New Chairs Checklist 2024-2025

Note: The 2024/2025 Academic Year will bring several adjustments to personnel processes and timelines. This schedule may change as new processes are adopted. Opportunities for the Provost and the Chair of the Faculty to provide updates to department chairs as these processes are formalized can be found on the Department Chair page of the OFE website. _____

*This checklist is **only** intended to prompt general awareness/memory of recurring process for department chairs at ECU and provide a starter resource for chairs to update, refine, and expand each year for themselves. It **is not** comprehensive or intended to be used as the sole source of information about these deadlines. When possible, contact information had been provided for each item. It is critical to consult theses various offices to confirm accuracy of these deadlines, as they may change. If you find errors in this checklist, or think of additional items that should be included, please send them to Sarah Williams williamssar@ecu.edu.*

Month			Category	Contact
August				
		Support Unit Annual Reports and Assessment Reports due August 1	IPAR-Institutional Assessment	Kristen Dreyfus Springer Springerk@ecu.edu
		Faculty Office Hours submitted (_____)		
		Faculty Syllabi submitted in (_____)		
		Convocation, college, and department meetings (8/16/24)	Academic Calendar	https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/
		Department Committees' elections (_____)		
		Classes begin (8/19/24)	Academic Calendar	https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/
		Meetings with Faculty (percentages/goals/objectives) Meetings to set criteria for reviews (Personnel) (_____)		
		Faculty Credentialing before Census Day (_____)		https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/
		Fall Census Day, August 30 (official enrollment count taken at 5 p.m.)	Academic Calendar	https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/
		First Meeting of Graduate Council (8/26/24)	Graduate Council	https://gradschool.ecu.edu/council-committees/
		Faculty member meets with unit administrator to verify that all required documents are in PAD (optional but recommended) 4th Tuesday in August (for Reappointment of Probationary-Term Faculty Members in 2nd Year of Employment With Credit for Prior Academic Service Timeline)		
		First Meeting of the Undergraduate Curriculum Committee (UCC) – organizational (8/29/24)	Undergraduate Curriculum Committee	https://facultysenate.ecu.edu/undergraduate-curriculum-committee/
September				
		Fixed-term faculty members request consideration of a subsequent appointment and submit portfolio required by unit code (no later than 75 calendar days before term expires)		

		Labor Day Holiday (9/2/24)	Academic Calendar	https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/
		Encourage Peer Observation training for faculty who will be conducting peer Observations	Office for Faculty Excellence	Sarah Williams (williamssar@ecu.edu) or https://ofe.ecu.edu/
		Departments begin building Spring schedule in Banner (9/3)	Registrar	Beth Dawson dawsone19@ecu.edu
		Promotion/Tenure: Unit Administrator informs Promotion and Tenure committee of upcoming need for a meeting (1st Tues. in September)	Faculty Senate P&T	Faculty Manual, Part X https://facultysenate.ecu.edu/
		Promotion/Tenure: External Reviewer's reports due (1st Tues in September) P&T Decision Year.	Faculty Senate P&T	https://facultysenate.ecu.edu/
		Promotion/Tenure: Faculty member meets with unit administrator to verify that all required documents are in PAD (optional but recommended) 1st Tuesday in September.	Faculty Senate P&T	https://facultysenate.ecu.edu/
		Promotion/Tenure: Faculty submit PAD: 9-month Faculty in 2nd year of Employment with Credit for Prior Academic Service time (1st Tues. in Sept) - P&T Decision Year. (2nd Tues. in Sept)	Faculty Senate P&T	https://facultysenate.ecu.edu/
		First meeting of the Graduate Curriculum Committee (GCC) (9/4/24). Note: Please encourage your unit to submit changes to curriculum during the Fall semester to ensure the approval process is complete by the end of Spring semester.	Graduate Curriculum Committee	https://gradschool.ecu.edu/gcc-curriculum-committee/
		Promotion/Tenure: Unit administrator makes PAD available to committee. (2nd Friday in September)		
		Nominations for Teaching Awards and Engagement award – due Sept. 15 or next business day if on weekend. *Remember to notify faculty when they are nominated for an award and point them to the Faculty Senate guidelines for the application portfolio requirements.*	Award Guidelines – Faculty Senate	https://facultysenate.ecu.edu/academic-awards-committee/
		Notifications for Administrators Needing a 5-year Review have historically been sent to the deans this month from Academic Affairs	Academic Affairs	TBD this year as POSO and Academic Affairs pesonnel teams reorganze
		Institutional Assessment Review Committee reviews educational program and support unity assessment reports. Institutional Assessment shares Outcomes to be addressed in the current AY along with Action Plans.	IPAR-Institutional Assessment	Kristen Dreyfus Springer Springerk@ecu.edu
		If haven't done already, schedule peer observation for those faculty who want/need them.	Faculty Senate (Policy/ Instruments) OFE (Observer Training)	https://facultysenate.ecu.edu/general-education-committee/
		Send reminder in late-November or early-December to Fixed-term faculty who plan to submit a request for subsequent appointment.		
October				
		Committee and Unit administrator notify fixed-term faculty member in writing of subsequent appointment recommendation (no later than 45 days before term expires)		

