

# The ECU Office for Faculty Excellence and ECU Faculty Senate

Spring 2024

Updates about Personnel Actions for  
Reappointment, Promotion, and Tenure

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# Overview

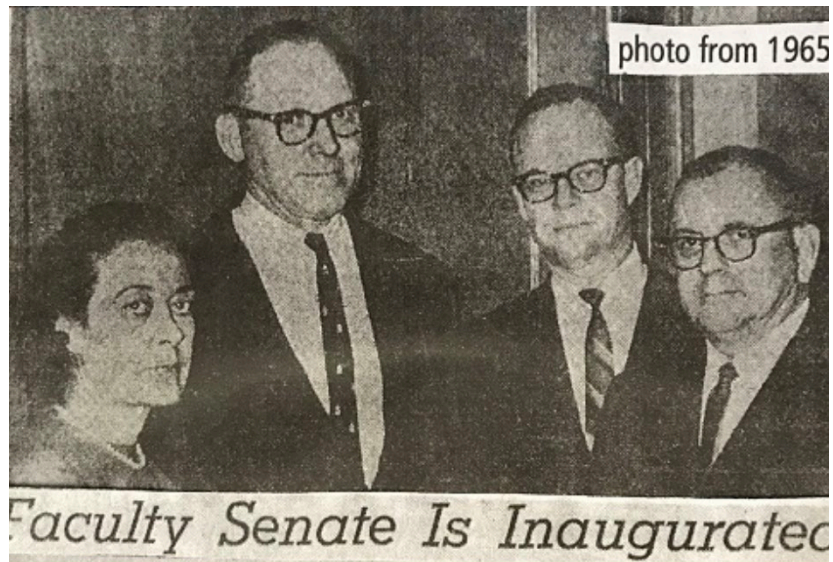
- Recent UNC Policy Manual and *Code* changes and *Faculty Manual* revisions
- Key Documents
- Key People
- Faculty Employment
- Annual Evaluation
- Progress Toward Tenure Letters
- The Personnel Action Dossier (PAD)
- Support
- Questions



## 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)*



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.



# 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

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

##### 100.1 - The Code

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

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

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

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

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

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

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

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

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

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

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

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

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

##### 101.3 - Appellate Review ←

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

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

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

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

#### Chapter 200 - Board of Governors Affairs

200.1 - Dual Memberships and Conflicts of Interest [D](#) [D](#)

200.2 - Election Procedures [D](#) [D](#)

200.3 - Policy on the Selection of the President of the University of North Carolina System [D](#) [D](#)

200.4 - Assessment Process for the Chief Executive and Governing Boards of the University of North Carolina [D](#) [D](#)

200.4.1[G] - Guidance for Presidential Assessment Committee of the Board of Governors [D](#) [D](#)

200.4.2[G] - Guidance for Fourth Year Comprehensive Performance Review of the Chancellor [D](#) [D](#)

200.5 - Policy on Legal Affairs; Initiating and Settling Potential and Pending Litigation [D](#) [D](#)

300.5 - **Political Activities of Employees** ←

300.5.1 - Political Activities of Employees [D](#) [D](#)

300.5.2 - Candidacy for Elective Office; Officeholding (Elective and Appointive Public Office) [D](#) [D](#)

##### 300.7 - Retirement



# ECU Faculty Senate

## [Faculty Manual](#)

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 7-23*

III. [Academic Policy, Administrative Policy, and Voting of Administrative PRBs 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 1-24*

II. [Unit Codes](#) *Revised 7-24*

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](#) *Revised 10-23*

III. [Statement on Diversity, Equity and Inclusion](#) *Adopted 4-21*

#### [Part VI](#) Teaching and Curriculum Regulations, Procedures, and Academic Program Development

I. [Teaching Regulations and Guidelines Relating to Faculty](#) *Revised 7-23*

II. [Academic Integrity](#) *Revised 6-27*

III. [Distance Education Policies](#) *Revised 5-23*

IV. [Student Privacy, Conduct, and Complaints](#) *Revised 5-16*

V. [Graduation Policies](#) *Revised 12-21*

VI. [Emergency Notification and Evaluation 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 3-15*

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 03-24*

II. [Policy of Conflicts of Interest and Commitment and External Activities of Faculty and Other Professional Staff](#)

*Revised 7-19*

#### [Part IX](#) Appointment, Tenure, Promotion, and Advancement Policies and Procedures and Performance Review of Tenured Faculty

