

## 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 these 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](mailto:williamssar@ecu.edu).*

Month		Category	Contact
<b>August</b>			
	Support Unit Annual Reports and Assessment Reports due August 1	IPAR- Institutional Assessment	Kristen Dreyfus Springer <a href="mailto:Springerk@ecu.edu">Springerk@ecu.edu</a>
	Faculty Office Hours submitted ( _____ )		
	Faculty Syllabi submitted in ( _____ )		
	Convocation, college, and department meetings (8/16/24)	Academic Calendar	<a href="https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/">https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/</a>
	Department Committees' elections ( _____ )		
	Post-Tenure Review: Unit Administrator informs faculty of post-tenure review deadline and Tenure Committee of need to form Peer Review Committee (3 <sup>rd</sup> Monday in August)	Faculty Senate	
	Classes begin (8/19/24)	Academic Calendar	<a href="https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/">https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/</a>
	Meetings with Faculty (percentages/goals/objectives) Meetings to set criteria for reviews (Personnel) ( _____ )		
	Faculty Credentialing before Census Day ( _____ )		<a href="https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/">https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/</a>
	Fall Census Day, August 30 (official enrollment count taken at 5 p.m.)	Academic Calendar	<a href="https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/">https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/</a>
	First Meeting of Graduate Council (8/26/24)	Graduate Council	<a href="https://gradschool.ecu.edu/council-committees/">https://gradschool.ecu.edu/council-committees/</a>
	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	<a href="https://facultysenate.ecu.edu/undergraduate-curriculum-committee/">https://facultysenate.ecu.edu/undergraduate-curriculum-committee/</a>
<b>September</b>			
	Subsequent Appointment: Fixed-term faculty members request consideration of a subsequent appointment and		

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	submit portfolio required by unit code (no later than 75 calendar days before term expires)		
	Labor Day Holiday (9/2/24)	Academic Calendar	<a href="https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/">https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/</a>
	Encourage Peer Observation training for faculty who will be conducting peer Observations	Office for Faculty Excellence	Sarah Williams ( <a href="mailto:williamssar@ecu.edu">williamssar@ecu.edu</a> ) or <a href="https://ofe.ecu.edu/">https://ofe.ecu.edu/</a>
	Departments begin building Spring schedule in Banner (9/3)	Registrar	Beth Dawson <a href="mailto:dawson19@ecu.edu">dawson19@ecu.edu</a>
	Promotion/Tenure: Unit Administrator informs Promotion and Tenure committee of upcoming need for a meeting (1 <sup>st</sup> Tues. in September)	Faculty Senate P&T	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	Promotion/Tenure: External Reviewer's reports due (1 <sup>st</sup> Tues in September) P&T Decision Year.	Faculty Senate P&T	<a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	Promotion/Tenure: Faculty member meets with unit administrator to verify that all required documents are in PAD (optional but recommended) 1 <sup>st</sup> Tuesday in September.	Faculty Senate P&T	<a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	Post-Tenure Review: Faculty submit drafts of post-tenure review documentation to Unit Administrator (2 <sup>nd</sup> Monday in September)	Faculty Manual	
	Promotion/Tenure: Faculty submit PAD: <ul style="list-style-type: none"> <li>9-month Faculty in 2<sup>nd</sup> year of Employment with Credit for Prior Academic Service time (1<sup>st</sup> Tues. in Sept)</li> <li>P&amp;T Decision Year. (2<sup>nd</sup> Tues. in Sept)</li> </ul>	Faculty Senate P&T	<a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	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	<a href="https://gradschool.ecu.edu/gc-c-curriculum-committee/">https://gradschool.ecu.edu/gc-c-curriculum-committee/</a>
	Reappointment for Faculty in 2 <sup>nd</sup> Year of Employment with Credit for Prior Academic Service: Unit administrator makes PAD available to Tenure Committee for 9-month faculty. (1 <sup>st</sup> Friday in September)	Faculty Manual	
	Promotion/Tenure: Unit administrator makes PAD available to committee. (2 <sup>nd</sup> Friday in September)	Faculty Manual	
	Nominations for Teaching Awards and Engagement award – due Sept. 15 or next business day if on weekend. <i>Remember to notify faculty when they are nominated for an award and point them to the Faculty Senate guidelines for the application portfolio requirements.</i>	Award Guidelines – Faculty Senate	<a href="https://facultysenate.ecu.edu/academic-awards-committee/">https://facultysenate.ecu.edu/academic-awards-committee/</a>
	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 <a href="mailto:Springerk@ecu.edu">Springerk@ecu.edu</a>
	If haven't done already, schedule peer observation for those faculty who want/need them.	Faculty Senate (Policy/ Instruments) <a href="#">OFE (Observer Training)</a>	<a href="https://facultysenate.ecu.edu/general-education-committee/">https://facultysenate.ecu.edu/general-education-committee/</a>

