

# ECU Faculty Senate

*ECU Faculty Manual Updates*  
**AY 2024-2025**

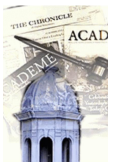
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# Overview

- UNC Policy Manual and *Code & ECU Faculty Manual*
- Unit Codes
- Workload, Workplan, and Annual Evaluation
- Fixed-term Faculty Advancement
- Post-Tenure Review
- Documentation and Schedule for Personnel Actions
- Faculty Appellate Provisions
- Questions



## ECU Faculty Senate

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*(Don Sexauer, Chair of the Faculty, Pieces of Eight, 1998)*



# UNC Policy Manual and Code

UNC policy manual and Code supersedes all campus documents.

## Chapter 100 - The Code and Policies of the University

### 100.1 - The Code

CHAPTER I - Establishment, Incorporation, and Composition of the University of North Carolina [D](#) [D](#)

CHAPTER II - The Board of Governors [D](#) [D](#)

CHAPTER III - Committees of the Board of Governors [D](#) [D](#)

CHAPTER IV - Boards of Trustees [D](#) [D](#)

CHAPTER V - Officers of the University [D](#) [D](#)

CHAPTER VI - Academic Freedom and Tenure [D](#) [D](#) ←

CHAPTER VII - Finances, Property, and Obligations [D](#) [D](#)

CHAPTER VIII - Matters Involving Nonpublic Institutions [D](#) [D](#)

CHAPTER IX - Miscellaneous Provisions [D](#) [D](#)

Appendix 1 - The Code Appendix 1 [D](#) [D](#)

100.2 - Adoption of the UNC Policy Manual, Promulgation of Policies, and Use of Reporting Requirements [D](#) [D](#)

100.3 - Policy on Waivers from University Policies, Regulations, and Guidelines [D](#) [D](#)

100.4 - Policy on Review of Umstead Act Exceptions [D](#) [D](#)

### 101.3 - Appellate Review

101.3.1 - Policy on Regulations and Guidelines Implementing Chapter VI of The Code [D](#) [D](#)

101.3.1.1[R] - Regulation on Disciplinary Discharge, Suspension, or Demotion Under Section 603 of The Code [D](#) [D](#) ←

101.3.1.2[R] - Regulation on Non-Reappointment, Denial of Tenure, and Denial of Promotion Under Section 604 of The Code [D](#) [D](#) ←

101.3.1.3[R] - Regulation on Grievances Filed Pursuant to Section 607 of The Code [D](#) [D](#) ←

### 300.7 - Retirement

300.7.1 - Optional Retirement Program [D](#) [D](#)

300.7.2 - The University of North Carolina Phased Retirement Program [D](#) [D](#)

300.7.5[R] - Regulation on Faculty Realignment Incentive Program (FRIP) [D](#) [D](#) ←

### 300.8 - Other Personnel Policies

300.8.1 - Selective Service Registration of Applicants for Employment [D](#) [D](#)

300.8.3[R] - Regulation on Institutional Occupational Safety and Health Programs [D](#) [D](#)

300.8.4[R] - Regulation on Reporting Misuse of State Property by State Employees [D](#) [D](#)

300.8.5 - Equality Within the University of North Carolina [D](#) [D](#) ←

300.8.6[R] - Regulation on Flexible Work Arrangement and Remote Work [D](#) [D](#)

300.8.7[R] - Regulation on Pre-Employment Background Checks and Applicant Salary History [D](#) [D](#)

300.8.8[R] - Regulation on Calculating Work Hours for Adjunct Faculty Health Insurance Eligibility [D](#) [D](#)

## Chapter 400 - Academic Programs

400.1 - Policy on Academic Program Planning [D](#) [D](#) ←

400.1.1[R] - Regulation for Academic Program Planning and Evaluation [D](#) [D](#)

400.1.2 - Termination of Programs [D](#) [D](#)

400.1.2.1[R] - Regulation on Terminating Programs [D](#) [D](#)

400.1.2[R] - Regulation for New Campuses, Branch Campuses, and Other Off-Site Educational Use of Facilities [D](#) [D](#)

400.1.5 - Policy on Fostering Undergraduate Student Success [D](#) [D](#) ←

400.1.5.1[R] - Regulation on the University of North Carolina Common Numbering System [D](#) [D](#)

400.1.5.2[R] - Fifteen-Hour Average Courseload Requirement for Full-Time Undergraduates [D](#) [D](#)

400.1.5[R] - Regulation Related to Fostering Undergraduate Student Success [D](#) [D](#) ←

400.1.5[G] - Guideline Related to Fostering Undergraduate Student Success [D](#) [D](#)

400.1.6 - Policy on the University of North Carolina Academic Calendar and Credit Requirements [D](#) [D](#)

400.1.7 - Nursing Education [D](#) [D](#) ←

### 400.3 - Tenure and Teaching in the University

400.3.1 - Teaching Effectiveness in the University of North Carolina [D](#) [D](#) ←

400.3.1.1[R] - Regulation on Teaching Effectiveness in the University of North Carolina [D](#) [D](#) ←

400.3.2 - The Tenure Regulations of the Constituent Institutions [D](#) [D](#)

400.3.3 - Performance Review of Tenured Faculty (Post-Tenure Review) [D](#) [D](#) ←

400.3.3.1[R] - Regulation on Performance Review of Tenured Faculty (Post-Tenure Review) [D](#) [D](#) ←

