculty Assembly delegates who are not otherwise members. The amendment was adopted unanimously.

Resolution 97-9, as amended, was adopted unanimously on first reading by voice vote. It was thereupon referred to the Committee on University Government and will be reported back for second and final reading at the April General Faculty meeting.

Professor William Smith [Mathematics] asked that the Committee on University Government consider and report to the General Faculty on (1) the effect that establishment of the Executive Committee of the Faculty Council has had on other faculty committees, and (2) the method of selecting members of the ECFC.

Proposal for Ph.D. in Communication Studies

Dean Lynda Dykstra moved adoption of Resolution 97-8 which is the next step toward approval of a new degree of Ph.D. in Communication Studies. Prof. Richard Beckman [Journalism & Mass Communication] asked to what extent the master's program would be reduced to accommodate the new program. Professor William Balthrop, chair of the Dep't of Communication Studies, replied that the overall size of the graduate program in the department would remain unchanged, but there would be some reduction in the number of M.A. candidates. The resolution was adopted unanimously by voice vote.

Report on Implementation of Faculty Salary Policies

Professor Stephen Bachenheimer, chair of the Faculty Welfare Committee, presented a special report on the status of implementation of the resolutions of the Council concerning faculty salaries that were adopted last year. He noted two corrections to the written report distributed with the agenda: (1) the School of Information & Library Science has completed its document and reported it to the provost, and (2) although the School of Dentistry has not reported a new document, it has had such a policy in place for some years and is now revising it to make it consistent with the Council's resolutions.

Prof. Bachenheimer noted that although the Council resolutions call for open and publicly stated criteria for award of salary increases, most of the documents filed so far simply refer to "teaching, research, and public service." The Faculty Welfare Committee would have preferred to see something more specific than that.

Prof. Bachenheimer next turned to the matter of resolution of issues and redress of grievances arising from salary decisions. He noted that many of the departmental documents refer to the Faculty Grievance Committee as the means of resolving salary disputes. He expressed his understanding that the Council resolutions envisioned redress at the departmental level.

Prof. Carl Bose [Pediatrics] said that he, having been directly involved in the development of the resolutions as a member of the ECFC, interprets them as calling for resolution at the departmental level of disputes concerning the content of the departmental policy statement. Individual grievances as to the application of the policies are to follow established grievance procedures as specified in the Faculty Code. He thought that the language of the "mechanisms" resolution may have been intentionally left vague on this point in an effort to secure agreement on a final text.

Final Examination Policy for Undergraduates

Prof. Passannante moved adoption of Resolution 97-3, which amends the Final Examination Policy to simplify the procedure for obtaining permission to give a non-traditional final examination.

Prof. Frayda Bluestein [Institute of Government] moved a clarifying amendment which was adopted unanimously by voice vote. Prof. Richard Beckman raised a question as to the meaning of the current policy with respect to the minimum length of an examination. It can be read to mean that an examination must be at least two but not more than three hours in length, or that it must be exactly three hours long. Prof. James Murphy, dean of the Summer School, said that advisers in the General College and College of Arts and Sciences have told him that summer school exams are supposed to be two hours long, but that students must be allowed three hours to complete them.

Prof. Passannante said that the Educational Policy Committee has proposed no change in that aspect of the policy, which has remained essentially unchanged since 1990.

Prof. Murphy said it is his impression that students believe they are entitled to three hours to complete any examination, no matter how many credit hours are assigned to the course.

Prof. Beckman moved an amendment to reword the policy to read "Final examinations for a full course should not exceed a period of three hours." In response to a question, Prof. Passannante replied that this change would not affect take-home examinations because they are not covered by that part of the regulation. Another Council member asked whether the present policy permits a faculty member to limit the time of an examination to less than three hours. Another asked what is meant by the term "full course."

Prof. Miles Fletcher [History] thought that the question of the length of time allowed to complete an examination should be deferred. There are implications to the change proposed by Prof. Beckman's amendment that have not been fully explored.

Prof. Beckman's amendment failed to pass on a voice vote.

Prof. Steven Leonard moved to amend the policy to provide that "The final examination period for a full course is three hours." He withdrew the amendment after questions were raised as to its implications.

Resolution 97-3 was then adopted unanimously by voice vote.

Upon motion of Prof. Miles Fletcher, the Council directed the Educational Policy Committee to study the second paragraph of the present final examination policy and reports its recommendations to the Council.

Joseph S. Ferrell
Secretary of the Faculty

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
Summary Minutes of the General Faculty and the Faculty Council
March 21, 1997, 3:00 P.M.

A more complete version of the Minutes has been distributed to members of the Faculty Council, deans, directors, and department heads. Any faculty member may obtain a copy upon request.

Memorial Resolution

Professor Maria Salgado [Romance Languages] presented a memorial resolution for the late Frank Marion Duffey, Professor Emeritus of Spanish and former Associate Dean of the College of Arts and Sciences.

Chancellor's Remarks

Chancellor Hooker's remarks touched on the following topics:

- The University recently topped the \$200 million marks in research support.
- Thirty faculty members have been selected for the bus tour of North Carolina.
- A decision has been made to proceed with our efforts to establish a presence in Thailand and not to pursue involvement in Indonesia.
- Our parking problem cannot be solved by building more spaces on the central campus. The solution lies in parking garages at the Friday Center and other satellite locations coupled with convenient shuttle access to the central campus.
- He is unable to comment on the discharge of Prof. Barry Nakell as long as the appellate process is ongoing. He will be happy to discuss this topic with the faculty when that process has run its course.
- He has recently renewed an offer to the candidate for dean of the School of Education preferred by the search committee that was active last year. He has not yet decided what action to take if that offer is declined.
- The title of the new dean of the School of Medicine (dean of medicine and vice chancellor for medical affairs) does not imply major changes in reporting relationships. As vice chancellor, the new dean will be senior counselor to the chancellor in matters pertaining to patient care and will be the chancellor's primary liaison to the University Hospitals. This implies no change in reporting relationships or duties of the provost or the vice provost for health affairs.
- The primary duties of the new position of enrollment manager are to (1) manage enrollment changes and (2) work toward enrollment stability. In the latter area, the goal is to reduce student attrition by developing strategies to identify students at risk and to provide remediation.
- He remains in close contact with Mayor Waldorf, and he does not think their personal relationship has changed as result of recent events, although relations between the Town and the University are somewhat strained at this time. He continues to believe that UNC and Town must work closely together, and he will continue to do so in good faith.
- President Spangler's policy is that all airport traffic must be related to official University business. We currently have no procedures for monitoring compliance with that policy, but we are working on it.

Chair of the Faculty's Remarks

The Secretary of the Faculty presided over the business session in place of Prof. Brown who was unwell. On behalf of Prof. Brown and the entire Council, he presented to Margaret Baucom a proclamation honoring her on the occasion of her retirement.

Prof. Ferrell read the following statement on behalf of Prof. Brown. "I and the ECFC thank the Faculty Hearings Committee chaired by Professor Genna Rae McNeil for their work on the discharge hearing for Prof. Barry Nakell. I know we don't all agree on the recommendation of the committee or the chancellor's decision in the case. This has been a difficult time for all, certainly for Prof. Nakell, but I know we appreciate the time and care the committee and the chancellor took in reaching their decision. The process now continues as Prof. Nakell has appealed to the Board of Trustees. I would remind us that over the past couple of months as we have discussed post-tenure review, we have indirectly re-endorsed this process as a workable system. I trust that the process will work in this case as well."

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
OFFICE OF FACULTY GOVERNANCE

Resolution 97-3. Final Examination Policy for Undergraduates

The Faculty Council resolves:

Section 1. The first two paragraphs of the Policy on Final Examinations (*Undergraduate Bulletin* 1996-97, p. 249) are rewritten to read:

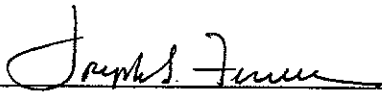
“Final Examinations

Final assessments are required in all undergraduate courses. (Any exceptions to this rule are based on the special types of work done in the course, and must have the advance approval of the Provost.) A final assessment must be a written examination administered at a designated location at a predetermined time as specified in the general final examination schedule, except that the head of the instructional unit in which a course is based may give permission for faculty to use for that course an alternative form of final assessment, such as a portfolio of a semester’s work or a take-home examination. Faculty employing an alternative form of final assessment must adhere to the general final examination schedule, must allow adequate time for completion, and should bear in mind that students have other scheduled examinations. Annual reports of alternative forms of final assessments authorized pursuant to this paragraph shall be forwarded to the deans of the instructional units in which the courses are based.

No examination (except for laboratory sections) may be held at a time other than that specified in the general schedule except with the advance approval of the Provost. No examination time can be changed after it has been announced. No special preparation quizzes may be given during the last five days of classes before the beginning of the final examination period. No examination may be held later than 7:00 p.m. Final examinations for a full course should ordinarily cover two hours but should not exceed a period of three hours. Only examinations requiring an exceptional portion of practical work should be longer than three hours.”

Sec. 2. This resolution is effective for final examinations administered during the fall semester, 1997, and thereafter.

I certify that the foregoing is a true copy of a resolution of the Faculty Council of The University of North Carolina at Chapel Hill meeting in regular session on March 21, 1997.



Joseph S. Ferrell
Secretary of the Faculty

Frank Marion Duffey, professor and department chair emeritus, died August 22, 1996, at his home in Chapel Hill following a brief illness.

Frank was born in West Jefferson, Ohio, on April 22, 1915. He was a Phi Beta Kappa graduate of Miami University, Oxford, Ohio, where he received his B.A. degree cum laude in 1938. He was a member of Sigma Delta Pi, Beta Pi Theta, and Delta Kappa Epsilon. Frank Duffey attended graduate school at the University of North Carolina at Chapel Hill and completed an M.A. degree in 1940, the same year he married his wife of fifty-six years, Gwendolyn Jenkins. Gwen and Frank spent 1942 in Colombia, South America, where he was a Department of State exchange fellow and where he began the research for his doctoral dissertation. However, upon returning to the United States, Frank changed his immediate plans to enlist in the service. He joined the U.S. Navy and was assigned to the Japanese Language School in Boulder, Colorado. Frank then served in New Guinea, Australia, and Japan and was awarded the Bronze Star for his service as Lieutenant (senior grade) in the Southwest Pacific.

In 1946, Frank returned to his graduate studies in Chapel Hill. While working on his doctorate, he was appointed Instructor of Spanish in the Department of Romance Languages and joined the permanent ranks of the Department when he became assistant professor in 1950, after receiving his Ph.D. In 1954 he was promoted to associate professor and to full professor in 1959.

In addition to his teaching, Frank served in various departmental and university committees, among them the Faculty Council, to which he was elected three times. In 1955 he began what turned out to be one of the most rewarding aspects of his professional career; he was appointed Associate Dean of Arts and Sciences. He served the college in that position for twenty years, including a stint as Acting Dean from 1965 to 1966. Frank left the college regretfully in 1975 to become Chairman of the Department of Romance Languages, a post he held until his retirement in 1980.

In addition to his teaching and administrative duties, Frank Duffey was active in several professional organizations such as the American Association of Teachers of Spanish and Portuguese (president of the North Carolina chapter in 1954), the Modern Language Association, the Council of Basic Education, and the South Atlantic Modern Language Association (executive committee 1950-1975). He was also a published scholar, with several articles and a book, The Early "Cuadro de Costumbres" in Colombia (1956). This study of the development of the Colombian sketch of manners has not been surpassed to date. Frank's most noteworthy contribution to scholarship, however, was his editorship of the South Atlantic Bulletin (forerunner of the South Atlantic Review) for twenty-five consecutive years (1950-1975).

Frank Duffey was loved and appreciated by his students and friends, and he was admired and respected by his colleagues and peers in Chapel Hill as well as in the profession at large. His dilligence and good humor during the many years he served as professor, associate dean, and departmental chair, made him an important contributor to campus life. He can be seen in fact as a representative of that by-gone era in which professors from a variety of departments in Academic Affairs met for coffee in Lenoir Hall's basement Pine Room (now Carolina Court) at a ritualistic 10:00 o'clock in the morning. There they exchanged ideas and jokes, planned changes in academic life, and argued over the latest football or basketball skirmish--depending on the sports season. This valuable teacher, administrator, scholar, and friend, with his quiet, warm personality and keen sense of humor, will be truly missed by all who knew him.

Our Committee respectfully requests that this memorial be entered into the permanent records of the Faculty and that copies be sent to members of his family.

María A. Salgado, Chair

María A. Salgado

Fred M. Clark

Fred M. Clark

Frederick Vogler

Frederick Vogler

March 21, 1997
ACADEMIC AFFAIRS LIBRARY
ADMINISTRATIVE BOARD OF THE LIBRARY
(Elected by the General Faculty)

1996-1997 ANNUAL REPORT

MEMBERS: Evelyn H. Daniel, Chair (1994/5-1996/7); James M. Coggins (1996/7-1998/9); Linda S. Drake (1995/6-1997/98); David A. Hammond (1996/7-1998/9); Paul J. Kropp (1994/5-1996/7); Don Madison (1995/6-1997/8); Raleigh C. Mann (1994/5-1996/7); M. Catharine Newbury (1996/7-1998/9); Mary Pardo (1994/5-1996/7); Terry E. Rhodes (1995/6-1997/8); Jack M. Sasson (1996/7-1998/9); Peter M. Smith (1995/6-1997/8); Richard Superfine (1995/6-1997/8); James A. Wilde (1995/6-1997/8); *Graduate Student representatives:* Venetia Thomas (1996/7), Dara Whalen (1996/7); *Undergraduate Student representative:* Takie Hondros (1996/7); *Ex officio:* Linda Dykstra, Richard J. Richardson, Joe A. Hewitt

MEMBERS LEAVING DURING PAST YEAR: Edward D. Kennedy, Richard W. Kinnaird, Charlotte H. Mason, Katherine A. Murphy

NUMBER OF ANNUAL MEETINGS: Seven

REPORT PREPARED BY: Evelyn H. Daniel and Joe A. Hewitt
Not reviewed by full Board this year.

CHARGE: Shall advise the University Librarian on the administration of the University library system; formulate, together with the University Librarian, the basic policies governing the acquisition of library materials and the use of such materials; allocate, with the advice of the University Librarian, the book funds which are not specifically designated; submit to the Chancellor, through the University Librarian, its advice on the establishment or discontinuance of library service units outside of the general library building; review the University Librarian's budget request; and report annually to the Faculty Council.

PREVIOUS FACULTY COUNCIL RECOMMENDATIONS OR QUESTIONS: None

REPORT OF ACTIVITIES: The Library collection programs in both print and electronic format continue to benefit from increased funding provided by the University Administration, the Legislature, and the Library's share of the tuition increase implemented this year. This support has greatly enhanced the ability of the Library to provide services to students and faculty and to the citizens of the State. It is reflected in a rise in the Library's rankings compared to other members of the Association of Research Libraries. The Library continues to enhance access to electronic information resources and to its services, including maintaining 24-hour services in the House Undergraduate Library. In addition, the Library has begun planning several other initiatives, including a new Document Delivery System with its Triangle Research Libraries Network partners, a renovation of the House Undergraduate Library that

will also result in the reconceptualization and redesign of library services to undergraduates, a major project to digitize materials documenting the Southern experience as a part of our contribution to a National Digital Library, and planning for an addition to Hill Hall to house the incomparable music collections. The Library's fundraising effort continues to be successful, enhancing the ability of the Library both to sustain current services and to provide enhanced services and collections not possible with State funding. Some of these initiatives are detailed below.

1. RANKINGS

We are pleased to announce that the Library's overall ranking in the Association of Research Libraries Index has climbed to 17. This index is derived from the following five rankings: Volumes Held, Gross Volumes Added, Current Serials Subscriptions, Total Library Expenditures, and Total Professional and Support Staff. In this relatively non-volatile rating, the Library ranked as high as 15 in 1985/86. It fell to a low of 22 in 1990/91. The Library once again ranks first in the Southeast, ahead of Virginia at 20 and Duke University at 23. The rise in this important indicator would not have been possible without the support of the University Administration and the Legislature. The Library's share of the tuition increase, which was added to its budget in the current fiscal year, will help ensure that we maintain this ranking and an excellent library.

2. THE LIBRARY MATERIALS BUDGET

This year's budget substantially improved funding for the building of both print and electronic collections in the Library. First, the Legislature provided a permanent increase in the Library's Materials Budget to help cover inflation in the cost of books, serials, and electronic resources. Second, the University Administration continued its support to the Library by providing pan-University funding for the purchase of collections. Third, funds from the tuition increase became available for the first time. These combined resources resulted in a 12.6% increase over last year's State budget. These State funds and the availability of non-State resources, including Overhead, Pogue, and endowment funding enabled the Library to meet a number of important goals in building collections that support the academic programs at the University. Those goals are as follows:

- a. The Library was able to maintain its existing serial and standing order subscriptions and to provide funding for new serials subscriptions through the voluntary cancellation of current serial and standing orders.
- b. The Library was able to enhance the development of its monographic collections by increasing the book allocation to academic departments by 10% and by increasing the allocations for book acquisitions in the Humanities, Social Sciences, West European languages, and Latin American and Iberian languages and from University Presses and major North American publishers.

c. The Library was able to provide a permanent budget for the acquisition of major electronic resources more fully described below.

3. UNDERGRADUATE LIBRARY SERVICES

Services to undergraduates continued to be an important focus. The plans for a completely renovated House Undergraduate Library have been shared with and enthusiastically received by faculty, students, and university administrators. As planned, the reconfigured library will accommodate increased emphasis on group study and team projects as well as the need for quiet study space, hands-on interactive classrooms, more computers, and the flexibility to adapt evolving technologies into library services. Services to users will be improved by the new physical layout, with on-the-spot staff assistance to patrons and access to network connections throughout the building. The House Undergraduate Library renovation is number one on the University's capital construction request this year. As proposed, the renovation will involve a public-private partnership, with funding from the private sector for state-of-the-art hardware and furnishings. The project has the strong support of the Friends of the Library's Board of Directors, and a major fund-raising initiative will soon be launched.

Planning for a transition period of 16-24 months during which House Undergraduate Library collections, services, and operations will be moved from House Library to Davis Library and other locations on campus has already begun, so that disruption during renovation will be kept to a minimum.

Offered on an experimental basis last year, House Undergraduate Library's 24-hour service has proven so popular that it is now a permanent feature. Members of the Student Endowed Library Fund voted to allocate funding to help subsidize the service. In response to student requests, Davis Library began opening earlier on Sundays and is re-evaluating its schedule generally.

4. COLLECTION ACCESS SERVICES

The World Wide Web creates new possibilities for bringing the Library's collections to local and distant users. Several projects are under way, of which the most ambitious is "Documenting the American South." It makes available digitized and encoded copies of first-person narratives of the nineteenth-century American South from the Library's distinguished holdings. Joe Hewitt announced the project at the May Bicentennial celebration as "our gift to the University, the State, and the world." Now, in an early stage of development, 26 texts are available on the Web. Two dozen more will be encoded with support of a Chancellor's Instructional Technology award.

