



# The ECU Office for Faculty Excellence and ECU Faculty Senate

Fall 2023

Updates about Personnel Actions for  
Promotion, Tenure, and Advancement

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# Overview

- Recent UNC policy manual and Code changes and potential revisions
- Key Documents
- Key People
- Faculty Employment
- Annual Evaluation
- Progress Toward Tenure Letters
- The Personnel Action Dossier (PAD)
- Support
- Questions



**ECU Faculty Senate**

*“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.”*

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

# UNC Policy Manual and Code 300.5.1 “Political Activities of Employees”

*Nor shall any employee or applicant be **solicited or required** to describe his or her actions in support of, or in opposition to, such beliefs, affiliations, ideals, or principles. Practices prohibited here include but are not limited to **solicitations or requirements** for statements of commitment to particular views on matters of contemporary political debate or social action contained on applications or qualifications for admission or employment or included as criteria for analysis of an employee’s career progression.*

- **Nothing in Section 5 modifies or otherwise affects the University’s existing guarantee of the right of academic freedom** in its faculty’s academic scholarship or classroom instruction, or research pursuits, subject only to institutional academic tenure policies as contemplated in Section 602 of The Code, as well as applicable law and UNC Code and Policy.
- **Nothing in Section 5 infringes upon the ability of an employee or applicant for academic admission or employment to voluntarily opine or speak regarding any matters, including those of contemporary political debate or social action, as contemplated in Section 5(a). Nor shall anything in Section 5 prohibit discussion with, or questioning of, an employee or applicant regarding the content of the employee’s or applicant’s resume, curriculum vitae, body of scholarship, or other written work or oral remarks presented by the employee or applicant in his or her own support.**

# 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 601. ACADEMIC FREEDOM AND RESPONSIBILITY OF FACULTY.

(1) It is the policy of the University of North Carolina System to support and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication for all members of the academic staffs of the constituent institutions. Members of the faculty are expected to recognize that accuracy, forthrightness, and dignity befit their association with the University and their position as faculty members. They should not represent themselves, without authorization, as spokespersons for the University of North Carolina System or any of its constituent institutions.

(2) The University and its constituent institutions shall not penalize or discipline members of its faculties because of the exercise of academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsibility.

### SECTION 602. ACADEMIC TENURE; NON-DISCIPLINARY SEPARATION.<sup>1</sup>

(1) To promote and protect the academic freedom of its faculty, the board of trustees of each constituent institution shall adopt policies and regulations governing academic tenure. Policies adopted by a board of trustees regarding academic tenure and promotion shall be effective upon review by the senior vice president for academic affairs and the vice president and general counsel and approved by the president. The chancellor, or their designee, shall review the constituent institution's tenure policies periodically, but at least every five years, and shall report to the president whether or not amendments or revisions are appropriate. The chancellor shall involve the faculty in this review; however, the chancellor shall make the final decision regarding any proposed amendments or revisions.

(2) In all instances, the tenure conferred on a faculty member is held with reference to employment by a constituent institution, rather than to employment by the University of North

### 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.

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# Six UNC Faculty Workgroups

## ***Awards and Recognition***

The Awards and Recognition committee created guiding principles for all award revisions, provided a list of recommendations, and recommended specific revisions to the Oliver Max Gardner and James M. Holshouser award descriptions and application processes. The committee members held additional meetings during the summer 2023 break, and they continue meetings beyond the date of this report to consider the Awards for Excellence in Teaching and a proposed award addressing innovation within the UNC System.

## ***Evaluation of Teaching***

The Evaluation of Teaching Committee recommended revising policies (and associated guidelines and/or regulations) to address three components: identifying instruments for evaluating teaching; interpreting and using teaching evaluation instruments; and practices related to teaching evaluations. When identifying the instruments, institutions should ensure they focus on student learning and opportunities for faculty to enhance pedagogy, with training on understanding and using the instruments and the inputs (surveys, evaluations, etc.). Institutional administrators should use the evaluations as formative measures for faculty development and use them to craft faculty development opportunities, as well as reward high-quality teaching. The institutions should be clear and transparent on the data collection for the evaluations, and in articulating how evaluations will be used.

The committee recommended that the UNC System Office play a role in assisting the institutions by offering training on using evaluations to enhance pedagogy and student learning experiences, as well as creating a “best practice toolkit” to assist institutions and the faculty.

