The ECU Office for Faculty Excellence

and

ECU Faculty Senate

Reappointment, Promotion, & Tenure Workshop

Anne Ticknor

Chair of the Faculty

Overview

- ECU by the Numbers
- ECU Faculty Senate
- Framework Documents
- Key Sections of the Faculty Manual
- Faculty Employment
- Progress Toward Tenure Letters
- 2023-2024 Electronic PAD
- Personnel Processes: General Recommendations
- Upcoming Changes
- 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)

ECU BY THE NUMBERS

About ECU

Affordability

Total price for in-state undergraduate students living on campus

$17,767
(2021-2022)

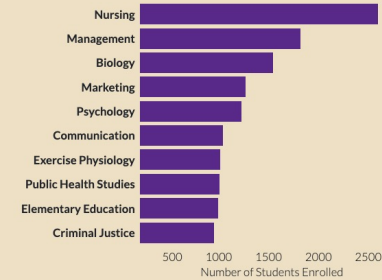First-time, full-time undergraduates receiving financial aid

80%
(2020-2021)

ECU medical students graduate with an average of

33%

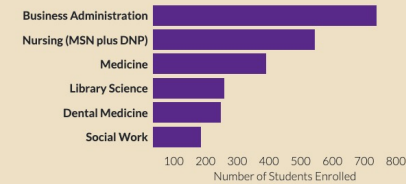less debt than their peers nationwide. (Fall 2021)

Degree Inventory

87
BACHELOR'S

69
MASTER'S

13
RESEARCH DOCTORAL

5
PROFESSIONAL DOCTORAL

2
INTERMEDIATE/ SPECIALIST

89
DEPARTMENTAL CERTIFICATES

133
DEGREE AND CERTIFICATE PROGRAMS APPROVED FOR ONLINE DELIVERY

Highest Enrollment Programs
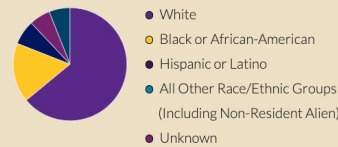
Undergraduate–Top Undergraduate Majors–2021

- Nursing
- Management
- Biology
- Marketing
- Psychology
- Communication
- Exercise Physiology
- Public Health Studies
- Elementary Education
- Criminal Justice

500 1000 1500 2000 2500
Number of Students Enrolled

Graduate–Top Graduate Majors–2021

- Business Administration
- Nursing (MSN plus DNP)
- Medicine
- Library Science
- Dental Medicine
- Social Work

100 200 300 400 500 600 700 800
Number of Students Enrolled

Total Full and Part-time Faculty

PROFESSORS	392
ASSOCIATE PROFESSORS	589
ASSISTANT PROFESSORS	647
INSTRUCTORS	369
TOTAL	**1,997**

Employee Race & Ethnicity

- White
- Black or African-American
- Hispanic or Latino
- All Other Race/Ethnic Groups (Including Non-Resident Alien)
- Unknown

Student Affairs
(2020-2021)

375+
OFFICIAL STUDENT CLUBS AND ORGANIZATIONS

8,200+
SOCIAL MEDIA POSTS

19,700+
PARENT & FAMILY PORTAL USERS

112,370+
SOCIAL MEDIA FOLLOWERS

3,849
TOTAL STUDENT SERVICE HOURS

295
NUMBER OF STUDENTS RECORDING HOURS

ECU PARTNERED WITH **161** COMMUNITY PARTNER ORGANIZATIONS

ECU Faculty Senate

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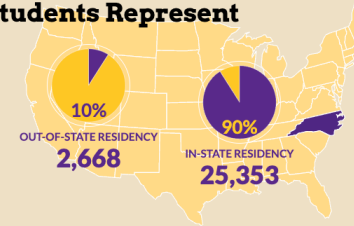*(Don Sexauer, Chair of the Faculty, Pieces of Eight, 1998)*
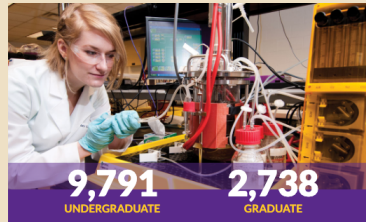
ECU BY THE NUMBERS

Enrollment

28,021 total enrollment Fall 2021

22,463 UNDERGRADUATE ENROLLMENT

ECU Students Represent

All **100** North Carolina counties

45 states plus the District of Columbia

68 countries

10% OUT-OF-STATE RESIDENCY **2,668**

90% IN-STATE RESIDENCY **25,353**

Total Student Body Enrolled in STEM/Health Care

9,791 UNDERGRADUATE

2,738 GRADUATE

Class

- First-Year **5,208**
- Sophomore **4,209**
- Junior **5,128**
- Senior **6,497**
- Second Bachelor's **189**
- Graduate* **4,937**
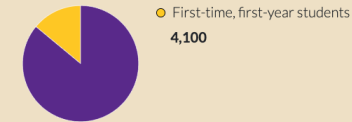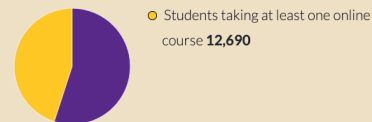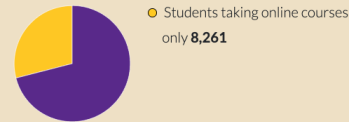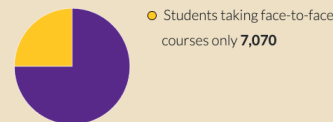- Dental & Medical **550**
- Unclassified **1,429**
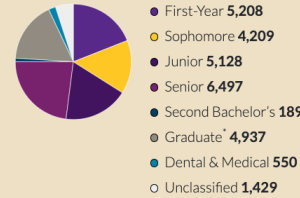
* Includes students in post-baccalaureate certificate, master's, post-master's certificate, research/scholarship doctoral, and professional practice doctoral (except medical and dental) programs

Diversity
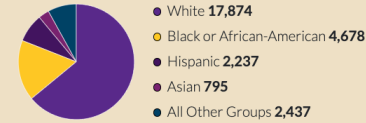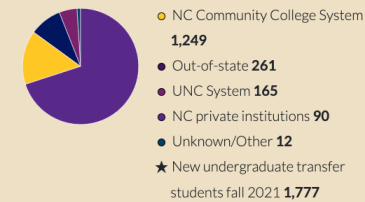
- White **17,874**
- Black or African-American **4,678**
- Hispanic **2,237**
- Asian **795**
- All Other Groups **2,437**

Status

- Full-time students **20,822**
- Part-time students **7,199**

- Students taking online courses only **8,261**

- First-time, first-year students **4,100**

- Students taking face-to-face courses only **7,070**

- Students taking at least one online course **12,690**

- NC Community College System **1,249**
- Out-of-state **261**
- UNC System **165**
- NC private institutions **90**
- Unknown/Other **12**
- ★ New undergraduate transfer students fall 2021 **1,777**

ECU BY THE NUMBERS

Faculty Diversity

ECU is committed to reflecting a global workplace and society by recruiting and retaining a diverse and highly qualified faculty. Over 80% of ECU faculty, including part-time and temporary faculty, have a doctoral or terminal degree in their area of expertise. ECU faculty have been majority female since 2017, majority Generation X since 2018, and over 10% from underrepresented racial and ethnic groups since 2019.

