

The ECU Office for Faculty Excellence and ECU Faculty Senate

Fall 2024

Updates about Personnel Actions for
Promotion, Tenure, and Advancement

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Overview

- Key Documents
- Key People
- Faculty Employment & Evaluation
- 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)

Key Sections of the Faculty Manual

Part VIII: Personnel Policies and Procedures for Faculty

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

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

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

Section II: Performance Review of Tenured Faculty*

Part X: Personnel Action Dossier and Tenure and Promotion Schedule

Section I: Personnel Action Dossier*

Section I: Personnel Action Dossier--Revised to add Advancement in Title*

Section II: Documentation and Schedule for Personnel Actions*

Guidelines for Preparing a Cumulative Evaluation

Part XII: Faculty Appellate Provisions

Section I: General Appellate Procedures*

Sections II-VII: Grievance Procedures*



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Key People

The Unit Administrator (Chair)

The Chair of Personnel Committee

Personnel Committees: Personnel, Promotion, & Tenure

Mentors (within unit & outside)

Unit Senator(s)

Faculty Employment

Tenure Track Faculty

Reappointment, Tenure, and Promotion in rank

- Responsibilities in all areas:
 - Teaching and
 - Research and
 - Service and
 - Patient Care and Related Clinical Responsibilities (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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Part VIII: Annual Evaluation

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



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



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Progress Toward Tenure Letters

Action	9 Month Faculty	12 Month Faculty	Time allotted for Decision
Unit administrator provides the Tenure Committee with the candidate's current annual report, copies of the candidate's previous and current workplans and annual evaluations, success plans if any, and previous progress toward tenure letters, and a draft of the new Progress Toward Tenure letter written by the unit administrator.	3 rd Friday in April	1 st Tuesday in June	
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 th Friday in April	2 nd Tuesday in June	1 week
Delivery of PTT letter and meeting that includes the faculty member, representative of the Tenure Committee and unit administrator to discuss the letter, with subsequent delivery of PTT letter to Dean.	May 7 th	June 23 rd	
Letter sent to higher administration	May 15 th	June 30 th	