## ***Faculty Retirement and Incentive Program (FRIP)--dependent on state budget***

The FRIP committee developed recommendations for an incentive program that would offer a voluntary retirement benefit to faculty, while allowing UNC System institutions to maximize resources and reinvest its resources, in alignment with each institution’s strategic priorities and long-term needs.

Faculty participation in FRIP would be voluntary, and the initial program would be a “proof of concept” to assist five institutions (East Carolina University, North Carolina Central University, UNC Asheville, UNC Greensboro, and Winston-Salem State University), due to their current and/or anticipated enrollment declines. Initial rollout would be a prototype for opt-in retirement plans at all UNC System institutions.

Best practices identified communication of the application and selection criteria (determined by each institution) is critical. Provosts, in consultation with institution leadership, would be responsible for reallocations and ensure administrative flexibility.

## ***Faculty Workload-Policy 400.3.4 implementation AY 24-25***

The Faculty Workload committee identified core principles, made a list of recommendations, and completed a proposed policy to supersede Section 400.3.4 of the UNC Policy Manual, *Policy on Monitoring Faculty Workloads*. The UNC System Office submitted a proposal to the Board of Governors at their May 24, 2023 meeting, and the Board subsequently approved the policy changes at the July 19, 2023 meeting. See <https://www.northcarolina.edu/apps/policy/doc.php?type=pdf&id=185>.

A short summary of the identified principles included the need for any policy to be broad enough to recognize variations in faculty types and work and our wide range of institutional missions, using accepted practices, while retaining equity in workload assignments and ensuring institutional and system clarity. The committee used and encapsulated the principles from the American Council on Education (ACE) 2022 report, *Equity-Minded Faculty Workloads: What We Can and Should Do Now*.

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# UNC Faculty Workgroups

## ***Post-Tenure Review (PTR)***

The PTR committee, as well as the Steering Committee, concluded that the foundations of the UNC PTR policies broadly remain very sound. In fact, in a comparison to peer systems one could conclude that other systems may have used UNC PTR policies as a template—and recent changes in Florida bring them closer to UNC policies for PTR.

However, areas remain for improvement in UNC policies and regulations:

- Guiding documents should include a requirement for greater use of the annual performance review process to align with PTR expectations and progress, and the inclusion in the five-year PTR review of a faculty self-evaluation component.
- The UNC System needs to update the training videos to make them shorter and more relevant.
- Moving certification of required PTR training down to the college/school/department level, and not with the provosts. Doing so would increase oversight and improve process management.
- For faculty who “exceed expectations,” the committee recommended several actions to reward and recognize such performance, to include financial incentives, to improve morale and increase retention of high-performing faculty.

## ***Professional Track Faculty***

The Professional Track Faculty committee determined that the most productive path forward to meet its charge was to draft recommended policy language amending Chapter VI of *The Code* and identify additional recommendations to be included either in future policy changes or accompanying regulations. Section II of the full report provides the committee’s recommended amendments to Chapter VI of *The Code*. Section III provides additional policy recommendations to be considered for inclusion in either future policy amendments or regulations.

In developing its recommendations, the committee strove to achieve balance between establishing system-wide standards and allowing appropriate flexibility for constituent institutions to adopt policies tailored to fit the unique mission, culture, and circumstances of each institution.

The committee’s recommendations seek to actualize the following three goals:

- Accurately reflect the composition of the faculty in the policy language about faculty.
- Ensure equitable employment conditions for all paid faculty.
- Accord all paid faculty the opportunity to participate fully in and enjoy the benefits of the faculty role.



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# Key Sections of the Faculty Manual

[Part VIII, Section I](#) - Personnel Policies and Procedures for the Faculty of ECU

[Part IX, Section I](#)

- Appointment, Tenure, Promotion, and Advancement Policies and Procedures
- Performance Review of Tenured Faculty

[Part X, Section I](#) – Personnel Action Dossier

[Part X, Section II](#)

- Tenure and Promotion Schedule
- Subsequent Appointment of Fixed-Term Faculty Timeline

[Guidelines for Preparing a Cumulative Evaluation](#)

(for Tenure/Promotion Committee and Unit Administrator)

[Part XII – Faculty Appellate Provisions](#)



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# Key People

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The Unit Administrator (Chair)

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The Chair of Personnel Committee

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Personnel Committees: Personnel, Promotion,  
& Tenure

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Unit Senator(s)

# Faculty Employment

## Tenure Track Faculty

### Reappointment, Tenure, and Promotion in rank

- Responsibilities in all areas:
  - Teaching and
  - Research and
  - Service and
  - Clinical (if appropriate)
- It is possible to request early tenure and promotion.
- It is possible to request extensions in probationary term.
- When obtaining Promotion, University standard salary increase.