I. [Appointment, Tenure, Promotion, and Advancement Policies and Procedures](#) *Editorially revised 10-21*

II. [Performance Review of Tenured Faculty of East Carolina University](#) *Revised 10-15*

#### [Part X](#) Personnel Action Dossier and Tenure and Promotion Schedule

I. [Personnel Action Dossier](#) *Revised 7-24*

II. [Tenure and Promotion Schedule](#) *Revised 5-16*

#### [Part XI](#) General Faculty Employment Guidelines and Benefits

I. [Employment Policies](#) *Revised 3-21*

II. [Benefits and Leaves](#) *Revised 3-21*

III. [Institutional Services Available to Faculty](#)

IV. [Equal Employment Opportunity/Affirmative Action Policy and University Commitment to Diversity, Equity and Inclusion](#) *Revised 1-24*

V. [Substance Abuse and Weapons Policies](#) *Revised 6-14*

#### [Part XII](#) Faculty Appellate Provisions *Revised 4-21*

I. [General Appellate Procedures and Reverses of Non-Reappointment, Non-Conferral of Tenure at the End of the Probationary Period, Discharge or Imposition of Serious Sanctions, and Termination Based on Institutional Considerations](#)

II. [Faculty Grievance Procedures and Appeals of Non-Conferral of Early Tenure](#)

## [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
<b>Colleges</b>	
<a href="#">Allied Health Sciences Provisional Code*</a>	06-14-22
<b>Arts &amp; Sciences</b>	
<a href="#">Anthropology</a>	12-13-18
<a href="#">Biology</a>	06-21-17
<a href="#">Chemistry</a>	12-07-20
<a href="#">Criminal Justice and Criminology Provisional Code</a>	08/14/23
<a href="#">Economics</a>	03-04-04
<a href="#">English*</a>	06-14-19
<a href="#">Foreign Languages and Literatures</a>	05-03-17
<a href="#">Geography, Planning and Environment</a>	06-05-18
<a href="#">Geological Sciences</a>	03-28-17
<a href="#">History</a>	10-20-14
<a href="#">Mathematics</a>	01-28-21
<a href="#">Philosophy and Religious Studies</a>	10-06-20
<a href="#">Physics</a>	06-10-21
<a href="#">Political Science</a>	05-21-20
<a href="#">Psychology</a>	01-24-20
<a href="#">Sociology</a>	10-20-14
<a href="#">Business</a>	05-26-20
<a href="#">Education</a>	04-22-20
<a href="#">Engineering and Technology*</a>	03-15-23
<b>Fine Arts and Communication</b>	
<a href="#">Art &amp; Design</a>	06-01-16
<a href="#">Communication</a>	06-21-23
<a href="#">Music</a>	10-20-14
<a href="#">Theatre and Dance</a>	05-24-19
<b>Health and Human Performance</b>	
<a href="#">Health Education and Promotion</a>	06-22-18
<a href="#">Human Development and Family Science</a>	06-05-18
<a href="#">Interior Design and Merchandising</a>	07-09-18
<a href="#">Kinesiology</a>	06-19-18
<a href="#">Recreation Sciences</a>	06-22-18
<a href="#">Social Work</a>	06-19-18
<a href="#">Nursing Provisional Code</a>	06-14-22
<b>Schools</b>	
<a href="#">Dental Medicine</a>	11-21-23
<a href="#">Brody School of Medicine Provisional Code</a>	06-14-22
<b>Other Academic Units</b>	
<a href="#">Academic Library Services</a>	03-15-21
<a href="#">Coastal Studies</a>	03-03-20
<a href="#">Health Sciences Library Provisional Code</a>	06-14-22