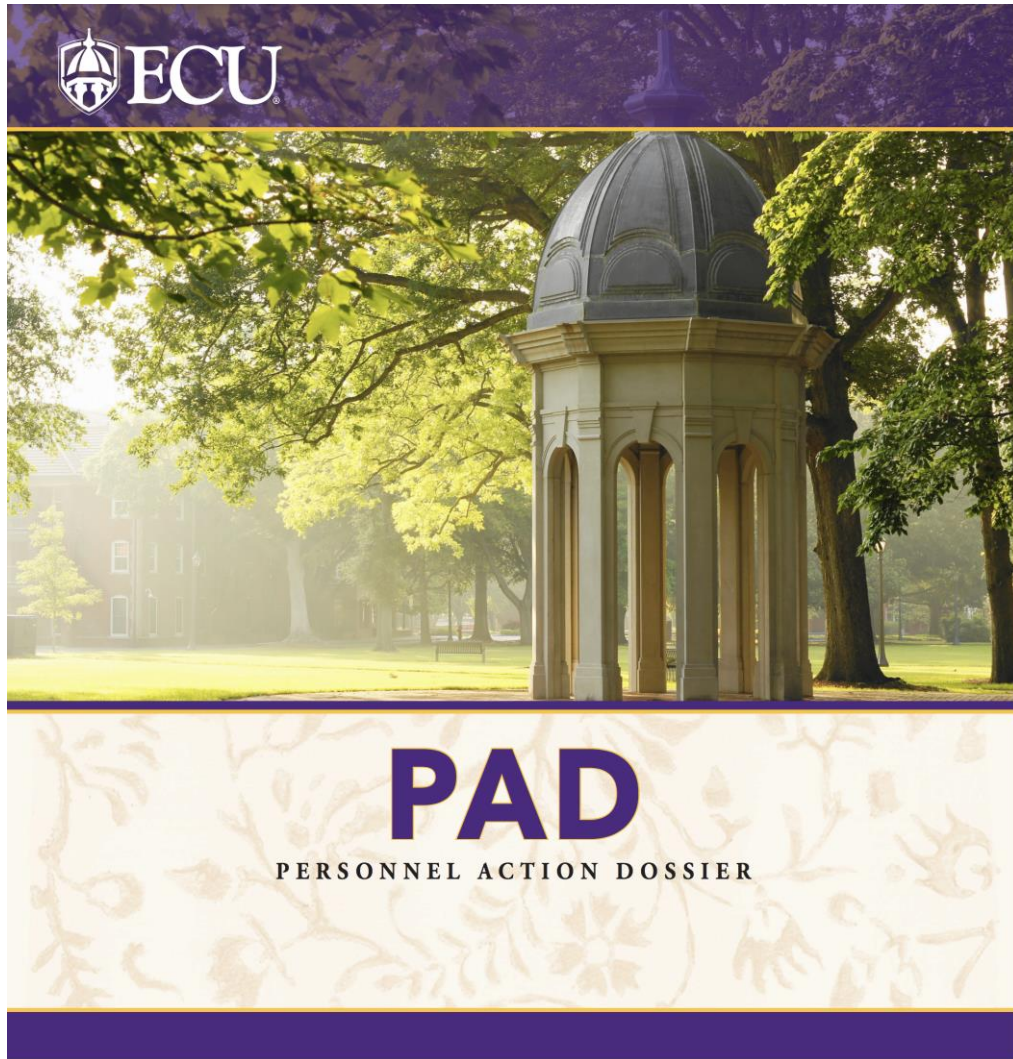


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The Personnel Action Dossier (PAD)



“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*

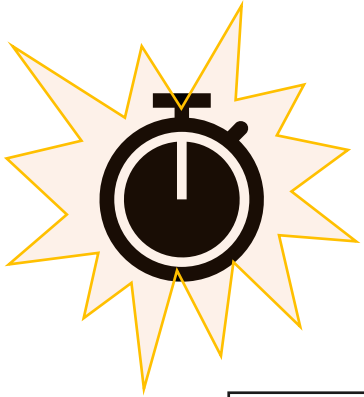


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Preparing your PAD: General Recommendations



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*](#)