400.3.4 - Policy on Faculty Workload [D](#) [D](#) ←

400.3.4[R] - Regulation on Faculty Workload [D](#) [D](#) ←

## Chapter 700 - Admission, Matriculation, and Other Student Matters

### 700.1 - Undergraduate Admission

700.1.1 - Policy on Minimum Eligibility Requirements for Undergraduate Admission for the University of North Carolina System [D](#) [D](#)

700.1.1.1[R] - Regulation on Minimum Eligibility Requirements for Undergraduate Admission for the University of North Carolina System [D](#) [D](#) ←

700.1.1.2[R] - Regulation on Transfer Student Admission [D](#) [D](#) ←



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*(Don Sexauer, Chair of the Faculty, Pieces of Eight, 1998)*

# ECU Faculty Manual Updates

**Part II:** East Carolina University Organization and Shared Governance

Section II: Faculty Constitution & By-Laws

Section III. Academic Policy, Administrative Policy, and Vetting of Administrative PRRs in Matters Relating to Faculty

**Part IV:** Academic Units, Codes, and Seven Year Program Evaluation

Section I: Academic Code Units

**Section II: Unit Faculty Workload Guidelines**

**Part V:** Academic Freedom, Professional Ethics, Diversity, Equity and Inclusion

Section II: Statement on Professional Ethics

**Part VI:** Teaching and Curriculum Regulations, Procedures, and Academic Program Development

Section II: Academic Integrity

**Part VIII:** Personnel Policies and Procedures for Faculty

**Section I: Personnel Policies & Procedures for the Faculty of East Carolina University**

**Part IX:** Appointment, Tenure, Promotion, and Advancement Policies and Procedures and Performance Review of Tenured Faculty

**Section I: Appointment, Tenure, Promotion, & Advancement Policies and Procedures**

**Section II: Performance Review of Tenured Faculty**

**Part X:** Personnel Action Dossier and Tenure and Promotion Schedule

Section I: Personnel Action Dossier

Section I: Personnel Action Dossier (Revised to add Advancement in Title)

**Section II: Documentation and Schedule for Personnel Actions**

**Part XI:** General Faculty Employment Guidelines and Benefits

Section IV: Equal Employment Opportunity/Affirmative Action Policy

**Part XII: Faculty Appellate Provisions**

**Section I: General Appellate Procedures**

**Sections II-VII: Grievance Procedures**



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# Academic Unit Codes of Operations

- Equality Within UNC impacts:
  - Revise/change in focus for equity or DEI committees within units
- Prohibition against compelled speech impacts:
  - Remove any diversity, equity, and inclusion requirements for promotion, tenure, advancement in title, or subsequent contract consideration.
- Faculty Senate Resolution #21-41 – Master Teaching Instructor Title
  - Addition of Master Teaching Instructor title for fixed-term appointments in **Part VIII.I** Personnel Policies and Procedures for the Faculty of East Carolina University
- Faculty Senate Resolution #24-36 – Annual Evaluation ratings change
  - Revision of **Part VIII.I** Personnel Policies and Procedures for the Faculty of East Carolina University.
- Faculty Senate Resolution #24-37 – Post-tenure Review changes
  - Revision of **Part IX, Section II** and the Faculty Senate Guidelines for Faculty 5-Year Comprehensive Work Plan

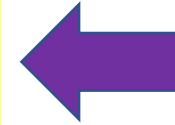


# Academic Unit Codes of Operations

- [Guidelines for Writing and Revising a Unit Code of Operation \(PDF\)](#)
- [Guidelines for Organizing into Code Units \(PDF\)](#)
- [Academic Unit Standards for Performance Review of Tenured Faculty \(PDF\)](#)

**NOTICE:**

The UNC Board of Governors and UNC System President have recently promulgated a variety of updates to UNC System policies, regulations, and guidelines ("UNC policies"). In the event of a conflict between an ECU academic unit code of operation (or associated guidelines) and UNC policies, UNC policies shall control. Unit codes should stay on the same cycle of 5-year reviews. For questions or inquiries, please contact [Dr. Anne Ticknor](#), Chair of the Faculty.



Search:

Colleges/Schools/Units	Code	PTR Standards
Academic Library Services	<a href="#">Academic Library Services Unit Code 03-15-2021 (PDF)</a>	<a href="#">Academic Library Services PTR Standards 01-23-2018 (PDF)</a>
Allied Health Sciences	<a href="#">Allied Health Sciences Unit Code 06-14-2022 (provisional) (PDF)</a>	
Addictions and Rehabilitation Studies		<a href="#">Addictions and Rehabilitation Studies PTR Standards 01-22-2018 (PDF)</a>
Clinical Laboratory Science		<a href="#">Clinical Laboratory Science PTR Standards 05-02-2013 (PDF)</a>
Communication Sciences and Disorders		<a href="#">Communication Sciences and Disorders PTR Standards 05-02-2013 (PDF)</a>
Health Services and Information Management		<a href="#">Health Services and Information Management PTR Standards 07-26-2013 (PDF)</a>
Nutrition Science		<a href="#">Nutrition Science PTR Standards 09-30-2015 (PDF)</a>
Occupational Therapy		<a href="#">Occupational Therapy PTR Standards 05-02-2013 (PDF)</a>
Physical Therapy		<a href="#">Physical Therapy PTR Standards 05-02-2013 (PDF)</a>
Physician Assistant Studies		
<b>Arts and Sciences</b>		
Anthropology	<a href="#">Anthropology Unit Code 12-13-2018 (PDF)</a>	<a href="#">Anthropology PTR Standards 01-23-2018 (PDF)</a>
Biology	<a href="#">Biology Unit Code 06-21-2017 (PDF)</a>	<a href="#">Biology PTR Standards 01-23-2018 (PDF)</a>



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# Workload Key Definitions

**Faculty workload:** Each full-time faculty member shall engage in approved work that totals to 1.0 Full-Time Equivalency (FTE).