Together with the other 15 UNC System institutions, the libraries jointly licensed broad access to Encyclopedia Britannica, PsychInfo, and ERIC. We will host the PsychInfo and ERIC databases locally for all of the campuses. The Library subscribed to two major collections of electronic journals: Project Muse and JSTOR. Planning for NC LIVE, with the UNC System libraries, the community college libraries, and the State's public libraries, is moving forward

pending appropriations from the state legislature. NC LIVE will provide broad-based electronic access to a core of information resources for all North Carolinians.

5. MUSIC LIBRARY

In 1994, the College of Arts and Sciences obtained \$850,000 from the Legislative Assembly to plan a new music library and to remodel its current space in Hill Hall. Overcrowded and inefficient for several decades, the present Library has long been an object of faculty and administrative concern, most recently an unfavorable 1993 assessment by an external Graduate School Program Review Committee.

The firm of Walter Robbs Callahan & Pierce designed an \$8 million, three-story, 34,000 square foot facility joined to the southwest wall of Hill Hall. The building would allow technologically advanced support of music education as well as house the Southeast's most distinguished music collection and provide a significant library presence on the north side of campus. Substantial private support is available for state-of-the-art technology. The project, however, does not fit the consolidated University's recently reconfigured system for prioritizing capital expenditures. It faces an uncertain future. If it is not built, the campus would lose a critical facility.

6. ENHANCED ACCESS

Assisted by an allocation from the Chancellor's Academic Enhancement funds, the campus libraries will be replacing the public text-based terminals this summer with graphical user workstations which will better utilize the exciting potential of the World Wide Web. In this first phase, most existing public terminals will be replaced and web-based access will be provided to the full range of information resources currently available.

7. TRIANGLE RESEARCH LIBRARIES NETWORK (TRLN)

The TRLN Document Delivery Services will be available for trial use by faculty, students, and staff later this spring. The service will allow users to electronically request books and journal articles held by other TRLN libraries. This past summer all four TRLN institutions jointly licensed ISI's Current Contents database. The TRLN Cooperative Collection Development Committee is continuing to explore ways to cooperate on electronic journals, electronic resources, and print materials, especially serials.

8. LIBRARIAN SALARIES

Low pay for librarians continues to be a serious problem for the University libraries. In the current fiscal year, the Academic Affairs Library ranks 79th among the 109 members of the Association of Research Libraries in average salary and 79th in median salary. The median salary for a twelve month appointment is \$38,950. The average salary for a twelve month appointment is \$41,081. The salary for beginning professional librarians for a twelve month

appointment is \$27,500. UNC-CH's rank in that category has fallen from 49th last year to 57th in the current year.

To provide some comparisons it should be noted that the average salary of a Librarian at UNC-CH is almost \$6,000 less than the average salary at Duke, which ranks 26th in the ARL statistics. The University of Michigan, which ranks 27th pays almost \$6,000 more on average than UNC-CH. The University of Virginia at 37th pays approximately \$4,000 more on average. While these rankings are for the Academic Affairs librarians only, the salaries for the Law and Health Affairs librarians rank similarly within their respective peer groups.

Although Librarians are members of the General Faculty of the University, the salary situation for librarians was exacerbated when librarians were ruled ineligible for any of the special funds made available from the tuition increase and funding from the Legislature to enhance faculty salaries. As was noted in this report last year, librarians are critical to the University's teaching, research, and public service mission. Their role is increasingly important as we seek to prepare students to be critical and savvy users of information. The Administrative Board of the Library, therefore, urges the Faculty Council to use its influence to help address the serious and ongoing problem of low librarian salaries.

RECOMMENDATIONS FOR ACTIONS BY FACULTY COUNCIL: None

Absences from class for valid reasons are excused only by the instructors. A student should present his or her explanation for any absences to the instructor at the next meeting of the class.

The University calendar does not recognize religious holidays. The faculty are encouraged to make reasonable accommodations for students requesting to miss class due to the observance of religious holidays.

Final Examinations

Final written examinations are required in all courses. (Any exceptions to this rule are based on the special types of work done in the course, and must have the advance approval of the Provost.) A general schedule sets the time for each examination.

No examination (except for laboratory sections) may be held at a time other than that specified in the general schedule, and no examination time can be changed after it has been announced. No special preparation quizzes may be given during the last five days of classes before the beginning of the final examination period. No examination may be held later than 7:00 p.m. Final examinations for a full course should ordinarily cover two hours but should not exceed a period of three hours. Only examinations requiring an exceptional portion of practical work should be longer than three hours.

All regular final examinations must be held in Chapel Hill. In exceptional cases a student may apply to his or her dean for permission to take examinations in absentia. (A fee of \$10.00 is charged for each examination so taken.)

Students who are absent from an examination receive a course grade of Absent (AB), which is equivalent to F. When students are unable, for reasons clearly beyond their control, to take a final examination at the scheduled time, they can be excused only by the Student Health Service or their academic dean.

A student who has three final examinations scheduled by the Registrar's Office within a twenty-four hour period may petition his or her dean for permission to have one of the scheduled examinations rescheduled. In the event that one of the scheduled examinations is a common final examination for a multiple-section course, that examination is the one to be rescheduled.

In all cases in which an examination is to be rescheduled, the instructor may reschedule that examination during the final examination period, but not later than the end of the following semester. Any petition for a change in the examination schedule because of this rule must be made before the first day of the final examinations. The final examination in any course may be taken only by regularly enrolled members of the class whose registration has been certified and by students certified to be eligible to take a special examination in that course. The certifying authority is the Registrar's Office.

Each student is required to sign a full and explicit pledge certifying that he or she has neither given nor received aid during the examination.

Credit by Examination

Enrolled students who have gained through independent study or experience knowledge of the content of courses offered by the University for undergraduate credit may, with the approval of the department and school or college involved, receive credit (without grade) for such courses by special examination. Such an examination must be taken before the beginning of the last semester or full summer session before graduation, and the approval of the department and school must be received at least thirty days before the examination is taken.

Academic Course Load

Fall and Spring Semesters

To meet the minimum graduation requirement of 120 academic hours in eight semesters, students should average fifteen hours each semester, exclusive of physical education activity courses. For freshmen, however, physical education activity courses, four-hour foreign language and four-hour laboratory science courses often account for course loads of sixteen to eighteen hours. Other students may not enroll in more than seventeen academic hours unless they have earned a 3.0 grade point average in the preceding regular semester and have a cumulative 2.5 grade point average. Exceptions require the approval of the student's dean. Seniors meeting graduation requirements during their final semester in residence may enroll in twenty academic hours if they have a cumulative and preceding semester grade point average of 2.0.

The minimum course load for a single semester is twelve academic hours (one-hour physical education activities do not count as academic hours). Students may not go below the twelve academic hour minimum without permission of their dean. All students should discuss semester enrollment of fewer than fifteen academic hours with their adviser because such enrollments necessitate (1) summer school, (2) correspondence, or (3) a heavier course load during a later semester.

Summer Sessions

Two 3-semester hour courses constitute the normal academic load for one summer session. Students with a 2.0 cumulative grade point average may enroll in a maximum of nine hours during a summer session with the approval of their adviser or dean.

Resolution 97-5. Policies and Guidelines for a Cooperative Learning Environment.

Teaching and learning occur simultaneously through a partnership between instructor and student. Instructors share knowledge, experience, and ideas with their students. Students process these thoughts, generate new ones, and share them with their teachers. In most cases, students and instructors communicate clearly and effectively. However, misunderstanding does occur. In an attempt to foster a positive academic environment, the Faculty Council, upon recommendation of the Educational Policy Committee, establishes these policies and guidelines.

The Faculty Council resolves:

Part I. Policies

Section 1. The Faculty Council recognizes and affirms the following policies. This recognition is not to be interpreted as precluding modification of any policy by the appropriate authority.

The Honor Code. The faculty should inform students of the provisions of the honor code, and be aware of their own responsibilities specified in the honor code. Faculty responsibilities are stated in the Instrument of Student Judicial Governance.

Student Grievance Procedures. According to UNC-CH Student Grievance Committee procedures, students may file a grievance against a UNC-CH employee, EPA non-faculty employee, staff employee, or student employee (when acting in the role of employee), when there is a violation of one of the following:

- A. The UNC-CH Sexual Harassment Policy
- B. The UNC-CH Racial Harassment Policy
- C. The UNC-CH Policy on Sexual Orientation
- D. The Americans with Disabilities Act
- E. Title IX, which prohibits exclusion from participation on the basis of sex
- F. Section 504 of the Rehabilitation Act of 1973, which outlaws discrimination on the basis of a handicap

1 G. The Family Educational Rights and Privacy Act, which allows students to
2 challenge the content of their educational records

3 Copies of the above policies can be obtained from the Dean of Students' office. They
4 contain information about how to file a grievance. A grievance based on incidents that
5 occurred more than six months before the complaint was filed will not be considered.

6 ***Student Access to Academic Records; Protection Against Improper Disclosure.*** As
7 stated in The Family Educational Rights and Privacy Act of 1974, students may have
8 access to their full academic records. Individuals who are, or have been, in attendance at
9 UNC-CH, may inspect and review their education records. Otherwise, education records
10 are subject to confidentiality requirements as specified by law and may not be disclosed
11 improperly. Requests for recommendations imply that the student has given consent to
12 the disclosure of information related to ability and performance. Judgments of ability and
13 character may be provided under appropriate circumstances, normally with the knowledge
14 or consent of the student. "Education records" are those records directly related to a
15 student that are maintained by an educational institution. Particular University policy
16 provisions are found in The University of North Carolina at Chapel Hill's Policies and
17 Procedures Under the Family Educational Rights and Privacy Act of 1974.

18 ***Appealing a Grade.*** The University has systems for appealing a grade. The exact
19 procedures vary among the academic units. Students should consult with their dean or
20 department chairperson to obtain information about grade appeal procedures.

21 22 **Part II. Guidelines**

23 Section 2. The Faculty Council endorses the following guidelines for the faculty-
24 student relationship. This endorsement shall not be construed as faculty legislation, is not
25 intended to establish a contractual undertaking by The University or any individual, and
26 shall not constitute the basis for civil action in a court or a defense in any administrative
27 or judicial body of The University of North Carolina at Chapel Hill.

28 ***Clear Definition of Potential Honor Code Violations.*** In an attempt to avoid
29 unintended misunderstanding, instructors should clearly state what is acceptable in their
30 class. When study aids such as computers are allowed, the instructor is responsible for

1 explaining what constitutes proper use of these items. These rules should be established
2 at the beginning of the course and should not be changed without giving students proper
3 notice.

4 ***Assignment of Graded Work During the Last Week of the Semester.*** Instructors
5 may not assign graded work during the last week of classes unless the course syllabus
6 clearly states that such an assignment will be given.

7 ***Suggested Classroom Procedures.*** In general, instructors are strongly encouraged to
8 follow the guidelines for course design and classroom procedures recommended by the
9 Center for Teaching and Learning. When students enter into a learning relationship, they
10 have certain needs and expectations. They are entitled to information about course
11 procedures, content, and goals. Instructors should provide a syllabus, describing the
12 course, and methods of evaluation. Particular attention should be paid to several areas of
13 special concern to students, including provision of reserve readings, and grading policy.

14 Evaluated assignments should be returned to the students within a reasonable amount
15 of time. Since part of the purpose of such assignments is to provide feedback, students
16 should be given time to assess, and to learn from their mistakes. Ideally, such assessment
17 would take place while the relevant topics are still fresh in their minds.

18 Extra credit, if offered, should be announced publicly and in advance, to the entire
19 class.

20 ***Students Should Have Freedom of Expression.*** Students should be free to take
21 reasoned exception to the data or views offered in any course of study. However, they are
22 responsible for learning the content of any course of study for which they are enrolled.
23 Instructors may assign a grade based on incorrect facts or poorly supported arguments or
24 opinions. Nothing herein shall be construed to limit the freedom of the faculty to assign
25 grades according to appropriate academic standards.

26 ***Responsibilities of Students and Teachers.*** Just as students ought to expect
27 instructors who are knowledgeable and well prepared, so should teachers expect their
28 students to be motivated, eager to learn, and actively engaged in class. It is the
29 responsibility of teachers to make their courses serious intellectual experiences for

1 themselves and for their students. It is the responsibility of students to take seriously the
2 courses in which they enroll. Good teachers need good learners.

3 Students should understand that they are members of a community of scholars, and
4 membership in such a community is not a passive event. In order to be full participants in
5 the educational community, and to maximize the educational value of a class, pre-class
6 preparation is necessary.

7 Proper class preparation involves obtaining course materials as they are needed, and
8 completing assignments as they are due. Full participation in a class requires regular
9 attendance, arriving on time and remaining until class conclusion, and active involvement
10 in the work of the class. Students should also consider the extent of their own
11 involvement in a class in assessing the educational value of a class.

12 Sec. 3. This resolution is effective upon adoption.

Appendix 1. Faculty Responsibilities per the Honor Code

Responsibility of faculty in relation to the Honor Code as stated in Instrument of Student Judicial Governance¹

- A. To inform students at the beginning of each course and at appropriate times that the Honor Code, which prohibits giving or receiving unauthorized aid is in effect. Where appropriate, a clear definition of plagiarism and a reminder of the consequences should be presented, and the extent of permissible collaboration among students in fulfilling academic requirements should be carefully explained.
- B. To identify clearly in advance of any examination or other graded work the books, notes or other materials or aids which may be used; to inform students that materials other than those identified cannot be used; and to require unauthorized materials or aids to be taken from the room or otherwise made inaccessible before the work is undertaken.
- C. To require each student on all written work to sign a pledge that the student has neither given nor received unauthorized aid. Grades or other credit should not be awarded for unpledged work.
- D. To take all reasonable steps consistent with existing physical classroom conditions-such as requiring students to sit in alternate seats-to reduce the possibility of cheating on graded work.
- E. To exercise caution in the preparation, duplication, and security of examinations (including make-up examinations) to ensure that students cannot gain improper advance knowledge of their contents.
- F. To avoid when possible, reuse of instructor-prepared examination, in whole or in part, unless they are placed on reserve in the Library or otherwise made available to all students.
- G. To exercise proper security in the distribution and collection of examination papers; and to be present in the classroom during an examination when the

¹ The Instrument of Student Judicial Governance, 1994. p. 32.

1 instructor believes that his or her presence is warranted or when
2 circumstances, in his or her opinion, make his or her presence necessary.

3 H. To report to the Office of the Student Attorney General or the Office of the
4 Dean of Students any instance in which reasonable grounds exist to believe
5 that a student has given or received unauthorized aid in graded work. When
6 possible, consultation with the student should precede reporting. Private action
7 as a sanction for unauthorized cheating, including the assignment for
8 disciplinary reasons of a failing grade for the course, is inconsistent with
9 faculty policy and shall not be used in lieu of or in addition to a report of the
10 incident.

11 To cooperate with the Office of the Student Attorney General and the defense
12 counsel in the investigation and trial of any incident of alleged violation, including the
13 giving of testimony when called upon.

Appendix 2. Student Access to Educational Records

The term "educational records" does not include:

- A. Records of instructional, supervisory and administrative personnel that are in the sole possession of their maker and are not revealed to anyone else except a substitute;
- B. Records created and maintained by the University Police for law enforcement purposes;
- C. Records relating solely to an employee of UNC-CH in his or her capacity as an employee that are not available for any other purposes (however, records relating to a UNC-CH student, who is employed as a result of status as a student, are education records);
- D. Student medical records created, maintained, and used only in connection with provision of medical treatment to the student, that are not disclosed to any one other than the individuals providing the treatment;
- E. Records that contain only information relating to a person after he/she was no longer a student, such as alumni records.

A student is not permitted to inspect the following records:

- A. Financial records and statements of his or her parents;
- B. Confidential letters and statements of recommendation that were placed in education records before 1 January 1975 and that are used only for the purposes for which they are intended; and
- C. Confidential letters and statements of recommendation concerning admissions to an educational institution, an application for employment, or receipt of an honor that were placed in education records after 1 January 1975 where the student has waived his or her right to inspect those letters and statements.

A student who wishes to inspect his or her education records must file a written request to inspect them with the individual who has custody of the records. In some cases the student will be able to review the records immediately while, in other cases, a certain amount of time will be required to assemble the records for inspection, but the student will not be required to wait more than 45 days after the date of the request before being

1 allowed to inspect his or her education records. A students who exercises the right to
2 review his or her education records is also entitled to a response from the institution to
3 reasonable requests for explanations and interpretations of those records. If a student has
4 asked to inspect or review his or her education records, none of those records shall be
5 destroyed until the student's request to inspect or review has been honored.

6 The office providing the copies may charge a reasonable fee for each copy but will
7 not charge a fee to search for or retrieve the records in question.

Resolution 97-3. Final Examination Policy for Undergraduates

The Faculty Council resolves:

1 Section 1. The first two paragraphs of the Policy on Final Examinations

2 (*Undergraduate Bulletin* 1996-97, p. 249) are rewritten to read:

3 “Final Examinations

4 Final ~~written examinations~~assessments are required in all undergraduate courses.

5 (Any exceptions to this rule are based on the special types of work done in the course, and

6 must have the advance approval of the Provost.) ~~A general schedule sets the time for each~~

7 ~~examination.~~ As a general rule, a final assessment must be a written examination

8 administered at a designated location at a predetermined time as specified in the general

9 final examination schedule.

10 The head of the instructional unit in which a course is based may give permission for

11 faculty to use for that course an alternative form of final assessment, such as a portfolio of

12 a semester’s work or a take-home examination. Faculty employing an alternative form of

13 final assessment must adhere to the general final examination schedule, must allow

14 adequate time for completion, and should bear in mind that students have other scheduled

15 examinations. Annual reports of alternative forms of final assessments authorized

16 pursuant to this paragraph shall be forwarded to the deans of the instructional units in

17 which the courses are based.

18 No examination (except for laboratory sections) may be held at a time other than that

19 specified in the general schedule except with the advance approval of the Provost., and no

20 No examination time can be changed after it has been announced. No special preparation

21 quizzes may be given during the last five days of classes before the beginning of the final

22 examination period. No examination may be held later than 7:00 p.m. Final examinations

23 for a full course should ordinarily cover two hours but should not exceed a period of three

24 hours. Only examinations requiring an exceptional portion of practical work should be

25 longer than three hours.”

26 Sec. 2. This resolution is effective for final examinations administered during the fall

27 semester, 1997, and thereafter.

March 21, 1997

COMMITTEE ON UNIVERSITY GOVERNMENT

Current Members: James L. Peacock III (1999), chair; William I. Burke (1999); Jean Goeppinger (1999); Jack Sasson (1998); Royce Murray (1998); Douglas G. Kelly (1997), Janet Mason (1997), Joseph S. Ferrell (ex officio).

Members leaving the committee this year: Laurel Files, Harry Gooder, George Lensing, William Smith.