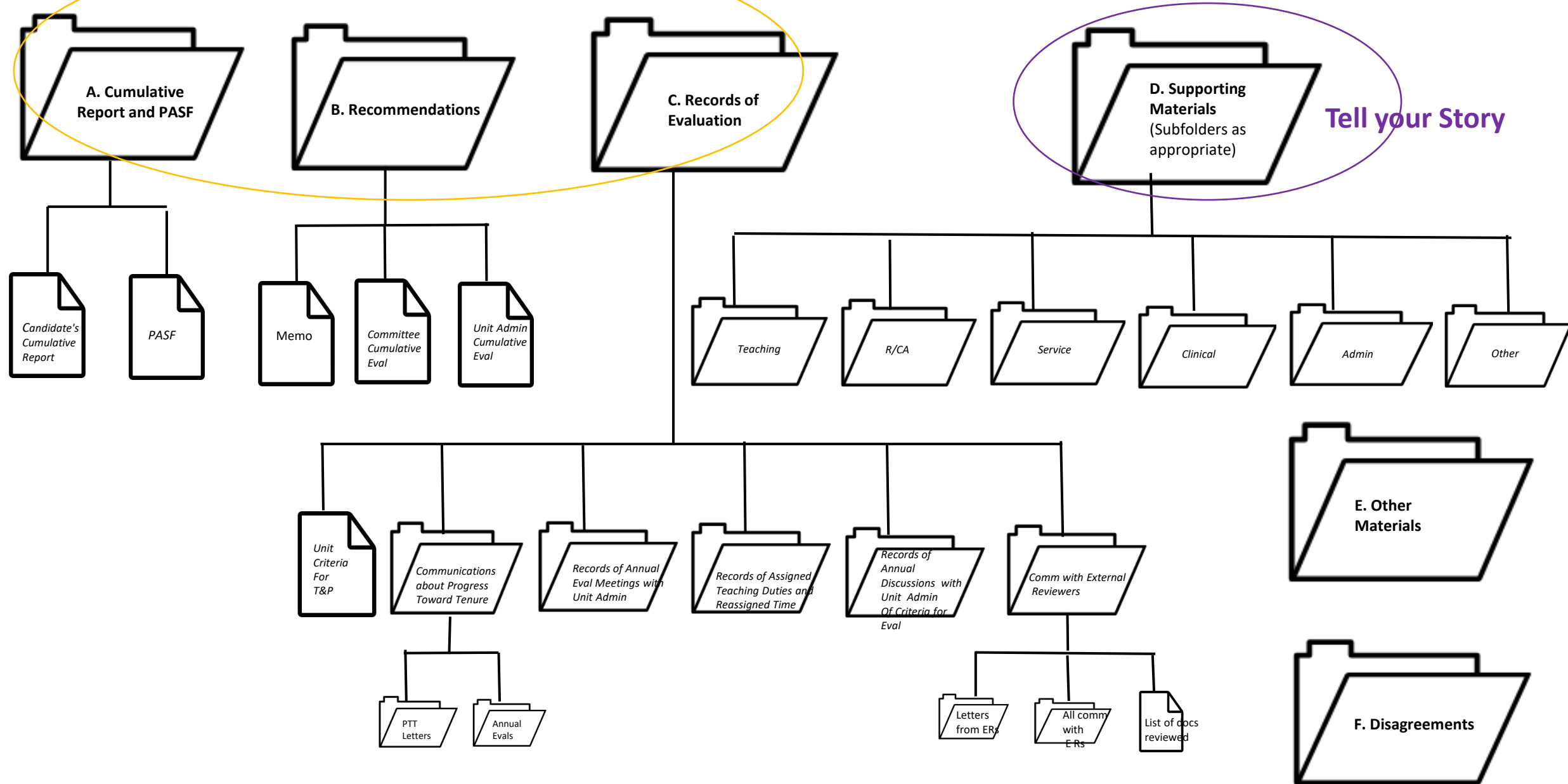


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Mandatory Content



Tell your Story

Cumulative Report

B. Cumulative Report for Reappointment, Promotion, and Tenure

[Link to Guidelines for Preparing a Cumulative Evaluation.](#)

A properly executed *ECU Cumulative Report for Reappointment, Promotion and Tenure* is required for these 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.

A. General Information

1. Name
2. College or Professional School and Department
3. Date of first appointment to ECU
4. Present rank and date at which present rank was established
5. Educational background: degrees, dates conferred, and institutions. Indicate the status of any degree program in process.
Include the following where applicable:
 - a. Postgraduate Training Fellowships
 - b. Residencies
 - c. Traineeships
6. Administrative appointments or special assignments (list positions and dates in reverse chronological order with percentage of time assigned)



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Reappointment of Probationary Faculty

The faculty candidate will be notified of the recommendation or decision, as appropriate, in writing within one week at each decision point.

Action	9 Month Faculty Deadline	12 Month Faculty Deadline	Time Allotted for Decision
Unit administrator informs committee of upcoming need for meeting	2 nd Tuesday in January	3 rd Tuesday in February	
Faculty member meets with unit administrator to verify that all required documents are in PAD (optional but recommended)	2 nd Tuesday in January	3 rd Tuesday in February	3 weeks
PAD due to Tenure Committee for reappointment decision	3 rd Tuesday in January	4 th Tuesday in February	3 weeks
Committee recommendation to unit administrator	2 nd Tuesday in February	3 rd Tuesday in March	3 weeks
Unit administrator recommendation to Dean (if applicable)	1 st Tuesday in March	2 nd Tuesday in April	3 weeks
Dean recommendation to Provost	Last Tuesday in March	1 st Tuesday in May	3 weeks
Provost decision	Last Tuesday in April	1 st Tuesday in June	4 weeks

Part X Personnel Action Dossier and Tenure and Promotion Schedule

The faculty candidate will be notified of the recommendation or decision, as appropriate, in writing within one week at each decision point.

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 st Friday in February	
Faculty member submits a list of potential external reviewers to the tenure committee.	3 rd 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 th Friday in March	
Unit administrator sends letter and materials to confirmed external reviewers	Last Friday in April	4 weeks

Action	9 and 12 Month Faculty Deadline	Time Allotted for Decision
Unit administrator informs committee of upcoming need for a meeting	1 st Tuesday in September	
External reviewers' reports due	1 st Tuesday in September	
Faculty member meets with unit administrator to verify that all required documents are in PAD (optional but recommended)	1 st Tuesday in September	
Faculty member turns in PAD to unit administrator	2 nd Tuesday in September	
Unit administrator makes the PAD available to committee	2 nd Friday in September	
Committee recommendation/PAD to unit administrator	4 th Tuesday in October	6 weeks
Unit administrator recommendation and PAD to Dean (note: Brody School of Medicine P&T Committee reviews & makes recommendation to BSOM Dean)	1 st Tuesday in December	5 weeks
Dean recommendation/PAD to Provost	1 st Tuesday in February	6 weeks

Provost decision/PAD to Chancellor	1 st Tuesday in March	4 weeks
Chancellor decision	3 rd Tuesday in March	2 weeks
BOT decision (Tenure Only)	Spring BOT meeting	Date varies each year

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.

