

## PREFACE

This *Faculty Handbook* has been prepared for the faculty of The University of North Carolina at Pembroke and has been designed to provide faculty members with a ready reference to established policies and procedures at The University of North Carolina at Pembroke. Additionally, the *University Catalog* is also a very valuable resource regarding academic programs, policies, procedures, regulations, and other important information about the University. Suggestions for additions or revisions are encouraged and should be made directly to the Office for Academic Affairs.

It is hoped that each faculty member will become familiar with the contents of this *Handbook* and the *University Catalog* immediately. All members of the University family should use the *Handbook* and *Catalog* for reference whenever occasion demands. Also, *The Code* of the University of North Carolina is available via the internet at <http://www.northcarolina.edu/bog/code/code.cfm>.

The University reserves the right to make any necessary changes in the University Calendar or in any other section of this *Handbook*.

## EQUAL OPPORTUNITY

The University of North Carolina at Pembroke is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on color, national origin, religion, sex, age, or handicap. Moreover, The University of North Carolina at Pembroke is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a larger number of American Indian, Asian, Black and Hispanic students.

**THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE  
CALENDAR -- 2001-2002  
FIRST SEMESTER**

August 13, Monday	5 p.m. - Course registrations will be canceled for undergraduate students who registered early and have not paid
August 15 - 16, Wednesday -Thursday	8 a.m. - 6 p.m. - Undergraduate and graduate registration for all students
August 16, Thursday	8 a.m. - Residence halls open for freshmen who have not attended Freshman Orientation
August 17, Friday	8 a.m. - 4 p.m. - Undergraduate and graduate registration for all students 5 p.m. - Course registrations will be canceled for all students who registered and have not paid
August 17 - 19, Friday - Sunday	Orientation
August 19, Sunday	10 a.m. - 6 p.m. - Residence halls open for upperclassmen
August 20, Monday	8 a.m. - Undergraduate classes begin 8 a.m. - Late registration fee applies 6:30 p.m. - Graduate classes begin
August 20 - 21, Monday -Tuesday	Drop-Add (No Charge)
August 22, Wednesday	Drop-Add fee begins
August 24, Friday	4 p.m. - Last day for undergraduates to register for a class or add a class Last day to reduce course load and receive a refund
September 3, Monday	Holiday (Labor Day)
September 12, Wednesday	10 a.m. - Convocation
September 17, Monday	Last day for undergraduates to drop a first-eight-week course with a "W" grade
October 10, Wednesday	12 noon - Mid-Semester undergraduate grades due
October 11 - 12, Thursday - Friday	Mid-Semester break
October 15, Monday	Second-eight-week courses begin
October 18, Thursday	5 p.m. - Last day for prorated tuition/fee refund for students withdrawing from the University
October 22, Monday	Last day for undergraduates to drop a course with a "W" grade
October 31, Wednesday	10 - 11:15 a.m. - Departmental Majors Meeting
October 31- November 9 Wednesday - Friday	8 a.m. - 5 p.m. - Advisement for spring semester
November 5 - 6 Monday - Tuesday	8 a.m. - 6 p.m. - Undergraduate and graduate early registration for all students
November 7 - 13 Wednesday - Tuesday	8 a.m. - 4 p.m. - Undergraduate and graduate early registration for all students
November 14, Wednesday	Last day for undergraduates to drop a second-eight-week course with a "W" grade
November 19, Monday	Last day for undergraduates to withdraw from the University
November 22 - 23, Thursday - Friday	Holidays (Thanksgiving)
December 7, Friday	Classes end
Skip Reading Day for Final Examinations	
December 10 - 14, Monday - Friday	Final examinations
December 14, Friday	5 p.m. - All residence halls close
December 15, Saturday	Winter commencement
December 17, Monday	12 noon - Final grades due