Rev. 11/28/2023

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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](#)\*



ECU Faculty Senate

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

# 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)

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Mentors

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Colleagues

# 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 180 for Electronic Personnel Actions

The screenshot shows the top navigation bar of the Faculty 180 website. The ECU logo is on the left, and a search icon is on the right. Below the navigation bar, the page title "Faculty180" is on the left, and a menu of links including "Summer Tour", "About Scholars@ECU", "College Coordinators", "Steering Committee", "Resources", and "FAQ" is on the right. The main content area features a "Resources" section with a bulleted list of links: "Faculty180 Activity Reporting", "Faculty180 Reviews", and "Faculty180 Dossier". Below this is a section titled "Faculty180 Activity Reporting User Help" containing a table with columns for "Help Guide", "Video", and "Audience". The table lists "Introduction to Faculty 180 Activity Reporting" and "Faculty180 Activity Reporting Quick Reference Guide" under the Help Guide column, and "Introduction Help Video" under the Video column. To the right of the table is a call-to-action area with the text "Not able to find what you were looking for?" and two yellow buttons: "Submit Help Ticket" and "Upcoming Training".

Faculty180

Summer Tour About Scholars@ECU College Coordinators Steering Committee Resources FAQ

## Resources

- [Faculty180 Activity Reporting](#)
- [Faculty180 Reviews](#)
- [Faculty180 Dossier](#)

### Faculty180 Activity Reporting User Help

Help Guide	Video	Audience
<a href="#">Introduction to Faculty 180 Activity Reporting</a>	<a href="#">Introduction Help Video</a>	All
<a href="#">Faculty180 Activity Reporting Quick Reference Guide</a>		

Not able to find what you were looking for?

Submit Help Ticket

Upcoming Training

Used for Annual Reviews, Reappointments, and Tenure & Promotion



# Annual Evaluation

- Done using [Faculty 180](#). Deadline for submission usually given by unit administrator. Timing dependent on 9 or 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.



# Annual Evaluation

- Changing due to revisions to 400.3.4 - Policy on Faculty Workload & 400.3.4[R] - Regulation on Faculty Workload
  - 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.
- Faculty Success Plan.
  - For faculty members who do not meet expectations as outlined in their annual faculty work plan, documentation in the form of a Faculty Success Plan will be included as a part of their annual evaluation. This Faculty Success Plan will be created by the unit administrator in collaboration with the faculty member and will:
    - be in writing;
    - include specific steps designed to lead to improvement;
    - include a specific timeline in which improvement is expected to occur;
    - a clear statement of consequences if steps are not met within specified timeline;
    - peer mentoring is encouraged as part of the faculty success plan;
    - progress meetings with the department chair/academic unit head shall occur on at least a semi-annual basis during the specified timeline.
- If a faculty member does not agree to the implementation of a faculty success plan, they may appeal in accordance with the provisions of the grievance procedure of Part XII, Section I, as appropriate.

