



TO: ECU Faculty

FROM: J. Christopher Buddo
Interim Provost and Senior Vice Chancellor for Academic Affairs

CC: Academic Deans

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SUBJ: Reminder to Faculty: Workplans Due by Fall Semester End

ECU continues to make steady progress in response to 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 work done last year by Faculty Senate, administrators, and support offices left us in good shape to begin this academic year, and we are thankful for the engagement and collaboration that have occurred within your units this fall to establish workload guidelines.

This memo provides updates and reminders about Fall 2024 deadlines and resources. A [website](#) is now available to serve as a repository of resources that you may find helpful, and a [FAQ](#) addresses common questions related to this policy. A Cornerstone training module is being developed that will pull together and review information that has already been shared throughout the summer and fall. The module will be available to all faculty and administrators early in the spring semester.

Please note that all 2024-2025 workplans should be entered in Faculty180 by the end of the fall semester, with a suggested deadline of **December 15, 2024** ([How to Enter Workload Percentages](#) and [How to Enter Workplan Goals](#)). October and November email reminders were distributed to faculty who had not yet completed this process, and the next reminder is scheduled for December 2. Unit administrators can review and monitor Workplan entries for their unit by following the [Faculty180 Workplan Review Guidance](#).

Recordings of previous presentations to [faculty](#) and to [department chairs](#) can be found on the OFE website, and we will continue to use opportunities such as the Spring 2025 Updates for Department Chairs session on January 27 from 11:00 – 12:30 ([Register Here](#)) to share information and respond to questions. A full schedule of [Faculty180 workshops](#) and recordings related to this topic can be found on ECU's Faculty180 website, including trainings this spring such as:

- Entering and Updating Activities (January 22, 2025 – [Register Here](#))
- Annual Evaluation Training for Faculty (February 26, 2025 – [Register Here](#) and March 18, 2025 – [Register Here](#))
- Annual Evaluation Training for Chairs and Evaluators (March 5, 2025 – [Register Here](#) and April 18, 2025 – [Register Here](#))

This academic year has been a transitional year for all of us, and we encourage you to join upcoming opportunities for updates and information. Additional questions can be directed to Dr. [Anne Ticknor](#), Chair of the Faculty.