## Tenure Track Faculty

- Annual Evaluation (Unit administrator)
- Annual Progress Toward Tenure Letters (Unit administrator+ Tenure Committee)
- 2nd year - **1st PAD submitted**
  - Content of PAD determined by Faculty Manual
  - 4 peer observations needed
- 4th year - **2nd PAD submitted**
  - 4 additional observations needed
- 6th year - **3rd PAD submitted**
- Departmental copy of PAD returned to you when leaving ECU



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# Faculty Employment

## Fixed-Term Faculty

### Subsequent appointment and advancement in title

- Areas of responsibility:
  - Teaching (and Service) *or*
  - Research (and Service) *or*
  - Clinical (and Service)
- It is possible to request advancement in title in the middle of a multiyear contract
- When obtaining advancement in title, salary increase varies by college.

## Fixed-Term Faculty

- Annual Evaluation (Unit administrator)
- For each contract renewal: Portfolio submitted
- Content of portfolio determined by unit
- Peer observations most likely needed
- Recommendation for contract renewal (Personnel Committee to Unit Administrator)
- Contract length: 1, 2, 3 or 5 year
- In Academic Affairs, 33% percent in each college in 1-year contracts



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# Annual Evaluation

- Done using [Faculty 180](#). Deadline for submission usually given by unit administrator. Timing might change according to 9 vs. 12-month faculty status.
- Annual evaluation of faculty performance of assigned duties and responsibilities done by the unit administrator.
- All faculty evaluated regardless of rank or title.
- The evaluation is done according to criteria contained in the unit code approved by the Chancellor, which includes criteria for assigning relative weights for each area of faculty responsibility.
- The 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.



# Progress Toward Tenure Letter

- Every year **except** the year prior to the year in which a faculty member's mandatory tenure decision is considered
- Jointly written by Unit Administrator and Tenure Committee
- Written after completion of the candidate's current annual evaluations and prior to end of the spring semester
- Letters address the candidate's **cumulative accomplishments** to date, including successes and areas for improvement
- Candidates are evaluated **within the context of the unit's ongoing expectations** of the candidate in the unit's criteria for promotion and tenure
- The letter shall include **evaluative and formative language** that advises the candidate on how to meet unit expectations
- Letters must **not** be understood as a **guarantee** of the ultimate tenure decision
- Representative(s) of the Tenure Committee will **meet** with the unit administrator and the candidate to discuss in a formative manner the outcome of the progress towards tenure with suggested areas of improvement
- If candidate **disagrees**, they should notify in writing within **14 days** of the meeting