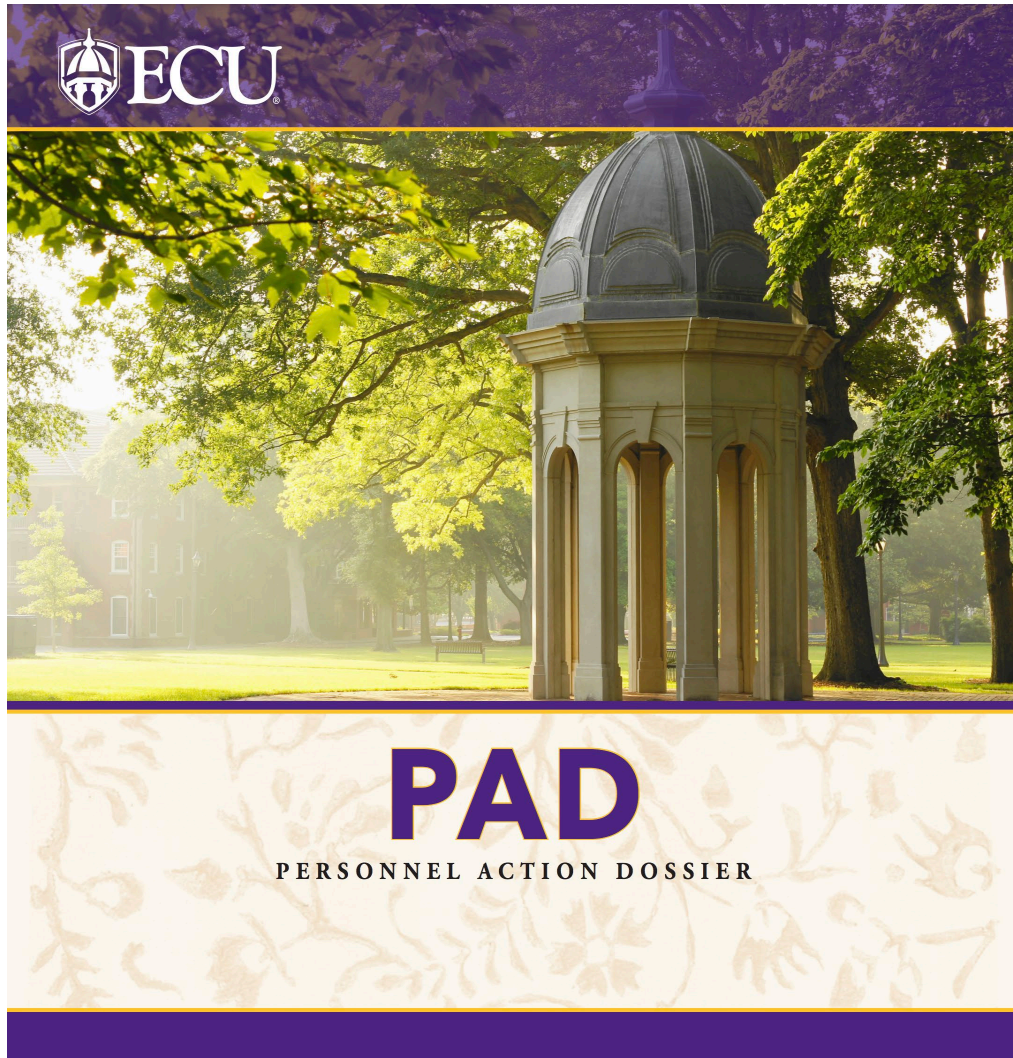


# Progress Toward Tenure Letter

- 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



# 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*

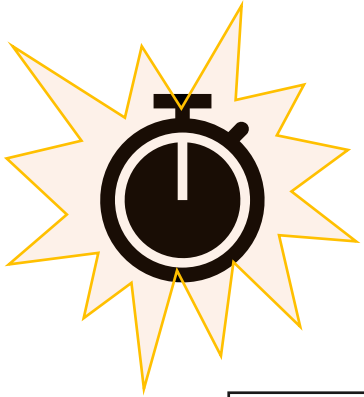


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# Preparing your PAD: General Recommendations



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](#)

