

Faculty Senate Resolution #24-31

Approved by the Faculty Senate: March 26, 2024

Approved by the Chancellor: May 8, 2024

University Environment Committee  
Sustainability (SU) Designation Course Process

1. Faculty member logs into Curriculog at: <https://ecu.curriculog.com/> and fills out the Sustainability Course Designation (SU) Application.
2. The University Environment Committee is notified by email at [uec@ecu.edu](mailto:uec@ecu.edu) when the SU application has been completed in Curriculog.
3. SU Designation Subcommittee (2-3 members of the UEC on rotation selected by the UEC chair) reviews application, fills out the evaluation rubric, and provides the following information to the UEC chair to be added to the agenda: course, SU or SU\* (select course sections only), and the SU Designation Subcommittee's recommendation.
4. SU Designation Subcommittee discusses satisfaction of the rubric with the full UEC. If the Subcommittee decides that the applicant needs to modify the application, the UEC chair will notify the applicant of requested revisions. The Subcommittee will review the subsequent modifications to ensure the requested revisions have been implemented.
5. If the application meets SU Designation requirements, the UEC votes to recommend approval. If the course is new, the University Curriculum Committee must review the final course application before it is sent to Faculty Senate for approval. In this case, the UEC chair informs the University Curriculum Committee that the application has been approved by the UEC. If an SU designation is simply added to an existing course, the UEC chair informs the Faculty Senate Administrative Assistant (currently Rachel Baker) and the Faculty Senate chair directly of the UEC's approval of the course.
6. UEC secretary notes the course title, number, SU or SU\*, and committee decision in the meeting minutes.
7. Faculty Senate votes on SU designation (via approval of the UEC's minutes).
8. The Faculty Senate resolution is sent to the chancellor.
9. Chancellor approves or denies resolution.
10. Faculty Senate notifies UEC of resolution decisions.