Annual Report prepared by: James L. Peacock, chair. This report covers the period December, 1995 through March 1997.

Committee charge. "The Committee shall be especially concerned with the continuing development, adaptation, and interpretation of the *Faculty Code of University Government*. Subject to the powers of the University's Board of Trustees and the Chancellor of the University of North Carolina at Chapel Hill, the *Code* represents legislation enacted by the faculty regarding forms of internal organization and procedures at this institution which are deemed necessary for its fair and effective operation. The Committee should periodically review the existing *Code* and solicit suggestions for its improvements, and should recommend appropriate amendments in the *Code* for consideration and vote of the General Faculty. As provided under Article I of the *Code*, it should consider and report on other proposals to amend the *Code* and shall also periodically make appropriate adjustments of the elective representatives in the Faculty Council. The Committee may also consider and report on special questions of University governance which may be referred to it by the Chancellor or members of the faculty. The Committee shall be especially concerned with maintaining internal forms and procedures of academic administration which reflect principles of democracy and equity, vision and adaptability, and quality and responsibility, toward achieving the intellectual aims of the University." *Faculty Code of University Government*, § IV.B.(2)(a).

Report of activities.

Revision of Faculty Code of University Government. During 1996-97 the Committee drafted proposed revisions of the *Faculty Code* in order to

1. Define changes in faculty government suggested by the Faculty Council;
2. Reflect changes in terminology adopted by the administration; and
3. Clarify certain provisions of the Code.

All approved changes will be included in a revised edition of the Code to be printed soon.

The proposed changes in the Code are summarized in the attached memorandum and indicated in full in a document that will be available at the General Faculty meetings in March and April. Copies of this document are available upon request from the Secretary of the Faculty.

James L. Peacock III, Chair
William I. Burke
Jean Goeppinger
Douglas G. Kelly
Janet Mason
Royce W. Murray
Jack M. Sasson
Joseph S. Ferrell (ex officio)

Resolution 97-8. Authorization to Establish a Ph.D. Program in Communication Studies.

The Faculty Council resolves:

- 1 Pursuant to Section II.H.(1)(b) of the *Faculty Code of University Government*, the
- 2 Faculty Council hereby approves establishment of program of study leading to the degree
- 3 of Doctor of Philosophy in Communication Studies.

**Request for Authorization to Establish a
PH.D. PROGRAM IN COMMUNICATION STUDIES**

**Submitted by
The Department of Communication Studies
The University of North Carolina at Chapel Hill**

EXECUTIVE SUMMARY

Note: The complete *Request for Authorization to Establish a Ph.D. Program in Communication Studies* is available upon request from the Department of Communication Studies. Volume 1 consists of the *Request* and Volume 2 contains faculty vitae. To obtain a copy, please contact Dr. Lawrence Rosenfeld, Director of Graduate Studies, at 962-4947 or Ms. Dixie Flannery at 962-4984.

In every aspect of our contemporary lives (social, professional, and personal), an effective, critical, and theoretical command of communication practices has become increasingly important. As a consequence, the need for advanced study and learning in this field also becomes more critical. In response to this need, and consistent with the Mission Statement of this University to "provide graduate and professional programs of national distinction at the doctoral and other advanced levels to future generations," the Department of Communication Studies proposes a Ph.D. program. The intent of this program is to develop scholars, teachers, and practitioners capable of producing and disseminating knowledge throughout the field of communication, the academic community, and the broader public that we ultimately serve.

Justification for the Ph.D. in Communication Studies

- The uniquely integrative nature of the proposed program and the strength of faculty available for it will significantly enhance research and scholarly training in Communication Studies. Faculty research productivity places the department 2nd among those offering the M.A. as the most advanced degree, and 13th among those offering the Ph.D. Upon its inception, the Ph.D. program will likely be among the top ten programs in the United States.
- Enrollment trends and predictions by the Department of Education and other studies indicate a growing need for researchers and teachers in Communication Studies.

- A Ph.D. program at UNC-CH will help alleviate the geographic imbalance of doctoral programs in Communication Studies by providing resources for emerging scholars in North Carolina and the Southeast region.
- The proposed Ph.D. program will help UNC-CH to fulfill its research and teaching missions by (1) enabling students at UNC and neighboring institutions to pursue advanced training and scholarship in Communication Studies, and (2) complementing existing research and teaching efforts across the UNC-CH campus.

Structure of the Ph.D. Program in Communication Studies

- The program will consist of a minimum of 36 credit hours beyond the M.A., satisfactory completion of a program of study approved by the graduate faculty, qualifying examination, dissertation, and final oral examination. Each student must demonstrate oral and reading fluency in one non-English language or demonstrate competency in a research skill.
- Administration of the program will be by the Department's Director of Graduate Studies and Graduate Committee, each student's program advisor, and her or his supervisory and dissertation committees. All student programs of study will be approved by advisors and by the Graduate Committee.
- Students will be admitted to the Ph.D. program based upon completion of an M.A. degree, evidence of superior academic ability, and evidence of scholarly and educational objectives congruent with those of the doctoral program. The Department will continue its practice of aggressively recruiting minorities and women.
- Students will be expected to complete the degree program in four years.
- Total enrollment in the Ph.D. program is expected to be approximately 4 students in the first year, 9 in the second year, 13 in the third year, and approximately 15 in subsequent years depending upon individual completion rates, attrition, and admissions. Enrollments may increase as additional funding becomes available.

Administration of the Ph.D. Program in Communication Studies

The Ph.D. program can be implemented without any necessary increase in faculty, graduate student support, or facilities.

- Assuming successful searches during the current academic year, the Department will have 26 faculty in tenure track positions. No additional faculty are necessary in the immediate future to implement the Ph.D.
- The current M.A. program will be reduced to accommodate enrollment in the Ph.D. program. Total enrollment in the graduate program will decline slightly. Based on an anticipated average stipend of \$6,000 for M.A. students and \$12,000 for Ph.D. students, approximately 27 graduate students can be funded within current allocations from state funds.
- Additional financial support will be sought through external grant applications and additional fund-raising efforts.

- No additional demands will be placed on current facilities or media production given the research focus of the Ph.D. program.
- Library facilities are appropriate for the program.

Evaluation of the Ph.D. Program in Communication Studies

Evaluation will consist of on-going review by the Graduate Committee and by appropriate external review using the following indicators: faculty productivity; successful student recruiting; availability of professional and financial support to students; close monitoring of student progress; placement of graduates from the program; and comparisons with other Ph.D. programs in Communication Studies.

Status of Units with Regard to Faculty Salary Policies

Faculty Welfare Committee, March 21, 1997

This report describes progress to date (2/26/1997) in implementing Faculty Salary Policies. Actions at the unit level where recommendation for salaries or salary increases are initiated, namely departments, schools, institutes or libraries, as the case may be, were called for in "Principles to Guide Faculty Salary Policies" (Principles"), adopted by Faculty Council 10 November, 1995; "Mechanisms to Implement Salary Principles", ("Mechanisms") adopted by Faculty Council 23 February, 1996; and the "Chancellor's Directive Implementing Faculty Salary Policy Resolutions" ("Directive") of 1 May, 1996. In the "Directive" to Deans, Directors and Librarians, the Chancellor requested a 1 October, 1996 target date for submission of documents. Provost Richardson, in a memo of 30 September, 1996 to Deans and Directors, requested status reports on the activities of units in developing written salary policies.

- 1) We can report that status reports have been received from nearly all units headed by Deans in Academic and Health Affairs, from Directors of Centers and Institutes, and from Librarians.
 - a) Within Academic Affairs, the following units headed by Deans or Directors have established policies: Academic Affairs and Law Libraries; Schools of Journalism and Mass Communication, Social Work, Business and the College of Arts and Sciences. The following units are developing policies: Institute of Government; the Schools of Law and Education. The School of Information and Library Science has not submitted a status report.
 - b) Within Health Affairs, only the School of Nursing and the Health Affairs Library has a salary policy in place in response to the Chancellor's "Directive". The School of Medicine has had a salary equity committee in place for a decade. The Dean has appointed a committee to formulate a policy consistent with the "Principles" and "Mechanisms" documents. Policies for the Schools of Pharmacy and Public Health are in development; no status report was received from the School of Dentistry.

- 2) In addition, the Faculty Welfare Committee reviewed examples of policies developed at the departmental level in the College. This was done with the purpose of determining how departments interpreted the "Principles" and "Mechanisms" documents approved by the Faculty Council. A few general observations are possible at this time. Policies from 21 academic units were reviewed for language related to a) criteria for salary decisions, b) remedies of inequity due to gender, c) remedies of inequity due to salary compression, d) procedures for redress, and e) consultation with faculty on salary policy implementation. Most of these departments developed their policies in the recent year, following the Faculty Council's adoption of the "Principles" and "Mechanisms" documents.
 - a) While some of the unit policies provided for "...open, publicly stated criteria..." as mandated in the "Principles" document, very few were more explicit than to state as examples, "teaching, research and service".
 - b) Only a few of the policies addressed gender equity, though the fourth principle states, "...Salary resources are appropriately used to remedy inequities resulting from ...discrimination".
 - c) Only half of the units addressed salary compression, though this is specifically referred to in the fourth principle, as one of the five specifically identified inequities.
 - d) Only a few of the salary policies addressed procedures for faculty redress, and most of these erroneously referred to the University grievance procedure. It should be noted that

paragraph three of "Mechanisms" states, "Issues concerning policies can be brought to the faculty committee at the dean or director's level. [Issues] unresolved at that level may...be brought to the Chancellor...".

- e) Many departments have set up a committee to advise the Chair on salary policy implementation.

In summary, the Faculty Welfare Committee felt that some of the policies it reviewed came up short in reference to explicit principles and mechanisms set out in the documents approved by Faculty Council. A striking exception in general were those policy statements submitted by the Libraries. We feel that their policies could serve a bench mark for other units when considering the development of their own salary increase policy.

Resolution 97-7. On the Number of Class Days in the Academic Year

1 Whereas the normative number of instructional days is less than 140 in research universities
2 comparable to The University of North Carolina at Chapel Hill and the best four-year liberal arts
3 schools , such as Michigan (138), Virginia (138), Duke (137), Davidson (139), Swarthmore
4 (135), and Amherst (134); and

5 Whereas increasing the number of instructional days requires a shortened summer schedule
6 that impedes the ability of our students to undertake funded research and other intellectual
7 projects, as well as limits their ability to earn money for the upcoming year; and

8 Whereas the research and public service missions of the University may suffer from a
9 lengthened class schedule and even the teaching mission may experience significant negative as
10 well as positive impacts, such as a decreased ability to offer high quality summer school sessions;
11 and

12 Whereas it is now proposed to increase the number of instructional days to 160, a term
13 length virtually without precedent among our peer institutions; and

14 Whereas the faculty are already seriously concerned about the potential impact of the recent
15 increase in instructional days to 150, a change that has not yet been fully evaluated; and

16 Whereas the faculty of the University have been entrusted for many years with the power “to
17 determine the educational policies of the University and the rules and regulations under which
18 administrators and faculty will conduct the educational activities of the University” [*Faculty*
19 *Code*, Section II.H.(1)(a)]; and

20 Whereas the faculty of the University at Chapel Hill were not consulted before issuance of
21 recent directives increasing the number of instructional days, now therefore

22 The Faculty Council resolves:

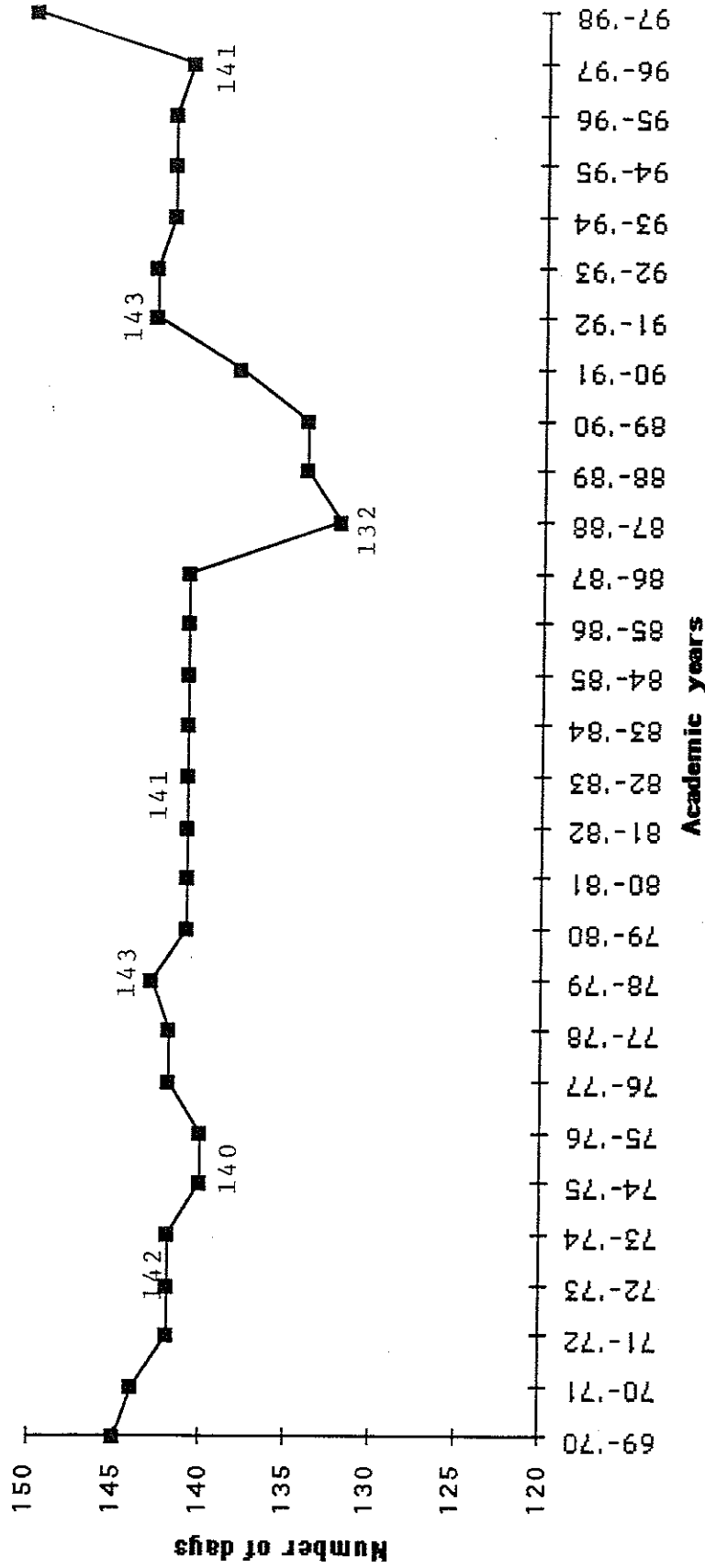
23 Section 1. The provisions of the *Faculty Code of University Government* that define for the
24 faculty of the University a meaningful role in the determination of the educational policies of the
25 University are reaffirmed.

26 Sec. 2. Any further increase in the number of instructional days in the academic year of The
27 University of North Carolina at Chapel Hill should be delayed until appropriate consultation with
28 the faculty has taken place and the effects of the pending increase to 150 instructional days have
29 been evaluated.

INSTRUCTIONAL DAYS OF PEER UNIVERSITIES

Institution	USN Rank	Fall 1996 Semester			Spring 1997 Semester			Total Days
		Days	Weeks	Start-End	Days	Weeks	Start-End	
Yale University	1	63	13	9/4-12/6	65	13	1/13-4/25	128
Princeton	2	60*	13*	9/12-12/13	60*	12*	2/3-5/5	120
Harvard	3	63	14	9/16-12/17	62	13	1/29-5/2	125
Duke	4	69	15	9/2-12/11	70	15	1/15-4/29	139
MIT	5	65	15	9/4-12/11	65	14	2/4-5/15	130
Brown	8	66	14	9/3-12/6	63	14	1/22-5/6	129
Columbia	11	66	15	9/3-12/9	70	15	1/21-5/5	136
Univ of Pennsylvania	13	65	15	9/4-12/9	70	14	1/13-4/25	135
Cornell	14	68	15	8/29-12/6	70	14	1/20-5/3	138
Interim		12	3					150
Johns Hopkins	15	65	15	9/5-12/9	66	14	1/23-5/2	131
Rice Univ	16	67	15	9/3-12/11	67	14	1/13-4/25	134
Notre Dame	17	70	15	8/27-12/11	70	15	1/14-4/30	140
Emory	19	69	16	8/29-12/10	68	15	1/15-4/28	137
Univ of Virginia	21	68	15	8/28-12/6	70	15	1/15-4/29	138
Univ Mich (97-98)	24	66	15	9/3-12/10	69	15	1/7-4/21	135
UNC-CH (96-97)	25	71	16	8/21-12/4	70	15	1/7-4/23	141
UNC-CH (97-98)		75	16	8/19-12/8	75	17	1/7-4/30	150
UC-Berkeley	27	72	15	8/26-12/7	74	16	1/21-5/12	146
William & Mary	33	68	15	8/28-12/6	68	14	1/15-4/25	136
Univ Wisconsin-Madison	41	72	15	9/3-12/13	73	15	1/21-5/9	145
Univ Ill-Urbana/Chmpgn	50	72	15	9/3-12/13	72	15	1/21-5/7	144
Wake Forest		69	15	8/30-12/8	71	15	1/17-5/1	140
Liberal Arts Colleges								
Swarthmore	1	65	14	9/2-12/10	70	14	1/20-5/2	135
Amherst	2	64	14	9/4-12/10	70	14	1/27-5/9	134
Williams (1997-98)	3	62	14	9/4-12/4	62	13	2/5-5/15	124
Interim		19	4					143
Wellesley	4	65	14	9/4-12/6	65	14	1/29-5/8	130
Interim		16	4					146
Pomona	5	65	15	9/4-12/11	73	15	1/20-5/7	138
Davidson	11	69	15	8/26-12/6	70	15	1/13-4/29	139
*5 days (1 week) each semester for midterms								

Summary of Instructional Days - UNC-CH



NOTE: Prior to 1969, classes were held on Saturdays. This showed a larger number of class days; however, not an increase in class minutes. The Tuesday-Thursday class time was extended to 75 minutes to cover the elimination of Saturday classes.

**Draft Resolution. Number of Class Days in the Academic Year
(2/28/97)**

Whereas, there is no evidence that extending the number of class days to 150 or 160 enhances educational effectiveness,

Whereas, the norm of UNC-CH's peer research universities and the best liberal arts colleges is less than 140 days in an academic year,

Whereas, a shortened summer schedule impedes the ability of our students to undertake funded research and other intellectual projects, and limits their ability to earn money for the upcoming year, and,

Whereas, the research and public service missions of the university will suffer from a lengthened class schedule;

Therefore, the Faculty Council resolves that the number of teaching days in the academic year should be returned to the norm of 140 days that has been in effect since the beginning of the decade.