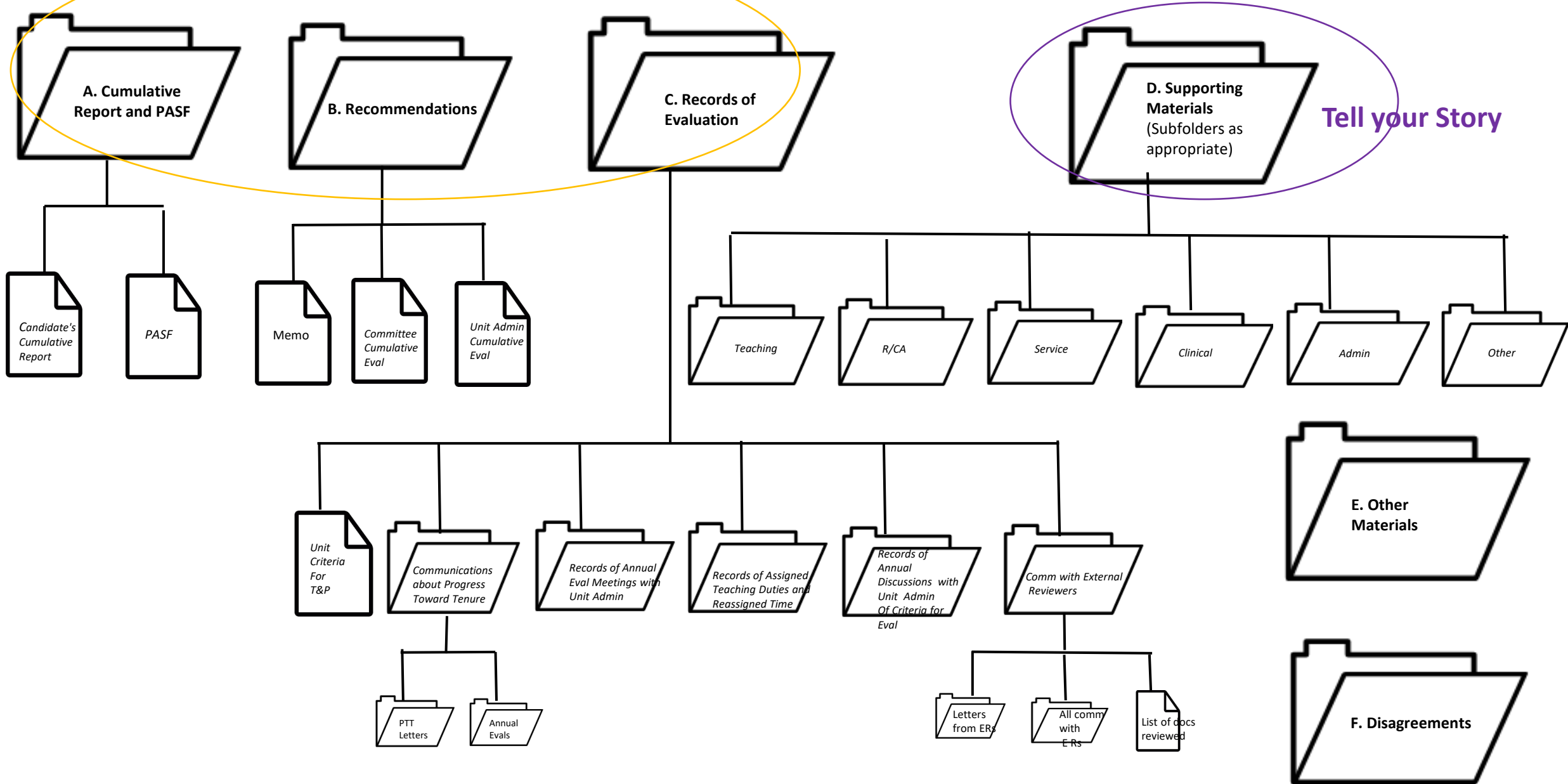


ECU Faculty Senate

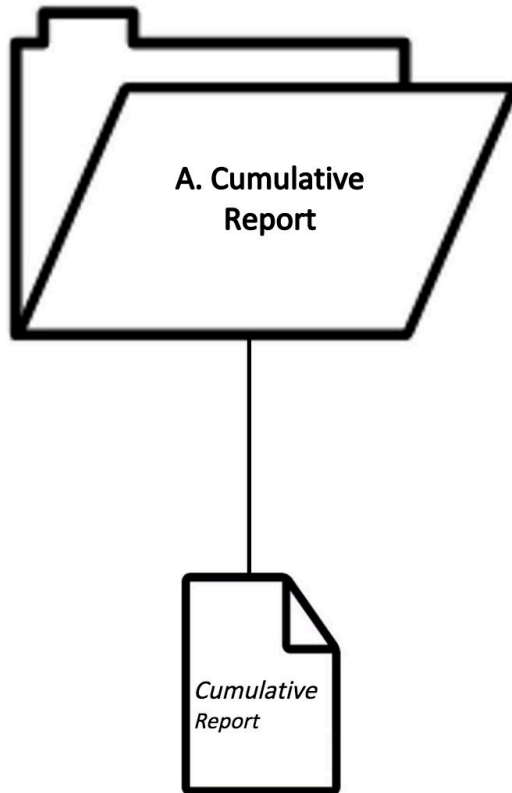
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# Mandatory Content



# Folder A: Cumulative Report



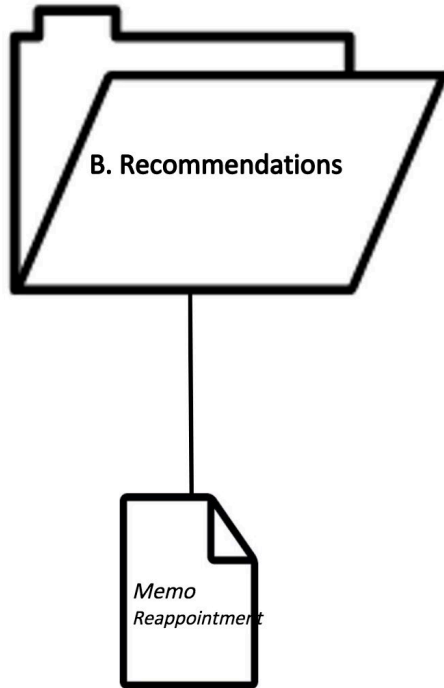
Specified format in [Part X, Section I of ECU Faculty Manual](#)

“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.”