Female Faculty Fall 2022	Underrepresented Race/Ethnicity of Faculty Fall 2022	Faculty With Doctoral or Terminal Degree Fall 2022
53%	15%	80%
Prior Fall: 52% (+0.7%)	Prior Fall: 13% (+2.2%)	Prior Fall: 81% (-1.0%)
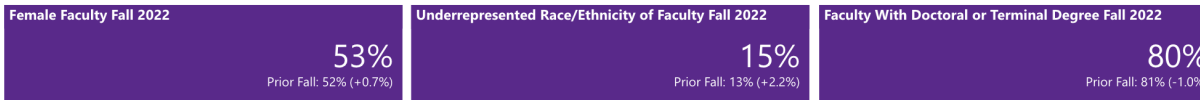
Select a Full/Part-Time Status... All
Select a Tenure Status... All
Select Faculty or Administrator... All
Select a Demographic... Gender

Distribution of Faculty by Gender

● Female
● Male
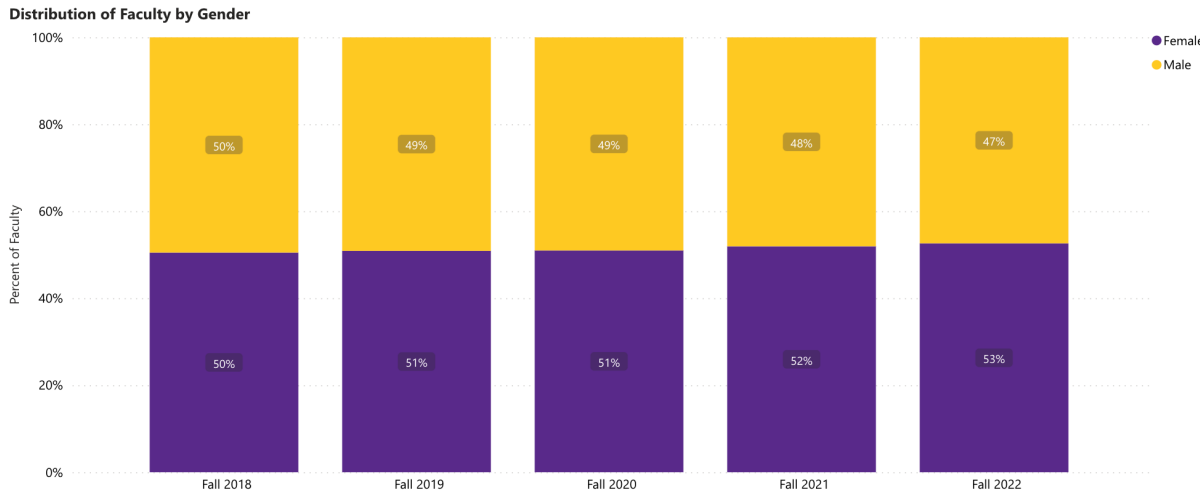
Faculty Headcounts and FTE

The faculty of ECU are foundational to the institution's mission of student success, public service, and regional transformation. Faculty use innovative learning strategies and delivery methods to maximize access; prepare students with the knowledge, skills, and values to succeed in a global, multicultural society; and develop tomorrow's leaders to serve and inspire positive change. Faculty are called upon to discover new knowledge and innovations to support a thriving future for eastern North Carolina and beyond; transform health care, promote wellness, and reduce health disparities; and improve quality of life in the region through cultural enrichment, academics, the arts, and athletics.

Headcount of Faculty Fall 2022	Full-Time Equivalency (FTE) of Faculty Fall 2022	Percent Tenured or On Tenure Track Fall 2022
2,058	1,802.60	48%
Prior Fall: 2,037 (+1%)	Prior Fall: 1,792.70 (+0.6%)	Prior Fall: 50% (-2.0%)

Select a Metric... ● Headcount ○ Full-Time Equivalency
Select Full/Part-Time Status... All
Select a Tenure Status... All
Select Faculty or Administrator... All
Select a Characteristic... Tenure Status
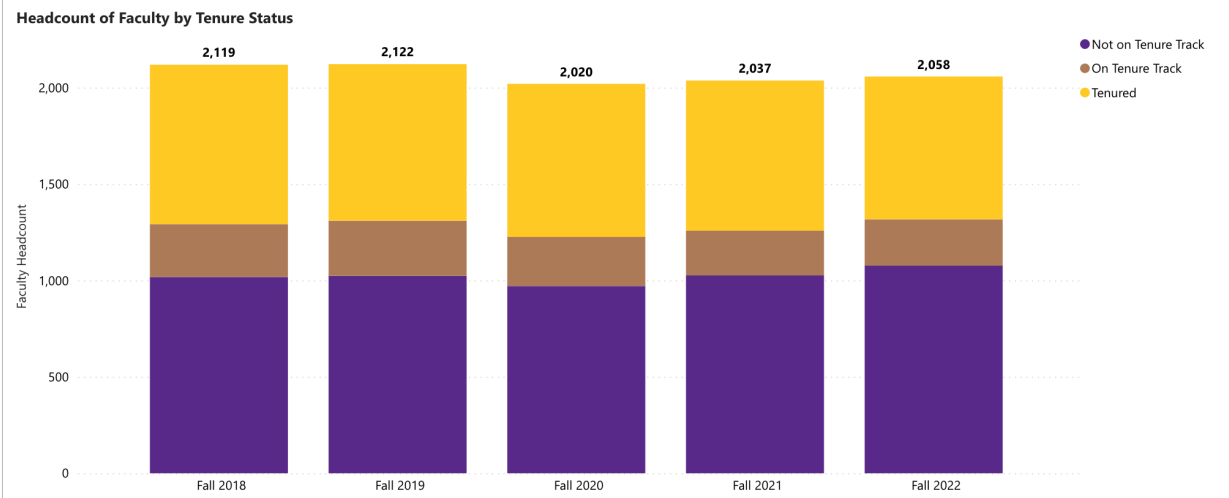
Headcount of Faculty by Tenure Status

● Not on Tenure Track
● On Tenure Track
● Tenured

Our Institutional Peers

Ball State University

Central Michigan University

Florida Atlantic University

Illinois State University

Kent State University at Kent

Northern Arizona University

Ohio University-Main Campus

University of Nevada-Las Vegas

Utah State University

Washington State University

Western Michigan University

ECU Faculty Senate

photo from 1965

Faculty Senate Is Inaugurated

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.

ECU Faculty Senate

Missed the October 3rd Faculty Senate meeting? You can watch the recording.

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

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

ECU Faculty Senate

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ECU Faculty Senate

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

Key Documents

When there are inconsistencies between these documents, UNC policy manual and *Code* supersedes all campus documents.

UNC Policy Manual and Code

UNC Policy Manual and Code

Home | UNC Policy Manual and Code

UNC POLICY MANUAL AND CODE

About   The Code and UNC Policy Manual   Archived Information

Search [   ] [Search]

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
CHAPTER II - The Board of Governors
CHAPTER III - Committees of the Board of Governors
CHAPTER IV - Boards of Trustees
CHAPTER V - Officers of the University
CHAPTER VI - Academic Freedom and Tenure
CHAPTER VII - Finances, Property, and Obligations
CHAPTER VIII - Matters Involving Nonpublic Institutions
CHAPTER IX - Miscellaneous Provisions
Appendix 1 - The Code Appendix 1
100.2 - Adoption of the UNC Policy Manual, Promulgation of Policies, and Use of Reporting Requirements
100.3 - Policy on Waivers from University Policies, Regulations, and Guidelines
100.4 - Policy on Review of Umstead Act Exceptions

101.3 - Appellate Review
101.3.1 - Policy on Regulations and Guidelines Implementing Chapter VI of The Code
101.3.1.1[R] - Regulation on Disciplinary Discharge, Suspension, or Demotion Under Section 603 of The Code
101.3.1.2[R] - Regulation on Non-Reappointment, Denial of Tenure, and Denial of Promotion Under Section 604 of The Code
101.3.1.3[R] - Regulation on Grievances Filed Pursuant to Section 607 of The Code

Chapter 200 - Board of Governors Affairs
200.1 - Dual Memberships and Conflicts of Interest
200.2 - Election Procedures
200.3 - Policy on the Selection of the President of the University of North Carolina System
200.4 - Assessment Process for the Chief Executive and Governing Boards of the University of North Carolina
200.4.1[G] - Guidance for Presidential Assessment Committee of the Board of Governors
200.4.2[G] - Guidance for Fourth Year Comprehensive Performance Review of the Chancellor
200.5 - Policy on Legal Affairs; Initiating and Settling Potential and Pending Litigation
200.5[R] - Regulation on Engagement of Private Counsel and Designation of Litigation Counsel

300.5 - Political Activities of Employees
300.5.1 - Political Activities of Employees
300.5.2 - Candidacy for Elective Office; Officeholding (Elective and Appointive Public Office)

300.7 - Retirement

Faculty Manual

Every effort has been made to ensure the accuracy and completeness of the online *ECU Faculty Manual*.
Please call the Faculty Senate office at 252.328.6537 if you find errors or need assistance.