## SECOND SEMESTER

January 7-8, Monday - Tuesday	8 a.m. - 6 p.m. - Undergraduate and graduate registration for all students
January 8, Tuesday	5 p.m. - Course registrations will be canceled for all students who registered and have not paid
January 8, Tuesday	1 p.m. - All residence halls open
January 9, Wednesday	8 a.m. - Undergraduate classes begin 8 a.m. - Late registration/fee applies 6:30 p.m. - Graduate classes begin
January 9-10 Wednesday - Thursday	Drop-Add (No charge)
January 11, Friday	Drop-Add fee begins
January 15, Tuesday	5 p.m. - Last day for undergraduates to register or add a class 5 p.m. - Last day to reduce course load and receive a refund
January 21, Monday	Holiday (Martin Luther King, Jr. Day)
February 6, Wednesday	Last day for undergraduates to drop a first-eight-week course with a "W" grade
March 1, Friday	4 p.m. - Mid-semester undergraduate grades due 5 p.m. - All residence halls close 10 p.m. - Spring break begins
March 9, Saturday	Last day for prorated tuition/fee refund for students withdrawing from the University
March 10, Sunday	1 p.m. - All residence halls open
March 11, Monday	8 a.m. - Classes resume Second-eight-week courses begin
March 18, Monday	Last day for undergraduates to drop a class with a "W" grade
March 29, Friday	Holiday (Good Friday)
April 8, Monday	Last day for undergraduates to drop a second-eight-week course with a "W" grade
April 10, Wednesday	10 - 11:15 a.m. - Departmental Majors Meeting
April 10-16, Wednesday - Tuesday	8 a.m. - 4 p.m. - Advisement
April 12, Friday	8 a.m. - 4 p.m. - Undergraduate and graduate early registration for all students
April 15-16, Monday - Tuesday	8 a.m. - 6 p.m. - Undergraduate and graduate early registration for all students
April 17-22, Wednesday - Monday	8 a.m. - 4 p.m. - Undergraduate and graduate early registration for all students
April 19, Friday	Last day for undergraduates to withdraw from the University
May 2, Thursday	Classes end
May 3, Friday	Reading day for final examinations
May 6 - 10, Monday - Friday	Final examinations
May 10, Friday	5 p.m. - All residence halls close
May 11, Saturday	10 a.m. - Spring commencement
May 13, Monday	12 noon - Grades due

**SUMMER SESSIONS - 2002  
UNDERGRADUATE CALENDAR  
FIRST SESSION**

May 17, Friday	4 p.m. - Course registrations will be cancelled for all students who registered and have not paid.
May 20, Monday	9 a.m. - 4 p.m. - Registration 8 a.m. - 5 p.m. - Residence halls open
May 21, Tuesday	8 a.m. - Classes begin, late registration/payment and drop/add fees apply
May 22, Wednesday	4 p.m. - Last day for undergraduates to register for a class, add a class, or drop in course load and receive a refund
May 28, Tuesday	5 p.m. - Last day for undergraduates to <u>withdraw</u> from the University and receive a prorated refund
June 5, Wednesday	Last day for undergraduates to drop a course with a "W" grade
June 14, Friday	4 p.m. - Last day for undergraduates to withdraw from Summer Session I
June 17, Monday	9 a.m. - 4 p.m. - Early registration for Second Session
July 24, Monday	Final examinations and last day of classes 4 p.m. - Course registrations will be cancelled for all students who registered for Second Session and have not paid 5 p.m. - First Summer Session residents move from residence hall if not returning for Second Summer Session
June 26, Wednesday	12 noon - Grades due

**2002 INTRA SESSION**

June 4, Tuesday	8 a.m. - Classes begin 4 p.m. - Last day for undergraduates to register or to add a class 4 p.m. - Last day to drop in course load and receive a refund
June 7, Friday	5 p.m. - Last day to <u>withdraw</u> from the University and receive prorated refund
June 13, Thursday	Last day for undergraduates to drop a course with a "W" grade.
June 19, Wednesday	Last day for undergraduates to withdraw from the University
June 24, Monday	Final examinations and last day of class
June 26, Wednesday	12 noon - Grades due

