

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 -- 2002-2003**

FALL SEMESTER 2002

August 14, Wednesday	5 p.m. - Course registrations will be cancelled for undergraduate students who registered early and have not paid
August 15, Thursday	8 a.m. - 6 p.m. - Undergraduate and graduate registration
August 16-18, Fri.-Sun.	Orientation
August 16, Friday	8 a.m. - 4 p.m. - Undergraduate and graduate registration
August 18, Sunday	1 p.m. - 6 p.m. - Residence halls open for upperclassmen
August 19, Monday	8 a.m. - Undergraduate classes begin 8 a.m. - Late registration fee applies 6:30 p.m. - Graduate classes begin
August 19 - 20, Monday - Tuesday	Drop / Add (No Charge)
August 21, Wednesday	Drop / Add fee begins
August 23, Friday	4 p.m. - Last day for undergraduates to register or add a class Last day to reduce course load and receive a refund
August 28, Wednesday	10:30 a.m. - Convocation
September 2, Monday	Holiday (Labor Day)
September 16, Monday	Last day for undergraduates to drop a first-eight-week course with a "W" grade
October 9, Wednesday	12 noon - Mid-semester undergraduate grades due
October 10 - 11, Thursday - Friday	Mid-Semester break
October 14, 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 21, Monday	Last day for undergraduates to drop a course with a "W" grade
October 30, Wednesday	10 - 11:15 a.m. - Departmental Majors Meeting
October 30- November 1 Wednesday - Friday	8 a.m. - 5 p.m. - Advisement for spring semester
November 1, Friday	Deadline for submitting application for degree for spring commencement
November 4-5, Mon.-Tue.	8 a.m. - 6 p.m. - Undergraduate and graduate early registration
November 6 - 12 Wednesday - Tuesday	8 a.m. - 4 p.m. - Undergraduate and graduate early registration
November 13, Wednesday	Last day for undergraduates to drop a second-eight-week course with a "W" grade
November 18, Monday	Last day for undergraduates to withdraw from the University
November 28 - 29, Thursday - Friday	Holidays (Thanksgiving)
December 6, Friday	Classes end
Skip Reading Day for Final Examinations	
December 9 - 13, Monday - Friday	Final examinations
December 13, Friday	5 p.m. - All residence halls close
December 14, Saturday	10 a.m. - Winter commencement
December 16, Monday	12 noon - Final grades due

SPRING SEMESTER 2003

January 6-7, Mon.-Tue.	8 a.m. - 6 p.m. - Undergraduate and graduate registration
January 7, Tuesday	5 p.m. - Course registrations will be cancelled for all students who registered and have not paid
January 7, Tuesday	10 a.m. - All residence halls open
January 8, Wednesday	8 a.m. - Undergraduate classes begin 8 a.m. - Late registration fee applies 6:30 p.m. - Graduate classes begin
January 8 - 9 Wednesday - Thursday	Drop / Add (No charge)
January 10, Friday	Drop / Add fee begins
January 14, 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 20, Monday	Holiday (Martin Luther King, Jr. Day)
February 5, Wednesday	Last day for undergraduates to drop a first-eight-week course with a "W" grade
February 28, Friday	4 p.m. - Mid-semester undergraduate grades due 5 p.m. - All residence halls close
March 3 - 7, Mon.-Fri.	Spring break
March 8, Saturday	Last day for prorated tuition/fee refund for students withdrawing from the University
March 9, Sunday	1 p.m. - All residence halls open
March 10, Monday	8 a.m. - Classes resume Second-eight-week courses begin
March 17, Monday	Last day for undergraduates to drop a class with a "W" grade
April 7, Monday	Last day for undergraduates to drop a second-eight-week course with a "W" grade
April 9, Wednesday	10 - 11:15 a.m. - Departmental Majors Meeting
April 9 - 15, Wed.-Tue.	8 a.m. - 4 p.m. - Advisement for 2003 summer and fall semester
April 11, Friday	8 a.m. - 4 p.m. - Undergraduate and graduate early registration
April 14-15, Mon.-Tue.	8 a.m. - 6 p.m. - Undergraduate and graduate early registration
April 16-21, Wed.-Mon.	8 a.m. - 4 p.m. - Undergraduate and graduate early registration
April 18, Friday	Holiday (Good Friday)
April 21, Monday	Last day for undergraduates to withdraw from the University
May 1, Thursday	Classes end
May 2, Friday	Reading day for final examinations
May 5 - 9, Mon. - Fri.	Final examinations
May 9, Friday	5 p.m. - All residence halls close
May 10, Saturday	10 a.m. - Spring commencement
May 12, Monday	12 noon - Grades due