Complete *ECU Faculty Manual* * Index of *ECU Faculty Manual* * List of Interpretations 2011-present / 1990-2010

Part I   Introduction

Part II   East Carolina University Organization and Shared Governance
I.   University Organization and Vision, Mission Statement, and Strategic Directions of ECU
II.   Faculty Constitution and By-Laws   *Revised 6-21*
III.   Academic Policy, Administrative Policy, and Vetting of Administrative PRRs in Matters Relating to Faculty   *Revised 12-17*
IV.   Graduate School Organization   *Revised 2-22*
V.   Faculty Involvement in Selection and Evaluation of Administrators

Part III   UNC System and UNC Code
I.   UNC Policy Manual and the UNC Code (UNC Board of Governors)
II.   The Faculty Assembly of the University of North Carolina
III.   East Carolina University Faculty Assembly Delegation

Part IV   Academic Units, Codes, and Seven Year Program Evaluation
I.   Academic Code Units   *Revised 4-21*
II.   Unit Codes   *Revised 4-21*
III.   Seven Year Unit Program Evaluation   *Revised 2-21*

Part V   Academic Freedom, Professional Ethics, Diversity, Equity and Inclusion
I.   Academic Freedom
II.   Statement on Professional Ethics
III.   Statement on Diversity, Equity and Inclusion   *Added 4-21*

Part VI   Teaching and Curriculum Regulations, Procedures, and Academic Program Development
I.   Teaching Regulations and Guidelines Relating to Faculty   *Revised 6-21*
II.   Academic Integrity   *Revised 6-21*
III.   Distance Education Policies   *Revised 1-20*
IV.   Student Privacy, Conduct, and Complaints   *Revised 5-16*
V.   Graduation Policies   *Revised 12-21*
VI.   Emergency Notification and Evacuation Procedures
VII.   Curriculum Procedures, Academic Program Development, and the Academic Calendar   *Revised 2-21*

Part VII   Faculty Research and Scholarship
I.   Faculty Research, Creative Activity, Scholarship, Innovation, Engagement, and Outreach
II.   Scholarship/Research/Creative Activity Guidelines   *Revised 5-15*
III.   Ethics and Conduct in Research, Creative Activity, and Scholarship

Part VIII Personnel Policies and Procedures for Faculty
I.   Personnel Policies and Procedures for the Faculty of East Carolina University   *Revised 2-22*
II.   Policy of Conflicts of Interest and Commitment and External Activities of Faculty and Other Professional Staff   *Revised 7-19*

Unit Code of Operations

Academic Unit Codes of Operation

(*denotes unit code includes departmental tenure and promotion guidelines as referenced in *ECU Faculty Manual*, Part IV, Section II.V.)

Guidelines for Writing and Revising a Unit Code of Operation   Guidelines for Organizing into Code Units

Academic Unit Standards for Performance Review of Tenured Faculty

Academic Unit Codes of Operation	Effective Dates of Code
Colleges	
Allied Health Sciences Provisional Code*	06-14-22
Arts & Sciences	
Anthropology	12-13-18
Biology	06-21-17
Chemistry	12-07-20
Criminal Justice	03-31-2022
Economics	03-04-04
English*	06-14-19
Foreign Languages and Literatures	05-03-17
Geography, Planning and Environment	06-05-18
Geological Sciences	03-28-17
History	10-20-14
Mathematics	01-28-21
Philosophy and Religious Studies	10-06-20
Physics	06-10-21
Political Science	05-21-20
Psychology	01-24-20
Sociology	10-20-14
Business	05-26-20
Education	04-22-20
Engineering and Technology*	03-15-23
Fine Arts and Communication	
Art & Design	06-01-16
Communication	06-01-16
Music	10-20-14
Theatre and Dance	05-24-19
Health and Human Performance	
Health Education and Promotion	06-22-18
Human Development and Family Science	06-05-18
Interior Design and Merchandising	07-09-18
Kinesiology	06-19-18
Recreation Sciences	06-22-18
Social Work	06-19-18
Nursing Provisional Code	06-14-22
Schools	
Dental Medicine Provisional Code	06-14-22
Brody School of Medicine Provisional Code	06-14-22
Other Academic Units	
Academic Library Services	03-15-21
Coastal Studies	03-03-20
Health Sciences Library Provisional Code	06-14-22

Rev. 03/2023

ECU Faculty Senate

Framework Documents Connections

5. Prohibition on Compelling Speech

a. To mitigate the risk of compelled speech that undermines the intellectual freedom and fostering of free expression required of the University of North Carolina by Article 36 of Chapter 116 of the General Statutes and embraced in Chapter VI of the UNC Code and Section 1300.8 of UNC Policy, the University shall neither solicit nor require an employee or applicant for academic admission or employment to affirmatively ascribe to or opine about beliefs, affiliations, ideals, or principles regarding matters of contemporary political debate or social action as a condition to admission, employment, or professional advancement. 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. Any constituent institution believing a requirement or solicitation prohibited hereby to be necessary for reasons related to the educational, research, or public service mission of the University established in G.S. 116-1 shall obtain prior written approval to include such a requirement or solicitation from the President following discussion in open session of a meeting of the Committee on University Governance attended by the requesting constituent institution's chancellor, its provost, and its chair of its board of trustees.

b. Any employee who acts in contravention of the foregoing prohibition on compelling speech, violating Section 5(a) above, shall be subject to existing disciplinary measures taken against employee(s).

c. Except as provided under current law, nothing in Section 5 creates or vests a private remedy or claim in any employee or applicant for admission or employment subjected to a practice prohibited hereby.

d. 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.

e. 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

Page 3 of 5

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.

f. Nothing in Section 5 modifies or affects the University's ability to ensure its employees comply with applicable federal or state law or existing employment requisites under the law or agency policy, such as employment oaths, appointment affidavits, and licensure and certification requirements.

ECU Faculty Senate

- **Part IV Revisions to align with UNC Policy Manual 300.8.5 Policy on Diversity and Inclusion**
  - Proposed revisions to East Carolina University Faculty Manual Part IV, Section I.II.b. (unit administrator responsibilities),
  - Part IV, Section II.IV (minimum code requirements),
  - Unit Code of Operation Format (code format)
- **Part VIII Revisions to align with UNC Policy Manual and Code Chapter VI, 100.1 (Academic Freedom and Tenure within the University of North Carolina)**
  - Proposed revisions to East Carolina University Faculty Manual Part VII.I.III, and the Annual Evaluation (Teaching, Scholarship, & Service)
- **Part X Revisions to align with UNC Policy Manual and Code 300.5.1 (Political Activities of Employees)**
  - Proposed revisions to East Carolina University Faculty Manual Part X.I.E, and the Cumulative Report (Teaching, Scholarship, & Service)
- **Part XI Revisions to align with ECU's Mission**
  - Proposed revisions to East Carolina University Faculty Manual Part XI, Section IV.II Professional Development (remove PD requirement)

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

Key Sections of the Faculty Manual

Part VIII, Section I - Personnel Policies and Procedures for the Faculty of ECU

Part IX, Section I
- o Appointment, Tenure, Promotion, and Advancement Policies and Procedures
- o Performance Review of Tenured Faculty

Part X, Section I – Personnel Action Dossier

Part X, Section II
- o Tenure and Promotion Schedule
- o Subsequent Appointment of Fixed-Term Faculty Timeline

Guidelines for Preparing a Cumulative Evaluation
(for Tenure/Promotion Committee and Unit Administrator)

ECU Faculty Senate

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

Key People

The Unit **Administrator (Chair)**

The Chair **of Personnel Committee**

Your Senator(s)

Your Mentor(s)

Your Colleagues

Tenure/Tenure Track Faculty Employment

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
- When obtaining Tenure and Promotion, University standard salary increase.