**Faculty work plan:** Full-time faculty members who are appointed for longer than one year including those serving in administrative roles, will develop an annual work plan. The work plan should detail the assigned duties in teaching, research/creative activity, service, administrative, and/or patient care and related clinical responsibilities, as appropriate for the coming academic year. The work plan is developed in collaboration between the faculty member and the unit administrator.

**Faculty workload guidelines:** The process for determining the relative weight given to teaching, service, and where appropriate, research/creative activity and/or patient care and clinical duties shall be contained in unit Faculty Workload Guidelines (see *East Carolina University Faculty Manual*, Part VIII, Section I).

**Faculty self-assessment:** Required for teaching part of annual evaluation and in post-tenure review. Self-assessment must include a summative review of the faculty member's teaching (for annual evaluation)/responsibilities (for post-tenure review) during the period under review and shall identify future formative strategies to continue growth (see *East Carolina University Faculty Manual*, Part VIII, Section I).

**Faculty success plan:** Required after annual evaluation and post-tenure review for each faculty member who does not meet expectations (see *East Carolina University Faculty Manual*, Part VIII, Section I).

**Peer assessment:** Required for teaching part of annual evaluation. Ways to conduct peer assessment: formal peer observation, documented review of teaching portfolios, documented discussions regarding pedagogical goals and methods, other peer assessment enabled by the unit code (see *East Carolina University Faculty Manual*, Part VIII, Section I).



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# ECU POL02.07.06

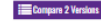
## Faculty Workload

Version 7 (Current Version)



All Versions:

- Version 1  Version 2  Version 3  Version 4  Version 5  Version 6  
 Current Version



Policy	POL02.07.06
Title	Faculty Workload
Category	Academic Affairs
Sub-category	Accreditation, Assessment and Other Academic Matters
Authority	Board of Trustees
History	June 8, 2011, to be effective July 1, 2011; Revised September 25, 2014; Second Revised Interim Effective December 1, 2014, transitioned from Interim to Permanent July 31, 2015; Revised version adopted September 18, 2015 in interim form to become permanent pending UNC General Administration approval. Interim version made permanent November 30, 2015. Transitioned to policy and approved by BOT June 18, 2024. UNC System approval granted August 6, 2024.
Contact	Provost and Senior Vice Chancellor for Academic Affairs (or Provost's delegate) (252-328-5419)
Related Policies	ECU Faculty Manual UNC Policy Manual, 300.2.6[G] (Guidelines on Reassigned Time for Faculty) UNC Policy Manual, 400.3.1.1 [G] (Guidelines on Tenure and Teaching in the University of North Carolina) UNC Policy Manual, 400.3.4 (Monitoring Faculty Teaching Workloads) UNC Policy Manual, 400.3.4[R] (Regulation on Faculty Workload) UNC Policy Manual, 700.6.1[R] (Academic Integrity Regulations) ECU Supplemental Pay for EHRA Employees Policy ECU Faculty Scholarly Reassignment Regulation
Additional References	

### 1. Purpose

The mission of East Carolina University (ECU) is to be a national model in student success, public service, and regional transformation. As the heart of our institution, our faculty contribute to this mission through an array of work activities. At East Carolina University this work, while widely varied, generally falls into the categories of teaching, research/creative activity, service, and patient care and related duties.

The purpose of this policy is to provide a framework for the institution and constituent units to define faculty workloads in a way that is comprehensive, transparent, accountable, equitable, and in compliance with the *Policy on Faculty Workload*, The UNC Policy Manual 400.3.4, and its implementing regulation 400.3.4[R]. This policy establishes the general standards for ordinary percentages for ECU faculty workload in the areas of teaching, research/creative activity, and service, for each academic unit and for each faculty appointment type in a manner consistent with ECU's mission and the needs of the academic unit. In addition, this policy directs that personnel developing and reviewing faculty workload plans receive annual training aligned with UNC System Office guidance, as directed by the Provost and Senior Vice Chancellor for Academic Affairs.

### 2. Scope and Definitions

2.1 Employees covered under this regulation are faculty appointed to carry out responsibilities such as instruction, research/creative activity, service, patient care and related clinical responsibilities, and/or administrative duties. This policy applies to all faculty, including tenured, tenure-track, and fixed-term faculty.

Tenure track faculty members and full-time faculty members who are appointed for longer than one year must have an annual workload plan. One year, as used in this policy, equates to 9 months for 9-month faculty and 12months for 12-month faculty. A fixed term faculty member with consecutive one year contracts must have an annual workload plan after the conclusion of the first one year contract.

For faculty members who are appointed for one year or less, or who are less than full-time, workload plans are ordinarily not required, but a workplan may be implemented at the discretion of the appropriate administrator. Faculty with a joint appointment with an administrative role must also have a workload plan.



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# Faculty Workload Key Changes for AY 24-25

1. Academic Units Create Workload Guidelines
2. Workload, Work Plans, Faculty Success Plans, & Annual Evaluation all Housed in Faculty 180
3. Work Plans for Full-time Faculty (January 1, 2025)
4. Annual Evaluation moves to Exceeds Expectations, Meets Expectations, or Does Not Meet Expectations
5. Annual Evaluation Timeline is Formalized in Part X
6. Faculty Success Plans for Not Meeting Expectations
7. Institutional Reports for Workload
8. Workload is Annually Reported to ECU Board of Trustees & UNC Board of Governors



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# Part IV: Workload Guidelines

Each academic unit will establish and maintain workload guidelines. The guidelines shall be developed, approved, referenced in the unit code, and revised according to Part IV.II.V of the East Carolina University Faculty Manual.