**2002 SESSION II**

June 24, Monday	4 p.m. - Course registrations will be cancelled for all students who registered and have not paid
June 25, Tuesday	9 a.m. - 4 p.m. - Registration 8 a.m. - 5 p.m. - Residence halls open
June 26, Wednesday	8 a.m. - Classes begin 8 a.m. - Late registration/payment and drop/add fees apply
June 27, Thursday	4 p.m. - Last day for undergraduates to register and pay for a class or add a class 4 p.m. - Last day to drop in course load and receive a refund
July 3, Wednesday	5 p.m. - Last day to withdraw from the University and receive a prorated refund
July 4, Thursday	Holiday
July 12, Friday	Last day for undergraduates to drop a course with a "W" grade
July 23, Tuesday	4 p.m. - Last day for undergraduates to withdraw from Summer Session II
July 31, Wednesday	Final Examinations and last day of classes 5 p.m. - Residence halls close
August 2, Friday	12 noon - Grades due



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## INTRODUCTION

The University of North Carolina at Pembroke is a constituent institution of The University of North Carolina. It carries out the purposes of a state-supported institution in the category "Comprehensive University I" and offers degree programs at the baccalaureate level as well as several master's programs. Programs for teacher certification are also offered in a variety of fields. The University of North Carolina at Pembroke operates on the traditional two-semester system and offers an extensive summer program.

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## INSTITUTIONAL MISSION

The University of North Carolina at Pembroke is a comprehensive university committed to academic excellence in a balanced program of teaching, research and service. It offers a broad range of degrees and nationally accredited professional programs at the bachelor's level and selected programs at the master's level. Combining the opportunities available at a larger university with the personal attention characteristic of a small college, the university provides an intellectually challenging environment created by a faculty dedicated to effective teaching, interaction with students, and scholarship. Graduates are academically and personally prepared for rewarding careers, post-graduate education, and community leadership.

Founded in 1887 to educate American Indians, the University now serves a student body reflective of the rich cultural diversity of American society. As it stimulates interaction within and among its cultural groups, the University enables its students to become informed, principled, and tolerant citizens with a global perspective.

The University encourages the pursuit of education as a lifelong experience so that its graduates will be equipped to meet the challenges of the twenty-first century. Drawing strength from its heritage, The University of North Carolina at Pembroke continues to expand its leadership role in enriching the intellectual, economic, social and cultural life of the region and beyond.

(Approved by the UNC Pembroke Board of Trustees on September 2, 1999.)

## HISTORY

On March 7, 1887 the General Assembly of North Carolina enacted legislation sponsored by Representative Hamilton McMillan of Robeson County creating the Croatan Normal School. The law, which was in response to a petition from the Indian people of the area, established a Board of Trustees and appropriated five hundred dollars to be used only for salaries. A building was constructed by the local people at a site about one mile west of the present location, and the school opened with fifteen students and one teacher in the fall of 1887. For many years the instruction was at the elementary and secondary level, and the

first diploma was awarded in 1905.

The school was moved to its present location in Pembroke, the center of the Indian community, in 1909. The General Assembly changed the name of the institution in 1911 to the Indian Normal School of Robeson County, and again in 1913 to the Cherokee Indian Normal School of Robeson County. In 1926 the Board of Trustees added a two-year normal program beyond high school, and phased out elementary instruction. The first ten diplomas were awarded in 1928, when the state accredited the school as a "standard normal school."

Additional college classes were offered beginning in 1931, and in 1939 a fourth year was added with the first degrees conferred in 1940. In recognition of its new status, the General Assembly changed the name of the school in 1941 to Pembroke State College for Indians. Until 1953 it was the only state-supported four-year college for Indians in the nation. The scope of the institution was widened in 1942 when non-teaching baccalaureate degrees were added, and 1945 when enrollment, previously limited to the Indians of Robeson County, was opened to people from all federally-recognized Indian groups. A few years later, in 1949, the General Assembly shortened the name to Pembroke State College.