[BACKGROUND DATA] - should any of this be distributed with the resolution?

The Faculty Council recommends that the number of instructional days in the academic calendar be reduced to 140, so as to make the UNC-CH calendar more comparable to that at peer institutions.

The Three Top Ranked Public Universities for Undergraduate Instruction

	Instructional Days		Total
	Fall	Spring	
University of Michigan	9/3/97-12/10/97	1/7/98-4/21/97	
Instructional Days*	69	69	138
Length**	14 weeks + 1 day	15 weeks	
University of Virginia	9/3/97-12/12/97	1/14/98-4/28/97	
Instructional Days	68	70	138
Length	14 weeks + 3 days	15 weeks	
University of North Carolina	8/19/97-12/8/97	1/7/98-4/30/98	
Instructional Days	75	75	150
Length	16 weeks	16 weeks + 2 days	

Two Private Universities

Duke University	9/2/97-12/5/97	1/15/98-4/29/98	
Instructional Days	68	69	137
Length	13 weeks + 5 days	15 weeks	
Harvard University	9/16/96-12/17/96	1/27/97-5/2/97	
Instructional Days	68	64	132
Length	13 weeks + 3 days	13 weeks + 5 days	

* This is the actual number of instructional days, eliminating weekends and university holidays.

** This is the total length of the instructional semester, beginning with the first day of classes and ending with the last day of classes.

(1) The view that by increasing contact hours we necessarily educate students better is not correct. As a faculty, we do need extensive direct contact with students in order to educate them effectively. That, however, does not mean that having a greater number of contact hours than our peer institutions will lead to a better education for our students. It is relevant to consider how faculty use the extra time, and also to consider why most universities operate with a shorter schedule.

One use of extra time is simply to teach the same material over a longer period. While that might lead to greater learning, it is less intense and makes for an experience more comparable to secondary school. One of the goals of a university education is to encourage students to work hard and to learn independently. Making a university education more like a secondary education makes the experience less relevant for students when they move into professional and graduate programs, and less relevant when they enter the work force.

On the other hand, the more professors add to their courses to take advantage of the extra

time, the more students are subject to burn out. One of the characteristics of a first-rate university education is a demanding curriculum with intensive faculty interaction and a semester that is short enough to allow students to maintain intensity. The goal of the education is both to convey a body of knowledge and to teach students how to learn on their own. Since the body of knowledge grows at a rapid rate, it is impossible to teach students what they will need to know in their careers and in their future lives as citizens. If we are successful as educators, we will successfully stimulate in our students a real interest in learning, while providing them a base of knowledge upon which they can build throughout their lives.

Currently UNC-Chapel Hill is out of step with its peer institutions. Our prestige as an undergraduate institution is not based on the longer teaching schedule we now have. This is a new addition. The fact that most universities operate on shorter sessions reflects the fact that these shorter semesters seem to function well academically. They are long enough for students to learn what they need to learn, short enough to avoid burn out, and intense enough to force the students to really work. More time, does not necessarily imply a better education.

(2) Faculty are responsible for engaging in active research. This is clearly a direct responsibility for faculty at research universities, but it is also a responsibility for faculty at those colleges and universities not explicitly designated as research universities. An ongoing research program is necessary for tenure and promotion, and is closely associated with staying attuned to the latest research in a faculty member's field, and to maintaining an active professional life. The summer, and, for some, the winter/Christmas break are the main opportunities to fully engage in research; the shorter those breaks, the less research accomplished, the fewer interesting research programs developed.

Teaching and research are intimately related. The research we and others do leads to the new knowledge we teach, and the research programs we develop are directly tied to our effectiveness as educators. What distinguishes the truly outstanding universities in the country from those of lesser reputation is the extent to which students themselves are active in research. To the extent the faculty lose their edge as researchers, this most critical component of top flight education suffers.

Research is extremely competitive. A university's ability to raise external funds and its national reputation are dependent on its research productivity. Because faculty working in the UNC system under the current calendar have less time for research than those at their peer institutions, they are disadvantaged in competition with faculty at those institutions. If one considers that there are approximately 15 weeks available without teaching and grading responsibilities for faculty at UNC under the current calendar compared to 18 such weeks at most other research institutions, one recognizes the 20% time advantage those nonUNC faculties have. In the long run, lower research productivity at UNC will lead to a decline in the reputation of the UNC research universities, which will lead to a decline in the reputation of the entire UNC system and a devaluing of a UNC degree.

(3) Thus we at UNC-CH are teaching more than are faculty at peer institutions, without a clear sense that the extra teaching produces a more effective education for our students. We do, however, have a very clear sense that it produces less scholarship from the university. This is simply unwise policy. We therefore strongly recommend adopting a more conventional calendar with 140 instructional days.

**The University of North Carolina at Chapel Hill
Instructional Days - Last 30 Years**

Notes

Fall 1953 through Spring 1969	Begin Traditional Semester Calendar. Classes start 2 weeks after Labor Day, mid to late September, end last week in May. Saturday classes. Sunday Commencement sermon with graduation exercises on Monday. Holidays: Fall - Thanksgiving 3 days (Th, Fr, Sa), Christmas 14 days Spring - Spring Break 4 days (Fr, Sa, Mo, Tu).
Fall 1969	End Saturday classes, shift to 75 min Tuesday, Thursday classes.
Spring 1971	Spring Break increased to 5 days.
Fall 1971	Begin Early Semester Calendar, start before Labor Day, mid to late August, and end early May.
Spring 1972	First time graduation exercises on Sunday, and on Mothers Day.
Fall 1974	Begin observing Labor Day and Easter Holiday.
Fall 1978	Begin observing a two day Fall Break.
Fall 1987	Moved beginning of semester closer to Labor Day and shorted exam schedule to 8 days.
Spring 1988	Begin observing Martin Luther King Holiday.
Fall 1990	Added two instructional days to calendar by extending classes one day and taking away one more exam day.
Fall 1991	Added instructional days with earlier start date.
Fall 1992	Moved calendar to one week later starting date.
Fall 1993	University Day declared Class Holiday for Bicentennial.
Fall 1994	Calendar Committee approved additional reading day, subtracting one instructional day from Fall. Reading Day added to Spring without losing a day. This change made fall and spring instructional days equal.
Spring 1997	Moved spring beginning off Monday to Tuesday.
Fall 1997	GA directive - 75 instructional days per term.

Selected Summaries of Instructional Minutes

Fall 1968 Instructional Minutes (88 instructional days)

15 Mondays + 15 Wednesdays + 14 Fridays = 44 days X 50 min = 2200 minutes

15 Tuesdays + 15 Thursdays + 14 Saturdays = 44 days X 50 min = 2200 minutes

Spring 1969 Instructional Minutes (88 instructional days)

14 Mondays + 15 Wednesdays + 14 Fridays = 43 days X 50 min = 2150 minutes

14 Tuesdays + 15 Thursdays + 14 Fridays = 43 days X 50 min = 2150 minutes

Fall 1969 Instructional Minutes (74 instructional days)

15 Mondays + 15 Wednesdays + 14 Fridays = 44 days X 50 min = 2200 minutes

15 Tuesdays + 15 Thursdays = 30 days X 75 min = 2250 minutes

Spring 1970 Instructional Minutes (71 instructional days)

13 Mondays + 15 Wednesdays + 14 Fridays = 42 days X 50 min = 2100 minutes

14 Tuesdays + 15 Thursdays = 29 days X 75 min = 2175 minutes

Fall 1971 Instructional Minutes (70 instructional days)

14 Mondays + 14 Wednesdays + 14 Fridays = 42 days X 50 min = 2100 minutes

14 Tuesdays + 14 Thursdays = 28 days X 75 min = 2100 minutes

Spring 1972 Instructional Minutes (72 instructional days)

14 Mondays + 15 Wednesdays + 14 Fridays = 43 days X 50 min = 2150 minutes

14 Tuesdays + 15 Thursdays = 29 days X 75 min = 2175 minutes

Fall 1994 Instructional Minutes (71 instructional days)

14 Mondays + 16 Wednesdays + 13 Fridays = 43 days X 50 min = 2150 minutes

15 Tuesdays + 13 Thursdays = 28 days X 75 min = 2100 minutes

Spring 1995 Instructional Minutes (71 instructional days)

14 Mondays + 15 Wednesdays + 13 Fridays = 42 days X 50 min = 2100 minutes

15 Tuesdays + 14 Thursdays = 29 days X 75 min = 2175 minutes

Fall 1997 Instructional Minutes (75 instructional days)

15 Mondays + 16 Wednesdays + 14 Fridays = 45 days X 50 min = 2250 minutes

16 Tuesdays + 14 Thursdays = 30 days X 75 min = 2250 minutes

Spring 1998 Instructional Minutes (75 instructional days)

14 Mondays + 16 Wednesdays + 14 Fridays = 44 days X 50 min = 2200 minutes

15 Tuesdays + 16 Thursdays = 31 days X 75 min = 2325 minutes

Summary of Instructional Days

	Fall			Spring		
	Instructional Days	Holidays	Exam Days	Instructional Days	Holidays	Exam Days
68-69	88	17	9	86	4	9
69-70	74	13	9	71	3	9
70-71	74	12	9	70	5	9
71-72	70	2	9	72	5	9
72-73	70	2	9	72	5	9
73-74	70	2	9	72	5	9
74-75	69	3	9	71	6	9
75-76	69	3	9	71	6	9
76-77	71	3	9	71	6	9
77-78	71	3	9	71	6	9
78-79	72	5	9	71	6	9
79-80	70	5	9	71	6	9
80-81	70	5	9	71	6	9
81-82	70	5	9	71	6	9
82-83	70	5	9	71	6	9
83-84	70	5	8	71	6	9
84-85	70	5	9	71	6	9
85-86	70	5	10	71	6	9
86-87	70	5	10	71	6	9
87-88	67	5	8	65	7	8
88-89	67	5	8	67	7	8
89-90	67	5	8	67	7	8
90-91	69	5	7	69	7	7
91-92	72	5	7	71	7	7
92-93	72	5	7	71	7	7
93-94	71	6	7	71	7	7
94-95	71	5	7	71	7	7
95-96	71	5	7	71	7	7
96-97	71	5	7	70	7	7
97-98	75	5	6	75	7	6

Resolution 97-9. Revising the Faculty Code of University Government

1 The General Faculty resolves:

2 The Faculty Code of University Government is revised to read as follows:

3

4

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

5

THE FACULTY CODE OF UNIVERSITY GOVERNMENT

6 Subject to the powers of the Board of Governors of the University of North Carolina,
7 the president of the University of North Carolina, the Board of Trustees of the University
8 of North Carolina at Chapel Hill, and the chancellor of the University of North Carolina
9 at Chapel Hill, the faculty of the University of North Carolina at Chapel Hill has enacted
10 the following *Faculty Code of University Government*:

11

ARTICLE 1

12

THE GENERAL FACULTY

13 **§ 1-1. Members.** The General Faculty consists of all persons holding appointments to
14 the ranks of professor, associate professor, assistant professor, instructor, lecturer, any of
15 the formally authorized lecturer-equivalent ranks, persons holding the ranks of librarian,
16 associate librarian, assistant librarian, and general librarian under procedures approved by
17 the chancellor, and the following officers of the administration, ex officio: the president,
18 the chancellor, the provost and vice provosts, and the vice chancellors; the university
19 librarian, the university registrar, the directors of the Press, Extension Division,
20 Undergraduate Admissions, and Student Health Service; and such other officials having
21 responsibility for making and administering educational, research, and student welfare
22 policies as shall be approved by the faculty Advisory Committee for ex officio
23 membership on the General Faculty.

The office of vice provost
is recognized.

24 **§ 1-2. Organization.** (a) Presiding officer. The chancellor shall be the presiding
25 officer of the General Faculty. The chair of the faculty shall be chair pro tempore of the
26 General Faculty and shall preside in the absence of the chancellor.

27 (b) Minutes. The secretary of the faculty shall keep a record of the proceedings.

28 (c) Quorum. The presence of one hundred twenty-five voting members shall be
29 necessary for a quorum.

30 (d) Bylaws. The General Faculty may adopt bylaws to govern its proceedings.

31 **§ 1-3. Meetings.** The General Faculty shall meet at least once in the fall semester and
32 once in the spring semester in each academic year. Special meetings may be called by the
33 chancellor, or, in his or her absence, by the chair of the faculty, and shall be called on the
34 written request of ten percent of the voting members of the General Faculty.

35 **§ 1-4. Voting.** (a) Except as otherwise provided in this Code, the voting faculty
36 comprises (i) all members of the General Faculty having tenured or probationary-term
37 appointments, (ii) librarians who are members of the General Faculty, and (iii) fixed-term
38 faculty whose positions satisfied the following criteria:

39 (1) The position is for full-time employment and is not a visiting appointment;
40 and

41 (2) The duties of the position include teaching, research, or both; and

42 (3) The actual or anticipated length of service in the position is at least three
43 years. This criterion is satisfied if (i) the current term of appointment is for
44 three years or more, or (ii) the appointment is a renewal appointment to the
45 same position and the combined length of the current term and the
46 immediately preceding terms is three years or more.

47 **§ 1-5. Office-holding.** Only members of the voting faculty are eligible to hold offices
48 established by the Code.

1 Sciences, the dean of the Graduate School, the chair of the faculty, the secretary of the
 2 faculty, members of the Executive Committee of the Faculty Council who are not
 3 otherwise elected or ex officio members of the Council, and the chairs of standing
 4 committees of the faculty.

5 ~~_(c) Members of the General Faculty holding the ranks of professor, Associate~~
 6 ~~professor, Assistant professor, Librarian, Associate Librarian, and Assistant Librarian~~ All
 7 members of the voting faculty are eligible for election to the Council.

See § 1-4 which defines
 the voting faculty.

8 (d) The elected members of the Council shall be chosen by and from the electoral
 9 divisions defined in subsection (e), on the basis of one representative for each of the ranks
 10 of lecturer (or its equivalent), instructor, assistant professor, associate professor, and
 11 professor for each twenty-five faculty members eligible to vote in Council elections or
 12 major fraction thereof of the same rank in the respective divisions. If there are too few
 13 eligible faculty members in a given rank to qualify for at least one representative, that
 14 rank shall be combined with the least numerous adjacent rank for purposes of computing
 15 representation and electing representatives. Representation is determined by the
 16 composition of the electoral division at the beginning of the fall semester of the academic
 17 year in which the election is held.

18 (e) The electoral divisions are:

- 19 (1) The Division of Fine Arts of the College of Arts and Sciences;
- 20 (2) The Division of Humanities of the College of Arts and Sciences,
- 21 (3) The Division of Basic and Applied Natural Sciences of the College of Arts
 22 and Sciences and The Institute of Marine Sciences;
- 23 (4) The Division of Social Sciences of the College of Arts and Sciences,
- 24 (5) The University Libraries and The School of Information and Library
 25 Science;
- 26 (6) The School of Business Administration;
- 27 (7) The School of Education;
- 28 (8) The School of Journalism and Mass Communication
- 29 (9) The School of Law;
- 30 (10) The School of Social Work
- 31 (11) The Institute of Government;
- 32 (12) The School of Medicine;
- 33 (13) The School of Dentistry;
- 34 (14) The School of Nursing;
- 35 (15) The School of Pharmacy;
- 36 (16) The School of Public Health.

37 (f) Departments and other units initiating faculty appointments that are not assigned to
 38 an electoral division by subsection (e) shall be assigned to an appropriate division by the
 39 secretary of the faculty.

40 (g) In 1985 and every five years thereafter, the Committee on University Government
 41 shall adjust the apportionment factor so that the number of elected members of the
 42 Council is as near seventy as practicable. Such an adjustment shall be deemed an
 43 amendment of subsection (d) and shall be reported promptly to the secretary of the faculty
 44 and by him or her to the General Faculty.

45 (h) The Committee on University Government, with the approval of the chancellor,
 46 may amend the provisions of this section to adjust details of the pattern of elective and ex
 47 officio membership herein established whenever required by changes in the organization
 48 of the University.

49 **§ 2-3. Terms.** Elected members of the Council shall serve for terms of three years and
 50 shall not be eligible for election more than twice in any period of seven years.
 51 Nominations and elections shall be held in the spring semester in each academic year and
 52 the term of office shall begin on July 1. A member's term of office shall not be affected

1 by his or her promotion during the term or by reapportionment of the Council before
2 expiration of the term.

3 **§ 2-4. Nomination and election.** (a) Nominations for election to the Faculty Council
4 shall be the responsibility of the Nominating Committee. ~~Each spring the Nominating~~
5 ~~Committee shall provide the Secretary of the Faculty with the names of nominees for each~~
6 ~~position to be filled by election that year in accordance with the provisions of Section~~
7 ~~IV.B.3.a of this Code.~~ Other names may be added to the ballot by written nomination
8 submitted to the secretary of the faculty by ten percent or more of the faculty members of
9 the division for which the nomination is made.

The deleted sentence is
redundant. See subsection
(b), below.

10 (b) The Nominating Committee shall establish divisional nominating committees of
11 three to five members within each electoral division of the Faculty Council. These
12 committees shall recommend nominees for the Faculty Council. Each committee shall
13 recommend at least two nominees for each vacancy within its electoral division. The
14 divisional committees normally shall be drawn from the retiring members of the Faculty
15 Council and each shall be as widely representative of the departments in its electoral
16 division as possible. Service on a divisional nominating committee shall be for one year.

Transferred intact from
another place. See deletions
on p. 7.

17 (b) Members representing electoral divisions shall be chosen by members of the
18 voting faculty whose primary appointments are in schools or departments assigned to that
19 electoral division. Ballots containing the nominations shall be distributed to the
20 appropriate division by the secretary of the faculty. Elections shall be determined by a
21 plurality of the votes cast.

22 (c) The secretary of the faculty shall decide tie votes by lot.

23 (d) The secretary of the faculty shall fill vacancies for the remainder of unexpired
24 terms from the list of those voted on in the most recent election for that division in the
25 order of the highest number of votes received. If all such persons decline appointment or
26 are no longer eligible for election, the Nominating Committee shall fill the vacancy for
27 the remainder of the unexpired term. Council members taking leave for not longer than
28 one year may be temporarily replaced during such leave in like manner. Council members
29 taking leave for longer than one year shall be deemed to have resigned from the Council.

30 **§ 2-5. Organization.** Pursuant to Section 502(D)(2) of *The Code of the Board of*
31 *Governors of The University of North Carolina*, the chancellor has the right to preside
32 over the deliberations of the Faculty Council. The chair of the faculty shall preside upon
33 the request of the chancellor. The secretary of the faculty shall be secretary of the Council
34 ex officio. The presence of a majority of the elected members shall be necessary for a
35 quorum. The Council may adopt bylaws to govern its proceedings.

36 **§ 2-6. Meetings.** The Council shall meet regularly each month from September
37 through April. Special meetings may be called by the chancellor, or, in his or her absence,
38 by the chair of the faculty, and shall be called upon the written request of ten members of
39 the Council. It shall be the duty of all members to attend all regular and special meetings
40 of the Council, save for good cause. If any voting member is absent for two successive
41 regular meetings without cause, the Council may declare his or her membership vacant.