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	Send reminder in late-November or early-December to Fixed-term faculty who plan to submit a request for subsequent appointment.		
<b>October</b>			
	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)		
	Post-Tenure Review: Faculty and Unit administrator meet to discuss post-tenure review documentation (1 <sup>st</sup> Monday in October)	Faculty Manual	
	Promotion/Tenure: Committee forwards decision/PAD to Unit Administrator: <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Tues. in Oct. (Reappointment of Probationary-Term 9-month Faculty members in 2<sup>nd</sup> year of employment with credit for prior academic service timeline)</li> <li>• 4<sup>th</sup> Tues. in October P&amp;T Decision Year.</li> </ul>	Faculty Senate P&T	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	Remind faculty teaching a DE course in the spring to ensure they are up-to-date on DE training requirements – register for <i>initial</i> DE training in <u>Cornerstone</u> , record <i>ongoing</i> DE training in <u>Faculty 180</u> .	Office for Faculty Excellence	Sarah Williams <a href="mailto:williamssar@ecu.edu">williamssar@ecu.edu</a> <a href="https://faculty180.ecu.edu/resources/">https://faculty180.ecu.edu/resources/</a>
	Fall Break – October 5 – 8	Academic Calendar	<a href="https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/">https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/</a>
	Deadline to enter course schedule for Spring into banner and submit Schedule requests to the registrar (October 7 <sup>th</sup> ).	Registrar's Office Each College Dean	Beth Dawson <a href="mailto:dawsone19@ecu.edu">dawsone19@ecu.edu</a>
	Institutional Assessment Review Committee completes reviews of assessment reports. Unit assessment coordinators receive review feedback on October 16 <sup>th</sup> (Changes to assessment reports based on the review - due by December 15 <sup>th</sup> )	IPAR- Institutional Assessment	Kristen Springer Dreyfus <a href="mailto:Springerk@ecu.edu">Springerk@ecu.edu</a>
	Post-Tenure Review: Faculty member submits post-tenure review documentation to Peer Review Committee (3 <sup>rd</sup> Monday in October)	Faculty Manual	
	Reappointment: Unit Administrator forwards Recommendation to Dean (if applicable) regarding reappointment of probationary-term faculty members in 2 <sup>nd</sup> year of employment with credit for Prior Academic Service timeline. 3 <sup>rd</sup> Tuesday in October. (due to Provost 1 <sup>st</sup> Tuesday in November)	Faculty Senate P&T	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	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 <a href="mailto:Kingb14@ecu.edu">Kingb14@ecu.edu</a>
<b>November</b>			
	Student Registration for Spring Semester (Begins 11/1/24 – for special populations)	Academic Calendar	<a href="https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/">https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/</a>
	Fixed-Term Permanent & Temp Contracts due early this month.	Academic Affairs	TBD this year as POSO and Academic Affairs personnel teams reorganize

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	Spring 2025 Fixed-Term New Hire and Subsequent Appointments (Perm & Temps) – <b><u>See Faculty Manual Parts IX and X, and Payroll Deadline Schedule for required actions and deadlines.</u></b> Submit recommendations as soon as completed or by November 11, 2024, whichever is earlier. Review EHRA recruitment guidelines for compliance. <b>Temporary faculty who will not be issued a subsequent appointment for spring should receive an evaluation at the end of fall semester with a copy to Personnel Admin.</b>	College Dean’s Office	
	Searches for spring hires		
	Post-Tenure Review: Committee review to Unit Administrator (3 <sup>rd</sup> Monday in November)	Faculty Manual	
	Fall SSOI – open: 11/20/24 - 12/2/24	IPAR- Institutional Assessment	<a href="https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/">https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/</a>
	Last day to Submit Thesis or Dissertation Fall 2023 (11/22/24)	Graduate School	<a href="https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/">https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/</a>
	Fall Graduating Senior Survey/Graduate Student Exit Survey/First Destination Survey	IPAR- Institutional Assessment	Kristen Springer Dreyfus <a href="mailto:Springerk@ecu.edu">Springerk@ecu.edu</a>
	Thanksgiving Break (November 27 – December 1)	Academic Calendar	<a href="https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/">https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/</a>
	Check due date for Fixed Asset Report – may be early December		
<b>December</b>			
	Classes End 12/2/24	Academic Calendar	<a href="https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/">https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/</a>
	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) (1 <sup>st</sup> Tuesday in December) P&T Decision Year. (Due to Provost 1 <sup>st</sup> Tuesday in February)	Faculty Senate P&T	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	Advancement in Title: Fixed-term faculty make request to the unit administrator to begin the process of consideration for advancement in title. (1 <sup>st</sup> Tuesday in December)	Faculty Manual	
	Reading Day 12/3/24	Academic Calendar	<a href="https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/">https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/</a>
	Exams Begin 12/4/24	Academic Calendar	<a href="https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/">https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/</a>
	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 personnel teams reorganize