Include an example work plan for each faculty appointment type (probationary term, permanently tenured, or fixed-term) according to their discipline and reflective of the missions of the university and academic unit;

Establish ordinary percentages for teaching, research/creative activity, service, administrative, and/or patient care and related clinical responsibilities to constitute 1.0 FTE in a manner consistent with the mission of the university and the academic unit;

Identify with reasonable particularity guidelines under which deviations in the ordinary percentages for a given academic unit may be approved;

Provide qualitative and quantitative examples of efforts, including reasonable measures of outputs (i.e., organized course sections taught, student credit hours produced, research/creative activity productivity, etc.) connected to facilitation of career progression (i.e., reappointment, promotion, tenure, post-tenure review, advancement in title).



# Faculty Employment

## Tenure-Track Faculty

### Tenure and Promotion in rank

- Responsibilities in all areas:
  - Teaching *and*
  - Research *and*
  - Service *and*
  - Patient Care and Related Clinical Responsibilities (if appropriate)
- Work Plan & Annual Evaluation of Work Plan

## Fixed Term

### Subsequent appointment and advancement in title

- Narrower areas of responsibility:
  - Teaching (and Service) *or*
  - Research (and Service) *or*
  - Patient Care and Related Clinical Responsibilities (and Service)
- May be subject to a Work Plan
- Annual Evaluation of Workload



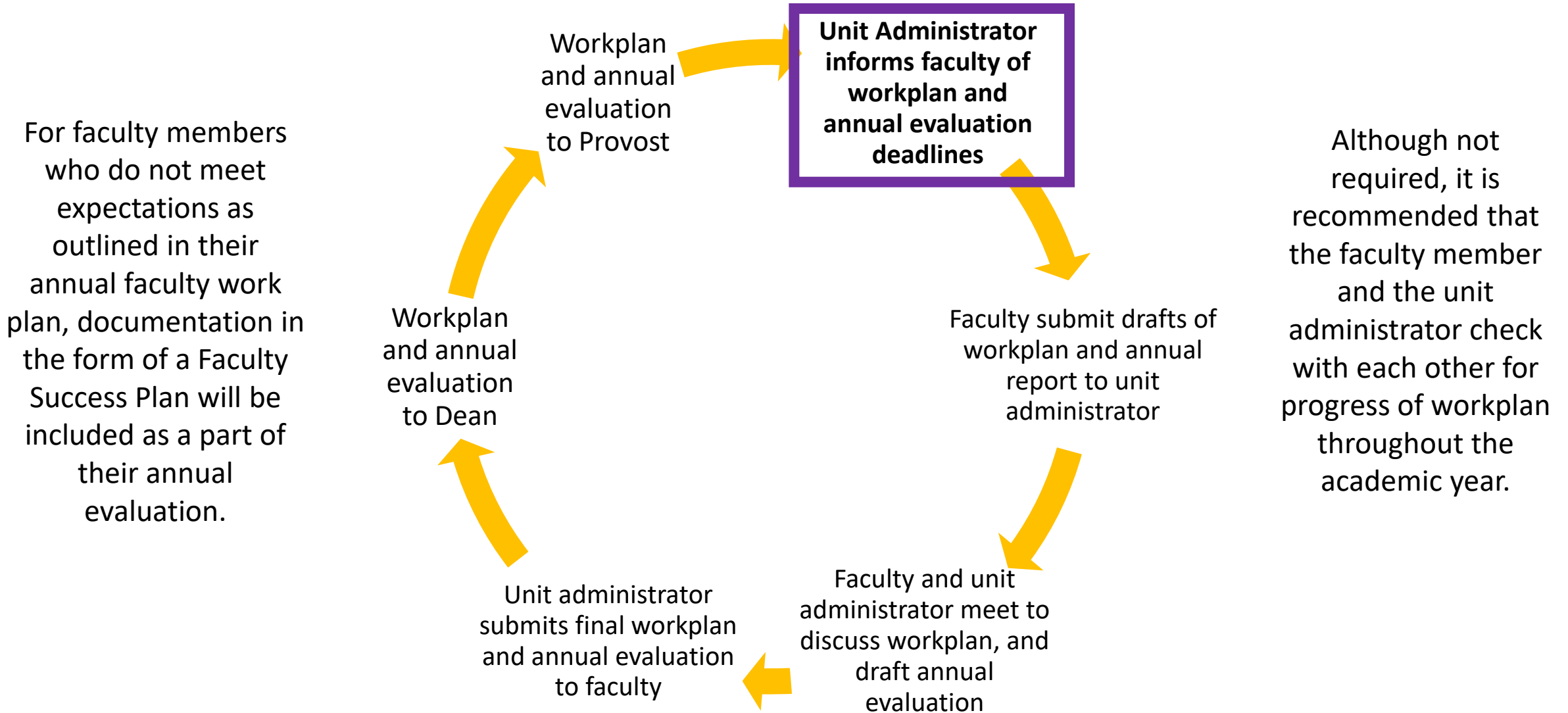
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# Part X: Work Plan and Annual Evaluation



# Part X: Workplan and Annual Evaluation

## I. Workplan and Annual Evaluation

The timelines designated in this schedule are the normal review cycles for the stated personnel actions. The Provost (or designee) may approve an adjustment to these timelines when compelling circumstances, as determined by the Provost (or designee), justify a temporary revision.