42 **§ 2-7. Voting.** All elected members and the chair of the faculty, and ex officio
43 members serving by virtue of membership on the Executive Committee of the Faculty
44 Council shall have the right to vote. Ex officio members shall have the right to make
45 motions and otherwise participate in the Council's deliberations, but shall not vote. The
46 presiding officer shall vote only in case of a tie.

47 **§ 2-8. Powers.** (a) The Council shall exercise the legislative powers of the General
48 Faculty:

- 49 (1) To determine the educational policies of the University and the rules and
50 regulations under which administrators and faculty will conduct the
51 educational activities of the University;

- 1 (2) To prescribe the requirements for admissions, programs of study, and the
2 award of academic degrees by the University in the context of the basic
3 educational policies of the University and the special competencies of the
4 faculties of particular colleges and schools;
- 5 (3) To recommend persons for honorary degrees and special awards;
- 6 (4) To advise the chancellor and other officers of administration and the
7 student body in matters of student conduct and discipline, and to approve
8 any rules and regulations governing student conduct that affect academic
9 standards of performance.

10 (b) The Council shall also have power, concurrently with the General Faculty:

- 11 (1) To provide for such standing and special committees as the Council may
12 deem necessary or useful for the effective and expeditious conduct of its
13 business;
- 14 (2) To act upon reports from—and to make recommendations to—the General
15 Faculty, faculty committees, colleges, schools, institutes, and other units of
16 the University;
- 17 (3) To request information and reports from and to give advice to the
18 chancellor and other officers of administration with respect to any matter
19 affecting the life of the University;
- 20 (4) To discuss and resolve upon matters relating to the life of the University.

21 § 2-9. **Minutes.** Summaries of the actions of the Council shall be sent promptly to
22 every member of the General Faculty.

23 § 2-10. **Executive Committee of the Faculty Council.** (a) The Executive Committee
24 of the Faculty Council shall consist of the chair of the faculty, the secretary of the faculty,
25 and twelve voting members of the General Faculty elected by the Faculty Council for
26 renewable three-year terms. The term of office shall begin on July 1. Six of the initial
27 members of the Executive Committee shall be appointed by the chair of the faculty and
28 six shall be elected by the Faculty Council in the manner provided in paragraph (2),
29 below. The initial selections shall be for a combination of one-, two-, and three-year terms
30 so that thereafter four seats will become open each year. As the initial terms expire, all
31 seats shall be filled by election. No person shall serve as aan elected member of the
32 Executive Committee for more than six years in any period of seven years.

The addition makes it clear
that the term limit does not
apply to ex officio members.

33 (b) The Advisory Committee shall nominate candidates for open seats in the ration of
34 no fewer than three to two. Other names may be added to the ballot by written nomination
35 submitted to the secretary of the faculty by seven or more Faculty Council members.
36 Nominations and elections shall be held in the spring semester in each academic year.
37 Vacancies shall be filled in the manner provided for vacancies in the Faculty Council [§
38 2-4(d)] except that the Advisory Committee shall act instead of the Nominating
39 Committee.

40 (c) The chair of the faculty shall convene the Executive Committee and preside at its
41 sessions.

42 (d) For the purposes of § 4-1 of this Code, the Executive Committee shall be deemed
43 a Committee of the Faculty Council and not a standing committee of the General Faculty.

44 (e) The Executive Committee shall have the following powers an duties:

- 45 (1) To exercise the consultative powers delegated to the Faculty Council by
46 sections § 2-8(b)(3) and § 2-8(b)(4), above, subject to such restrictions or
47 instructions as the Council may from time to time establish.
- 48 (2) When prompt action is required, to exercise the legislative powers
49 delegated to the Faculty Council by sections § 2-8(a)(1) and § 2-8(a)(4),
50 above, subject to confirmation by the Council at its next regular meeting.
- 51 (3) To serve as an advisory committee to the chair of the faculty.

- 1 (4) To represent the Faculty Council and the General Faculty in advising the
 2 University administration with respect to issues, such as planning the
 3 setting of University priorities, that the Committee deems important to the
 4 University's mission.
- 5 (5) To work with the various officers and groups within the University toward
 6 the realization of goals set in actions of the Faculty Council.
- 7 (6) To report to the Council at regular intervals, including reporting annually
 8 on the status of the implementation of resolutions of the Faculty Council.

9 **ARTICLE 3**
 10 **OFFICERS OF THE FACULTY**

11 **§ 3-1. The chair of the faculty.** (a) The chair of the faculty shall serve as chair pro
 12 tempore of the Faculty Council and of the General Faculty, shall make an annual report to
 13 the Faculty Council on the state of the faculty, shall represent the chancellor in all
 14 academic matters whenever the chancellor may request him or her to do so, and shall have
 15 such other responsibilities as may be determined by the chancellor or the Faculty Council.
 16 He or she shall serve ex officio as chair of the Executive Committee of the Faculty
 17 Council, the Agenda Committee, and the Faculty Assembly Delegation, and as a member
 18 of the Advisory Committee and the Nominating Committee.

19 (b) The chair of the faculty shall serve for a term of three years and shall not be
 20 eligible for immediate reelection. Nominations and elections shall be held in the spring
 21 semester, every third year, and the person elected shall take office on July 1 following the
 22 election.

23 (c) Nominations shall be made by the Advisory Committee, which shall select and
 24 submit the names of three qualified persons. The nominee receiving the highest number of
 25 votes in the election shall be deemed elected, unless he or she has failed to receive a
 26 majority of the votes cast. In that event, a run-off election shall be held between those
 27 who received the highest and the next highest number of votes in the previous election,
 28 and the person receiving the highest number of votes in the run-off election shall be
 29 deemed elected. Interim vacancies in the office of chair of the faculty shall be filled
 30 through appointment by the Advisory Committee.

31 **§ 3-2. The secretary of the faculty.** (a) The secretary of the faculty shall keep
 32 minutes of all meetings of the General Faculty and of the Faculty Council and enter them
 33 in the Permanent Minute Books of the Faculty, conduct all elections of the General
 34 Faculty and the Faculty Council, and conduct correspondence pertaining to elections and
 35 actions of the two faculty bodies. He or she shall maintain files of all nominations and
 36 citations for honorary degrees and special awards. He or she shall serve ex officio as a
 37 member of the Agenda Committee, the Nominating Committee, the Advisory Committee,
 38 the Committee on University Government, and the Committee on Honorary Degrees and
 39 Special Awards.

40 (b) The secretary of the faculty shall serve for a term of five years and shall be eligible
 41 for reelection. The Advisory Committee shall nominate one member of the faculty having
 42 permanent tenure to the Faculty Council, which, after opportunity has been given for
 43 nominations from the floor, shall proceed to elect a secretary of the faculty.

44 **ARTICLE 4**
 45 **STANDING COMMITTEES**

46 **§ 4-1. Organizational principles.** The existing standing committees of the faculty
 47 and new committees shall be organized as nearly as practicable in accordance with the
 48 following principles:

- 49 (1) No committee shall consist of more than seven members, unless authorized
 50 by the chancellor and Advisory Committee.
- 51 (2) Members shall serve for staggered terms of three years each and, on
 52 elective committees, be ineligible to succeed themselves.

- 1 (3) When a committee is created by faculty action, its functions shall be
2 specifically stated in the motion or resolution.
- 3 (4) When a committee is created by administrative action, its functions shall be
4 specifically stated in a written communication to the faculty.
- 5 (5) Before any new special or standing committee is created, consideration
6 shall be given to the question whether one of the existing committees could
7 effectively undertake the assignment.
- 8 (6) Necessary aid and assistance shall be provided to expedite the work of the
9 committees of the faculty.
- 10 (7) Service on all standing committees shall begin on July 1st following
11 election or appointment and end on June 30th of the appropriate year.

12 ~~The continuing standing committees of the faculty are of three types: elective,~~
13 ~~appointive, and ex-officio.~~

The deleted matter is
redundant in view of the new
numbering scheme.

14 **§ 4-2. The Nominating Committee.** (a) The Nominating Committee shall consist of
15 all faculty members retiring from the elective faculty committees (Advisory, Athletics,
16 Educational Policy, Faculty Grievance, Faculty Hearings, Financial Exigency and
17 Program Change, and Honorary Degrees and Special Awards). Service shall be for one
18 year and members are ineligible for nomination to an Elective Committee. The chair and
19 secretary of the faculty shall serve as ex officio, non-voting members. The chair of the
20 faculty shall convene the Committee each year to elect its chair. The secretary of the
21 faculty shall serve as secretary of the Nominating Committee.

22 ~~(b) The Nominating Committee shall nominate three candidates for each vacancy on~~
23 ~~each Elective Committee.~~

All of the deleted matter has
been transferred intact to other
sections of the Code.

24 ~~The Nominating Committee shall establish divisional nominating committees of three~~
25 ~~to five members within each electoral division of the University Faculty Council. These~~
26 ~~committees shall recommend nominees for the Faculty Council. Each committee shall~~
27 ~~recommend at least two nominees for each vacancy within its electoral division. The~~
28 ~~divisional committees normally shall be drawn from the retiring members of the Faculty~~
29 ~~Council and each shall be as widely representative of the departments in its electoral~~
30 ~~division as possible. Service on a divisional nominating committee shall be for one year.~~

31 ~~(d) It will act in an advisory capacity to the Chancellor and the Chair of the Faculty, as~~
32 ~~they deem appropriate, in the appointment of standing and special committees.~~

33 **§ 4-3. Procedure for electing standing committees.** (a) Each spring the Nominating
34 Committee ~~(see B.3.a below)~~ shall provide the secretary of the faculty with three
35 nominees for each vacancy on each elective committee. Additional nominees may be
36 added to the ballot by written nomination of ten or more faculty members submitted to the
37 secretary of the faculty.

38 (b) Ballots shall be distributed by the secretary of the faculty and those nominees
39 receiving the highest number of votes shall be declared elected.

40 (c) In the event of a tie the secretary shall determine election by lot.

41 (d) Interim vacancies shall be filled by the secretary from the list of those voted on in
42 the most recent election in the order of the highest number of votes received.

43 **§ 4-4. Procedure for selecting appointed standing committees. The Nominating**
44 **Committee will act in an advisory capacity to the chancellor and the chair of the faculty,**
45 **as they deem appropriate, in the appointment of standing and special committees.**

46 **§ 4-5. Advisory Committee.** (a) The Advisory Committee shall consist of nine
47 elected members, the chair of the faculty ~~(H.A.)~~, and the secretary of the faculty ~~(H.B.)~~.

48 (b) The Advisory Committee shall be advisory to the chancellor in faculty personnel
49 decisions, program planning and assessment, resource planning and allocation, and other
50 matters which are deemed important by the chancellor or the Committee. No faculty
51 member shall serve simultaneously as an elected member of the Advisory Committee and

1 the Executive Committee of the Faculty Council, the Committee on Faculty Hearings or
2 the Faculty Grievance Committee.

3 (c) It shall elect a chair for a term of one year, the chair to be chosen from the
4 members who are serving the final year of their three-year terms, if there be such. The
5 secretary of the faculty shall serve as secretary of the Committee.

6 (d) It shall hold regular meetings once each month, at such time and place as may be
7 fixed by the Committee and the chancellor. The presiding officer shall be the chancellor,
8 or, in his or her absence, the chair of the Advisory Committee. Special meetings may be
9 called by the chancellor or the chair of the Advisory Committee on written request of
10 three of its members. Notice of a special meeting called by the chair shall be given to the
11 chancellor. Whoever calls the special meeting shall preside.

12 **§ 4-6. Educational Policy Committee.** (a) The Committee is concerned with those
13 matters of educational policy and its implementation which have significant impact upon
14 graduate and undergraduate instruction within the Division of Academic Affairs, and as to
15 which the Faculty Council possesses legislative powers by delegation from the General
16 Faculty under Article II of the *Code*. The Committee's function is advisory to the Faculty
17 Council in respect of such matters. The Committee exercises its advisory function by:

- 18 (1) routinely taking on reference from the Faculty Council any matter lying
19 within its range of concern which has been formally presented to the
20 Council for study or for action, and on which the Council desires to have
21 substantial committee study prior to undertaking formal consideration;
- 22 (2) from time to time taking on reference from the Faculty Council any specific
23 proposal which has come through the normal administrative channels for
24 approval by the Council (such as adding or dropping academic program)
25 and on which the Council desires further review and advice prior to taking
26 final action;
- 27 (3) acting as a council of advice for the university registrar in administering
28 faculty regulations concerning student records and transcripts, registration,
29 class and examination schedules, grading systems, grade reports, academic
30 deficiencies, probation, and readmission; ~~and~~
- 31 (4) setting general policy on the kind of catalogs to be issued, their content,
32 and their design; and
- 33 (5) originating studies of particular matters lying within its range of concern by
34 requesting authority from the Faculty Council to make such studies,
35 conducting the studies if authorized, and reporting the results of the studies
36 to the Council.

This new duty is part of the
recommendation to disband
the Catalog Committee.

37 (b) The Committee is composed of nine members elected by the Faculty for staggered
38 three-year terms, one undergraduate student appointed by the chair of the faculty for a
39 one-year term on recommendation of the president of the Student Body, and one graduate
40 or professional student appointed by the chair of the faculty for a one-year term on
41 recommendation of the president of the Graduate and Professional Student Federation.
42 Eight members shall be elected by the Division of Academic Affairs voting at large. Of
43 these, two members shall hold primary appointments in the Social Sciences Division of
44 the College of Arts and Sciences, one in one of the professional schools or other academic
45 units in the Division of Academic Affairs (other than the College of Arts and Sciences),
46 two in the Humanities Division of the College of Arts and Sciences, two in the Basic and
47 Applied Natural Sciences Division of the College of Arts and Sciences or the Institute of
48 Marine Sciences, and one in the Fine Arts Division of the College of Arts and Sciences.
49 One member shall be elected by the Division of Health Affairs voting at large and shall
50 hold a primary appointment in one of the professional schools or other academic units of
51 that Division. The Committee shall elect its own chair at the first meeting after July 1 of
52 each year.

1 (c) In considering any matter referred to it and prior to its report to the Faculty
2 Council the Committee shall provide reasonable opportunity for comment upon the matter
3 by members of the faculty and of the student body.

4 **§ 4-6. Faculty Athletics Committee.** (a) The Faculty Athletics Committee is
5 concerned with informing the faculty and advising the chancellor on any aspect of
6 athletics, including, but not limited to, the academic experience for varsity athletes,
7 athletic opportunities for members of the University community, and the general conduct
8 and operation of the University's athletic program. The Committee will report on its
9 activities at least once each academic year to the Faculty Council.

10 (b) The Committee shall consist of ten members to be elected by the faculty for five-
11 year, staggered terms, two new members being elected each year. In addition to the
12 consideration of ~~See. I-G. § 1-7~~, the Nominating Committee should attempt to assure that
13 units that teach undergraduates are substantially represented on the Faculty Athletics
14 Committee.

15 (c) The voting delegate to the Atlantic Coast Conference, if not otherwise an elected
16 member of the Faculty Athletics Committee, shall be a voting ex officio member of the
17 Committee. The total Committee may thus number either ten or eleven members.

18 (d) The Committee shall choose its chair from among its membership.

19 **§ 4-7. Faculty Grievance Committee.** (a) The Faculty Grievance Committee shall
20 consist of ten elected members. At all times three of the members shall have been
21 professors when elected, three shall have been associate professors, three shall have been
22 assistant professors, and one shall have held a fixed-term appointment. A member's
23 promotion in rank during a term of office shall not terminate his or her membership. The
24 term of office shall be three years. One professor, one associate professor, and one
25 assistant professor shall be elected each year. One person holding a fixed-term
26 appointment shall be elected in 1997 and every third year thereafter.

27 (b) The Committee is authorized to hear, mediate, and advise with respect to the
28 adjustment of grievances of all persons designated as members of the Faculty by the
29 *Trustee Policies and Regulations Governing Academic Tenure* and those librarians who
30 are members of the General Faculty. The power of the Committee is solely to hear
31 representations by the persons directly involved in grievances, to mediate voluntary
32 adjustment by the parties, and to advise adjustment by the administration when
33 appropriate. Advice for adjustment in favor of an aggrieved faculty member may be given
34 to the chancellor only after the dean, department chair, or other administrative official
35 most directly empowered to adjust it has been given similar advice and has not acted upon
36 it within a reasonable time.

37 (c) As to members of the General Faculty, "grievances" within the Committee's
38 jurisdiction include matters directly related to a faculty member's employment status and
39 institutional relationships within the University, except for those within the jurisdiction of
40 the Faculty Hearings Committee or arising from the termination of an administrative
41 appointment.

42 (d) As to graduate students or others who have teaching duties, "grievances" within
43 the committee's jurisdiction include only those which meet all four of the following
44 conditions: (1) they arose in connection with the grievant's teaching duties, (2) they raise
45 a question of academic freedom, (3) the dean or chair with immediate responsibility for
46 the grievant has no authority to fashion an appropriate remedy, and (4) there is no other
47 appropriate grievance procedure.

48 (e) No grievance may be considered except on the basis of a prior written statement of
49 its nature by the aggrieved faculty member, and until determination is made that an
50 unsuccessful attempt has been made by the faculty member to resolve it with the
51 administrative official most directly concerned.

1 (f) The Committee shall elect its own chair. It may act as a whole or, by designation of
 2 the chair, in panels of two or more, for the consideration of particular grievances. It may
 3 promulgate rules of procedure for its operations. When promulgated, these rules shall
 4 constitute the exclusive formal procedures for the adjustment of faculty grievances herein
 5 described. No formal appeal procedure shall be provided.

6 § 4-7. **Faculty Hearings Committee.** The Committee is composed of five faculty
 7 members with permanent tenure, serving five-year terms. The Committee performs
 8 functions assigned to it in the *Trustee Policies and Regulations Governing Academic*
 9 *Tenure*.

10 § 4-8. **Financial Exigency and Program Change Committee.** (a) The Committee
 11 shall consist of twelve elected members, six from the Division of Academic Affairs and
 12 six from the Division of Health Affairs, each of whom shall hold a tenured or
 13 probationary term appointment when elected. The term of office shall be five years, and
 14 members may not be immediately reelected to office. The Committee shall elect its own
 15 chair to serve a one-year term, and the chair may be reelected to successive terms as chair.