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	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 <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>  <a href="https://faculty180.ecu.edu/resources/">https://faculty180.ecu.edu/resources/</a>
	Post-Tenure Review: Unit Administrator review to Dean (2 <sup>nd</sup> Monday in December)	Faculty Manual	
	Exams for fall close (12/11/24)	Academic Calendar	<a href="https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/">https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/</a>
	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	<a href="https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/">https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/</a>
	Commencement (12/13/24)	Academic Calendar	<a href="https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/">https://facultysenate.ecu.edu/academic-calendars-2/fall-2024/</a>
	Assessment Report Changes due by December 15 <sup>th</sup>	IPAR- Institutional Assessment	Kristen Springer Dreyfus <a href="mailto:Springerk@ecu.edu">Springerk@ecu.edu</a>
	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 <a href="mailto:Coxka@ecu.edu">Coxka@ecu.edu</a> <a href="https://facultysenate.ecu.edu/2023-2024-Graduate-Curriculum-Committee-Calendar.pdf">2023-2024-Graduate-Curriculum-Committee-Calendar.pdf</a> (sharepoint.com)
	Fall SSOI Results available after commencement	IPAR- Institutional Assessment	Kristen Springer Dreyfus <a href="mailto:Springerk@ecu.edu">Springerk@ecu.edu</a>
	First Destination Survey – 6-month follow-up for Spring graduates	IPAR- Institutional Assessment	Kristen Springer Dreyfus <a href="mailto:Springerk@ecu.edu">Springerk@ecu.edu</a>
<b>January</b>			
	Annual Review: Unit Administrator informs 9-month faculty of work plan and annual evaluation deadlines (1/10)	Faculty Manual	
	Classes Begin (1/13/24)	Spring Academic Schedule	<a href="https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/">https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/</a>
	Reappointment: Unit administrator informs committee of upcoming need for a meeting regarding reappointment for 9-month probationary-term faculty. (2 <sup>nd</sup> 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. (2 <sup>nd</sup> Tuesday in January)	Faculty Manual	
	Advancement in Title: Fixed term faculty members seeking advancement in title meet with unit administrator to verify that all required documents are in portfolio (optional but recommended) (2 <sup>nd</sup> Tuesday in January)	Faculty Manual	
	Reappointment: Probationary faculty members meet with unit administrator to verify that all required documents are	Faculty Manual	

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	in PAD (optional but recommended) (9-month faculty 2 <sup>nd</sup> Tuesday in January)		
	State Holiday – no classes (1/20/24)	Spring Academic Schedule	<a href="https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/">https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/</a>
	Advancement in Title: Fixed term faculty members seeking advancement in title turn portfolio in to unit administrator (3 <sup>rd</sup> Tuesday in January)	Faculty Manual	
	Advancement in Title: Unit administrators make portfolios of fixed term faculty seeking advancement in title available to committee (3 <sup>rd</sup> Tuesday in January)	Faculty Manual	
	Departments begin building Summer and Fall schedule in banner (January 21)	Registrar	Beth Dawson <a href="mailto:dawsone19@ecu.edu">dawsone19@ecu.edu</a>
	Reappointment of Probationary Term faculty: PADS due (9-month faculty; 3 <sup>rd</sup> Tuesday in January)	Faculty Senate Reappointment	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	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 <a href="mailto:Koxka@ecu.edu">Koxka@ecu.edu</a>  <a href="#">2023-2024-Graduate-Curriculum-Committee-Calendar.pdf</a> (sharepoint.com)
	Spring 2025 Census Day, 1/27/25 (official enrollment count taken at 5 p.m.)	Academic Calendar	<a href="https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/">https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/</a>
<b>February</b>			
	Advancement in Title: Committee recommendation for fixed term faculty seeking advancement in title due to Unit administrator (1 <sup>st</sup> Tuesday in February)	Faculty Manual	
	Promotion/Tenure: Faculty member makes a request to the unit administrator to begin the process of consideration for promotion or early tenure –(1 <sup>st</sup> Friday in February) before decision year	Faculty Senate P&T	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	Reappointment of Probationary Term Faculty: committee recommendation forwarded to unit admin - (9-month Faculty; 2 <sup>nd</sup> Tuesday in February)	Faculty Senate	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	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 17 <sup>th</sup> ).	Registrar’s Office Each College Dean	Beth Dawson <a href="mailto:dawsone19@ecu.edu">dawsone19@ecu.edu</a>
	Reappointment: Unit administrator informs committee of upcoming need for a meeting regarding reappointment for 12-month probationary-term faculty. (3 <sup>rd</sup> Tuesday in February)	Faculty Manual	