The Board of Trustees approved the admission of White students up to forty percent of the total enrollment in 1953, and following the Supreme Court's school desegregation decision, opened the College to all qualified applicants without regard to race in 1954. Growth of over five hundred percent followed during the next eight years. In 1969 the General Assembly changed the name again to Pembroke State University, and made the institution a regional university. Such universities were authorized "to provide undergraduate and graduate instruction in liberal arts, fine arts, and science, and in the learned professions, including teaching" and to "provide other graduate and undergraduate programs of instruction as are deemed necessary to meet the needs of their constituencies and of the State."

Two years later, in 1971, the General Assembly established the sixteen-campus University of North Carolina with Pembroke State University as one of the constituent institutions. The new structure was under the control of a Board of Governors which was to coordinate the system of higher education, improve its quality, and encourage economical use of the state's resources. The Board of Governors approved the initiation of master's programs in professional education by Pembroke State University in 1978, as well as several new undergraduate programs. Since that time additional baccalaureate and master's level programs have been approved, including a baccalaureate in nursing and a Master of Business Administration.

Upon recommendation from the PSU Board of Trustees, the Chancellor, and the UNC President, and with the enthusiastic concurrence of the majority of University faculty, staff and students, the General Assembly changed the name of the institution to *The University of North Carolina at Pembroke* effective July 1, 1996.

## 1-2 ACCREDITATION AND MEMBERSHIP

The University of North Carolina at Pembroke is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award Bachelor's and Master's level degrees. In addition, The University of North Carolina at Pembroke is accredited by or is a member of:

The National Council for Accreditation of Teacher Education

Council of Social Work Education

The National Association of Schools of Music

The North Carolina State Board of Education

The North Carolina Association of Colleges and Universities

The American Association of Colleges for Teacher Education

The American Council on Education

The Association of American Colleges

The American Association of State Colleges and Universities

National Association of Schools of Public Affairs and Administration

National League for Nursing

American Association of Colleges of Nursing

Other organizations in the individual disciplines

## ORGANIZATION AND ADMINISTRATION

### 2-1 HISTORY OF THE UNIVERSITY OF NORTH CAROLINA

In North Carolina, all the public educational institutions that grant baccalaureate degrees are part of the University of North Carolina. The University of North Carolina at Pembroke is one of 16 constituent institutions of the multi-campus state university.

The University of North Carolina, chartered by the N.C. General Assembly in 1789, was the first public university in the United States to open its doors and the only one to graduate students in the eighteenth century. The first class was admitted in Chapel Hill in 1795. For the next 136 years, the only campus of the University of North Carolina was at Chapel Hill.

In 1877, the N.C. General Assembly began sponsoring additional institutions of higher education, diverse in origin and purpose. Five were historically Black institutions, and another was founded to educate American Indians. Several were created to prepare teachers for the public schools. Others had a technological emphasis. One is a training school for performing artists.

In 1931, the N.C. General Assembly redefined the University of North Carolina to include three state-supported institutions: the campus at Chapel Hill (now the University of North Carolina at Chapel Hill), North Carolina State College (now North Carolina State University at Raleigh), and Woman's College (now the University of North Carolina at Greensboro). The new multi-campus University operated with one board of trustees and one president. By 1969, three additional campuses had joined the University through legislative action: the University of North Carolina at Charlotte, the University of North Carolina at Asheville, and the University of North Carolina at Wilmington.

In 1971, the General Assembly passed legislation bringing into the University of North Carolina the state's ten remaining public senior institutions, each of which had until then been legally separate: Appalachian State University, East Carolina University, Elizabeth City State University, Fayetteville State University, North Carolina Agricultural and Technical State University, North Carolina Central University, the North Carolina School of the Arts, Pembroke State University (now **The University of North Carolina at Pembroke**), Western Carolina University, and Winston-Salem State University. This action created the current 16-campus University. (In 1985, the North Carolina School of Science and Mathematics, a residential high school for gifted students, was declared an affiliated school of the University.) In 1996, Pembroke State University was redesignated **The University of North Carolina at Pembroke** by the General Assembly.