# Folder B: Recommendations for Reappointment



## Memorandum

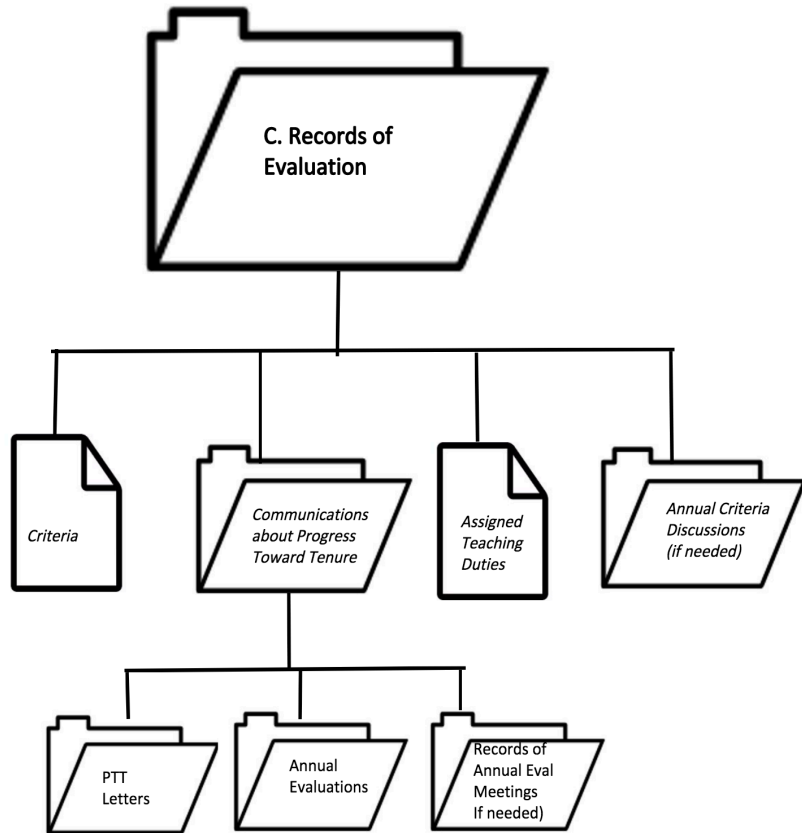
- a. Unit Tenure Committee's recommendation, signature of the chair of the unit Personnel Committee, and date
- b. Unit administrator's recommendation, signature, and date
- c. Dean's recommendation, signature, and date
- d. Provost's recommendation, signature, date

