



TO: ECU Faculty

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

Anne Ticknor
Chair of the Faculty

CC: Academic Deans, Chairs and Directors

DATE: March 6, 2025

SUBJ: Preparing for Annual Reviews

Thank you to all of our faculty who entered work plans into Faculty180 in the Fall. Because of your attention to this process, ECU was able to attest that 100% of faculty work plans were completed as required by UNC System Policy. Transitioning to a new format for documenting faculty work took an additional step this fall, but beginning this spring, it will be integrated into our regular annual review cycle.

This memo serves as a reminder of ways the policy will impact our annual evaluation process this spring, and tasks to complete when submitting your annual report. Faculty who have a percentage of their workload in “teaching” should complete an **Annual Self-Assessment of Teaching Effectiveness**. To accommodate this new requirement, a section has been added to the Faculty180 Activities categories with the same title. The self-assessment should be a narrative of the faculty member’s teaching during the period under review and shall identify the formative strategies you plan to use to continue developing skills in teaching in the upcoming year. The self-assessment is a brief summary, and the entry form in Faculty180 includes a paragraph text box with a 1500-character limit (about 250 words). This self-assessment will automatically be loaded in the annual report generated in Faculty180.

Another change this semester is the expectation to enter workloads and work plan goals for next academic year during this evaluation cycle. Faculty will enter future workload percentages and work plan goals in Faculty180 prior to submitting their annual report. As evaluators are completing the evaluation form in Faculty180 they will also review the workload percentages and work plan goals for next academic year. In the meeting between the evaluator and faculty member, both the evaluation for this year and the percentages and goals for next year should be reviewed (see *ECU Faculty Manual* Part VIII. Section I. II. & III). The evaluation and work plan are approved simultaneously in Faculty180. Below are links to support resources to help guide you through the process.

Quick Reference Guides:

- [How to Enter Workload Percentages](#)
- [How to Enter Work Plan Goals](#)
- [How to Enter Self-Assessment of Teaching Effectiveness](#)

Upcoming Workshops

Annual Evaluation Training for Faculty

- March 18, 2025 – [Register Here](#)

Annual Evaluation Training for Chairs and Evaluators

- March 5, 2025 – [Register Here](#)
- April 18, 2025 – [Register Here](#)

We encourage you to join upcoming opportunities and review the resources and information available on the [Workload Policy Information page](#). Additional questions can be directed to Dr. [Anne Ticknor](#), Chair of the Faculty.

Finally, we realize that some aspect(s) of your workload may have been impacted by recent developments. If that is the case, you are welcome to avail yourself of the opportunity to include an impact statement. We have altered the previously COVID-19-specific drop-down option to be an opportunity for a general impact statement for this purpose. We understand these effects may be ongoing and we are exploring ways to deal with this in the long-term.