The UNC Board of Governors is the policy-making body legally charged with "the general determinations, control, supervision, management, and governance of all affairs of the constituent institutions." It elects the president, who administers the University. The 32 voting members of the Board of Governors are elected by the General Assembly for four-year terms. Former board chairmen and board members who are former governors of North Carolina may continue to serve for limited periods as non-voting members emeriti. The president of the UNC Association of Student Governments, or the student's designee, is also a non-voting member.

Each of the 16 constituent institutions is headed by a chancellor, who is chosen by the Board of Governors on the president's nomination and is responsible to the president. Each institution has a board of trustees, consisting of eight members elected by the Board of Governors, four appointed by the governor, and the president of the student body, who serves ex officio. (The NC School of the Arts has two additional ex officio members.) Each board of trustees holds extensive powers over academic and other operations of its institution on delegation from the Board of Governors.

## 2-2 GENERAL ORGANIZATION

The General Statutes of North Carolina as enacted by the 1971 session of the North Carolina General Assembly established the Board of Governors of The University of North Carolina as the single state-level governing authority under which the following state-supported institutions of higher education are organized for administration. These statutes also designate them as constituent institutions of The University of North Carolina:

Appalachian State University  
East Carolina University  
Elizabeth City State University  
Fayetteville State University  
N. C. Agricultural and Technical State University  
North Carolina Central University  
North Carolina School of the Arts  
North Carolina State University  
**University of North Carolina at Pembroke**  
University of North Carolina at Asheville  
University of North Carolina at Chapel Hill  
University of North Carolina at Charlotte  
University of North Carolina at Greensboro  
University of North Carolina at Wilmington  
Western Carolina University  
Winston-Salem State University

The Board of Governors of The University of North Carolina is responsible for the general determination, control, supervision, management, and governance of all affairs of the constituent institutions. The President of The University of North Carolina is the chief administrative and executive officer and is responsible for the administration of The University. The President has established the General Administration to assist with this responsibility. The chief administrative officer for each constituent institution is the Chancellor, and a Board of Trustees has been established for each institution. The Chancellor determines the organization and administration for his campus.

The State Board of Education is responsible for public school education in North Carolina. The State Department of Public Instruction is responsible to the State Board for the certification/licensure of public school educators. The State Department of Public Instruction is also responsible for the development of standards and guidelines for the use of institutions of higher education in preparing teacher education programs and for their approval by the State Board of Education and the Board of Governors of The University of North Carolina.

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**BOARD OF GOVERNORS**

<b>Name</b>	<b>Residence</b>
Benjamin S. Ruffin, Chairman	Winston Salem
John F.A.V. Cecil, Vice Chairman	Asheville
G. Irvin Aldridge, Secretary	Manteo
Bradley T. Adcock	Durham
James G. Babb	Charlotte
J. Addison Bell	Matthews
F. Edward Broadwell, Jr.	Asheville
William T. Brown	Fayetteville
Angela R. Bryant	Rocky Mount
William L. Burns, Jr.	Durham
C. Clifford Cameron	Charlotte
Annie W. Cates	Chapel Hill
Bert Collins	Durham
John W. Davis, III	Winston Salem
Ray S. Farris	Charlotte
Dudley E. Flood	Raleigh
Hannah D. Gage	Wilmington
Willie J. Gilchrist	Halifax
H. Frank Grainger	Cary
James E. Holshouser	Southern Pines
Peter Keber	Charlotte
Teena S. Little	Southern Pines
Charles H. Mercer, Jr.	Raleigh
Andrew Payne	Raleigh
Barbara S. Perry	Kinston
Patsy B. Perry	Durham
Jim W. Phillips, Jr.	Greensboro
H. D. Reaves, Jr.	Chapel Hill
Gladys Ashe Robinson	Greensboro
J. Craig Souza	Raleigh
Priscilla P. Taylor	Chapel Hill
Robert F. Warwick	Wilmington
J. Bradley Wilson	Durham
Ruth Dial Woods	Pembroke

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**OFFICE OF THE PRESIDENT**  
THE UNIVERSITY OF NORTH CAROLINA  
910 Raleigh Road  
Chapel Hill, NC 27515-2688  
(919) 962-1000