Signatures are included at every step

Candidate is notified at every step



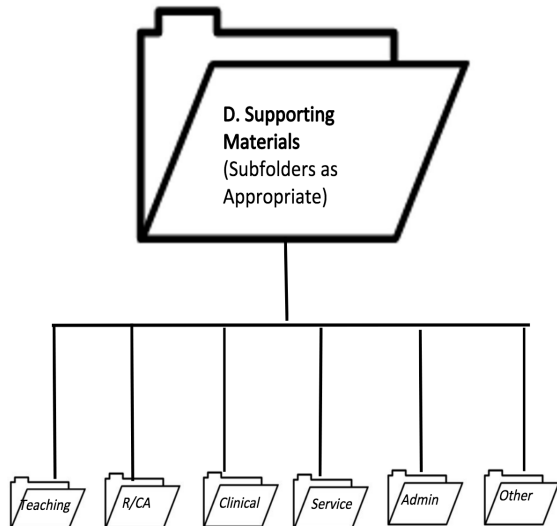
# Folder C: Records of Evaluation



- 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 PTT Letters and Annual Evaluations 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



# Folder D: Supporting Materials



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.



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



# 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

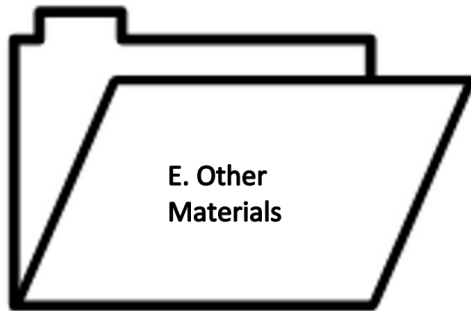


# Folder D: Service Subfolder

- 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. (Service Society, leadership, recognition)
- Grants in support of service activities
- Letters, materials, feedback, etc.

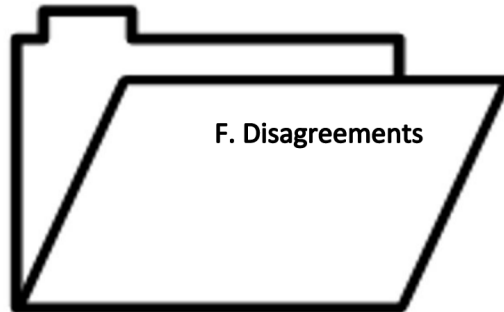


# Folders E and F



## 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.



# External Reviews (Tenure/Promotion only)

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.