Evaluation of 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**

ECU Faculty Senate

Faculty 180 for Electronic Personnel Actions

Used for Annual Reviews, Reappointments, and Tenure & Promotion

Annual Processes

UA assigns workload responsibilities for next AY
- 9 month: End of Spring
- 12 month: End of Summer

After soliciting faculty preferences and apprising faculty of workload
FM VIII.I.II
Assignment of workload, including reassigned time for research, needs to be documented and included in PAD for TT

Annual Evaluation

For Probationary-Term faculty and Fixed-Term faculty: Meeting takes place at the beginning of each AY (in the fall)
FM IX.I.II.A.3 and FM IX.I.II.B.4
Record of this meeting is placed in Personnel File (PAD)

UA meets with faculty to discuss criteria for evaluation of faculty performance

Progress toward Tenure Letter: after completion of the candidate's current annual evaluations and prior to end of the spring semester.
FM IX.I.II.C.5

Annual Evaluation used in PTT (for Tenure-Track Faculty)

ECU Faculty Senate

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Annual Evaluation

SHALL

Be in writing

Be discussed with faculty member before sending it to higher administrator

Be signed and dated by the unit administrator and the faculty member

10
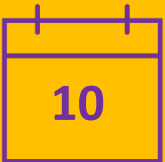
Be forwarded to faculty member 10 days after completing all evaluations in the unit

Faculty member 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 he or she has read the evaluation, but it does not necessarily indicate concurrence.

ECU Faculty Senate

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

Criteria

All faculty members are evaluated by unit administrator	
Evaluation is based upon current academic year data	**Exception:** SSOI data from Spring of previous AY and Fall of current AY
Criteria employed is contained in unit code	**Remember:** You can find your unit code here

Multiple evaluation methods must be used.
- Methods might be included in unit code or other unit approved guidelines.
- See FM.VIII.I.III.A.1 for further information.

Only use SSOI reports for student evaluations.
- Data should not be condensed or summarized.
- Faculty may select to submit comments received in student evaluations.
- If they chose to do so, they must submit all comments, not just a selection.
- Be aware of biases, limits of student evaluations

Adhere to unit's approved Peer Observation Plan for evaluation of teaching.
- You can find your unit's plan here.
- See here a guide to best practices in Peer Observations.

BEN SKLAR FOR THE CHRONICLE

Evaluation of Teaching

➢ **Student complaints may be used only if they have been addressed according to FM.IV.IV.III**

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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 includes **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

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

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. Each PAD becomes part of the faculty member's permanent personnel file and is not returned to the faculty member."
Part X, Section I of the *ECU Faculty Manual*

Preparing your PAD: General Recommendations

1	2	3	4	5
Maintain an updated Faculty 180 profile	Collect and organize evidence (refer to Cumulative Report format)	Store PAD materials electronically	Be prepared to submit the PAD electronically	Make a back-up copy of the PAD before you submit

Preparing your 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*

ECU Faculty Senate

Personnel Action Dossier Structure
(Part X)

A. Cumulative Report

B. Recommendations

C. Records of Evaluation

D. Supporting Materials (Subfolders as Appropriate)

Tell your story

Cumulative Report

Memo Reappointment

Criteria

Communications about Progress Toward Tenure

Assigned Teaching Duties

Annual Criteria Discussions (if needed)

Teaching | R/CA | Clinical | Service | Admin | Other

PTT Letters

Annual Evaluations

Records of Annual Eval Meetings If needed)

E. Other Materials

Mandatory

F. Disagreements

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Mandatory Content

Tell your Story

- **A. Cumulative Report and PASF**
  - *Candidate's Cumulative Report*
  - *PASF*

- **B. Recommendations**
  - Memo
  - *Committee Cumulative Eval*
  - *Unit Admin Cumulative Eval*

- **C. Records of Evaluation**
  - *Unit Criteria For T&P*
  - Communications about Progress Toward Tenure
    - *PTT Letters*
    - *Annual Evals*
  - Records of Annual Eval Meetings with Unit Admin
  - Records of Assigned Teaching Duties and Reassigned Time
  - *Records of Annual Discussions with Unit Admin Of Criteria for Eval*
  - Comm with External Reviewers
    - *Letters from ERs*
    - *All comm with E Rs*
    - *List of docs reviewed*

- **D. Supporting Materials** (Subfolders as appropriate)
  - *Teaching*
  - *R/CA*
  - *Service*
  - *Clinical*
  - *Admin*
  - *Other*

- **E. Other Materials**

- **F. Disagreements**

PAD for TENURE *AND* PROMOTION

Folder A: Cumulative Report

A. Cumulative Report

Cumulative Report

Specified format in Part X, Section I of *ECU Faculty Manual*

"A properly executed ECU Cumulative Report … is required for … personnel actions. It is the responsibility of the faculty member to have prima facie evidence of all activity listed in this report available for inspection, if requested, by reviewers at any level of the personnel action process."

ECU Faculty Senate

Cumulative Evaluation

Cumulative Evaluation ≠ Cumulative Report
Done INDEPENDENTLY by TC and UA   Done by Candidate

The cumulative evaluation should be in narrative form. The evaluation shall be based on the candidate's Personnel Action Dossier and shall evaluate their strengths and weaknesses in light of the unit's established criteria, similar to the evaluations of Progress Toward Tenure conducted annually during the probationary term

Candidate turns PAD

TC discusses CE before vote on recommendation for tenure and recommendation for promotion

Committee votes on final version of CE

Memo and CE are sent to unit administrator

TC or subcommittee of TC prepares a draft of cumulative evaluation (CE)