The Provost Office will conduct review of workplans and annual evaluations during the summer. If edits are suggested by the Provost Office, they will be discussed with appropriate parties at the beginning of the next academic year.

Although not required, it is recommended that the faculty member and the unit administrator check with each other for progress of workplan throughout the academic year.

Units may set internal deadlines, no later than the deadlines specified here.

In the event that a deadline falls on a weekend or university holiday, items shall be due on the next business day.

Action	9 Month Faculty Deadline	12 Month Faculty Deadline	Time Allotted for Decision
Unit Administrator informs faculty of workplan and annual evaluation deadlines	January 10	May 14	
Faculty submit drafts of workplan and annual report to unit administrator	April 1	May 28	
Faculty and unit administrator meet to discuss workplan and annual evaluation in draft form.	April 20	June 13	At least 2 weeks
Unit administrator submits final workplan and annual evaluation to faculty	April 26	June 15	At least 2 days
Workplan and annual evaluation to Dean	May 8	June 30	At least 1 week
Workplan and annual evaluation to Provost	May 30	July 15	At least 2 weeks



# Part VIII: Annual Evaluation

- The annual evaluation shall be a review of the faculty member's previous work plan if one is required. The annual evaluation shall include ratings and summarize the faculty member's performance in each category of responsibility as “**exceeds expectations**,” “**meets expectations**,” or “**does not meet expectations**,” and shall conclude with an overall rating.
  - Full-time (1.0 FTE) faculty members who are appointed for longer than one year including those serving in administrative roles, will develop an **annual work plan** for the coming academic year in collaboration with their unit administrator. For purposes of this process, the unit administrator is the department chair or director.
- This annual evaluation shall:
  - be in writing;
  - be discussed with the faculty member prior to being sent to any other administrator or placed in the faculty member's personnel file; in the case of faculty members with probationary term appointments, a record of this discussion shall be placed in the faculty member's personnel file;
  - be signed and dated by the unit administrator and the faculty member, who may attach to the evaluation a concise comment regarding the evaluation. The faculty member has seven working days after receiving the evaluation to attach the statement. The signature of the faculty member signifies that they have read the evaluation, but it does not necessarily indicate concurrence.
  - The unit administrator shall forward to each faculty member a copy of that member's annual evaluation within ten calendar days of completing the evaluations of unit members.





# Part VIII: Faculty Success Plan

- For faculty members who do not meet expectations as outlined in their annual faculty work plan, documentation in the form of a Faculty Success Plan will be included as a part of their annual evaluation. This Faculty Success Plan will be created by the unit administrator in collaboration with the faculty member and will:
  - be in writing;
  - include specific steps designed to lead to improvement;
  - include a specific timeline in which improvement is expected to occur;
  - a clear statement of consequences if steps are not met within specified timeline;
  - peer mentoring is encouraged as part of the faculty success plan;
  - progress meetings with the department chair/academic unit head shall occur on at least a semi-annual basis during the specified timeline.
- If a faculty member does not agree to the implementation of a faculty success plan, they may appeal in accordance with the provisions of the grievance procedure of Part XII, Section I, as appropriate.



# Post Tenure Review Key Definitions

**Faculty self-assessment:** Required for teaching part of annual evaluation and in post-tenure review. Self-assessment must include a summative review of the faculty member's teaching (for annual evaluation)/responsibilities (for post-tenure review) during the period under review and shall identify future formative strategies to continue growth (see *East Carolina University Faculty Manual*, Part VIII, Section I).

**Faculty success plan:** Required after annual evaluation and post-tenure review for each faculty member who does not meet expectations (see *East Carolina University Faculty Manual*, Part VIII, Section I).

**Peer assessment:** Required for teaching part of annual evaluation. Ways to conduct peer assessment: formal peer observation, documented review of teaching portfolios, documented discussions regarding pedagogical goals and methods, other peer assessment enabled by the unit code (see *East Carolina University Faculty Manual*, Part VIII, Section I).

**Peer Review Committee:** The Tenure Committee to elect the Peer Review Committee of a minimum of three faculty members and one alternate from the permanently tenured voting faculty not holding administrative status. The alternate shall serve when a member is unable to serve. The faculty member being reviewed shall not have the option of selecting members of the Peer Review Committee. Members of the Peer Review Committee shall serve for one academic year.

**External Review Expert:** If the unit 's tenured faculty includes no other expert in the specific field of research/creative activity of the faculty member under review, at the candidate's request, the tenured faculty may establish a process for selecting external faculty experts to provide a review of the candidate's research/creative activity work. The external expert shall be a tenured faculty member and, if available, from a UNC constituent institution.



# Post-Tenure Review Key Changes for AY 24-25

1. No Block Schedule. Units will keep individual timelines for their tenured faculty.
2. Process begins with the Peer Review Committee.
  - Sub-set of Tenure Committee with at least 3 members & 1 alternate.
  - Faculty should hold no administrative duties.
3. Faculty Member under review may not select Peer Review Committee members.
4. Candidate may request an external reviewer if no expert in their area is in the unit.
5. Review is focused on annual reports, annual evaluations, peer assessment of teaching effectiveness (Faculty Senate Resolution #24-52), annual, long-term work plans, and any faculty success plans during review period.
6. Self-assessment of 5-year work plan included in review.
7. Peer assessment should occur, at the latest, between the second and third year after granting of tenure or the previous post-tenure review.
8. Forms A-C used for the review are housed in the *ECU Faculty Manual* Part IX.
9. Dean prepares their own performance review of the faculty member under review after the unit administrators completes their review.
10. Post Tenure Review Timeline is updated and in Part X.
11. A faculty member whose review results in an overall rating of does not meet expectations shall be subject to a faculty success plan.
  - Written in conjunction with Peer Review Committee, the unit administrator, in consultation with the dean.
  - Faculty progress shall be reviewed in a meeting that occurs at least twice each academic year with the Peer Review Committee and the unit administrator.
12. A review undertaken as part of the process for conferring tenure or recommending a faculty member for promotion qualifies as a cumulative performance review.