		Promotion/Tenure: Committee forwards decision/PAD to Unit Administrator: • 1st Tues. in Oct. (Reappointment of Probationary-Term 9-month Faculty members in 2nd year of employment with credit for prior academic service timeline) • 4th Tues. in October P&T Decision Year.	Faculty Senate P&T	Faculty Manual, Part X https://facultysenate.ecu.edu/
		Remind faculty teaching a DE course in the spring to ensure they are up-to-date on DE training requirements – register for *initial* DE training in Cornerstone, record *ongoing* DE training in Faculty 180.	Office for Faculty Excellence	Sarah Williams williamssar@ecu.edu https://faculty180.ecu.edu/resources/
		Fall Break – October 5 – 8	Academic Calendar	https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/
		Deadline to enter course schedule for Spring into banner and submit Schedule requests to the registrar (October 7th).	Registrar's Office Each College Dean	Beth Dawson dawsone19@ecu.edu
		Post-Tenure Review: Unit Administrator informs faculty of post-tenure review deadline and Tenure Committee of need to form Peer Review Committee (2nd Monday in October)	Faculty Senate	
		Institutional Assessment Review Committee completes reviews of assessment reports. Unit assessment coordinators receive review feedback on October 16th (Changes to assessment reports based on the review - due by December 15th)	IPAR-Institutional Assessment	Kristen Springer Dreyfus Springerk@ecu.edu
		Reappointment: Unit Administrator forwards Recommendation to Dean (if applicable) regarding reappointment of probationary-term faculty members in 2nd year of employment with credit for Prior Academic Service timeline. 3rd Tuesday in October. (due to Provost 1st Tuesday in November)	Faculty Senate P&T	Faculty Manual, Part X https://facultysenate.ecu.edu/
		2024-2025 Personnel Data File created, Last day of October (unless that day falls on a weekend). Official count of ECU faculty and staff.	IPAR	Beverly King Kingb14@ecu.edu
November				
		Student Registration for Spring Semester (Begins 11/1/24 – for special populations)	Academic Calendar	https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/
		Fixed-Term Permanent & Temp Contracts due early this month.	Academic Affairs	TBD this year as POSO and Academic Affairs pesonnel teams reorganze
		Post-Tenure Review: Faculty submit drafts of post-tenure review documentation to Unit Administrator (2nd Monday in November)		
		Spring 2025 Fixed-Term New Hire and Subsequent Appointments (Perm & Temps) – **See *Faculty Manual* Parts IX and X, and Payroll Deadline Schedule for required actions and deadlines**. Submit recommendations as soon as completed or by November 11, 2024, whichever is earlier. Review EHRA recruitment guidelines for compliance. **Temporary faculty who will not be issued a subsequent appointment for spring should receive an**	College Dean's Office	