Committee votes on recommendation for tenure and recommendation for promotion

Committee chair signs memo with recommendation

UA prepares independent CE and recommendation

If unit administrator considers disagreeing with TC's recommendations, they must follow procedures specified in FM Part IX.I.IV.i
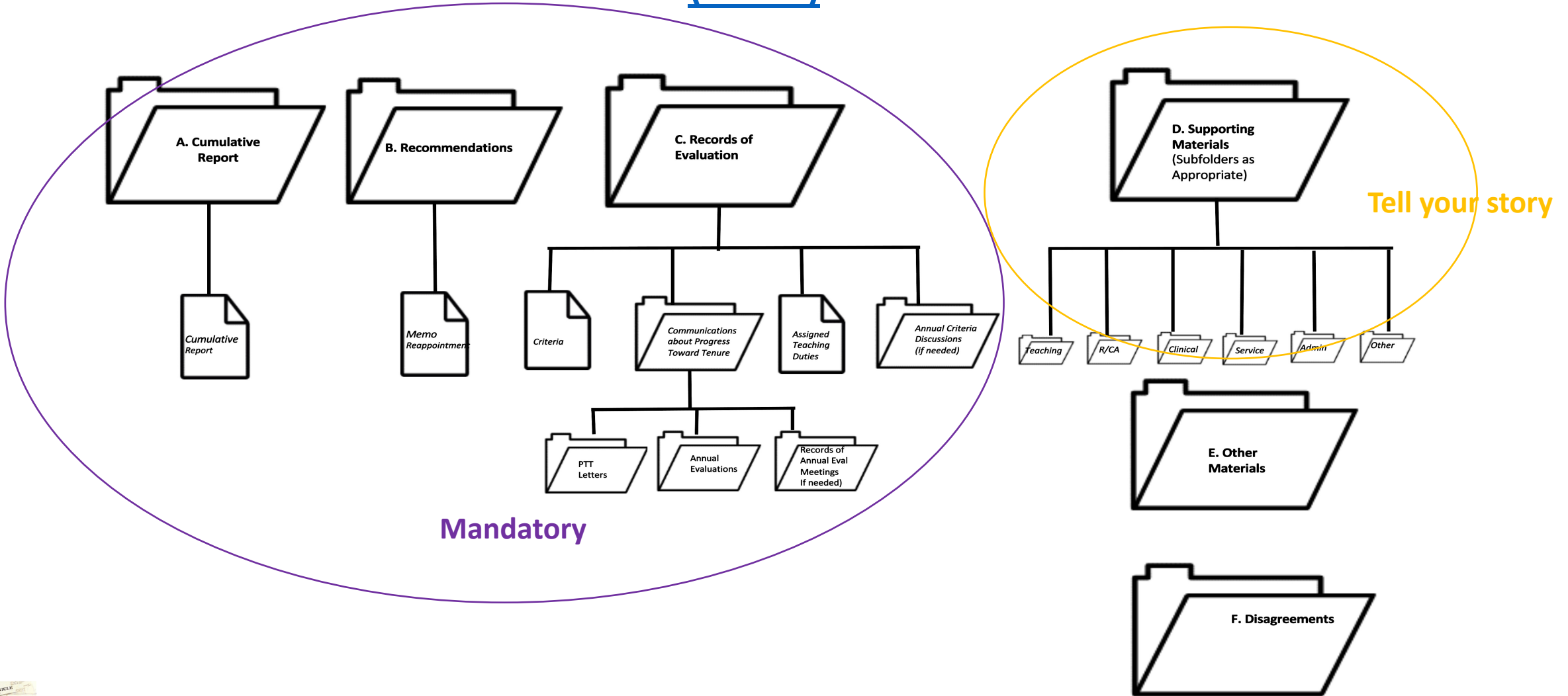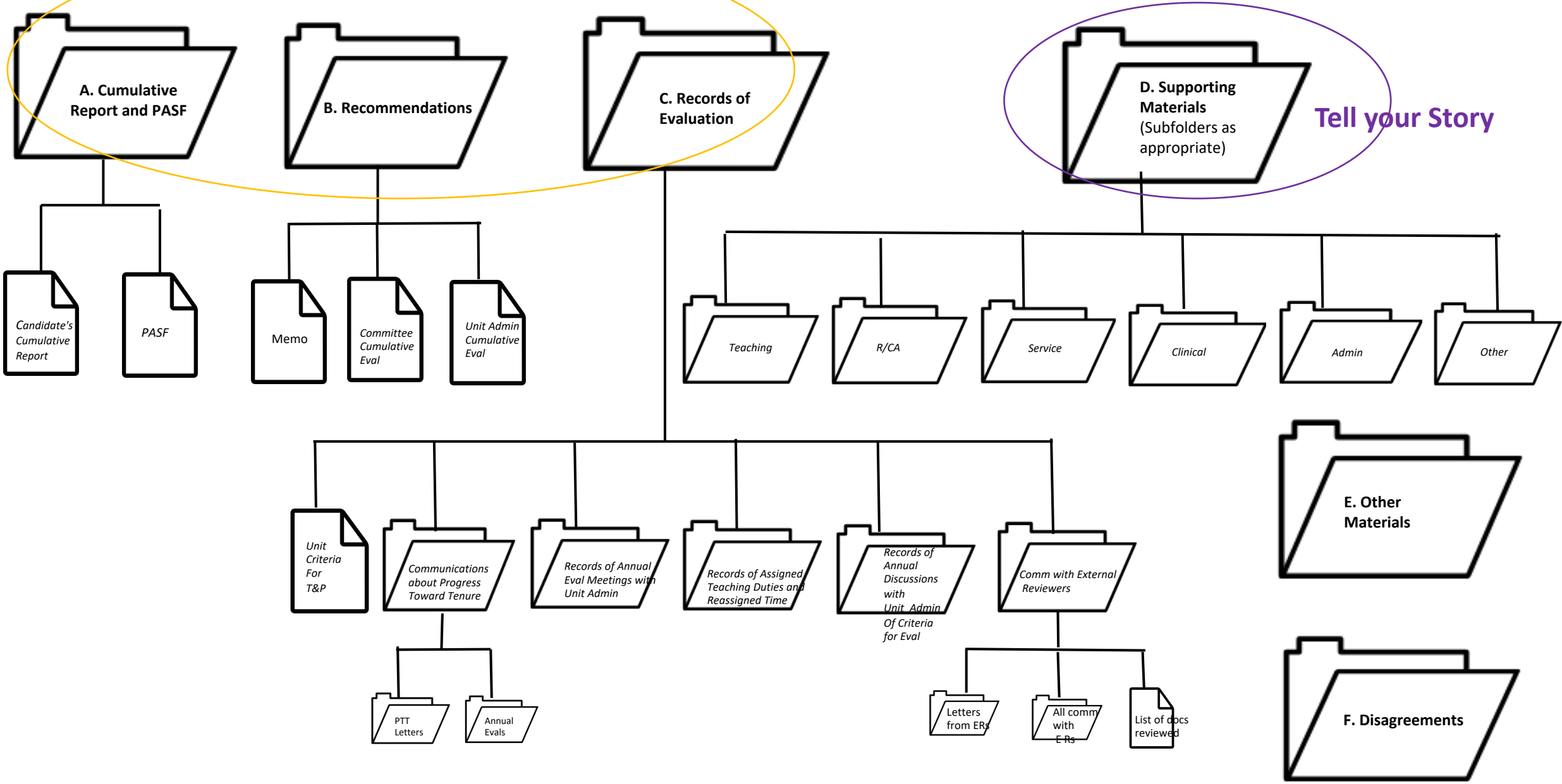
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"Shared governance in an academic setting is a fragile balancing act that takes place between the administration of the university and its faculty. It is the attempt by the administration and the faculty to solve problems and implement policies in a manner that benefits all the constituencies of the university."
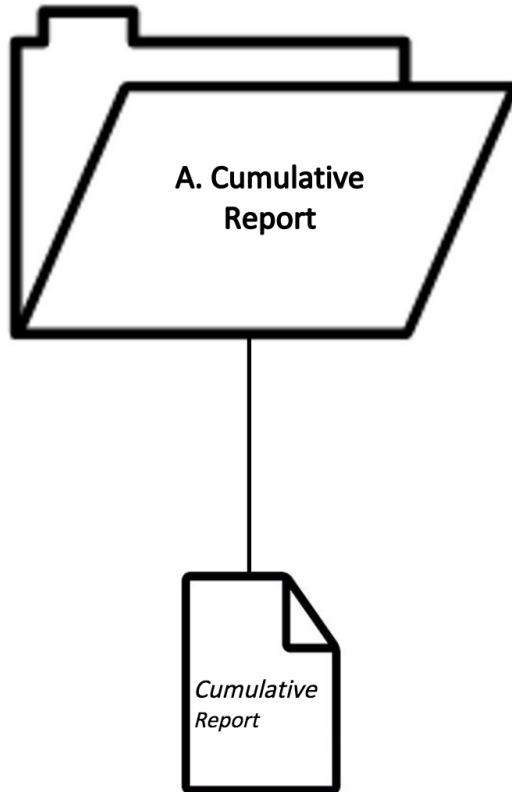
(Don Sexauer, Chair of the Faculty, Pieces of Eight, 1998)