16 (b) The Committee discharges the functions provided in Section 6 of the *Trustee*
 17 *Policies and Regulations Governing Academic Tenure*, in accordance with the following
 18 procedures:

- 19 (1) In considering the chancellor's preliminary statement (*Trustee Policies*,
 20 Section 6.c) the Committee shall request advice in the form of a written
 21 report from the chair and faculty of each department which in the judgment
 22 of the Committee might be directly affected by the adoption of any option
 23 potentially involving terminations of faculty employment which is
 24 described in the chancellor's statement. The Committee may request advice
 25 on any matter deemed by the Committee to be relevant to the problem
 26 presented by the chancellor's statement, but in any event shall require
 27 response directly to the following points: (i) in the case of financial
 28 exigency, whether other options than any affecting the particular
 29 department would better serve the interests of the University, and how, if
 30 any option directly affecting a particular department were to be
 31 implemented, a sound and balanced educational program might be
 32 maintained by the department without any, or a minimum of, terminations
 33 of faculty employment; (ii) in the case of program change, whether on
 34 balance it is justified, and how, if it is to be effected, this may be
 35 accomplished without any, or a minimum of, terminations of faculty
 36 employment.
- 37 (2) In considering the chancellor's proposal for specific action (*Trustee*
 38 *Policies*, Section 6.f) the Committee shall request advice in the form of a
 39 written report from the faculty and chair of each department identified in
 40 the proposal as a unit to be directly affected by the proposed action. The
 41 Committee may request advice on any matter deemed by the Committee to
 42 be relevant to its consideration of the proposed action, but in any event
 43 shall require advice as to the propriety and efficacy of the criteria proposed
 44 by the chancellor for determining individual faculty members for
 45 termination.
- 46 (3) In requesting advice at either stage, the Committee shall specify a time for
 47 submission of written reports which allows not less than seven days
 48 between receipt of such reports and the time for submission of the
 49 Committee's report to the chancellor.
- 50 (4) ~~Within Subsection f of Article IV.B.~~ For the purposes of this section (§ 4-
 51 §), the terms "termination," "financial exigency," and "program change"
 52 have the meanings given them by Section 6.a of the *Trustee Policies and*
 53 *Regulations Governing Academic Tenure*; the word "department" is used
 54 to include departments, schools, and any other unit of the University which
 55 initiates appointments and other personnel actions affecting faculty

1 members; and the word "chair" is used to include the chief administrative
2 officer of each such unit.

3 **§ 4-9. Honorary Degrees and Special Awards Committee.** The Committee consists
4 of six members elected by the voting faculty to staggered three-year terms. The secretary
5 of the faculty is a member of the Committee ex officio. The Committee considers
6 nominations from the faculty for (1) Honorary Degrees, awarded at Commencement each
7 May; (2) Distinguished Alumnus and Alumna Awards, presented each University Day, 12
8 October; (3) the Thomas Jefferson Award; and (4) the O. Max Gardner Award. Nominees
9 for Honorary Degrees and Distinguished Alumnus and Alumna Awards are recommended
10 for approval to the Faculty Council and the Board of Trustees. The chancellor presents
11 the nominee for the Gardner Award to the Board of Governors.

12 **§ 4-10. Faculty Assembly Delegation.** The delegation of the General Faculty to the
13 Faculty Assembly of the University of North Carolina is composed of the chair of the
14 faculty and four members elected by the voting faculty for staggered three-year terms.
15 ~~Nominees for election to the delegation must be members of the Faculty Council with at~~
16 ~~least one year remaining in the term of Council membership.~~ The chair of the faculty shall
17 chair the delegation, ex officio. The Committee on University Government may amend
18 the provisions of this paragraph with respect to the number of members of the delegation
19 when required by a change in the number of members of the Faculty Assembly
20 apportioned to the University. Such amendments shall be reported promptly to the
21 secretary of the faculty and by him or her to the General Faculty.

22 ~~(2) APPOINTIVE COMMITTEES~~

23 ~~(a) Committees Appointed by the Chancellor~~

24 **§ 4-11. Buildings and Grounds Committee.** The Committee is appointed by the
25 chancellor. It advises the chancellor on plans for the long-range physical development of
26 the campus, the siting and exterior design of new and renovated buildings, major
27 landscaping changes, the selection of architects, the location of monuments and
28 memorials, and such other matters as the chancellor may refer to it.

29 ~~(ii) Catalog Committee~~

30 ~~The Committee sets general policy on the kinds of catalogs to be issued and their~~
31 ~~content and design.~~

32 **§ 4-11. Established Lectures Committee.** The Committee is appointed by the
33 chancellor. The Committee It arranges, promotes, and conducts named Lectureships on
34 topics of campus-wide interest and concern.

35 **§ 4-12. Faculty Welfare Committee.** The Committee is appointed by the chancellor.
36 It works for and reports on the on the expansion and improvement of faculty working
37 conditions, including salaries and benefits.

38 **§ 4-13. Faculty Committee on Research.** The Committee consists of nine members
39 appointed by the chancellor for staggered and renewable three-year terms. The Committee
40 advises the chancellor, other officers of administration, and the Faculty Council on
41 matters of University policy and its implementation that have significant impact upon
42 research.

43 **§ 4-14. Scholarships, Awards, and Student Aid Committee.** The Committee is
44 appointed by the chancellor. It establishes policy for scholarship and student aid funds,
45 monitors and operations of the Office of Scholarships and Student Aid, and advises the
46 chancellor on matters regarding scholarships and other forms of student aid.

The deleted restriction makes it very difficult for a member of our faculty to become Chair of the UNC Faculty Assembly.

This disbands the Catalog Committee.

This change in the committee's charge has been approved previously by the Faculty Council.

~~§ 4-15. Status of Minorities and the Disadvantaged Committee.~~ The Committee addresses ongoing needs and concerns of minority and disadvantaged students, faculty, and staff. In addition to faculty, the Committee shall include four students, to be nominated by the President of the Student Body and approved by the Campus Governing Council.

The change in the name and charge of this committee has been approved previously by the Faculty Council.

§ 4-15. Committee on Community and Diversity. The committee is responsible for fostering community and promoting pluralism in the university: encouraging social interaction, mutual acceptance, and respect among various groups on campus. The committee is especially attentive to matters generated by discrimination on the basis of age, disability, religion, socio-economic status, national or ethnic origin, or sexual orientation. The committee is appointed by the chancellor and will include five faculty members and two students.

§ 4-17. Faculty Committee on University Government. (a) The Committee shall consist of seven members appointed by the chancellor, serving for staggered and renewable terms of three years each. The secretary of the faculty will serve as an ex officio member.

(b) The Committee shall be especially concerned with the continuing development, adaptation, and interpretation of *The Faculty Code of University Government*. Subject to the powers of the University's Board of Governors and president, and of the Board of Trustees and the chancellor of the University of North Carolina at Chapel Hill, the *Code* represents legislation enacted by the faculty regarding forms of internal organization and procedures at this institution which are deemed necessary for its fair and effective operation.

(c) The Committee should periodically review the existing *Code* and solicit suggestions for its improvement, and should recommend appropriate amendments in the *Code* for consideration and vote of the General Faculty. As provided under Article I of the *Code*, it should consider and report on other proposals to amend the *Code* and shall also periodically make appropriate adjustments of the elective representatives in the Faculty Council. The Committee may also consider and report on special questions of University governance which may be referred to it by the chancellor or members of the faculty. The Committee shall be especially concerned with maintaining internal forms and procedures of academic administration which reflect principles of democracy and equity, vision and adaptability, and quality and responsibility, toward achieving the intellectual aims of the University.

~~(b) Committees Appointed by the Chair of the Faculty~~

§ 4-18. Agenda Committee. ~~(see Appendix B,8.)~~ There shall be a Committee on Agenda of the Council, whose primary responsibility shall be to program the work of the Council. This shall not preclude the initiation of proposals from the floor. The Committee on Agenda shall consist of the chair of the faculty, as chair, and of five elected members of the Council, each representing a separate electoral division of the Faculty, to be appointed by the chair annually at the April meeting of the Council, to serve for the next academic year.

This material has been transferred intact from the Rules of Procedure of the Faculty Council.

§ 4-19. Committee on Black Faculty and Students. The Committee is appointed by the chair of the faculty. It addresses recruitment procedures and the ongoing concerns of black faculty members and students.

The committee's charge is enlarged to include student concerns.

§ 4-20. Status of Women Committee. The Committee is appointed by the chair of the faculty. It addresses ongoing concerns of women faculty members, identifies obstacles to achievement and maintenance of equality in the representation and status of women on the faculty, and proposes steps for overcoming those obstacles.

~~(3) Ex Officio Committees~~

~~(a) Nominating Committee~~

- (3) To convene at least once each semester the administrative board of the school or college for the purpose of approving or rejecting new courses, clarifying and interpreting rules and regulations, planning for the initiation of changes in educational policies and practices, and transacting any other business that may be delegated to it;
- (4) To call and preside over meetings of the faculty of the school or college;
- (5) To consult the assembled faculty of the school at least twice per year on all matters which must be put before the Faculty Council and on questions of educational policy, personnel policy, curriculum, and planning for the school.
- (6) ~~To recommend to the Provost or to the Vice-Chancellor for Health Affairs,~~ after consultation with the faculty of the department concerned, the appointment or reappointment of all chairs of departments in the school or college;
- (7) To advise his or her administrative superior on any matter affecting the school or the University.
- (8) ~~The Deans of the General College and of the Graduate School shall have advisory powers in recommending appointments and promotions within their respective faculties. The Dean of the College of Arts and Sciences shall have duties as set forth in Article VI.D.4. In the Schools of Business Administration, Education, Journalism, Law, Information and Library Science, and Social Work, the Deans~~ The deans of the professional schools shall make recommendations for appointments and promotions to the provost, following as far as possible the procedure provided for departments. In the professional Schools of Dentistry, Medicine, Nursing, Pharmacy, and Public Health, the Deans shall make such recommendations to the Vice-Chancellor for Health Affairs, in the same manner;
- (9) To prepare and transmit to the chancellor an annual administrative budget and an annual report of the school or college;
- (10) To prepare materials concerning the school or college for the University Catalogs.

New (5) is cognate with § 8-6(3).

New (7) is cognate with § 502B(2) of the Code of the Board of Governors

The changes in (8) are technical only.

§ 6-3. **Administrative Boards; composition and terms.** (a) Each school or college shall have an administrative board representative of its various interests, the members of which shall be appointed by the chancellor upon recommendation of the dean or director of the school or college concerned. The majority, but not all, of the membership of a board shall be appointed from the faculty of the particular school or college. The chancellor shall be an ex officio non-voting member of all administrative boards.

(b) The term of office for members of administrative boards shall be three years. Each board shall adopt a rotation plan for appointments so that approximately the same number of terms expire each year. Members may be reappointed to one additional successive term.

§ 6-4. **Administrative Boards; duties.** Subject to the powers of the faculty of the school or college concerned and of the Faculty Council, administrative boards shall:

- (1) Formulate, together with the dean or director, educational policies;
- (2) Advise the dean or director in handling administrative matters;
- (3) Review and approve new programs and curricula;
- (4) Examine and pass finally on all new courses proposed to the particular school or college;
- (5) Perform such other duties as may be delegated to them by the dean or director.

**ARTICLE 7.
THE GENERAL COLLEGE**

§ 7-1. **The General College.** (a) The General College comprises the freshman and sophomore work in the University.

1 (b) It is administered by the dean of the General College and an administrative board.
 2 The advisers of the General College form a special committee of the faculty which
 3 consults with the administrative board and reports to it.

4 (c) The General College formulates programs of study covering the basic and liberal
 5 subjects which constitute the foundations of general education on the college level, and
 6 which prepare the student for later specialized and professional training. It certifies when
 7 a student is eligible to advance into the appropriate upper college.

8 (d) The curricula of the General College are administered through the dean by a group
 9 of advisers who direct the student's choices of studies on the basis of data collected by the
 10 University concerning the experience, interests, and aptitudes of each student.

11 **§ 7-2. General College faculty.** There shall be a General College Faculty composed
 12 of its instructional staff which shall assist the dean of the General College in the
 13 origination and development of the General College program and policy.

14 **§ 7-3. Advisory powers of the dean of the General College.** The dean of the
 15 General College shall be consulted in the appointment and promotion of members of the
 16 General College faculty.

This material now appears in §
6-2(8).

17 **ARTICLE 8**
 18 **THE COLLEGE OF ARTS AND SCIENCES**

19 **§ 8-4. Divisions of the College of Arts and Sciences.** (a) The College of Arts and
 20 Sciences shall be composed of the Divisions of Fine Arts, the Humanities, the Basic and
 21 Applied Natural Sciences, and the Social Sciences, and they in turn shall include the
 22 departments and curricula listed below:

- 23 (1) *Fine Arts:* Art, Dramatic Art, and Music, ~~and Radio, Television and~~
 24 ~~Motion Pictures.~~
- 25 (2) *Humanities:* Asian Studies, American Studies, Classics, Communication
 26 Studies, Comparative Literature, English, Germanic Languages,
 27 Linguistics, Philosophy, Religious Studies, Romance Languages, and
 28 Slavic Languages, and Speech Communication.
- 29 (3) *Basic and Applied Natural Sciences:* Biology, Chemistry, Computer
 30 Science, Geology, Marine Sciences, Mathematics, Operations Research,
 31 Physics and Astronomy, Psychology, and Statistics.
- 32 (4) ~~(4)~~ *Social Sciences:* AFROTC Aerospace Studies; African and African-
 33 American Studies; Anthropology; City and Regional Planning; Economics;
 34 Geography; History; Leisure Studies and Recreation Administration;
 35 NROTC Naval Science; Physical Education, Exercise and Sport Science;
 36 Political Science; Public Policy Analysis; and Sociology; and Women's
 37 Studies.

The revisions reflect the
departments and curricula of the
College of Arts and Sciences that
are now the "home base" unit of at
least one member of the voting
faculty.

38 The secretary of the faculty shall assign to the appropriate division any department or
 39 curriculum not specified above.

This new paragraph fleshes out
the directive now contained only
in subsection (c), below.

40 (b) Members of departmental faculties who offer courses for credit in the College of
 41 Arts and Sciences shall have voting privileges in only one division, but may have
 42 advisory privileges in other divisions in which their departments have special interests.
 43 Thus, those from Art, Dramatic Art, History, Music, and Radio, Television and Motion
 44 Pictures shall have advisory privileges in the Humanities; those from Philosophy in the
 45 Natural and Social Sciences; and those from Psychology in the Social Sciences.

46 (c) Faculty members who have no departmental affiliation shall have voting privileges
 47 in the division to which they have been assigned by the secretary of the faculty.

48 **§ 8-5. Faculty of the College of Arts and Sciences.** All members of the General
 49 Faculty holding appointments in departments and curricula within the College of Arts and
 50 Sciences are members of the Arts and Sciences Faculty.

This material is now found in §
8-8, below.

1 **§ 8-6. Duties of the dean of the College of Arts and Sciences.** The dean of the
2 College of Arts and Sciences shall:

- 3 (1) Review and transmit to the provost recommendations received from the
4 chairs of departments in the College of Arts and Sciences for appointments,
5 promotions, and salary increases of members of the departments.
6 Competence in teaching shall be an essential prerequisite in such
7 appointments;
- 8 (2) Receive budget requests from the chairs of the departments and, after
9 consultation with his or her Advisory Committee and with the chairs of
10 departments whose budget requests require strengthening or other
11 modification, shall prepare and transmit to the provost the budget for the
12 College. Budgetary matters will always and regularly be matters for
13 consultation and negotiation between the dean and the chairs of
14 departments, and the chairs, in this as in other areas, have the right of
15 appeal to the provost and to the chancellor;
- 16 ~~(c) Have an Arts and Sciences Advisory Committee, to consist of the Dean of~~
17 ~~the General College, the Dean of the Graduate School, and the chairs of the~~
18 ~~Divisions of Fine Arts, Humanities, Basic and Applied Natural Sciences,~~
19 ~~and Social Sciences, which he or she shall consult in the development of~~
20 ~~policies and programs for the College, and which shall serve as a board of~~
21 ~~liaison among the four University entities concerned with the liberal arts.~~
- 22 (3) Consult the Arts and Sciences Faculty on all matters which must be put
23 before the Faculty Council, and on questions of educational policy,
24 curriculum, and planning for the College, assembling the Faculty at least
25 twice a year for this purpose.

This is moved intact to new § 8-7,
below.

26 **§ 8-7. Arts and Sciences Advisory Committee.** The Arts and Sciences Advisory
27 Committee consists of the dean of the general college, the dean of the graduate school,
28 and the chairs of the divisions of fine arts, humanities, basic and applied natural sciences,
29 and social sciences. The dean of the college of arts and sciences shall consult the
30 Committee in the development of policies and programs for the College, and it shall serve
31 as a board of liaison among the four University entities concerned with the liberal arts.

32 **§ 8-8. Divisional faculties.** (a) The faculty of each Arts and Sciences Division shall
33 be composed of the faculty members of its component departments. Each Division shall
34 have a chair, a vice chair, a secretary, and an Advisory Committee consisting of at least
35 one representative from each of the component departments; all shall serve terms of three
36 years. The faculty of each Division shall elect a chair. Each Division, in consultation with
37 the dean of the College of Arts and Sciences, shall adopt appropriate rules and regulations
38 governing its functions and procedures, including procedures for the selection of a vice
39 chair, a secretary, and departmental representatives on the Advisory Committee. The
40 faculty of each division shall meet at least once each year upon the call of the chair.

41 (b) Each division, within its area and in cooperation with the dean of the College of
42 Arts and Sciences, shall concern itself with the courses and curricula, shall originate and
43 develop educational objectives and implement these policies, and the chairs of the several
44 divisions shall be members of the Committee on Instructional Personnel. In addition, they
45 shall serve in an advisory capacity, upon request or upon their own initiative, to the
46 respective departments and to the dean of the College of Arts and Sciences in matters
47 involving budgetary, personnel, and instructional problems.

48 ~~(c) All members of the General Faculty holding appointments in departments within~~
49 ~~the College of Arts and Sciences are members of the Arts and Sciences Faculty. Only~~
50 members holding the faculty ranks of professor, associate professor, assistant professor,
51 and instructor have the right to vote for and hold the offices of Division chair and vice
52 chair.

53 **§ 8-9. Appointment of department chairs.** (a) There shall be a chair of each
54 department in the College of Arts and Sciences, who shall serve as the administrative

1 officer of the department. The term of office of the chair shall be five years, and chairs
2 may succeed themselves.

3 (b) The appointment of a chair may be terminated by the chancellor prior to the
4 expiration of a current term of appointment, upon recommendation of the dean of the
5 College of Arts and Sciences and after consultation with the Advisory Committee, when
6 the termination is deemed by the chancellor to be in the best interests of the University.
7 The dean, in considering whether a chair's appointment should be terminated, shall
8 consult with the faculty members of the department. When the dean recommends the
9 removal of a chair, he or she shall inform the chair of the Action and the reasons for it.
10 The chair shall have the right to appear in person before the Advisory Committee to
11 present his or her perspective on the situation. In exceptional circumstances requiring
12 immediate termination, the chancellor, upon the recommendation of the dean of the
13 College of Arts and Sciences, may suspend a chair's appointment pending the dean's
14 consultation with the departmental faculty and the chancellor's consultation with the
15 Advisory Committee.