**SUMMER SESSIONS - 2003
UNDERGRADUATE CALENDAR
FIRST SESSION**

May 16, Friday	4 p.m. - Course registrations will be cancelled for all students who registered and have not paid.
May 19, Monday	9 a.m. - 4 p.m. - Registration 10 a.m. - 5 p.m. - Residence halls open
May 20, Tuesday	8 a.m. - Classes begin, late registration payment and drop/add fees apply
May 21, 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, Wednesday	5 p.m. - Last day to <u>withdraw</u> from the University and receive a prorated refund
June 4, Wednesday	Last day for undergraduates to drop a course with a "W" grade
June 13, Friday	4 p.m. - Last day for undergraduates to withdraw from Summer Session I
June 16, Monday	9 a.m. - 4 p.m. - Early registration for Second Session 4 p.m. - Course registrations will be cancelled for all students who registered early for Second Session and have not paid.
July 23, Monday	Final examinations and last day of classes 5 p.m. - First Summer Session residents move from residence hall if not returning for Second Summer Session
June 25, Wednesday	12 noon - Grades due

2003 INTRA SESSION

June 3, Tuesday	8 a.m. - Classes begin 4 p.m. - Last day to register or to add a class 4 p.m. - Last day to drop in course load and receive a refund
June 10, Tuesday	5 p.m. - Last day to <u>withdraw</u> from the University and receive prorated refund
June 12, Thursday	Last day for undergraduates to drop a course with a "W" grade.
June 18, Wednesday	Last day for undergraduates to withdraw from intra session
June 23, Monday	Final examinations and last day of class
June 25, Wednesday	12 noon - Grades due

2003 SESSION II

June 23, Monday	4 p.m. - Course registrations will be cancelled for all students who registered early and have not paid
June 24, Tuesday	9 a.m. - 4 p.m. - Registration 10 a.m. - 5 p.m. - Residence halls open
June 25, Wednesday	8 a.m. - Classes begin 8 a.m. - Late registration/payment and drop/add fees apply
June 26, Thursday	4 p.m. - Last day for undergraduates to register or add a class 4 p.m. - Last day to drop in course load and receive a refund
July 2, Wednesday	5 p.m. - Last day to withdraw from the University and receive a prorated refund
July 4, Friday	Holiday
July 11, Friday	Last day for undergraduates to drop a course with a "W" grade
July 22, Tuesday	4 p.m. - Last day for undergraduates to withdraw from Summer Session II
July 30, Wednesday	Final examinations and last day of classes 5 p.m. - All residence halls close
August 1, Friday	12 noon - Grades due

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1

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.

1-1

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

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2

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.

2-3

BOARD OF GOVERNORS

Name	Residence
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
Jonathan L. Ducote	Raleigh
Ray S. Farris	Charlotte
Dudley E. Flood	Raleigh
Hannah D. Gage	Wilmington
Willie J. Gilchrist	Halifax
H. Frank Grainger	Cary
James E. Holshouser, Jr. (Emeritus)	Southern Pines
Peter Keber	Charlotte
Teena S. Little	Southern Pines
Charles H. Mercer, Jr.	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

2-4

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

President	Molly Corbett Broad
Vice President for Academic Affairs	Gretchen M. Bataille
Vice President for University School Programs	Richard L. Thompson
Secretary of the University	L. B. Corgnati
Vice President for Finance	Jeffrey R. Davies
Vice President for Information Resources and Chief Information Officer	Robyn Render
Vice President for Public Affairs and University Advancement	J. B. Milliken
Vice President for Academic Planning	Alan R. Mabe
Vice President and General Counsel	Leslie Winner
Vice President for Human Resources	Ronald G. Penney

2-5

BOARD OF TRUSTEES
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE

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