Folder A: Personnel Action Summary Form

A. Cumulative Report and PASF

Candidate's Cumulative Report

PASF
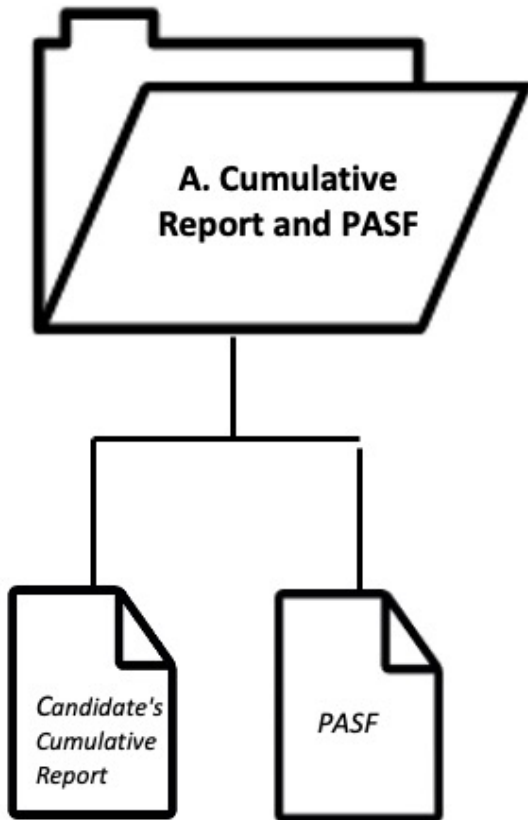
Actions involving tenure and promotion also require a properly executed ECU Personnel Action Summary Form (see Attachment 2).

Attachment 2.

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: _____

Department:_____ School/ College: _____

Current Rank or Title: *(if applicable)* _____ Proposed Rank or Title:

Indicate Type of Action: *(select all that apply)*
Administrative Appointment: ☐
New Faculty Appointment: ☐

East Carolina University Faculty Manual   9

Promotion: ☐
Conferral of Tenure: ☐
Other:
(describe)

Distinguished Professorship:
(provide name of professorship)

Effective Date of Action: _____

Contract Period: Administrative Appointment: 9 mo. ☐   12 mo. ☐
                   Faculty Appointment: 9 mo. ☐   12 mo. ☐

Salary: $_____   Source(s): _____State Funds: $ ____*Non-State Funds: $ _____

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):

_____

Prior Recommendations/Personnel Actions:
(please check appropriate responses)

Source	Recommended	Not Recommended	Not Applicable

ECU Faculty Senate

Folder B: Recommendations for Reappointment
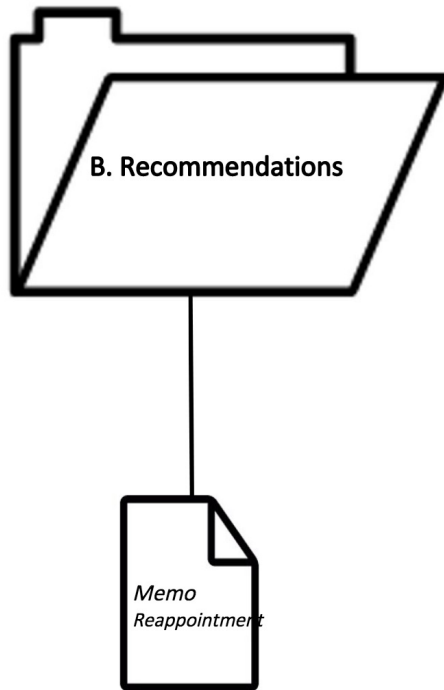
Memorandum
a. Unit Tenure Committee's recommendation, signature of the chair of the unit Personnel Committee, and date
b. Unit administrator's recommendation, signature, and date
c. Dean's recommendation, signature, and date
d. Provost's recommendation, signature, date

Signatures are included at every step

Candidate is notified at every step

B. Recommendations

Memo
Reappointment

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Folder C: Records of Evaluation
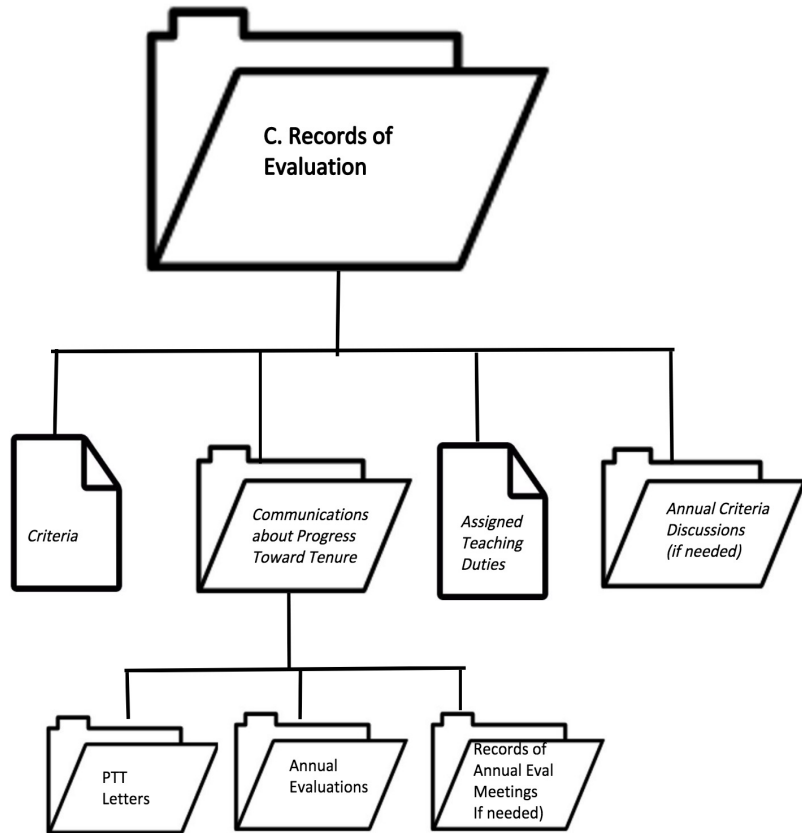
- Criteria for tenure and/or promotion set forth in the **Unit Code**

- Copies of all written communications with the candidate on progress toward tenure, including <u>PTT Letters</u> and <u>Annual Evaluations</u> over time period

- Records of annual evaluation meetings with unit administrator

- Records of assigned teaching duties and responsibilities, including reassigned time

- Records of annual discussion on criteria for evaluation of faculty performance

- (P &/or T only) Copies of all communication with external reviewers, copies of the external reviews, and a listing of the documents reviewed.

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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.

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External Reviews: The Process*

SPRING

External reviewers who can evaluate candidate's scholarship

Candidate provides 6 names

TC provides 6 names

TC selects 6 potential reviewers

- Conflict of interests are checked at every step.
- At least 1/3 of names should be from candidate's list.
- When names overlap, all reviewers can be from candidate's list.

UA and TC select materials to be sent to external reviewers

Candidate can disagree with selection of materials and include further materials; disagreements are included in the PAD

SPRING/ SUMMER

UA contacts potential reviewers with copy of candidate's c.v.

- If potential reviewers disclaim possible conflict of interests, UA and TC reevaluate.
- All communications are kept and included in PAD.