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# Faculty Self-Assessment (Form B)

Name: \_\_\_\_\_

College/School: \_\_\_\_\_

Department/School: \_\_\_\_\_

Date: \_\_\_\_\_

*In no more than two pages, the faculty member shall develop a summative review of their responsibilities during the period under review and shall identify future strategies to meet or strive to exceed the performance standards contained for the Department of XYZ in the unit code.*



# Part X: Post Tenure Review

## Post-Tenure Review

The timelines designated in these schedules are the normal review cycles for the stated personnel actions. The Chancellor (or designee) may approve an adjustment to these timelines when compelling circumstances, as determined by the Chancellor (or designee), justify a temporary revision.

Action	9 and 12 Month Faculty	Time Allotted for Decision
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 submit drafts of post tenure review documentation to unit administrator	2 <sup>nd</sup> Monday in September	3 weeks
Faculty and unit administrator meet to discuss post-tenure review documentation	1 <sup>st</sup> Monday in October	3 weeks
Faculty member submits post-tenure review documentation to Peer Review Committee	3 <sup>rd</sup> Monday in October	2 weeks
Committee review to unit administrator	3 <sup>rd</sup> Monday in November	4 weeks
Unit Administrator review to Dean	2 <sup>nd</sup> Monday in December	3 weeks
Dean review to Provost	February 1 <sup>st</sup>	6 weeks



# UNC Code Chapter VI Revisions

The UNC Policy Manual  
The Code  
100.1  
Technical Corrections 09/22/21  
Amended 05/25/23

## CHAPTER VI- ACADEMIC FREEDOM AND TENURE

### SECTION 600. FREEDOM OF INQUIRY AND RESPONSIBILITY WITHIN THE UNIVERSITY COMMUNITY.

(1) The University of North Carolina System is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes. The University therefore supports and encourages freedom of inquiry for faculty members and students, to the end that they may responsibly pursue these goals through teaching, learning, research, discussion, and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.

(2) The University and each constituent institution shall protect faculty and students in their responsible exercise of the freedom to teach, to learn, and otherwise to seek and speak the truth.

(3) Faculty and students of the University of North Carolina System shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected.

### SECTION 603. DISCIPLINARY DISCHARGE, SUSPENSION OR DEMOTION<sup>4</sup>.

(1) A faculty member who is the beneficiary of institutional guarantees of academic tenure shall enjoy protection against unjust and arbitrary application of formal discharge, suspension, or demotion. During the period of such guarantees the faculty member may be discharged from employment, suspended without pay, or demoted in rank for reasons of:

(a) Incompetence, including significant, sustained unsatisfactory performance after the faculty member has been given an opportunity to remedy such performance and fails to do so within a reasonable time;

(b) Neglect of duty, including but not limited to, the sustained failure to: meet assigned classes, respond to communications from individuals within the faculty member's supervisory chain, report to their employment assignment and by continuing to be absent for fourteen (14) consecutive calendar days without being excused by their supervisor, or to perform other essential duties of their position or

(c) Misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty, including violations of professional ethics or engaging in other unethical conduct; violation of university policy or law; mistreatment of students or employees; research misconduct; financial or other fraud; or criminal, or other illegal or inappropriate conduct. To justify formal discharge, suspension, or demotion, such misconduct should be either (i) sufficiently related to a faculty member's responsibilities as to disqualify the individual from effective performance of job duties, or (ii) sufficiently serious as to adversely reflect on the individual's honesty, trustworthiness or fitness to be a faculty member.

Formal discharge, suspension, or demotion may be imposed only in accordance with the procedures prescribed in this section. For impositions of formal discharge, suspension, or demotion under this section of *The Code*, a faculty member serving a stated term shall be regarded as having tenure until the end of that term. These procedures shall not apply to Non-Reappointment, Denial of Tenure, and Denial of Promotion as provided in Section 604, Separation Due to Financial Exigency or Program Curtailment as provided in Section 605, a grievance as provided in Section 607, or any other lesser employment action that is not a formal discharge, suspension, or demotion.

### SECTION 604.

#### NON-REAPPOINTMENT, DENIAL OF TENURE, AND DENIAL OF PROMOTION.<sup>7</sup>

##### 604 A. Decisions Subject to Notice.

(1) The following faculty employment decisions are subject to notice as provided by this section:

(a) Decision not to reappoint a tenure track faculty member after the initial contract period ("Non-Reappointment");

(b) Decision not to confer tenure to a tenure track faculty member ("Denial of Tenure"); and

(c) Decision not to promote in rank a tenure track faculty member or a tenured faculty member ("Denial of Promotion").