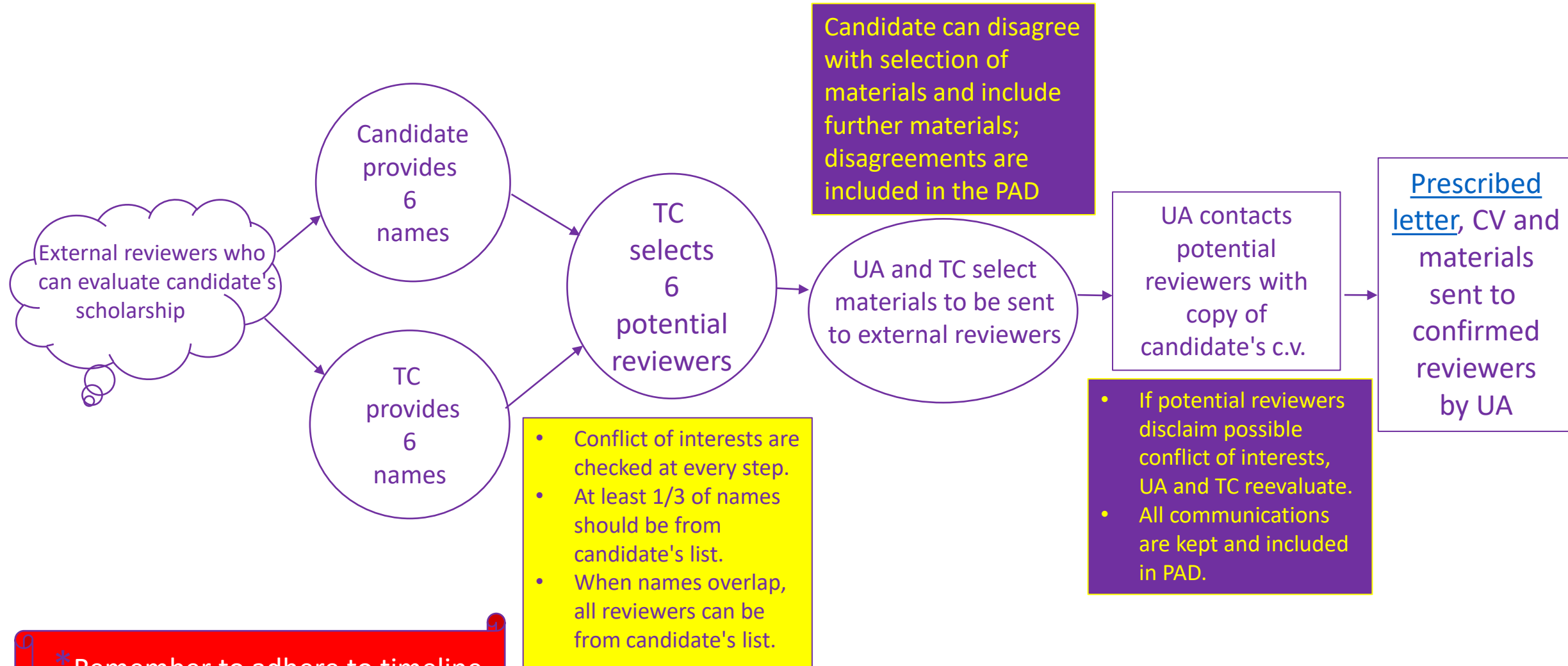


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External Reviews: The Process*



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



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The Support: The ECU Office for Faculty Excellence

Office for
Faculty
Excellence

Upcoming
Sessions

Teaching
Resources

Faculty
Life

Research and
Statistics

Faculty
Awards

About
Us



Faculty at East Carolina University help fulfill the [ECU Mission](#) through a rich range of expertise and a variety of roles and responsibilities. The resources on this page are intended to be helpful for faculty as they advance in their professional careers.

Reappointment, Tenure and Promotion Workshop Series



Tenured and Probationary Term (Tenure-Track) Faculty

Ranks

Resources for Preparing Your PAD (Personnel Action Dossier)

Other Resources

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



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Faculty 180

Faculty180

[Scholars@ECU Faculty Profiles](#)

[College Coordinators](#)

[Steering Committee](#)

[Resources](#)

[FAQ](#)




Faculty180: Faculty Reporting System

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

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

 [Review Processes Scheduled for Faculty180 Reviews](#)

 [Login to Faculty180](#)

 [Case Creation Request](#)

 [Upcoming Training](#)

 [Submit Help Ticket](#)

Faculty180 Help



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ECU Faculty Senate

Please join us for the [October 1 Faculty Senate meeting](#), via livestream. See the [October 1st agenda \(PDF\)](#) for details.



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

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

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

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Faculty Senate Resources

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

Index of Resolutions

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

Full Text of Resolutions

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

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



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Questions?