		evaluation at the end of fall semester with a copy to Personnel Admin.		
		Searches for spring hires		
		Fall SSOI – open: 11/20/24 - 12/2/24	IPAR-Institutional Assessment	https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/
		Last day to Submit Thesis or Dissertation Fall 2023 (11/22/24)	Graduate School	https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/
		Fall Graduating Senior Survey/Graduate Student Exit Survey/First Destination Survey	IPAR-Institutional Assessment	Kristen Springer Dreyfus Springerk@ecu.edu
		Thanksgiving Break (November 27 – December 1)	Academic Calendar	https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/
		Check due date for Fixed Asset Report – may be early December		
December				
		Post-Tenure Review: Faculty and Unit administrator meet to discuss post-tenure review documentation (1st Monday in December)	Faculty Manual	
		Classes End 12/2/24	Academic Calendar	https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/
		Promotion & Tenure: Unit Administrator forwards Recommendation/PAD to Dean Regarding Faculty in Spring Semester before Decision Year. (note: Brody School of Medicine P&T Committee reviews & makes recommendation to BSOM Dean) (1st Tuesday in December) P&T Decision Year. (Due to Provost 1st Tuesday in February)	Faculty Senate P&T	Faculty Manual, Part X https://facultysenate.ecu.edu/
		Advancement in Title: Fixed-term faculty make request to the unit administrator to begin the process of consideration for advancement in title. (1st Tuesday in December)	Faculty Manual	
		Reading Day 12/3/24	Academic Calendar	https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/
		Exams Begin 12/4/24	Academic Calendar	https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/
		Evaluations for Temporary Faculty Employees employed during the fall semester who are not continuing employment in the spring semester typically due this month.	Academic Affairs	TBD this year as POSO and Academic Affairs pesonnel teams reorganze
		Remind faculty teaching a DE course in the spring to ensure they are up-to-date on DE training requirements		Faculty Manual Part 6 section3 https://facultysenate.ecu.edu/ https://faculty180.ecu.edu/resources/
		Exams for fall close (12/11/24)	Academic Calendar	https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/

	Faculty Evaluations due for <u>temporary faculty</u> employed during fall semester <u>who will NOT be issued a subsequent appointment</u> for spring semester. (12/13/24)	College Dean's Office	
	Grades due 4:30 pm 12/13/24	Academic Calendar	https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/
	Commencement (12/13/24)	Academic Calendar	https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/
	Assessment Report Changes due by December 15th	IPAR-Institutional Assessment	Kristen Springer Dreyfus Springerk@ecu.edu
	GCC Level II/III Approval Deadline - All graduate Level II/III curriculum packages should be reviewed and approved on or before this committee meeting date: February 19 2025. (Recommended submission deadline is 12/16/24).	Graduate School	Kathy Cox Coxka@ecu.edu 2023-2024-Graduate-Curriculum-Committee-Calendar.pdf (sharepoint.com)
	Fall SSOI Results available after commencement	IPAR-Institutional Assessment	Kristen Springer Dreyfus Springerk@ecu.edu
	First Destination Survey – 6-month follow-up for Spring graduates	IPAR-Institutional Assessment	Kristen Springer Dreyfus Springerk@ecu.edu
January			
	Annual Review: Unit Administrator informs 9-month faculty of work plan and annual evaluation deadlines (1/10)	Faculty Manual	
	Post-Tenure Review: Faculty member submits post-tenure review documentation to Peer Review Committee (2nd Monday in January)	Faculty Manual	
	Classes Begin (1/13/24)	Spring Academic Schedule	https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/
	Reappointment: Unit administrator informs committee of upcoming need for a meeting regarding reappointment for 9-month probationary-term faculty. (2nd Tuesday in January)	Faculty Manual	
	Advancement in Title: Unit administrator informs committee of upcoming need for a meeting regarding advancement in title for fixed term faculty. (2nd Tuesday in January)	Faculty Manual	
	Advancement in Title: Fixed term faculty members seeking advancement in title meet with unit administrator to verity that all required documents are in portfolio (optional but recommended) (2nd Tuesday in January)	Faculty Manual	
	Reappointment: Probationary faculty members meet with unit administrator to verify that all required documents are in PAD (optional but recommended) (9-month faculty 2nd Tuesday in January)	Faculty Manual	
	State Holiday – no classes (1/20/24)	Spring Academic Schedule	https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/