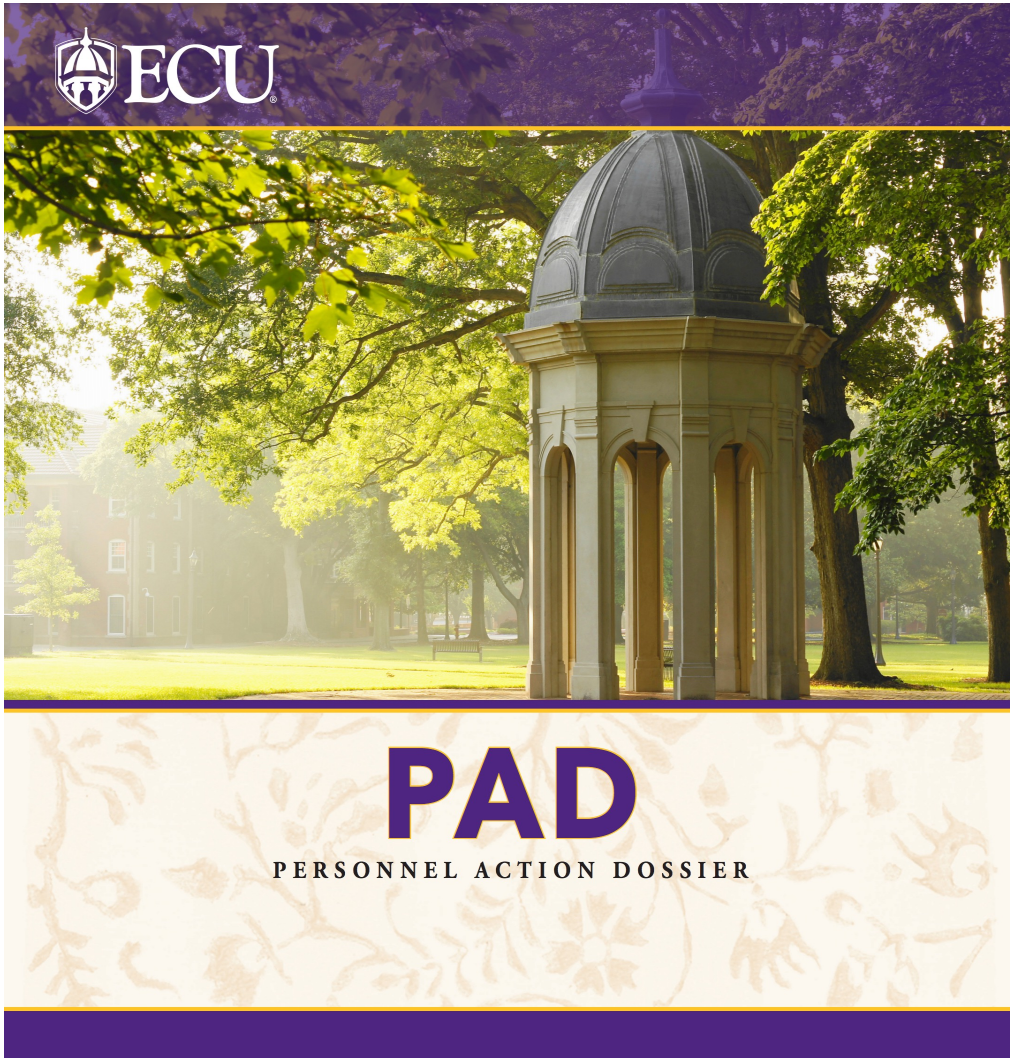
# Progress Toward Tenure Letter

Progress Towards Tenure (PTT) Letters -  
 Required all years except the year prior to the year in which a faculty member's  
 mandatory tenure decision is considered

Action	9 and 12 Month Faculty Deadline
Unit administrator provides the Tenure Committee with the candidate's current annual report, copies of the candidate's previous and current annual evaluations and previous progress toward tenure letters, and a draft of the new Progress Toward Tenure letter written by the unit administrator	3 <sup>rd</sup> Friday in April
Tenure Committee meets with the unit administrator to review the cumulative record of a candidate's progress and finalize the Progress Toward Tenure letter	4 <sup>th</sup> Friday in April
Delivery of PTT letter and meeting that includes the faculty member, representative of the Tenure Committee and unit administrator to discuss the letter	End of the Spring Semester



# The Personnel Action Dossier (PAD)



“The Personnel Action Dossier (PAD) is a collection of documents and lists of accomplishments in summary form that provides a record of the accomplishments of a faculty member seeking reappointment, promotion, or tenure. A PAD is compiled in a manner described in The Faculty Manual and is submitted each time a personnel action for reappointment, promotion, or tenure takes place.”

Part X, Section I of the *ECU Faculty Manual*



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# Preparing your PAD: General Recommendations



ECU has moved to Faculty 180 Reviews for Fall 2023!

1

Maintain an updated [Faculty 180](#) profile

2

Collect and organize evidence (refer to [Cumulative Report format](#))

3

Store PAD materials electronically

4

Be prepared to submit the PAD electronically

5

Back-up , BACK UP!!!



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# Preparing the PAD

“Attention is paid both to productivity since the date of hire, tenure or last promotion (whichever is more recent), and accomplishments over one’s entire career ... the candidate should supply dates for all listed activities and accomplishments, making it possible for reviewers to identify clearly the chronology of accomplishments related to the time of hire, tenure or last promotion ...”

[Part X, Section I of the \*ECU Faculty Manual\*](#)

“A committee’s deliberations are not limited to the contents of the Personnel Action Dossier and may address any of the candidate’s contractual duties and professional conduct.”

[Part IX, Section I of the \*ECU Faculty Manual\*](#)