Prescribed letter, CV and materials sent to confirmed reviewers by UA

*Remember to adhere to timeline in FM Part X.II

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"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 admi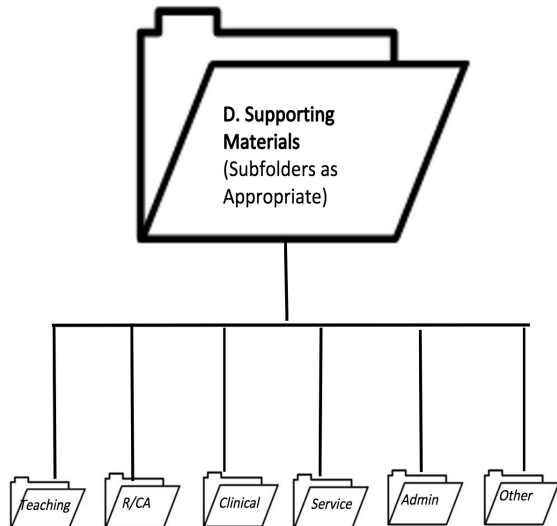nistration and the faculty to solve problems and implement policies in a manner that benefits all the constituencies of the university."

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Folder D: Supporting Materials

D. Supporting Materials
(Subfolders as Appropriate)

Teaching | R/CA | Clinical | Service | Admin | Other

Seek out	examples and ask for advice
Consult	with your Unit Administrator and Chair of Tenure Committee about what to include
Include	an index, graphic organizer, or other resource that will help reviewers understand what supporting materials are in Folder D overall, how they are organized, and the order in which they should be reviewed.
Tell	your story as it relates to teaching, research, and service.
Use	a narrative at the beginning of each section
Demonstrate	that you have been reflective and purposeful about your teaching, research, and service
Communicate	your goals and your corresponding actions, and
Provide	an opportunity to point to and tie together the sections of your PAD.

ECU Faculty Senate

Folder D: Teaching Subfolder

Mandatory
· SSOI (Blue) Reports (in full, not summarized)
· Inclusion of student comments at the discretion of the candidate, but all must be included from a given course
· Full reports from peer observation of instruction

Teaching Effectiveness Artifacts
· Teaching Statement (one or two pages; maximum of three)
· Workload
    o List of courses taught, perhaps with a brief description of challenges/ rewards & terms taught
    o Mentoring and advising (theses, dissertations, honors projects, etc.)
· Instructional Materials
    o Course syllabi, assignment, projects, etc
    o Examples of student work
· Impact
    o Honors, awards, other forms of recognition
    o Unsolicited student feedback
    o Course redesign, curriculum innovations, special projects
    o Grants in support of teaching
    o Publications focused on pedagogy ("if not classified as Scholarship in the candidate's unit or discipline")
•Reflection on student feedback
    o Explain any aberrations and steps you have taken to address identified areas for improvement; note difficulty level and response rate if appropriate

ECU Faculty Senate

Folder D: Research/Creative Activity Subfolder

- Introduction to your research agenda and reflection on your goals and accomplishments. Discuss the breath and/or depth of your work. What have you done/plan to do?

- Selected example(s) of research and creative activity (reports, articles, photographs of work, link to materials

- Evidence of quality and impact – citation information, forms of recognition (invited lectures, etc.), quality of publishing venue

- Overview of grant work and impact – letters of awards, letters where no funding but positive content

ECU Faculty Senate

Folder D: Service Subfolder

- Philosophy of Service and how you have pursued it; consider connections among teaching, scholarship, and service

- Examples of service accomplishments – professional (national, university, department), community, etc. (Servire Society, leadership, recognition)

- Grants in support of service activities

- Letters, materials, feedback, etc.

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Folders E and F

E. Other Materials

F. Disagreements

Tab E – Other Material
- Information not related to this specific position that you believe is important to your achievement
- This section may have nothing in it.

Tab F – Disagreements
This section may have nothing in it.

ECU Faculty Senate

New Policies

Faculty Workload-[Policy 400.3.4](#) *implementation AY 24-25*

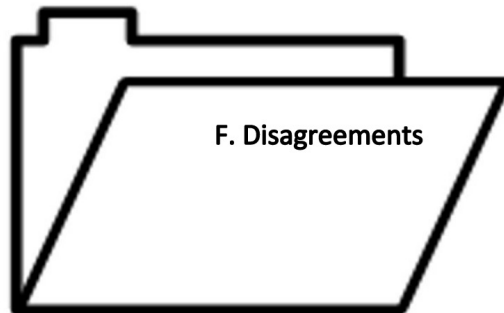The Faculty Workload committee identified core principles, made a list of recommendations, and completed a proposed policy to supersede Section 400.3.4 of the UNC Policy Manual, *Policy on Monitoring Faculty Workloads*. The UNC System Office submitted a proposal to the Board of Governors at their May 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*.

UNC Regulations expected in late fall. ECU policy to follow.

Faculty Retirement and Incentive Program (FRIP)—Funding (16.8 million) included in 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.

UNC Guidelines forthcoming. ECU will implement for this AY.

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Framework Document Connections

The UNC Policy Manual
400.3.4*
Adopted 07/19/23
Technical Correction 08/17/2023

Policy on Faculty Workload

I. Purpose. Faculty are the core means by which the University of North Carolina (UNC) System fulfills its statutory mission to "...discover, create, transmit, and apply knowledge."[i] Faculty apply advanced training and education towards teaching, research/creative activity, and service in support of the mission of their individual constituent institution and the broader UNC System mission. The Board of Governors has an obligation to ensure that the constituent institutions are deploying and monitoring faculty workloads in a consistent, efficient, and effective manner across the UNC System.

A. Faculty are critical for advancing the quality and impact of the UNC System and its constituent institutions. Faculty hold primary responsibility for designing and implementing curricula and academic programs; facilitating student success; engaging in research/creative activity; providing service to their disciplines and their communities; and enhancing the quality of life for North Carolinians. Faculty workload policies should acknowledge each of these areas and recognize faculty members' contributions to each.

B. North Carolina G.S. 116-1(b) specifies that the mission of the UNC System "...is to discover, create, transmit, and apply knowledge to address the needs of individuals and society. This mission is accomplished through instruction, which communicates the knowledge and values and imparts the skills necessary for individuals to lead responsible, productive, and personally satisfying lives; through research, scholarship, and creative activities, which advance knowledge and enhance the educational process; and through public service, which contributes to the solution of societal problems and enriches the quality of life in the State." Faculty workload policies should take into account faculty members' contributions towards the University's mission.

Additionally, the Board has previously established the expectation that teaching "...should be the first consideration of all UNC institutions" in evaluating faculty.[ii] As such, teaching responsibilities shall serve as the core requirement and foundation of each constituent institution's faculty workload policy.

C. The Board of Governors has delegated to the boards of trustees of the constituent institutions the authority to adopt personnel policies for personnel in all categories of university employment, including policies governing academic tenure and promotion.[iii]

II. Required Institutional Faculty Workload Policies.

A. Each UNC System institution shall develop policies and procedures implementing the provisions of this policy. Institutional policies shall be developed by the chancellor and provost, approved by the institutional board of trustees, and then approved by the president. Each constituent institution shall establish, publish, and monitor specific academic unit workload requirements that are consistent within the institution and across system institutions. All

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Faculty Workload

Version 6 (Current Version)   🖨 Print

All Versions:
☐ Version 1 ☐ Version 2 ☐ Version 3 ☐ Version 4 ☐ Version 5 ☐ Current Version   ☰ Compare 2 Versions

Policy	REG02.07.06
Title	Faculty Workload
Category	Academic Affairs
Sub-category	Accreditation, Assessment and Other Academic Matters
Authority	Chancellor
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.
Contact	Senior Associate Provost for Academic Affairs (328-0607)
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, 700.6.1[R] (Academic Integrity Regulations) ECU Supplemental Pay for EHRA Employees Policy
Additional References	A Report of Faculty Teaching Workload Covering the Years 2000 to 2006 (UNC General Administration, 2008); UNC Enrollment Change Funding Model

1. Purpose

As per UNC Policy 400.3.1.1 [G], teaching or instruction is the primary responsibility of each of the UNC institutions; therefore, while neither teaching nor service nor research is the sole measure of a faculty member's competence and contribution at any UNC institution, teaching should be the first consideration at all of the UNC institutions.