		Advancement in Title: Fixed term faculty members seeking advancement in title turn portfolio in to unit administrator (3rd Tuesday in January)	Faculty Manual	
		Advancement in Title: Unit administrators make portfolios of fixed term faculty seeking advancement in title available to committee (3rd Tuesday in January)	Faculty Manual	
		Departments begin building Summer and Fall schedule in banner (January 21)	Registrar	Beth Dawson dawsone19@ecu.edu
		Reappointment of Probationary Term faculty: PADS due (9-month faculty; 3rd Tuesday in January)	Faculty Senate Reappointment	Faculty Manual, Part X https://facultysenate.ecu.edu/
		GCC Level I Approval Deadline – All graduate Level I curriculum packages should be reviewed and approved on or before this committee meeting date: March 19, 2025 (Recommended submission deadline January 24, 2025)	Graduate School	Kathy Cox Koxka@ecu.edu 2023-2024-Graduate-Curriculum-Committee-Calendar.pdf (sharepoint.com)
		Spring 2025 Census Day, 1/27/25 (official enrollment count taken at 5 p.m.)	Academic Calendar	https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/
February				
		Promotion/Tenure: Faculty member makes a request to the unit administrator to begin the process of consideration for promotion or early tenure –(1st Friday in February) before decision year	Faculty Senate P&T	Faculty Manual, Part X https://facultysenate.ecu.edu/
		Post-Tenure Review: Committee review to Unit Administrator (2nd Monday in February)	Faculty Manual	
		Reappointment of Probationary Term Faculty: committee recommendation forwarded to unit admin - (9-month Faculty; 2nd Tuesday in February)	Faculty Senate	Faculty Manual, Part X https://facultysenate.ecu.edu/
		Administrator Evaluations – Board of Trustees policy entitled "Appointment and Review of Administrative Officers at ECU" approved November 30, 2007 governs these evaluations. The policy mandates that each senior administrator undergo a comprehensive assessment every five years, or earlier if requested by the appointing officer. Per the policy, administrators who are due evaluation should normally be notified by September 1 and evaluations are due to the appointing officer by February 15 of that academic year. (2/15/25)	College Dean's Office	
		Deadline to enter course schedule for Summer and Fall into banner and submit Schedule requests to the registrar (February 17th).	Registrar's Office Each College Dean	Beth Dawson dawsone19@ecu.edu
		Reappointment: Unit administrator informs committee of upcoming need for a meeting regarding reappointment for 12-month probationary-term faculty. (3rd Tuesday in February)	Faculty Manual	
		Reappointment: Probationary faculty members meet with unit administrator to verity that all required documents are in PAD (optional but recommended) (12-month faculty 3rd Tuesday in February)	Faculty Manual	
		Promotion/Tenure: Faculty submits list of External Reviewers (3rd Friday in February). Spring before decision year.	Faculty Senate	Faculty Manual, Part X https://facultysenate.ecu.edu/

	Reappointment: PADS due (12-month faculty; 4th Tuesday in February)	Faculty Senate Reappointment	Faculty Manual, Part X https://facultysenate.ecu.edu/
	Subsequent Appointment: Fixed-term faculty members request consideration of a subsequent appointment and submit portfolio required by unit code (no later than 75 calendar days before term expires)	Faculty Manual	
	Advancement in Title: Committee recommendation for fixed term faculty seeking advancement in title due to Unit administrator (last Tuesday in February)	Faculty Manual	
March			
	Subsequent Appointment: Committee and Unit administrator notify fixed-term faculty member in writing of subsequent appointment recommendation (no later than 45 days before term expires)	Faculty Manual	
	Post-Tenure Review: Unit Administrator review to Dean (1st Monday in March)	Faculty Manual	
	Reappointment: Unit Administrator forwards Recommendations for reappointment of probationary Term faculty to Dean – If applicable (9-month Faculty; 1st Tuesday in March) (due to Provost last Tuesday in March)	Faculty Senate	Faculty Manual, Part X https://facultysenate.ecu.edu/
	Fall contracts for Fixed-Term Permanent positions typically due in early March	Academic Affairs	TBD this year as POSO and Academic Affairs pesonnel teams reorganze
	Spring Break (March 9-16)	Spring Academic Schedule	https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/
	July 1, 2025 (12mo) and Fall 2025 (9mo) Fixed-Term New Hire and Subsequent Appointments (Perm & Temps) - See *Faculty Manual* Parts IX and X) for required actions and deadlines. Forward recommendations as soon as completed or by March 17, 2025, whichever is earlier. Please review EHRA recruitment guidelines for compliance. [NOTE: A fixed-term faculty member who requests a subsequent appointment (no later than 75 calendar days before the current term expires) must be notified in writing of the Personnel Committee's and unit administrator's respective recommendations within 45 calendar days before the end of the current term.]	College Dean's Office	
	Reappointment: Committee forwards Recommendation to unit admin - (12-month Faculty; 3rd Tuesday in March)	Faculty Senate Reappointment	Faculty Manual, Part X https://facultysenate.ecu.edu/
	Advancement in Title: Unit administrator sends recommendation/portfolio to Dean for Advancement in Title decisions. (For BSOM: decision at Dean is final) (3rd Tuesday in March)	Faculty Manual	
	Registration for Summer and Fall begins (3/28/25 for special populations)	Spring Academic Schedule	https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/
	Promotion/Tenure: Tenure Committee submission of List of External Reviewers to the unit administrator – (4th Friday in March) Spring before decision year.	Faculty Senate P&T	Faculty Manual, Part X https://facultysenate.ecu.edu/
	Be sure planning for evaluation and Progress Toward Tenure meetings is underway.		
	Pirate Nation Gives is generally in March		