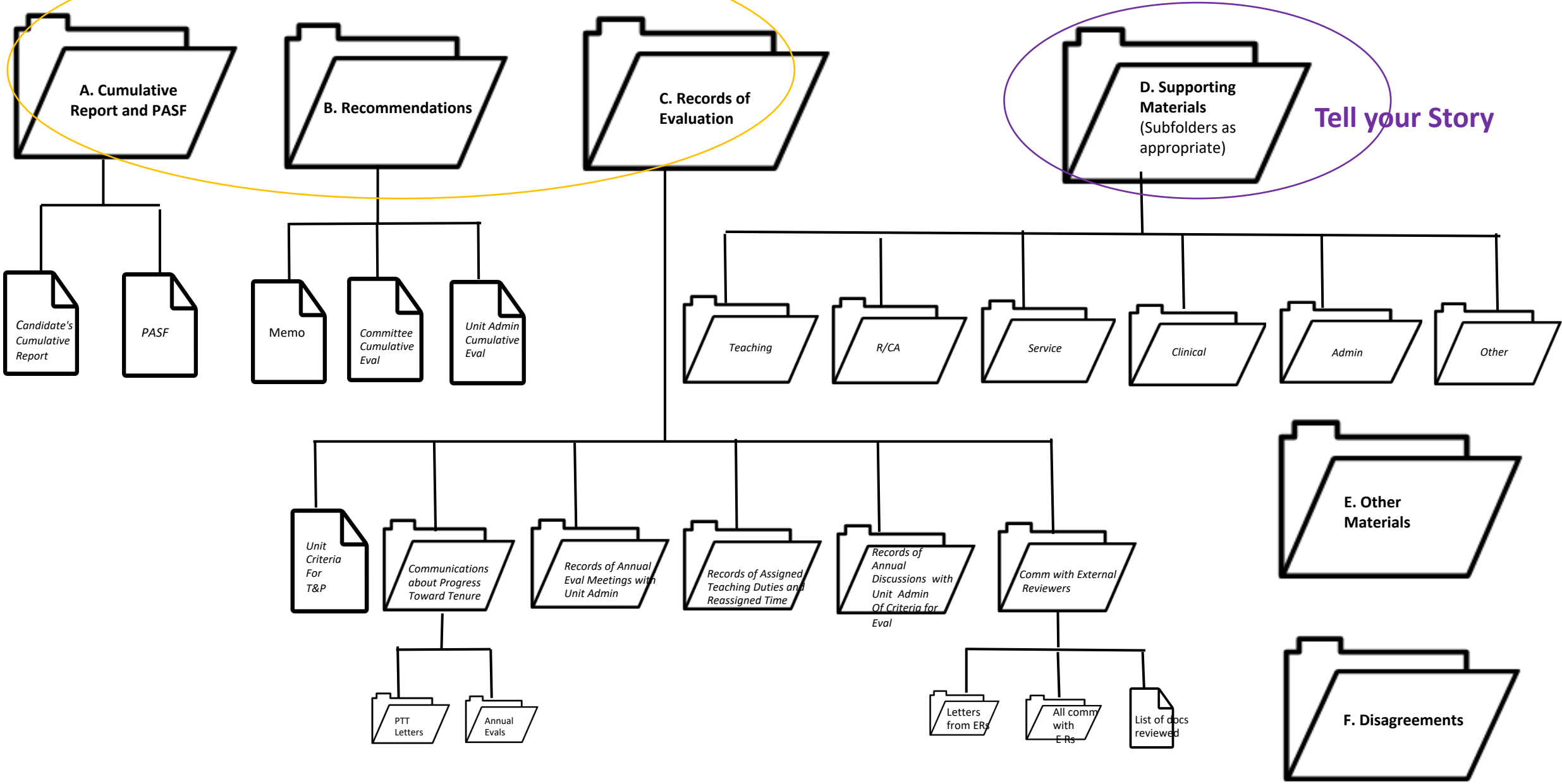


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# Mandatory Content



Tell your Story

# Cumulative Report

## B. Teaching (Didactic and Clinical) and Advising [narrative or bulleted list and relevant date(s)]

1. Teaching experience
  - a. Chronological list of all courses taught including year, semester, section, and enrollments.
  - b. Chronological list of all peer reviews including year, semester, and reviewer name.
2. Noteworthy accomplishments and practices in teaching
3. Noteworthy accomplishments and practices in advising and retention
4. Noteworthy accomplishments in the promotion of diversity, equity and/or inclusion
5. Extraordinary duties assigned or elected in advising
6. Direction of student research and performances:
  - a. List undergraduate students and projects.
  - b. List graduate students and projects.
  - c. List memberships in graduate student's thesis/dissertation committees
7. Grants (listed by year in reverse chronological order) in support of teaching and advising.  
Provide a list of all grants applied for, listing for each the source, amount requested, title, and co-investigators. Designate status: awarded (including amount awarded if different from request), pending, rejected.
  - a. Grants/proposals through Office of Sponsored Programs
  - b. Grants/proposals through the Division of Institutional Advancement
  - c. University Grants
  - d. Reports to granting agencies: list agency(ies)