### SECTION 605.

#### SEPARATION DUE TO FINANCIAL EXIGENCY OR PROGRAM CURTAILMENT.

##### 605 A. Definition.

The tenure policies and regulations of each institution shall provide that the employment of faculty members with permanent tenure or of faculty members appointed to a fixed term may be terminated by the institution because of (1) demonstrable, bona fide institutional financial exigency or (2) major curtailment or elimination of a teaching, research, or public-service program. "Financial exigency" is defined as a significant decline in the financial resources of the institution that is brought about by decline in institutional enrollment or by other action or events that compel a reduction in the institution's current operations budget. The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or elimination of a teaching, research, or public-service program shall be made by the chancellor, after consulting with the academic administrative officers and faculties as required by Section 605 C (1), subject to the concurrence by the president and then approval by the Board of Governors. If the financial exigency or curtailment or elimination of program is such that the institution's contractual obligation to a faculty member may not be met, the employment of the faculty member may be terminated in accordance with institutional procedures that afford the faculty member a fair hearing on that decision.<sup>9</sup>

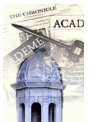
### SECTION 607. FACULTY GRIEVANCE PROCESS.

(1) The chancellor of each constituent institution shall provide for the establishment of a faculty grievance committee. The faculty grievance committee shall be elected by the faculty with members elected from each professorial rank. No officer of administration shall serve on the committee. For purposes of this section, "officer of administration" shall be deemed to include deans, department chairs and department heads.

(2) The committee shall be authorized to hear grievances of members of the faculty.

(3) "Grievances" within the province of the grievance committee's power shall include matters directly related to a faculty member's terms and conditions of employment. Grievances must be based upon a decision made by an administrator in a supervisory role over the faculty member. The grievance must allege that the decision was in violation of federal or state law, or UNC Policy or Regulation, or constituent institution policy or regulation and that the faculty member was negatively affected by such decision. However, the grievance committee may not consider a matter that is subject to Section 603, Section 604, or Section 605 of *The Code*, or a matter that is not grievable as defined in UNC Policy 101.3.2[R].

(4) A faculty member who has a grievance may submit the grievance to the faculty grievance committee. The grievance committee shall decide whether the facts fall within the institution's grievance policy such that the grievance is reviewable by the committee; submission of a grievance shall not result automatically in consideration or review of the grievance.



## ECU Faculty Senate

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*(Don Sexauer, Chair of the Faculty, Pieces of Eight, 1998)*

# ECU Faculty Appellate Provisions

[Personnel](#) / [Dispute Resolution, Grievances, and Appeals](#) / Faculty Appellate Provisions (Implementing Processes for Sections 603,604, 605, and 607 of The Code)

## Faculty Appellate Provisions (Implementing Processes for Sections 603,604, 605, and 607 of The Code)

Updated: November 22, 2024

POLICY:	POLO6.35.04
TITLE:	Faculty Appellate Provisions (Implementing Processes for Sections 603,604, 605, and 607 of The Code)
CATEGORY:	Personnel
SUB-CATEGORY:	Dispute Resolution, Grievances, and Appeals
AUTHORITY:	Board of Trustees
CONTACT:	Provost and Senior Vice Chancellor for Academic Affairs (252) 328-5419
RELATED POLICIES:	<a href="#">Chapter 100-The Code and Policies of the University of North Carolina-Chapter VI- Sections 603, 604, 605, 607, and 609</a> <a href="#">Chapter 100-The Code and Policies of the University of North Carolina-101.3.1 Policy on Regulations and Guidelines Implementing Chapter VI of The Code</a> <a href="#">Chapter 100-The Code and Policies of the University of North Carolina-101.3.1.1[R]- Regulation on Disciplinary Discharge, Suspension, or Demotion Under Section 603 of The Code</a> <a href="#">Chapter 100-The Code and Policies of the University of North Carolina-101.3.1.2[R]- Regulation on Non-Reappointment, Denial of Tenure, and Denial of Promotion Under Section 604 of The Code</a> <a href="#">Chapter 100-The Code and Policies of the University of North Carolina-101.3.1.3[R]- Regulation on Grievances Filed Pursuant to Section 607 of The Code</a>
ADDITIONAL REFERENCES:	<a href="#">Chapter 100.1-The Code and Policies of the University of North Carolina-Appendix 1- Delegations of Duty and Authority to the Boards of Trustees</a> <a href="#">NC General Statutes, Chapter 126, Article</a>
HISTORY:	Approved November 22, 2024
PREVIOUS VERSIONS:	No previous versions available.

### 1. Introduction

1.1. East Carolina University shall interpret and apply the provisions of Chapter VI of The Code, Academic Freedom and Tenure, including, but not limited to



## ECU Faculty Senate

## EAST CAROLINA UNIVERSITY FACULTY MANUAL

### PART XII

## Faculty Appellate Provisions

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# ECU Faculty Senate

Please join us for the [December 3 Faculty Senate meeting](#), via livestream. See the [December 3rd agenda \(PDF\)](#) for details.



ECU maintains a strong, long-standing shared governance structure. The Faculty Senate has been the legislative, advisory and primary faculty governance body for faculty representation at ECU for over 50 years. This body provides the means by which faculty are able to fulfill their responsibilities with respect to academic and educational policies of ECU.

Please feel free to stop by the Faculty Senate office, located at 140 Rawl Annex anytime and/or contact an elected [Faculty Officer](#) with any questions or concerns that you may have.

The Faculty Senate represents all faculty of East Carolina University. It is comprised of faculty members elected by the general faculty and UNC Faculty Assembly Delegates and senior administrators who serve as ex-officio members with vote. The functions, duties, and privileges of the faculty and the Faculty Senate are detailed in the [ECU Faculty Constitution \(PDF\)](#), which is contained in the [Faculty Manual \(PDF\)](#), and exercised under the authority of the University Chancellor.