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	Reappointment: Probationary faculty members meet with unit administrator to verify that all required documents are in PAD (optional but recommended) (12-month faculty 3 <sup>rd</sup> Tuesday in February)	Faculty Manual	
	Advancement in Title: Unit administrator sends recommendation/portfolio to Dean for Advancement in Title decisions. (For BSOM: decision at Dean is final) (3 <sup>rd</sup> Tuesday in February)	Faculty Manual	
	Promotion/Tenure: Faculty submits list of External Reviewers (3 <sup>rd</sup> Friday in February). Spring before decision year.	Faculty Senate	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	Reappointment: PADS due (12-month faculty; 4 <sup>th</sup> Tuesday in February)	Faculty Senate Reappointment	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	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	
<b>March</b>			
	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	
	Reappointment: Unit Administrator forwards Recommendations for reappointment of probationary Term faculty to Dean – If applicable (9-month Faculty; 1 <sup>st</sup> Tuesday in March) (due to Provost last Tuesday in March)	Faculty Senate	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	Fall contracts for Fixed-Term Permanent positions typically due in early March	Academic Affairs	TBD this year as POSO and Academic Affairs personnel teams reorganize
	Spring Break (March 9-16)	Spring Academic Schedule	<a href="https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/">https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/</a>
	July 1, 2025 (12mo) and Fall 2025 (9mo) Fixed-Term New Hire and Subsequent Appointments (Perm & Temps) - See <i>Faculty Manual</i> 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; 3 <sup>rd</sup> Tuesday in March)	Faculty Senate Reappointment	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	Reappointment for Faculty in 2 <sup>nd</sup> Year of Employment with Credit for Prior Academic Service: 12-month faculty member meets with unit administrator to verify that all required documents are in the PAD (optional but recommended) 4 <sup>th</sup> Tuesday in March.	Faculty Manual	

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	Registration for Summer and Fall begins (3/28/25 for special populations)	Spring Academic Schedule	<a href="https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/">https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/</a>
	Promotion/Tenure: Tenure Committee submission of List of External Reviewers to the unit administrator – (4 <sup>th</sup> Friday in March) Spring before decision year.	Faculty Senate P&T	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	Be sure planning for evaluation and Progress Toward Tenure meetings is underway.		
	Pirate Nation Gives is generally in March		
<b>April</b>			
	9-month faculty submit draft of workplan and annual report to unit administrator (due 4/1)	Faculty Manual	
	Reappointment for Faculty in 2 <sup>nd</sup> Year of Employment with Credit for Prior Academic Service: 12-month faculty PAD due to unit administrator. (1 <sup>st</sup> Tuesday in April)	Faculty Manual	
	Reappointment for Faculty in 2 <sup>nd</sup> Year of Employment with Credit for Prior Academic Service: Unit administrator makes PAD available to Tenure Committee for 12-month faculty (1 <sup>st</sup> Friday in April)		
	Monitor spending with June 30 deadline in mind.		
	State Holiday – April 18 - 19	Spring Academic Schedule	<a href="https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/">https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/</a>
	Final meeting of the Undergraduate Curriculum Committee (UCC) (04/10/24)	Undergraduate Curriculum Committee	<a href="https://facultysenate.ecu.edu/undergraduate-curriculum-committee/">https://facultysenate.ecu.edu/undergraduate-curriculum-committee/</a>
	Final meeting of the Educational Policies and Planning Committee (EPPC) (4/11/25)	Educational Policies and Planning Committee	<a href="https://facultysenate.ecu.edu/educational-policies-planning-committee/">https://facultysenate.ecu.edu/educational-policies-planning-committee/</a>
	Reappointment: Unit Administrator forwards reappointment recommendation to Dean - if applicable (12-month Faculty; 2 <sup>nd</sup> Tuesday in April)	Faculty Senate Reappointment	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	Teaching Awards Ceremony (April 15 <sup>th</sup> from 5:00 – 7:00 p.m.)	Faculty Senate and Office for Faculty Excellence	Sarah Williams <a href="mailto:williamssar@ecu.edu">williamssar@ecu.edu</a>
	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 <a href="mailto:Springerk@ecu.edu">Springerk@ecu.edu</a>
	Last Day to Submit a Thesis or Dissertation, Spring 2025 (April 18 <sup>th</sup> )	Graduate School	<a href="https://gradschool.ecu.edu/thesis-dissertation/">https://gradschool.ecu.edu/thesis-dissertation/</a>
	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	Faculty Manual, Part X	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>