## E. Professional and University Service (list by year, in reverse chronological order)

4. Service in support of equity, diversity and inclusion
5. Other professional service
6. Grants (listed by year in reverse chronological order) in support of professional service. Provide a list of all grants applied for, listing for each the source, amount requested, title, and co-investigators. Designate status: awarded (including amount awarded if different from request), pending, rejected.
  - a. Grants/proposals through Office of Sponsored Programs
  - b. Grants/proposals through the Division of Institutional Advancement
  - c. University Grants
  - d. Reports to granting agencies: list agency(ies)

## C. Research/Creative Activity:

1. A brief statement of research activities and interests.
2. A complete list of publications in print, in reverse chronological order, beginning with the most recent publications (Note: School of Medicine should use the AMA format for publications):
  - a. Books and monographs
  - b. Journal articles
  - c. Chapters in books
  - d. Book reviews in professional journals
  - e. Abstracts (including those published in proceedings)
  - f. Microforms
  - g. Sound/video recordings musical scores
  - h. Art exhibitions, pictures in books, applied art
  - i. Articles in proceedings
  - j. Patents
  - k. Editorships of professional journals or books
  - l. Musical performances & productions
  - m. Theatrical performances & productions
  - n. Software development
  - o. Electronic publications
  - p. Clinical trials
  - q. Other (e.g., entries in encyclopedias)
3. Papers, creative works, etc. accepted for publication but not yet in print (attach a copy of letter of acceptance)
4. Other research publications: list title(s) and publication dates and publisher
5. Research presentations and posters: list organization, date, and title of presentation(s)
6. Participation in expert panels (include topics, meeting, date(s).
7. Visiting professorships or lectureships (include titles, place, date(s).
8. Pedagogical materials: list title(s) and publication dates and publisher
9. Scholarly activities that advance ECU's commitment to equity, diversity and inclusion
10. Grants (listed by year in reverse chronological order) in support of



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# Reappointment of Probationary Faculty

Reappointment of Probationary-Term Faculty Members Timeline\*

Action	9 Month Faculty Deadline	12 Month Faculty Deadline	Approx. Time Allotted for Decision
PAD due to Tenure Committee for reappointment decision	3 <sup>rd</sup> Tuesday in January	4 <sup>th</sup> Tuesday in February	
Committee recommendation to unit administrator	2 <sup>nd</sup> Tuesday in February	3 <sup>rd</sup> Tuesday in March	3 weeks
Unit administrator recommendation to Dean (if applicable)	1 <sup>st</sup> Tuesday in March	2 <sup>nd</sup> Tuesday in April	3 weeks
Dean recommendation to VCAA or VCHS	Last Tuesday in March	1 <sup>st</sup> Tuesday in May	3 weeks
VCAA or VCHS decision	Last Tuesday in April	1 <sup>st</sup> Tuesday in June	4 weeks

# Part X Personnel Action Dossier and Tenure and Promotion Schedule

## PART X - PERSONNEL ACTION DOSSIER AND TENURE AND PROMOTION SCHEDULE

### SECTION II

#### Tenure and Promotion Schedule

*Revised 5-18*

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. For Promotion and Tenure consideration, the Chancellor (or designee) will adjust the schedule for notifications to faculty candidates when required by unforeseen circumstances, such as a change in the Board of Trustees meeting date normally held in the spring of the academic year.

#### Promotion and Tenure Timeline – Spring before Decision Year\*

Action	9 and 12 Month Faculty Deadline	Time Allotted for Decision
Faculty member makes a request to the unit administrator to begin the process of consideration for promotion or early conferral of permanent tenure	1 <sup>st</sup> Friday in February	
Faculty member submits a list of potential external reviewers to the tenure committee	3 <sup>rd</sup> Friday in February	
Tenure Committee submits of a list of external reviewers to the unit administrator and selects materials to be sent to reviewers	4 <sup>th</sup> Friday in March	
Unit administrator sends letter and materials to confirmed external reviewers	Last Friday in April	4 weeks