New Chairs Checklist 2024-2025

April				
		9-month faculty submit draft of workplan and annual report to unit administrator (due 4/1)	Faculty Manual	
		Monitor spending with June 30 deadline in mind.		
		State Holiday – April 18 - 19	Spring Academic Schedule	https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/
		Final meeting of the Undergraduate Curriculum Committee (UCC) (04/10/24)	Undergraduate Curriculum Committee	https://facultysenate.ecu.edu/undergraduate-curriculum-committee/
		Final meeting of the Educational Policies and Planning Committee (EPPC) (4/11/25)	Educational Policies and Planning Committee	https://facultysenate.ecu.edu/educational-policies-planning-committee/
		Reappointment: Unit Administrator forwards reappointment recommendation to Dean -(12-month Faculty; 2nd Tuesday in April)	Faculty Senate Reappointment	Faculty Manual, Part X https://facultysenate.ecu.edu/
		Teaching Awards Ceremony (April 15th from 5:00 – 7:00 p.m.)	Faculty Senate and Office for Faculty Excellence	Sarah Williams williamssar@ecu.edu
		EPS Non-Faculty Employees Stated Definite Term Recommendations for Subsequent Appointment (for appointments ending in 2025) April 15, 2025 for appointments ending 6/30/2025 OR no later than 60 days prior to end of appointment	College Dean's Office	
		Spring SSOI – open 4/16/25 - 4/29/25	IPAR-Institutional Assessment	Kristen Springer Dreyfus Springerk@ecu.edu
		Last Day to Submit a Thesis or Dissertation, Spring 2025 (April 18th)	Graduate School	https://gradschool.ecu.edu/thesis-dissertation/
		Progress Toward Tenure Letters: Unit administrator provides the tenure committee with the candidate's current annual report, copies of the candidate's previous and current workplans and annual evaluations, success plans (if any), and previous progress toward tenure letters, and a draft of the new Progress Toward Tenure letter written by the Unit Administrator. (9-month faculty 3rd Friday in April)	Faculty Manual, Part X	Faculty Manual, Part X https://facultysenate.ecu.edu/
		9-month Faculty and unit administrator meet to discuss workplan and annual evaluation in draft form (due 4/20)	Faculty Manual	
		Window for Nominations for Faculty Senate Awards Committee awards opens late April or early May. *Remember to submit nominations early and notify faculty when they are nominated for an award and point them to the Faculty Senate guidelines for the application portfolio requirements.*	Office for Faculty Excellence Award Guidelines – Faculty Senate	Office for Faculty Excellence (ofe@ecu.edu) or https://facultysenate.ecu.edu/academic-awards-committee/
		Progress Toward Tenure Letters – Tenure committee meets with unit administrator to review the cumulative record of a candidate's progress and finalize the Progress Toward Tenure Letter (9-month faculty 4th Friday in April)	Faculty Manual, Part X	Faculty Manual, Part X https://facultysenate.ecu.edu/

		Promotion/Tenure: Unit Administrator sends letter and materials to confirmed external reviewers (last Friday in April) Spring before decision year.	Faculty Senate P&T	Faculty Manual, Part X https://facultysenate.ecu.edu/
		Unit administrator submit final workplan and annual evaluation to 9-month faculty (due 4/26)	Faculty Manual	
		Department Chair Survey	IPAR-Institutional Assessment	Kristen Springer Dreyfus Springerk@ecu.edu
		Classes End (4/29/25)	Spring Academic Schedule	https://facultysenate.ecu.edu/ academic-calendars-2/spring-2025/
		Conflict of Interest Disclosure Forms due online		https://rede.ecu.edu/oric/conflicts-of-interest/
		Administrators Survey	IPAR-Institutional Assessment	Kristen Springer Dreyfus Springerk@ecu.edu
		Spring Graduating Senior Survey/Graduate Student Exit Survey	IPAR-Institutional Assessment	Kristen Springer Dreyfus Springerk@ecu.edu
		Remind faculty teaching a DE course in the summer or fall to ensure they up-to-date on DE training requirements and that at least one DE-related professional development activity is logged in Faculty180.	Office for Faculty Excellence	Sarah Williams williamssar@ecu.edu https://facultysenate.ecu.edu/
		Monitor spending with June 30 deadline in mind.		
May				
		Reappointment: Committee forwards Recommendation to Unit Administrator – 12 month faculty – Reappointment of probationary term faculty in second year of employment *with credit for prior academic service timeline* (1st Tuesday in May)	Faculty Senate P&T	Faculty Manual, Part X https://facultysenate.ecu.edu/
		Delivery of Progress Toward Tenure Letters and meeting that includes faculty member, representative of the Tenure Committee and Unit administrator to discuss the letter, with subsequent delivery of PTT letter to Dean. (9-month faculty May 7th)	Faculty Manual	
		Exams for Spring Semester close (May 8, 2025)	Spring Academic Schedule	https://facultysenate.ecu.edu/ academic-calendars-2/spring-2025/
		Workplan and annual evaluation due to Dean for 9-month faculty (5/8)	Faculty Manual	
		Annual EPS Non-Faculty Performance Evaluations. May 9th for 9 month employees	College Dean's Office	
		Commencement (5/9/25)	Spring Academic Schedule	https://facultysenate.ecu.edu/ academic-calendars-2/spring-2025/
		Spring SSOI results available after commencement	IPAR-Institutional Assessment	Kristen Springer Dreyfus Springerk@ecu.edu
		Grades Due at 12:00 pm (5/12/25)	Spring Academic Schedule	https://facultysenate.ecu.edu/ academic-calendars-2/spring-2025/
		Unit Administrator informs 12-month faculty of work plan and annual evaluation deadlines (5/14)	Faculty Manual	