[http://www.northcarolina.edu/applications/secretary/admin\\_directory/view\\_by\\_org.cfm?org=3&group=Null](http://www.northcarolina.edu/applications/secretary/admin_directory/view_by_org.cfm?org=3&group=Null)

President	Molly Corbett Broad
Vice President for Academic Affairs	Gretchen Bataille
Vice President for Program Assessment and Public Service	Vacant
Vice President for University School Programs	Charles R. Coble
Secretary of the University	Rosalind Fuse-Hall
Vice President for Finance	Jeffrey R. Davies
Vice President for Information Resources and Chief Information Officer	Interim - Robyn Render
Vice President for Public Affairs and University Advancement	J. B. Milliken
Vice President for Planning	Vacant
Vice President and General Counsel	Leslie Winner
Vice President for Human Resources	Ron Penney

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**BOARD OF TRUSTEES**  
**THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE**

<p>Mr. H. Thomas Jones, II                      2001            314 Edgewood Circle            (Chairman)            Whiteville, NC 28472            Tel:    Bus. 910/843-4131, Ext. 270                   Res. 910/642-9788                   Fax. 910/843-8890</p>	<p>Mr. McDuffie Cummings (Delora) 2003            P.O. Box 479            Pembroke, NC 28372            Tel:    Bus. 910/521-9758                   Res. 910/521-9831                   Fax. 910/521-0472</p>
<p>Dr. Cheryl Ransom Locklear            2003            P.O. Box 1240                      (Vice Chair)            Pembroke, NC 28372            Tel:    Bus. 910/843-4262                   Res. 910/521-3329                   Fax. 910/843-1238</p>	<p>Mr. Henry G. Lewis (Gayle)            2003            308 Oxford Road            Lumberton, NC 28358            Tel:    Bus. 910/618-9727                   Res. 910/738-7972                   Fax. 910/618-1004</p>
<p>Mr. Marion Bass (Edith)                2005            2420 Lemontree Lane            Charlotte, NC 28211            Tel:    Res. 704/365-1780                   Fax. 704/365-3160</p>	<p>Mr. Carol Meares, Jr. (Dennie)        2005            P.O. Box 187            Fair Bluff, NC 28439            Tel:    Bus. 910/649-7521                   Res. 910/649-7071                   Fax. 910/649-6220</p>
<p>Mrs. Becky Bullard (Cliff, Jr.)        2003            510 Brookgreen Drive            Lumberton, NC 28358            Tel:    Bus. 910/671-4284                   Res. 910/738-1906                   Fax. 910/671-4298</p>	<p>Mr. Gervais (Gary) Oxendine (Olivia) 2001            P.O. Box 1009            Laurinburg, NC 28352            Tel:    Bus. 910/276-6210, Ext. 245/201                   Res. 910/692-6015                   Fax. 910/276-5907</p>
<p>Mrs. Sybil J. Bullard (Danny)        2001            944 Jones Road            Pembroke, NC 28372            Tel:    Bus. 910/843-3682                   Res. 910/521-2796                   Fax. 910/843-3682</p>	<p>Mr. Roger Oxendine (Bobbie)        2003            5671 Hwy. 130 East            Rowland, NC 28383            Tel:    Bus. 910/628-8667                   Res. 910/628-6238                   Fax. 910/628-8555</p>
<p>Ms. Sybil Lowry Collins (Jeff)        2005            Post Office Box 969            Pembroke, NC 28372            Tel:    Res. 910/521-3842                   Fax. 910/521-8643</p>	<p>Ms. Sherry Prince (Arthur)            2003            Soles, Phipps, Ray, Prince &amp; Williford            Post Office Box 631            Tabor City, NC 28453            Tel:    Bus. 910/653-2015                   Fax. 910/653-4371</p>

Mr. Dane Onorio 2001-2002  
 President, Student Government Association  
 University Center  
 Pembroke, NC 28372  
 Tel: Bus. 910/521-6482