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	the Unit Administrator. (9-month faculty 3 <sup>rd</sup> Friday in April)		
	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. <i>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.</i>	Office for Faculty Excellence  Award Guidelines – Faculty Senate	Office for Faculty Excellence (ofe@ecu.edu) or <a href="https://facultysenate.ecu.edu/academic-awards-committee/">https://facultysenate.ecu.edu/academic-awards-committee/</a>
	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 4 <sup>th</sup> Friday in April)	Faculty Manual, Part X	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	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 <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	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 <a href="mailto:Springerk@ecu.edu">Springerk@ecu.edu</a>
	Classes End (4/29/25)	Spring Academic Schedule	<a href="https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/">https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/</a>
	Reading Day (4/30/25)		
	Conflict of Interest Disclosure Forms due online		<a href="https://rede.ecu.edu/oric/conflicts-of-interest/">https://rede.ecu.edu/oric/conflicts-of-interest/</a>
	Administrators Survey	IPAR- Institutional Assessment	Kristen Springer Dreyfus <a href="mailto:Springerk@ecu.edu">Springerk@ecu.edu</a>
	Spring Graduating Senior Survey/Graduate Student Exit Survey	IPAR- Institutional Assessment	Kristen Springer Dreyfus <a href="mailto:Springerk@ecu.edu">Springerk@ecu.edu</a>
	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 <a href="mailto:williamssar@ecu.edu">williamssar@ecu.edu</a> <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	Monitor spending with June 30 deadline in mind.		
<b>May</b>			
	Exams Begin (5/1/25)		
	Reappointment: Committee forwards Recommendation to Unit Administrator – 12 month faculty – Reappointment of probationary term faculty in second year of employment <i>with credit for prior academic service timeline</i> (1 <sup>st</sup> Tuesday in May)	Faculty Senate P&T	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	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 7 <sup>th</sup> )	Faculty Manual	

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	Exams for Spring Semester close (May 8, 2025)	Spring Academic Schedule	<a href="https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/">https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/</a>
	Workplan and annual evaluation due to Dean for 9-month faculty (5/8)	Faculty Manual	
	Annual EPS Non-Faculty Performance Evaluations. May 9 <sup>th</sup> for 9 month employees	College Dean's Office	
	Commencement (5/9/25)	Spring Academic Schedule	<a href="https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/">https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/</a>
	Spring SSOI results available after commencement	IPAR-Institutional Assessment	Kristen Springer Dreyfus <a href="mailto:Springerk@ecu.edu">Springerk@ecu.edu</a>
	Grades Due at 12:00 pm (5/12/25)	Spring Academic Schedule	<a href="https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/">https://facultysenate.ecu.edu/academic-calendars-2/spring-2025/</a>
	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 15 <sup>th</sup> (9-month faculty)	IPAR - Institutional Assessment	Kristen Springer Dreyfus <a href="mailto:Springerk@ecu.edu">Springerk@ecu.edu</a>
	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 <i>with credit for prior academic service timeline</i> (3 <sup>rd</sup> Tuesday in May)	Faculty Senate P&T	Faculty Manual, Part X <a href="https://facultysenate.ecu.edu/">https://facultysenate.ecu.edu/</a>
	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	
<b>June</b>			
	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 1 <sup>st</sup> 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 2 <sup>nd</sup> 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	

## New Chairs Checklist 2024-2025

	Chair's Annual Report due to Dean _____		
	Educational Program Assessment Reports are due on June 15 <sup>th</sup> (12-month faculty)	IPAR- Institutional Assessment	Kristen Springer Dreyfus <a href="mailto:Springerk@ecu.edu">Springerk@ecu.edu</a>
	First Destination Survey – 6-month follow-up for Fall graduates	IPAR- Institutional Assessment	Kristen Springer Dreyfus <a href="mailto:Springerk@ecu.edu">Springerk@ecu.edu</a>
	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 23 <sup>rd</sup> )	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 30 <sup>th</sup>	IPAR- Institutional Assessment	Kristen Springer Dreyfus <a href="mailto:Springerk@ecu.edu">Springerk@ecu.edu</a>
	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	
<b>July</b>			
	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		