



TO: ECU Faculty

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DATE: August 22, 2024

SUBJ: Updates related to Faculty Workload at ECU

Over the 2023-24 academic year, ECU was proactive in preparing for changes required by the UNC System's adoption of [400.3.4 Policy on Faculty Workload](#) and [400.3.4\[R\] Regulation on Faculty Workload](#). The changes impact how ECU documents and reports - to the Board of Trustees and to the System Office - the work our faculty accomplish annually at ECU.

ECU's [Faculty Workload Policy](#) was updated to reflect the changes and, throughout the summer, Dr. Ticknor presented information to unit heads, library directors and deans about these changes and how they will be implemented at ECU. This memo summarizes updates related to this new policy.

- Code units will need to establish guidelines that describe typical faculty workloads for each appointment type and conditions for deviations from that typical faculty workload.
- Individual faculty workloads will be documented in Faculty 180.
- Annual workplans are required for individual faculty members who are appointed for longer than one year and who are full time. These will also be documented in Faculty 180.
- Faculty with teaching in their workload will document their teaching effectiveness in Faculty 180, with prompts for self-assessment and peer assessment (when applicable).
- Annual evaluations will transition from a 5-point numerical scale to a rating scale consisting of three categories of "exceeds," "meets," and "does not meet" expectations.
- Unit administrators will generate Faculty Success Plans for faculty who do not adequately satisfy workplan expectations in a review cycle.

To help the ECU community adjust to these changes, a Cornerstone training module is being developed. The module will be available to all faculty and administrators and will be mandatory for new faculty and new administrators who evaluate faculty. You will receive additional information about this module and additional resources later this fall.

In the meantime, we encourage you to review the following existing resources:

- [How to Enter Activity Distribution/Workplan Weights](#)
- [How to Enter Annual Faculty Workplan Goals](#)
- [Faculty180 Workplan Review Guidance](#) (for unit administrators)
- [Faculty180 Peer Assessment Entry Guidance](#)
- [Faculty180 Self-Assessment on Teaching Effectiveness Entry Guidance](#)
- [FAQ](#) for common questions related to this policy
- Second annual updates to faculty from the Chair of the Faculty:
October 2nd from 11:00 – 12:00 ([link to register](#)/ [link to join](#))

A full schedule of [Faculty180 workshops](#) can be found on ECU's Faculty180 website. If faculty have additional questions, those can be directed to Dr. [Anne Ticknor](#), Chair of the Faculty.

ECU already had processes in place to satisfy most of the requirements of the UNC System workload policy. Most of the changes relate to additional information that is required and how that information is reported. We anticipate a smooth implementation of the new requirements thanks in large part to the proactive work done last year by Faculty Senators and support offices. Please begin collaborating within your units to establish workload guidelines and maintain engagement with your unit through this process. More details regarding these requirements will be forthcoming.

Thank you.