#### Promotion and Tenure Timeline – Fall and Spring of Decision Academic Year\*

Action	9 and 12 Month Faculty Deadline (AA and HS)	Time Allotted for Decision
Unit administrator informs committee of upcoming need for a meeting	1 <sup>st</sup> Tuesday in September	
External reviewers' reports due	1 <sup>st</sup> Tuesday in September	
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 member turns in PAD to Committee	2 <sup>nd</sup> Tuesday in September	
Committee recommendation/PAD to unit administrator	4 <sup>th</sup> Tuesday in October	6 weeks
Unit administrator recommendation/PAD to Dean (note: Brody School of Medicine P&T Committee reviews & makes recommendation to BSOM Dean)	1 <sup>st</sup> Tuesday in December	5 weeks
Dean recommendation/PAD to VCAA or VCHS	1 <sup>st</sup> Tuesday in February	6 weeks
VC decision/PAD to Chancellor	1 <sup>st</sup> Tuesday in March	4 weeks
Chancellor decision	3 <sup>rd</sup> Tuesday in March	2 weeks
BOT decision (Tenure Only)	Spring BOT meeting	Date varies each year

September 5



September 12

# External Reviews

Make sure you adhere to FM Part IX.I.IV.D and your unit code's procedures. If your unit code is older than 2017, procedures in the FM supersede the code.

The FM requires:

**MANDATORY**

- 3 external review letters
- Reviewers must be at least at the rank to which the candidate is requesting promotion
- 1/3 of reviewers must come from the candidate lists

The unit code should specify:

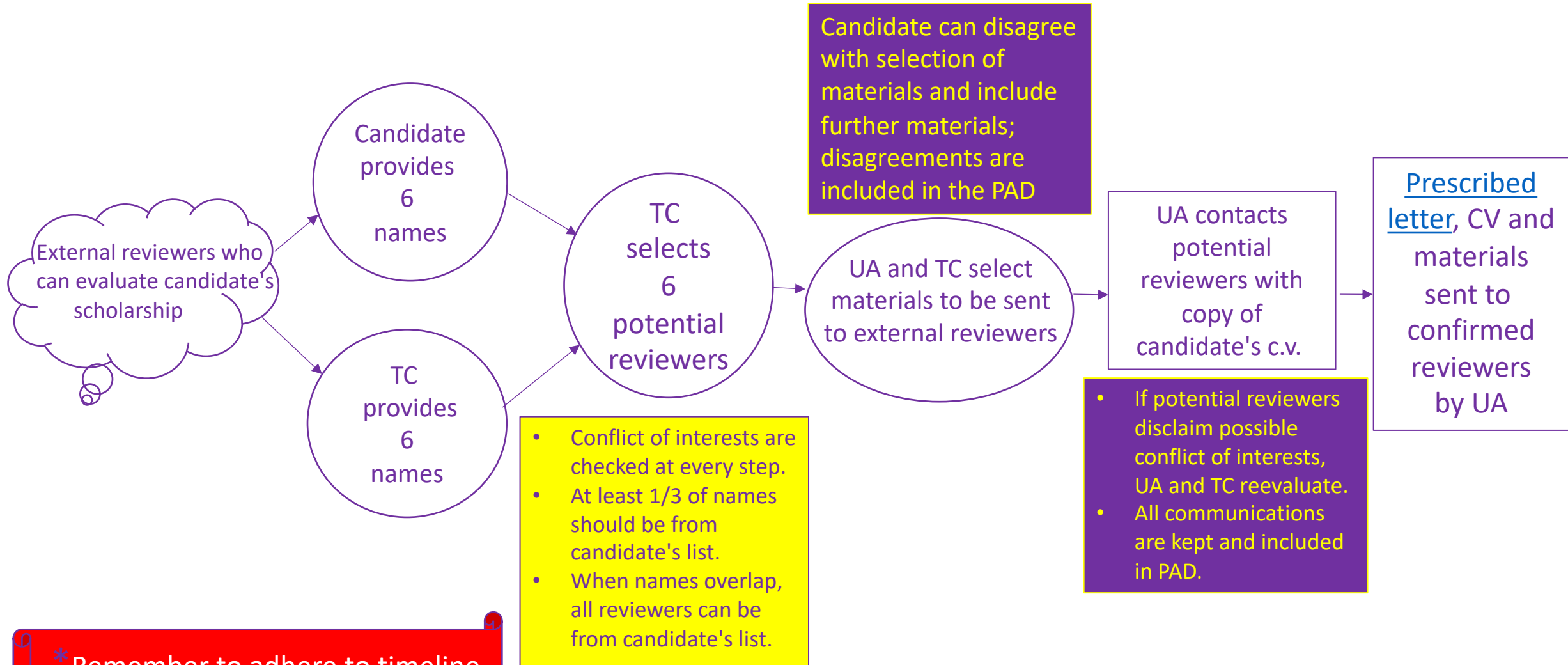
- Number of reviewers above 3 that is necessary
- Qualifications for reviewers
- Conflict of interests for reviewers

The FM Part IX.I.IV.D offers guidance of what to do when:

- The list of potential external reviewers is exhausted before required number of external reviewers agree to review.
- Less than required number of confirmed reviewers submit their evaluation on time.
- More than required number reviewers submit their evaluation.