16 (c) A chair shall be appointed or reappointed by the chancellor, after consultation with
17 members above the rank of instructor on the staff of the department concerned, and with
18 the advice of the Committee on Instructional Personnel and of the Advisory Committee.

19 **§ 8-10. Duties of department chairs.** The chair, after consultation with the voting
20 faculty of the department (as defined in § 1-4 of the Faculty Code) shall:

- 21 (1) prepare and transmit the departmental budget;
- 22 (2) formulate and administer departmental personnel policies, including
23 recommendations for appointments, increases, and promotions, provided
24 that in making such recommendations, consultation shall be required only
25 with the assembled full professors;
- 26 (3) prepare programs of course offerings and schedule the duties of the
27 departmental staff;
- 28 (4) formulate and implement educational policies;
- 29 (5) maintain instructional facilities, including library resources; and
- 30 (6) prepare and transmit annually to the dean of the College of Arts and
31 Sciences a report of the work and activities of his or her department for the
32 preceding year.

This is now found in § 8-11,
below.

33 **§ 8-11. Departmental faculty meetings.** The Department shall hold regular meetings
34 at least once every three months. Special meetings may be called by the chair. He or she
35 shall call a special meeting upon the request of one-half of the voting members of the
36 department. The chair shall preside at all meetings. A secretary of the departmental
37 faculty shall be elected by the Department and shall keep an accurate record of its
38 proceedings. Those members of the department who are members of the voting faculty as
39 defined in § 1-4 of the Faculty Code shall vote in departmental meetings or on
40 departmental matters, except that voting privileges with respect to matters affecting
41 faculty appointments, reappointments, and promotions shall be limited to members
42 holding tenured or probationary-term appointments.

43 ~~(6) The Chair of each department shall prepare and transmit annually to the Dean of~~
44 ~~the College of Arts and Sciences a report of the work and activities of his or her~~
45 ~~department for the preceding year.~~

46 ARTICLE 9 47 THE GRADUATE SCHOOL

48 **§ 9-1. The graduate faculty** There shall be a Graduate Faculty approved by the
49 Administrative Board of the Graduate School which shall assist the dean in the
50 origination and development of graduate programs and policies. It shall meet at least once
51 each year.

1 and procedures which, not inconsistent with policies adopted by the Board of Trustees
 2 and applicable faculty legislation, are approved by the Advisory Committee on
 3 Undergraduate Admissions. ~~This Committee shall consist of the Dean of the College of
 4 Arts and Sciences and the General College as chair; the Associate Dean of the General
 5 College; the Vice Chairs of the Divisions of Fine Arts, Humanities, Basic and Applied
 6 Natural Sciences, and Social Sciences of the College of Arts and Sciences; and two other
 7 academic deans. The two academic deans shall be selected by the Committee on
 8 Instructional Personnel and shall be rotated on three year terms; if their terms as dean end
 9 before their terms on the Committee, and Committee on Instructional Personnel shall
 10 make other appointments. The Committee may add ad hoc members (who shall be faculty
 11 members engaged in undergraduate instruction) as it deems necessary. The Registrar, the
 12 Director of Undergraduate Admissions, and the Vice Chancellor for Student Affairs shall
 13 be ex officio, non-voting members of the Committee. The Committee shall meet at least
 14 once each semester or more on call of the Chair. The Chair shall call a meeting whenever
 15 requested by the Registrar or the Director of Undergraduate Admission.~~

Transferred to new § 4-22.

16 § 11-5. **Attendance at meetings of administrative boards.** The director of
 17 undergraduate admissions and the university registrar may attend the meetings of the
 18 administrative boards, in an ex officio, non-voting capacity.

19 ARTICLE 12

20 ADMINISTRATIVE BOARD OF STUDENT AFFAIRS

21 § 12-1. **Administrative Board of Student Affairs.** (a) There shall be an
 22 Administrative Board of Student Affairs composed of six members of the faculty to be
 23 appointed by the chancellor. The vice chancellor and dean of Student Affairs shall preside
 24 over the meetings of the board and shall have the casting vote.

25 (b) The term of office for members of the Board shall be three years. One-third of its
 26 membership shall be replaced annually.

27 § 12-2. **Duties of the Administrative Board of Student Affairs.** Subject to the
 28 powers of the General Faculty and the Faculty Council, the Administrative Board shall:

- 29 (1) Formulate, together with the vice chancellor, student welfare policies;
- 30 (2) Advise the vice chancellor in handling administrative matters;
- 31 (3) Perform such other duties as may be delegated to it by the vice chancellor.

32 ARTICLE 13

33 ADMINISTRATIVE BOARD OF THE LIBRARY

34 § 13-1. **Administrative Board of the Library; composition.** There shall be an
 35 Administrative Board of the Library composed of nineteen members. Thirteen members
 36 shall be elected by and from the following electoral divisions:

- 37 (1) The Division of Fine Arts of the College of Arts and Sciences;
- 38 (2) The Division of the Humanities of the College of Arts and Sciences, The
 39 School of Journalism and Mass Communication;
- 40 (3) The Division of the Basic and Applied Natural Sciences of the College of
 41 Arts and Sciences, The Institute of Marine Sciences;
- 42 (4) The Division of the Social Sciences of the College of Arts and Sciences;
 43 The School of Business Administration, The School of Education, The
 44 School of Law, The School of Information and Library Science, The
 45 School of Social Work, The Institute of Government;
- 46 (5) The Academic Affairs Libraries.

47 § 13-2. **Administrative Board of the Library; election.** (a) The Academic Affairs
 48 Libraries shall elect one member who shall hold the rank of librarian, associate
 49 librarian, or assistant librarian. The remaining divisions shall elect three members, one
 50 of whom shall hold the rank of professor and two of whom shall hold the ranks of
 51 associate professor or assistant professor. The chair of the faculty shall appoint for a
 52 term of three years one member who holds the rank of professor, associate professor,

1 or assistant professor in a school within the Division of Health Affairs. The dean of the
 2 College of Arts and Sciences shall appoint for a term of one year one undergraduate
 3 student. The 222 Hamilton

4 CB# 3210 ~~Vice Chancellor and~~ dean of the Graduate School shall appoint for terms of
 5 one year two graduate students. The University librarian and the ~~Vice Chancellor and~~
 6 dean of the Graduate School shall be members ex officio. The Board shall elect annually
 7 a secretary and chair from among its members. It shall meet upon the call of the chair or
 8 of the University librarian at least six times each calendar year.

9 (b) Elected members of the Board shall serve terms of three years, representing the
 10 rank for which they were elected, and shall not succeed themselves immediately. They
 11 shall be nominated and elected by the process employed for the Faculty Council. No more
 12 than one elected member is to be drawn from any single school or department.

13 **§ 13-3. Administrative Board of the Library; duties.** Subject to the power of the
 14 General Faculty and the Faculty Council, the Administrative Board shall:

- 15 (1) Advise the University librarian on the administration of the University
 16 library system;
- 17 (2) Formulate, together with the University librarian, the basic policies
 18 governing the acquisition of library materials and the use of such materials;
- 19 (3) Allocate, with the advice of the University librarian, the book funds which
 20 are not specifically designated;
- 21 (4) Submit to the chancellor, through the University librarian, its advice on the
 22 establishment or discontinuance of library service units outside of the
 23 general library building;
- 24 (5) Review the University librarian's budget request;
- 25 (6) Make an annual report to the Faculty Council.

The change reflects the current
 administration organization of
 the University.

21 March 1997

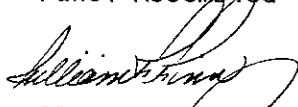
Professor Jane D. Brown, Chairperson, Faculty Council
and
Members of the Faculty Council
Office of Faculty Governance
CB # 9170 -- Carr Building
The University of North Carolina at Chapel Hill
Chapel Hill, NC 27599-9170


Dear Colleagues:

We write to alert the Faculty Council to a topic of grave concern to us as members of the faculty-elected Faculty Hearings Committee. Chancellor Hooker's recent decision to dismiss a professor, while perfectly within the Chancellor's authority, sets a precedent with potentially alarming ramifications for faculty governance. It is our understanding that in cases of dismissal of tenured faculty, Chancellors' decisions have been in every case for UNC-Chapel Hill and all except one for the UNC system guided by the recommendations of the faculty-constituted committees charged with gathering and evaluating substantial, detailed information pertinent to the cases. At a university with such a formidable history of faculty governance, administrative decisions essentially unresponsive to data supplied by faculty bodies (though providing no additional evidence) arouse serious misgivings about the future of meaningful collaboration between faculty and administration in matters of governance.

Sincerely,

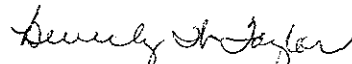
The Faculty Hearings Committee
Panel Assembled in case of Barry Nakell


William F. Finn


Robert E. Gallman


Genna Rae McNeil

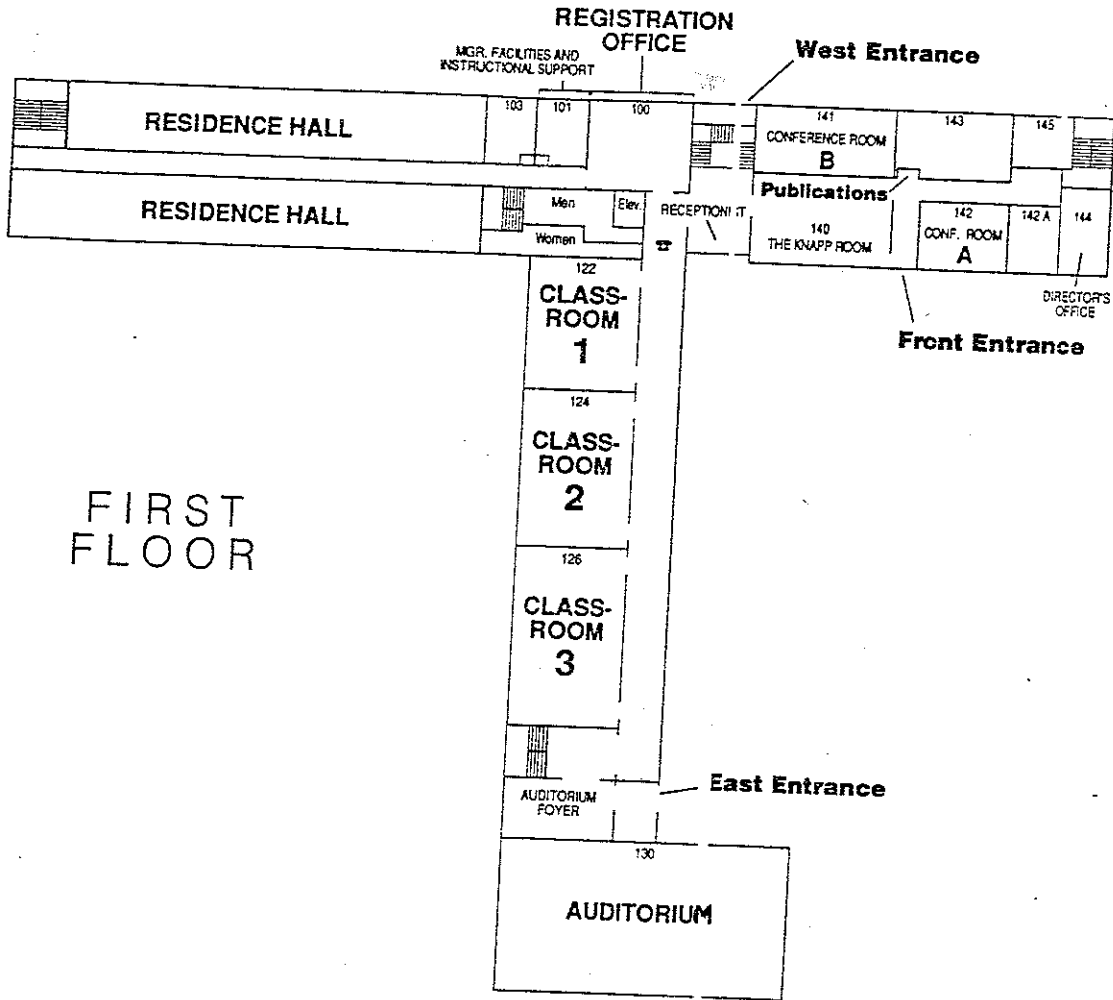

Lars Schoultz


Beverly W. Taylor

xc: Chancellor Michael Hooker

KNAPP BUILDING

Institute of Government
The University of North Carolina at Chapel Hill

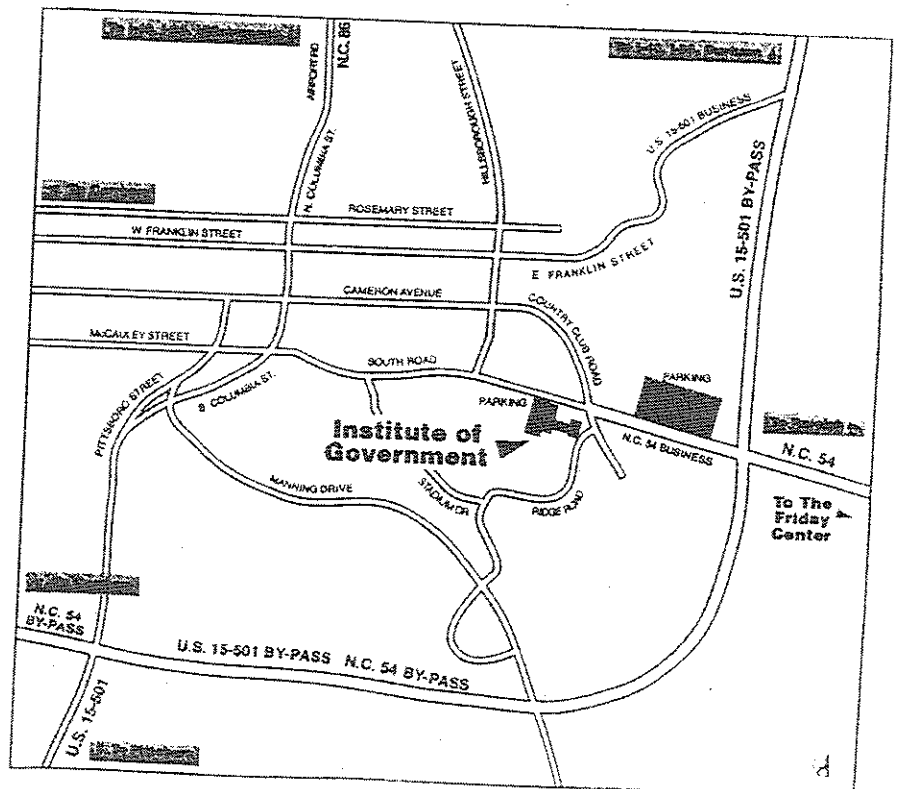


FIRST FLOOR

PARKING

Parking is available in the gated Highway 54 Visitors Lot (\$.75 per hour).

Some free parking may be available in the visitor's lot adjacent to the Knapp Building. Permits can be picked up at the Institute of Government Registration Office.



*You are cordially invited
To
An Informal Reception
To Meet
Candidates for Chair of the Faculty:
Professors Pete Andrews, Thad Beyle
& Townsend Ludington;
And to thank current Faculty Council,
Standing & Elected Committee Members*

*Friday, April 4, 1997
4:00 – 6:30 p.m.
At the home of Jane D. Brown
451 Lakeshore Lane
Chapel Hill, NC*

(Map on Reverse)

*Please RSVP
By March 26, 1997
To David Thompson: dthomps3@email.unc.edu*

Jane Brown + Jim Zeman
929-9725

7th House
on right
"lg Green Box"

451
LAKE SHORE
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Elm St Rd.

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Franklin Street

Univ. Mall

[Downtown Chapel Hill]

ESTES
ELEMENTARY
SCHOOL

CLAYTON

Caswell

ESTES DRIVE

Not
to
be
used



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
Office of Faculty Governance

Joseph S. Ferrell
Secretary of the Faculty

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Chapel Hill, NC 27599-9170
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March 27, 1997

Provost Richard J. Richardson
South Building
CB# 3000

Dear Dr. Richardson:

I have the honor to transmit three resolutions of the Faculty Council adopted at the March 21, 1997, meeting.

Resolution 97-3 amends faculty legislation concerning final examinations. The next issue of the *Undergraduate Bulletin* should reflect this amendment.

Resolution 97-5 appears to fall within the *Faculty Code* definition of "regulations under which administrators and faculty will conduct the educational activities of the University." I suppose it should also be published in the *Undergraduate Bulletin*. I have attached to the resolution two appendices that were distributed along with it. They do not constitute a part of the actual legislation.

Resolution 97-8 gives formal approval to establishment of a program of study leading to the degree of Doctor of Philosophy in Communication Studies, as required by Section II.H.(I)(b) of the *Faculty Code*.

Sincerely yours,

A handwritten signature in cursive script, reading "Joseph S. Ferrell".

Joseph S. Ferrell
Secretary of the Faculty

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
OFFICE OF FACULTY GOVERNANCE

Resolution 97-3. Final Examination Policy for Undergraduates

The Faculty Council resolves:

Section 1. The first two paragraphs of the Policy on Final Examinations (*Undergraduate Bulletin* 1996-97, p. 249) are rewritten to read:

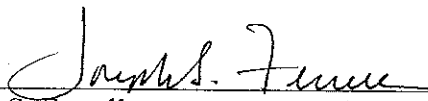
"Final Examinations

Final assessments are required in all undergraduate courses. (Any exceptions to this rule are based on the special types of work done in the course, and must have the advance approval of the Provost.) A final assessment must be a written examination administered at a designated location at a predetermined time as specified in the general final examination schedule, except that the head of the instructional unit in which a course is based may give permission for faculty to use for that course an alternative form of final assessment, such as a portfolio of a semester's work or a take-home examination. Faculty employing an alternative form of final assessment must adhere to the general final examination schedule, must allow adequate time for completion, and should bear in mind that students have other scheduled examinations. Annual reports of alternative forms of final assessments authorized pursuant to this paragraph shall be forwarded to the deans of the instructional units in which the courses are based.

No examination (except for laboratory sections) may be held at a time other than that specified in the general schedule except with the advance approval of the Provost. No examination time can be changed after it has been announced. No special preparation quizzes may be given during the last five days of classes before the beginning of the final examination period. No examination may be held later than 7:00 p.m. Final examinations for a full course should ordinarily cover two hours but should not exceed a period of three hours. Only examinations requiring an exceptional portion of practical work should be longer than three hours."

Sec. 2. This resolution is effective for final examinations administered during the fall semester, 1997, and thereafter.

I certify that the foregoing is a true copy of a resolution of the Faculty Council of The University of North Carolina at Chapel Hill meeting in regular session on March 21, 1997.



Joseph S. Ferrell
Secretary of the Faculty

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
OFFICE OF FACULTY GOVERNANCE

Resolution 97-5. Policies and Guidelines for a Cooperative Learning Environment.