		Educational Program Assessment Reports are due on May 15th (9-month faculty)	IPAR - Institutional Assessment	Kristen Springer Dreyfus Springerk@ecu.edu
		Progress Toward Tenure: Letter sent to higher administration (5/15 for 9-month faculty)	Faculty Manual	
		Reappointment: Unit Administrator recommendation to Dean – 12 month faculty – Reappointment of probationary term faculty in second year of employment *with credit for prior academic service timeline* (3rd Tuesday in May)	Faculty Senate P&T	Faculty Manual, Part X https://facultysenate.ecu.edu/
		Annual EHRA 9-month Non-Faculty Evaluations due this month	Academic Affairs	TBD this year as POSO and Academic Affairs pesonnel teams reorganze
		Unit Annual Progress Report to college office (_____)		
		12-month faculty submit draft of workplan and annual report to unit administrator (due 5/28)	Faculty Manual	
June				
		All Spending Completed for End of fiscal Year due (_____)		
		Progress Toward Tenure Letters: Unit administrator provides the tenure committee with the candidate's current annual report, copies of the candidate's previous and current workplans and annual evaluations, success plans (if any), and previous progress toward tenure letters, and a draft of the new Progress Toward Tenure letter written by the Unit Administrator. (12-month faculty 1st Tuesday in June)	Faculty Manual	
		Progress Toward Tenure Letters: Tenure committee meets with unit administrator to review the cumulative record of a candidate's progress and finalize the Progress Toward Tenure Letter (12-month faculty 2nd Tuesday in June)	Faculty Manual	
		12-month Faculty and unit administrator meet to discuss workplan and annual evaluation in draft form (due 6/13)	Faculty Manual	
		Unit administrator submit final workplan and annual evaluation to 12-month faculty (due 6/15)	Faculty Manual	
		Chair's Annual Report due to Dean _____		
		Educational Program Assessment Reports are due on June 15th (12-month faculty)	IPAR- Institutional Assessment	Kristen Springer Dreyfus Springerk@ecu.edu
		First Destination Survey – 6-month follow-up for Fall graduates	IPAR- Institutional Assessment	Kristen Springer Dreyfus Springerk@ecu.edu
		Delivery of Progress Toward Tenure Letters and meeting that includes faculty member, representative of the Tenure Committee and Unit administrator to discuss the letter, with subsequent delivery of PTT letter to Dean. (12-month faculty June 23rd)	Faculty Manual	
		Progress Toward Tenure: Letter sent to higher administration (6/30 for 12-month faculty)	Faculty Manual	
		Academic Unit Annual Reports (college-level) due June 30th	IPAR- Institutional Assessment	Kristen Springer Dreyfus Springerk@ecu.edu

		Workplan and annual evaluation due to Dean for 12-month faculty (6/30)	Faculty Manual	
		Annual EPS Non-Faculty Performance Evaluations. June 30 for 12 month employees	College Dean's Office	
July				
		Annual Report of Faculty/Staff Compliance with the ECU Conflict of Interest and Commitment Policy summary report - timeline may change		
		Establish budget for new fiscal year		