# External Reviews: The Process\*



\* Remember to adhere to timeline in [FM Part X.II](#)



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# Fixed-Term Faculty Appointments

## Subsequent Appointment of Fixed-Term Faculty Members Timeline – Spring of Decision Year\*

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	
Committee and unit administrator notify fixed-term faculty member in writing of subsequent appointment recommendation	No later than 45 days before term expires	30 days



# The Support: Suggestions



NEWS | ADVICE | THE REVIEW | DATA | CURRENT ISSUE | VIRTUAL EVENTS | STORE ▾ | JOB!

ADVICE



## Ask the Chair: Are Great Chairs Born or Made?

Higher education is finally getting serious about training new department heads.

By *Kevin Dettmar* | AUGUST 15, 2023



Dettmar's suggestions range from free and easy to somewhat more involved and costly.

- Bond with other chairs
- Read up on management skills
- Seek formal training

[Article Link](#)



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# The Support: The ECU Office for Faculty Excellence

Office for Faculty Excellence

Professional Development ▾

Teaching Resources

Faculty Life

Research

Awards ▾

About Us ▾



These workshops are designed to provide updates and opportunities for dialogue among department chairs. Most sessions are available for all department chairs, however, some are specifically for new department chairs only (as designated under those titles).

- New Faculty
- Register for Upcoming Sessions
- Faculty Appointments
- Office for Equity and Diversity Education Opportunities

## Calendar

Search:

Date/Time/Format	Session Details	Recordings and Resources
August 9, 2022 9:00 - 10:30 am  Format: Virtual	<b>New Department Chair Orientation - Kickoff Meeting</b>	Data Resources for Department Chairs
August 23, 2023 <a href="#">Join Here</a> <a href="#">Link to Register</a>	<b>Fall 2023 Updates for Department Chairs</b>  This session will address topics relevant to Department Chairs and Chairs of Personnel Committees such as: Progress Toward Tenure letters, Cumulative Evaluations, and External Peer Reviewers for Tenure and Promotion. Prior to attending, it would be helpful to watch the <a href="#">recording from the Spring 2023 webinar regarding promotion and tenure updates</a> from the 2022-2023 Chair of the Faculty.	

- AUG 23 Fall 2023 Block 1 Last day for registration/schedule adjustments (drop/add) 12:00 am to 5:00 pm
- AUG 23 Fall 2023 Updates for Department Chairs 11:00 am to 1:00 pm
- AUG 25 Fall 2023 15-wk Last day for registration/schedule adjustments (drop/add) 12:00 am to 5:00 pm
- AUG 25 Lego Challenge – Build a Book Scene 12:00 pm to 4:00 pm

<https://ofe.ecu.edu/>



## ECU Faculty Senate

*“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.”*

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

# The Support: ECU Faculty Senate

Faculty Senate

[Academic Calendars](#)

[Officers](#)

[Meetings](#)

[Committees](#)

[UNC Faculty Assembly](#)

## ECU Faculty Senate

Please join us for Faculty Convocation! See the [agenda](#) for more 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 ([pdf](#)). 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 \(pdf\)](#)
- [Frequently Asked Questions \(pdf\)](#)
- [Faculty Senate roster \(pdf\)](#)
- [Faculty Marshals](#)
- [Parliamentarian links \(pdf\)](#)
- [Faculty Counselors \(pdf\)](#)
- [University Ombuds](#)

### Index of Resolutions

- [1977-2010 \(pdf\)](#)
- [2011-2017 \(pdf\)](#)
- [2018-2021 \(pdf\)](#)
- [2022-present \(pdf\)](#)

### Full Text of Resolutions

- [1990-2010 \(pdf\)](#)
- [2011-2017 \(pdf\)](#)
- [2018-2021 \(pdf\)](#)
- [2022-present \(pdf\)](#)

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)



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# The Support: ECU Faculty Senate

## Faculty Officers



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East Carolina University's Faculty Senate was the third senate created at an institution that is now part of the UNC system (we joined in 1971). ECU's Faculty Senate, shared governance processes, and faculty leadership are well recognized at the system level.

ECU's faculty grievance processes were utilized as examples in the development of other campus' grievance processes, and our promotion and tenure processes have influenced other campus' development of their own.