Teaching and learning occur simultaneously through a partnership between instructor and student. Instructors share knowledge, experience, and ideas with their students. Students process these thoughts, generate new ones, and share them with their teachers. In most cases, students and instructors communicate clearly and effectively. However, misunderstanding does occur. In an attempt to foster a positive academic environment, the Faculty Council, upon recommendation of the Educational Policy Committee, establishes these policies and guidelines.

The Faculty Council resolves:

Part I. Policies

Section 1. The Faculty Council recognizes and affirms the following policies. This recognition is not to be interpreted as precluding modification of any policy by the appropriate authority.

The Honor Code. The faculty should inform students of the provisions of the honor code, and be aware of their own responsibilities specified in the honor code. Faculty responsibilities are stated in the Instrument of Student Judicial Governance.

Student Grievance Procedures. According to UNC-CH Student Grievance Committee procedures, students may file a grievance against a UNC-CH employee, EPA non-faculty employee, staff employee, or student employee (when acting in the role of employee), when there is a violation of one of the following:

- A. The UNC-CH Sexual Harassment Policy
- B. The UNC-CH Racial Harassment Policy
- C. The UNC-CH Policy on Sexual Orientation
- D. The Americans with Disabilities Act
- E. Title IX, which prohibits exclusion from participation on the basis of sex
- F. Section 504 of the Rehabilitation Act of 1973, which outlaws discrimination on the basis of a handicap
- G. The Family Educational Rights and Privacy Act, which allows students to challenge the content of their educational records

Copies of the above policies can be obtained from the Dean of Students' office. They contain information about how to file a grievance. A grievance based on incidents that occurred more than six months before the complaint was filed will not be considered.

Student Access to Academic Records; Protection Against Improper Disclosure. As stated in The Family Educational Rights and Privacy Act of 1974, students may have access to their full academic records. Individuals who are, or have been, in attendance at UNC-CH, may inspect and review their education records. Otherwise, education records are subject to confidentiality requirements as specified by law and may not be disclosed improperly. Requests for recommendations imply that the student has given consent to the disclosure of information related to ability and performance. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student. "Education records" are those records directly related to a student that are maintained by an educational institution. Particular University policy provisions are found in The University of North Carolina at Chapel Hill's Policies and Procedures Under the Family Educational Rights and Privacy Act of 1974.

Appealing a Grade. The University has systems for appealing a grade. The exact procedures vary among the academic units. Students should consult with their dean or department chairperson to obtain information about grade appeal procedures.

Part II. Guidelines

Section 2. The Faculty Council endorses the following guidelines for the faculty-student relationship. This endorsement shall not be construed as faculty legislation, is not intended to establish a contractual undertaking by The University or any individual, and shall not constitute the basis for civil action in a court or a claim in any administrative or judicial body of The University of North Carolina at Chapel Hill.

Clear Definition of Potential Honor Code Violations. In an attempt to avoid unintended misunderstanding, instructors should clearly state what is acceptable in their class. When study aids such as computers are allowed, the instructor is responsible for explaining what constitutes proper use of these items. These rules should be established at the beginning of the course and should not be changed without giving students proper notice.

Assignment of Graded Work During the Last Week of the Semester. Instructors may not assign graded work during the last week of classes unless the course syllabus clearly states that such an assignment will be given.

Suggested Classroom Procedures. In general, instructors are strongly encouraged to follow the guidelines for course design and classroom procedures recommended by the Center for Teaching and Learning. When students enter into a learning relationship, they have certain needs and expectations. They are entitled to information about course procedures, content, and goals. Instructors should provide a syllabus, describing the course, and methods of evaluation. Particular attention should be paid to several areas of special concern to students, including provision of reserve readings, and grading policy.

Evaluated assignments should be returned to the students within a reasonable amount of time. Since part of the purpose of such assignments is to provide feedback, students should be given time to assess, and to learn from their mistakes. Ideally, such assessment would take place while the relevant topics are still fresh in their minds.

Extra credit, if offered, should be announced publicly and in advance, to the entire class.

Students Should Have Freedom of Expression. Students should be free to take reasoned exception to the data or views offered in any course of study. However, they are responsible for learning the content of any course of study for which they are enrolled. Instructors may assign a grade based on incorrect facts or poorly supported arguments or opinions. Nothing herein shall be construed to limit the freedom of the faculty to assign grades according to appropriate academic standards.

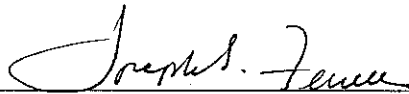
Responsibilities of Students and Teachers. Just as students ought to expect instructors who are knowledgeable and well prepared, so should teachers expect their students to be motivated, eager to learn, and actively engaged in class. It is the responsibility of teachers to make their courses serious intellectual experiences for themselves and for their students. It is the responsibility of students to take seriously the courses in which they enroll. Good teachers need good learners.

Students should understand that they are members of a community of scholars, and membership in such a community is not a passive event. In order to be full participants in the educational community, and to maximize the educational value of a class, pre-class preparation is necessary.

Proper class preparation involves obtaining course materials as they are needed, and completing assignments as they are due. Full participation in a class requires regular attendance, arriving on time and remaining until class conclusion, and active involvement in the work of the class. Students should also consider the extent of their own involvement in a class in assessing the educational value of a class.

Sec. 3. This resolution is effective upon adoption.

I certify that the foregoing is a true copy of a resolution adopted by the Faculty Council of The University of North Carolina at Chapel Hill meeting in regular session on March 21, 1997.



Joseph S. Ferrell
Secretary of the Faculty

Appendix 1. Faculty Responsibilities per the Honor Code

Responsibility of faculty in relation to the Honor Code as stated in Instrument of Student Judicial Governance¹

- A. To inform students at the beginning of each course and at appropriate times that the Honor Code, which prohibits giving or receiving unauthorized aid is in effect. Where appropriate, a clear definition of plagiarism and a reminder of the consequences should be presented, and the extent of permissible collaboration among students in fulfilling academic requirements should be carefully explained.
- B. To identify clearly in advance of any examination or other graded work the books, notes or other materials or aids which may be used; to inform students that materials other than those identified cannot be used; and to require unauthorized materials or aids to be taken from the room or otherwise made inaccessible before the work is undertaken.
- C. To require each student on all written work to sign a pledge that the student has neither given nor received unauthorized aid. Grades or other credit should not be awarded for unpledged work.
- D. To take all reasonable steps consistent with existing physical classroom conditions-such as requiring students to sit in alternate seats-to reduce the possibility of cheating on graded work.
- E. To exercise caution in the preparation, duplication, and security of examinations (including make-up examinations) to ensure that students cannot gain improper advance knowledge of their contents.
- F. To avoid when possible, reuse of instructor-prepared examination, in whole or in part, unless they are placed on reserve in the Library or otherwise made available to all students.
- G. To exercise proper security in the distribution and collection of examination papers; and to be present in the classroom during an examination when the instructor believes that his or her presence is warranted or when circumstances, in his or her opinion, make his or her presence necessary.
- H. To report to the Office of the Student Attorney General or the Office of the Dean of Students any instance in which reasonable grounds exist to believe that a student has given or received unauthorized aid in graded work. When possible, consultation with the student should precede reporting. Private action as a sanction for unauthorized cheating, including the assignment for disciplinary reasons of a failing grade for the course, is inconsistent with faculty policy and shall not be used in lieu of or in addition to a report of the incident.

¹ The Instrument of Student Judicial Governance, 1994. p. 32.

To cooperate with the Office of the Student Attorney General and the defense counsel in the investigation and trial of any incident of alleged violation, including the giving of testimony when called upon.

Appendix 2. Student Access to Educational Records

The term "educational records" does not include:

- A. Records of instructional, supervisory and administrative personnel that are in the sole possession of their maker and are not revealed to anyone else except a substitute;
- B. Records created and maintained by the University Police for law enforcement purposes;
- C. Records relating solely to an employee of UNC-CH in his or her capacity as an employee that are not available for any other purposes (however, records relating to a UNC-CH student, who is employed as a result of status as a student, are education records);
- D. Student medical records created, maintained, and used only in connection with provision of medical treatment to the student, that are not disclosed to any one other than the individuals providing the treatment;
- E. Records that contain only information relating to a person after he/she was no longer a student, such as alumni records.

A student is not permitted to inspect the following records:

- A. Financial records and statements of his or her parents;
- B. Confidential letters and statements of recommendation that were placed in education records before 1 January 1975 and that are used only for the purposes for which they are intended; and
- C. Confidential letters and statements of recommendation concerning admissions to an educational institution, an application for employment, or receipt of an honor that were placed in education records after 1 January 1975 where the student has waived his or her right to inspect those letters and statements.

A student who wishes to inspect his or her education records must file a written request to inspect them with the individual who has custody of the records. In some cases the student will be able to review the records immediately while, in other cases, a certain amount of time will be required to assemble the records for inspection, but the student will not be required to wait more than 45 days after the date of the request before being allowed to inspect his or her education records. A student who exercises the right to review his or her education records is also entitled to a response from the institution to reasonable requests for explanations and interpretations of those records. If a student has asked to inspect or review his or her education records, none of those records shall be destroyed until the student's request to inspect or review has been honored.

The office providing the copies may charge a reasonable fee for each copy but will not charge a fee to search for or retrieve the records in question.

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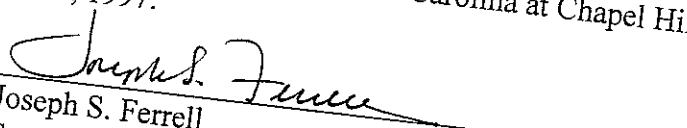
THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
OFFICE OF FACULTY GOVERNANCE

Resolution 97-8. Authorization to Establish a Ph.D. Program in Communication Studies.

The Faculty Council resolves:

Pursuant to Section II.H.(1)(b) of the *Faculty Code of University Government*, the Faculty Council hereby approves establishment of program of study leading to the degree of Doctor of Philosophy in Communication Studies.

I certify that the foregoing is a true copy of a resolution adopted by the Faculty Council of The University of North Carolina at Chapel Hill meeting in regular session on March 21, 1997.


Joseph S. Ferrell
Secretary of the Faculty



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
Office of Faculty Governance

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Secretary of the Faculty

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March 27, 1997

President C. D. Spangler, Jr.
The University of North Carolina
General Administration
CB# 9000

Dear President Spangler:

I have the honor to transmit to you the enclosed Resolution of the Faculty Council of The University of North Carolina at Chapel Hill.

Sincerely yours,

A handwritten signature in cursive script, reading "Joseph S. Ferrell".

Joseph S. Ferrell
Secretary of the Faculty

Enclosure

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
OFFICE OF FACULTY GOVERNANCE

Resolution 97-7. On the Number of Class Days in the Academic Year

Whereas the normative number of instructional days is less than 140 in research universities most comparable to The University of North Carolina at Chapel Hill and the best four-year liberal arts schools, such as Michigan (138), Virginia (138), Duke (139), Davidson (139), Swarthmore (135), and Amherst (134); and

Whereas the number of instructional days at The University of North Carolina at Chapel Hill has averaged 140.5 over the last 25 years; and

Whereas increasing the number of instructional days requires a shortened summer schedule that impedes the ability of our students to undertake funded research and other intellectual projects, as well as limits their ability to earn money for the upcoming year; and

Whereas the research and public service missions of the University may suffer from a lengthened class schedule and even the teaching mission may experience significant negative as well as positive impacts, such as a decreased ability to offer high quality summer school sessions; and

Whereas the faculty are seriously concerned about the potential impact of the recent increase in instructional days to 150, a change that makes our calendar longer than any of our peer institutions and that has not yet been fully evaluated; and

Whereas it is now proposed to increase the number of instructional days to 160; and

Whereas the faculty of the University have been entrusted for many years with the power "to determine the educational policies of the University and the rules and regulations under which administrators and faculty will conduct the educational activities of the University" [*Faculty Code*, Section II.H.(1)(a)]; and

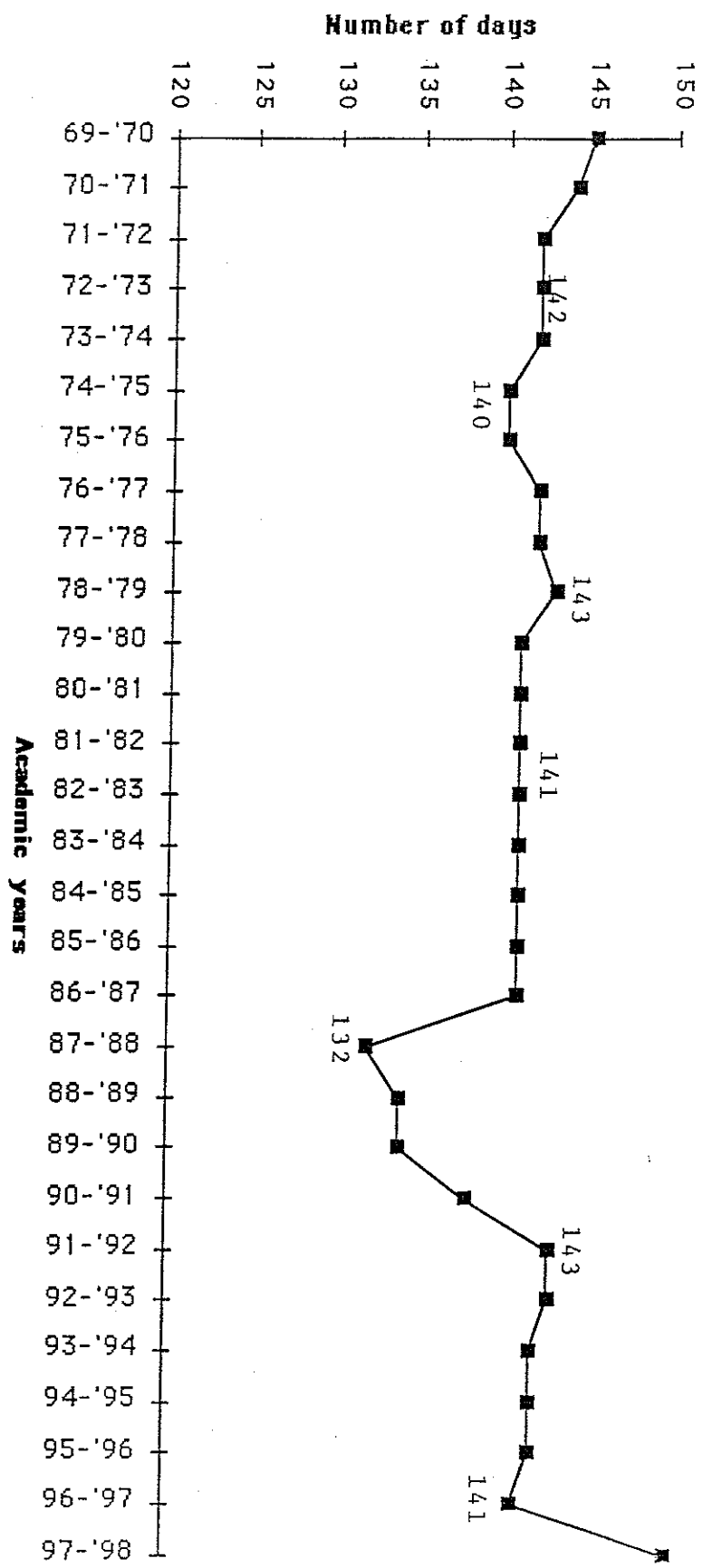
Whereas the faculty of the University at Chapel Hill were not consulted before issuance of recent directives increasing the number of instructional days, now therefore

The Faculty Council resolves:

Section 1. The provisions of the *Faculty Code of University Government* that define for the faculty of the University a meaningful role in the determination of the educational policies of the University are reaffirmed.

Sec. 2. Any further increase in the number of instructional days in the academic year of The University of North Carolina at Chapel Hill should be delayed until appropriate consultation with the faculty has taken place and the effects of the pending increase to 150 instructional days have been evaluated.

Summary of Instructional Days - UNC-CH



NOTE: Prior to 1969, classes were held on Saturdays. This showed a larger number of class days; however, not an increase in class minutes. The Tuesday-Thursday class time was extended to 75 minutes to cover the elimination of Saturday classes.

INSTRUCTIONAL DAYS OF PEER UNIVERSITIES

Institution	USN Rank	Fall 1996 Semester			Spring 1997 Semester			Total Days
		Days	Weeks	Start-End	Days	Weeks	Start-End	
Yale University	1	63	13	9/4-12/6	65	13	1/13-4/25	128
Princeton	2	60*	13*	9/12-12/13	60*	12*	2/3-5/5	120
Harvard	3	63	14	9/16-12/17	62	13	1/29-5/2	125
Duke	4	69	15	9/2-12/11	70	15	1/15-4/29	139
MIT	5	65	15	9/4-12/11	65	14	2/4-5/15	130
Brown	8	66	14	9/3-12/6	63	14	1/22-5/6	129
Columbia	11	66	15	9/3-12/9	70	15	1/21-5/5	136
Univ of Pennsylvania	13	65	15	9/4-12/9	70	14	1/13-4/25	135
Cornell	14	68	15	8/29-12/6	70	14	1/20-5/3	138
Interim		12	3					150
Johns Hopkins	15	65	15	9/5-12/9	66	14	1/23-5/2	131
Rice Univ	16	67	15	9/3-12/11	67	14	1/13-4/25	134
Notre Dame	17	70	15	8/27-12/11	70	15	1/14-4/30	140
Emory	19	69	16	8/29-12/10	68	15	1/15-4/28	137
Univ of Virginia	21	68	15	8/28-12/6	70	15	1/15-4/29	138
Univ Mich (97-98)	24	66	15	9/3-12/10	69	15	1/7-4/21	135
UNC-CH (96-97)	25	71	16	8/21-12/4	70	15	1/7-4/23	141
UNC-CH (97-98)		75	16	8/19-12/8	75	17	1/7-4/30	150
UC-Berkeley	27	72	15	8/26-12/7	74	16	1/21-5/12	146
William & Mary	33	68	15	8/28-12/6	68	14	1/15-4/25	136
Univ Wisconsin-Madison	41	72	15	9/3-12/13	73	15	1/21-5/9	145
Univ Ill-Urbana/Champaign	50	72	15	9/3-12/13	72	15	1/21-5/7	144
Wake Forest		69	15	8/30-12/8	71	15	1/17-5/1	140
Liberal Arts Colleges								
Swarthmore	1	65	14	9/2-12/10	70	14	1/20-5/2	135
Amherst	2	64	14	9/4-12/10	70	14	1/27-5/9	134
Williams (1997-98)	3	62	14	9/4-12/4	62	13	2/5-5/15	124
Interim		19	4					143
Wellesley	4	65	14	9/4-12/6	65	14	1/29-5/8	130
Interim		16	4					146
Pomona	5	65	15	9/4-12/11	73	15	1/20-5/7	138
Davidson	11	69	15	8/26-12/6	70	15	1/13-4/29	139

*5 days (1 week) each semester for midterms