**“Shared governance in an academic setting is a fragile balancing act that takes place between the administration of the university and its faculty. It is the attempt by the administration and the faculty to solve problems and implement policies in a manner that benefits all the constituencies of the university.”**

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## Faculty Senate Resources

- [Faculty Manual \(PDF\)](#)
- [Academic Unit Codes of Operation](#)
- [Frequently Asked Questions](#)
- [Faculty Senate roster](#)
- [Faculty Marshals](#)
- [Parliamentarian links](#)
- [Faculty Counselors](#)
- [University Ombuds](#)

## Index of Resolutions

- [1977-2010 Index of Resolutions \(PDF\)](#)
- [2011-2017 Index of Resolutions \(PDF\)](#)
- [2018-2021 Index of Resolutions \(PDF\)](#)
- [2022-present Index of Resolutions \(PDF\)](#)

## Full Text of Resolutions

- [1990-2010 Full Text of Resolutions \(PDF\)](#)
- [2011-2017 Full Text of Resolutions \(PDF\)](#)
- [2018-2021 Full Text of Resolutions \(PDF\)](#)
- [2022-present Full Text of Resolutions \(PDF\)](#)

We acknowledge the Tuscarora people, who are the traditional custodians of the land on which we work and live, and recognize their continuing connection to the land, water, and air that Greenville consumes. We pay respect to the eight state-recognized tribes of North Carolina; Coharie, Eastern Band of Cherokee, Haliwa-Saponi, Lumbee, Meherrin, Occaneechi Band of Saponi, Sappony, and Waccamaw-Siouan, all Nations, and their elders past, present, and emerging.



Rachel Baker  
[bakerr@ecu.edu](mailto:bakerr@ecu.edu)



# ECU Faculty Senate

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# Faculty 180 for Workload

Faculty180

Scholars@ECU Faculty Profiles

College Coordinators

Steering Committee

Resources

FAQ




## Faculty180: Faculty Reporting System

Faculty180 is a tool for reporting activities of faculty, departments, colleges and the university as a whole. It will facilitate tenure and promotion and annual performance review processes. System capabilities include:


- Importing faculty publication records from various bibliographic sources such as SCOPUS or PubMed
- Assisting departments in standardizing information such as journal titles, for example, and eliminating redundancies
- Facilitating management of data at various levels—individual, department, school, college and university
- Providing customized CV templates and reports
- Managing review processes electronically

 Review Processes Scheduled for Faculty180 Reviews

 Login to Faculty180

 Case Creation Request

 Upcoming Training

 Submit Help Ticket

## Faculty180 Help



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## ECU Faculty Senate

# Faculty 180: Annual Evaluation for Service

[Preview of the 2024-2025 Evaluation Form](#)

**Service Ranking (Includes Administrative Duties) \*** Options ▾

Choose the appropriate ranking.

Exceeds Expectations

Meets Expectations

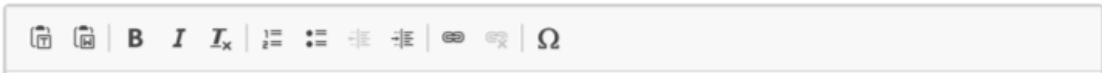
Does Not Meet Expectations

Not Applicable / Unable to Rate

---

**Comments on Service \*** Options ▾

Enter here a brief narrative justification of the ranking for service to the institution, the profession, and/or the community. Administrative duties are to be evaluated in this category.





**ECU Faculty Senate**

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# Faculty 180: Faculty Success Plan

### Faculty Success Plan

Options ▾

Choose the appropriate action.


If a new faculty success plan is created, or a previous faculty success plan is reviewed during this evaluation cycle, upload the faculty success plan on the Case Details tab > Internal Sections > Faculty Success Plan section.

- New Faculty Success Plan will be created in response to this evaluation
- Faculty Success Plan was reviewed during this evaluation cycle and the faculty member met or exceeded expectations
- Faculty Success Plan was reviewed during this evaluation cycle and the faculty member did NOT meet expectations
- Not Applicable

### Faculty Success Plan Comments

Options ▾

Add comments related to the faculty member's success plan, if applicable.








# Faculty 180: Self-Assessment of Teaching Effectiveness

▼ Self-Assessment of Teaching Effectiveness ? Help

Self-Assessment must include a summative review of the faculty member's teaching during the period under review and shall identify future formative strategies to continue developing skill in teaching.

Teaching Statement	Start Semester	End Semester	Actions
This is a test statement on my teaching effectiveness. I will explain the things I have done to be an effective teacher in the last academic year. This is a test statement on my teaching effectiveness. I will explain the things I have done to be an effective teacher in the last academic year. This is a test statement on my teaching effectiveness. I will explain the things I have done to be an effective teacher in the last academic year. This is a test statement on my teaching effectiveness.	Summer 2024	Spring 2025	  

[Add](#)

[Link to Self-Assessment of Teaching Effectiveness User Guide](#)



ECU Faculty Senate

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# Faculty 180: Annual Evaluation Meeting

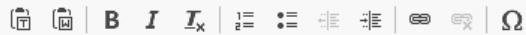
## Workplan and Annual Evaluation Meeting Date

Annual Evaluation Meeting Date \* Options ▾

Enter the date in which the unit administrator and faculty member met to review the annual evaluation and workplan (if required).

Date \*  

Comments (Optional): Options ▾



0 / 8000 characters

## [How to Review Workplans Mid-Year](#)





The background of the slide is a deep purple color filled with a dense field of small, bright white and light purple specks, resembling a starry night sky or a galaxy. The text "Questions?" is centered in the middle of this background.

Questions?