The purpose of this regulation is to define faculty workloads at East Carolina University as per policies established by the UNC Policy Manual and the ECU *Faculty Manual*. The Brody School of Medicine and the School of Dental Medicine are excluded from this regulation and will be governed by separate workload regulations, which must be approved by the Vice Chancellor for Health Sciences.

2. Definitions

PART VI – TEACHING AND CURRICULUM REGULATIONS, PROCEDURES AND ACADEMIC PROGRAM DEVELOPMENT

SECTION I

Teaching Regulations and Guidelines Related to Faculty
(Text moved from former Part V)

CONTENTS

I. Faculty Workload
II. Office Hours *Revised 02-23*
III. Faculty Academic Advising: Undergraduate and Graduate
IV. Ordering Textbooks and Collateral Materials
V. Course Expectations and Requirements *Revised 12-20*
VI. Tests and Examinations
VII. Final Examinations *Revised 12-19*
VIII. Grades
   A. Grades and Grading *Revised 4-20*
   B. Posting Grades
   C. Recording of Grades *Revised 1-13*
   D. Change of Grade
   E. Grade of Incomplete *Revised 6-21*
   F. Grade Appeal Policy *Revised 4-21*
IX. Academic Progress
X. Class attendance and Participation Regulations *Revised 7-23*
XI. Class Roll Verification
XII. Use of Copyrighted Works *Revised 5-15*
XIII. Policy to Remove General Education Credit

This section provides a framework that permits the University to perform its academic mission uniformly and efficiently. Faculty members are expected to execute their teaching and advising duties within the context of these policies.

I. Faculty Workload
   A. Faculty Workload is defined by the Faculty Workload Administrative Regulation. This regulation describes how workloads are determined at the university, college, and departmental levels. The Brody School of Medicine and the School of Dental Medicine are governed by separate workload regulations. Refer to the University Regulation on Faculty Workload for more information.
   B. The individual faculty workload is discussed in Part VIII, Section I - Personnel Policies and Procedures for the Faculty, *ECU Faculty Manual*.
   C. Course reduction and reassigned time – Faculty members may apply for and be granted course reductions for the relevant period. Faculty who are granted a course reduction, shall be informed in writing by the unit administrator or department chair, including the purpose for the reduction. A faculty member may apply for and receive 100 percent reassigned time for the

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FRIP to Faculty Realignment Incentive Program

UNIVERSITY OF NORTH CAROLINA SYSTEM FACULTY REALIGNMENT INCENTIVE PROGRAM

SECTION 8.14.(a) For purposes of this section, the term "identified faculty member" means a full-time, tenured faculty member employed by a constituent institution of The University of North Carolina who meets all of the following criteria:

(1) Is at least 55 years of age.

(2) Meets either of the following criteria:

a. Is eligible to commence retirement with an early or service retirement allowance under the Teachers' and State Employees' Retirement System (TSERS).

General Assembly Of North Carolina — Session 2023

b. Is vested in the Optional Retirement Program (ORP) for The University of North Carolina.

(3) Does not receive disability or workers' compensation benefits.

SECTION 8.14.(b) For the 2023-2025 fiscal biennium, the Board of Governors of The University of North Carolina shall establish a Faculty Realignment Incentive Pilot Program (Program) for constituent institutions of The University of North Carolina to award severance payments to identified faculty members to provide long-term cost-savings and improved operational efficiencies for The University of North Carolina. Funds for the Program shall be distributed among constituent institutions based on criteria established by the President of The University of North Carolina. The Program shall meet at least the following requirements:

(1) An identified faculty member shall be selected to receive a payment under the Program in the discretion of the constituent institution where the identified faculty member is employed.

(2) Severance payments shall be equivalent to the identified faculty member's base salary from the prior academic year.

(3) Severance payments shall be exempt from payroll deductions for retirement contributions and shall not be considered compensation for purposes of the supplemental plans administered by The University of North Carolina or plans administered by the Supplemental Retirement Board of Trustees under G.S. 135-96.

(4) If an identified faculty member does not qualify for the full employer premium contribution for retiree health coverage provided under TSERS or ORP, then the constituent institution where the identified faculty member is employed may provide the faculty member, in addition to a severance payment, an amount equivalent to 12 months of the full employer contribution to the employee health insurance premium.

SECTION 8.14.(c) By December 1, 2024, and annually thereafter, while funds are expended under the Program, the Board of Governors shall report at least the following information on the Program to the Joint Legislative Education Oversight Committee and the Fiscal Research Division, disaggregated by constituent institution:

(1) The number of identified faculty members that received funds under the Program.

(2) The total amount paid out by the Program.

SECTION 8.14.(d) The nonrecurring funds appropriated to the Board of Governors of The University of North Carolina in this act for the 2023-2024 fiscal year for the University of North Carolina System Faculty Realignment Incentive Program, as enacted by this section, shall not revert to the General Fund at the end of the 2023-2024 fiscal year but shall remain available until expended.

- Faculty Realignment Incentive Pilot Program (Program) for constituent institutions of The University of North Carolina to award severance payments to identified faculty members to provide long-term cost-savings and improved operational efficiencies for The University of North Carolina.

- Funds for the Program shall be distributed among constituent institutions based on criteria established by the President of The University of North Carolina.

Policies to be Presented to BoG this fall

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.

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.

ECU Faculty Senate

Policies to be Presented to BoG in Spring

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.

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.

ECU Faculty Senate

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

Faculty Governance Committee

The committee meets on the following Wednesdays at 3:00 PM, in virtual meetings. Anyone wishing to attend the meetings may contact Rachel Baker (bakerr@ecu.edu) for the links.

- August 30, 2023 – organizational, 3:00 PM
- September 6, 2023 – 1:00 (Bullying subcommittee)
- September 8, 2023 – 3:00 (Compelled Speech subcommittee)
- September 13, 2023
- September 27, 2023
- October 11, 2023
- October 25, 2023
- November 8, 2023
- November 29, 2023
- January 10, 2024
- January 24, 2024
- February 14, 2024
- February 28, 2024
- March 13, 2024
- April 10, 2024
- April 24, 2024

Charge (pdf)

Roster

Minutes

Annual Reports

Teams Site

fgc@ecu.edu

ECU Faculty Senate

Framework Document Connections

SECTION 603. DISCIPLINARY DISCHARGE, SUSPENSION OR DEMOTION[4].

(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:

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(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.

101.3 - Appellate Review
101.3.1 - Policy on Regulations and Guidelines Implementing Chapter VI of The Code
101.3.1.1[R] - Regulation on Disciplinary Discharge, Suspension, or Demotion Under Section 603 of The Code
101.3.1.2[R] - Regulation on Non-Reappointment, Denial of Tenure, and Denial of Promotion Under Section 604 of The Code
101.3.1.3[R] - Regulation on Grievances Filed Pursuant to Section 607 of The Code

- **Part XII**—Faculty Appellate Provisions

- Revisions expected to be presented at November Faculty Senate Meeting

- New language for types of grievances (Section 602)
  - Non-disciplinary Separation

- New definition of "Neglect of Duty" as grounds for discharge, suspended without pay, or demoted in rank (Section 603)
  - 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;

- New guidance about what is defined as a General Grievance (Section 607)
  - 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.

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Questions?