# 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

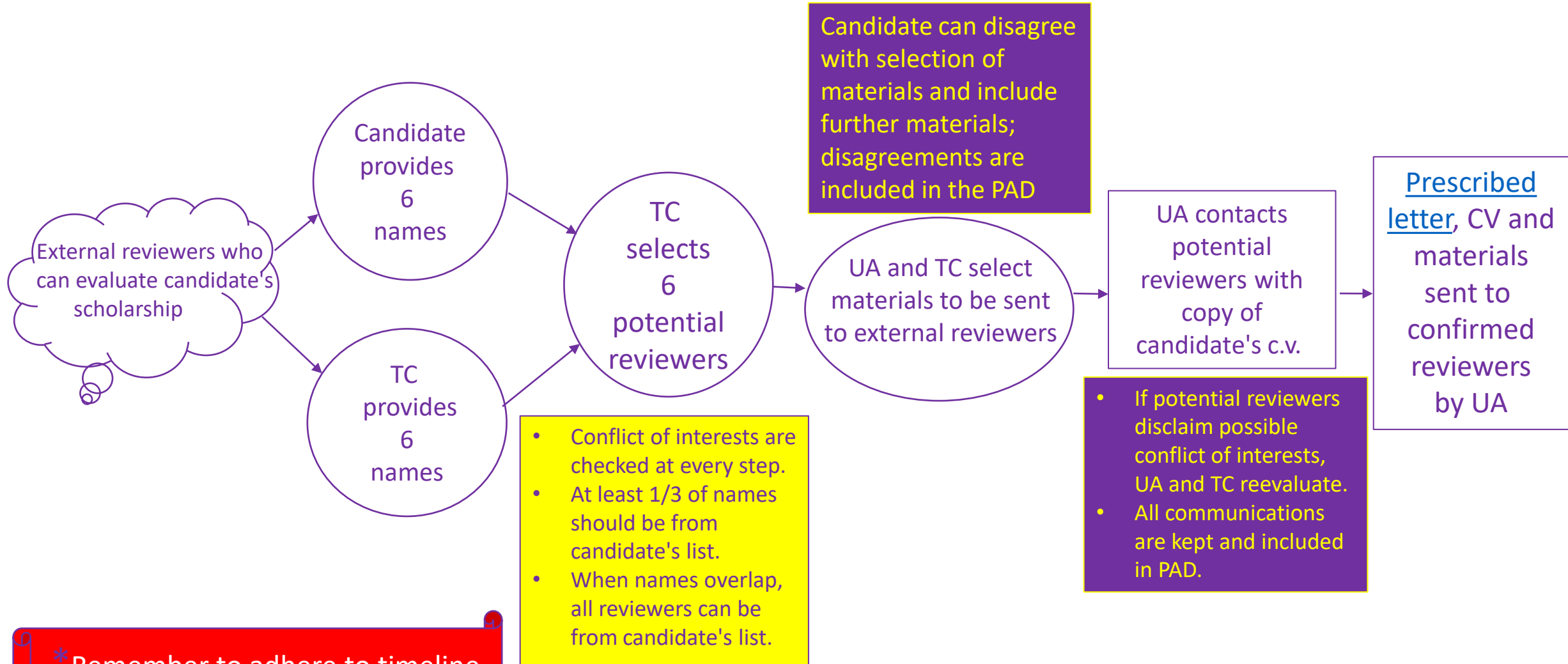


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# External Reviews: The Process\*



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



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*(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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# The ECU Office for Faculty Excellence



Office for Faculty Excellence

[Upcoming Sessions](#)

[Teaching Resources](#)

[Faculty Life](#)

[Research and Statistics](#)

[Faculty Awards](#)

[About Us](#)



[Register for Upcoming Sessions](#)

[Contact the OFE](#)

## Other Faculty Resources

- [Peer Observation](#)
- [Faculty Manual](#)
- [University Policy Manual](#)
- [Equity and Diversity Education](#)
- [Faculty Senate Guidelines for Annual DEI Professional Development](#)



### [Academic Appointments and Advancement](#)

Information and Resources to assist you in the Reappointment, Tenure, and Promotion process



### [Faculty180](#)

Faculty180 is the official activity reporting system for all ECU FacultyWorkshops and resources to help you up your grant writing game



### [Scholars@ECU Faculty Profiles](#)

Scholars @ ECU is a research-focused discovery tool that enables collaboration among scholars of all disciplines. Browse or search information on people, departments, courses, grants, and publications.

## Upcoming Sessions

APR 18 Reappointment, Promotion, Tenure Webinar  
11:00 am to 12:30 pm

APR Cluster analysis using



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# ECU Faculty Senate

Faculty Senate

[Academic Calendars](#) [Officers](#) [Meetings](#) [Committees](#) [UNC Faculty Assembly](#)

## ECU Faculty Senate

Missed the March 26<sup>th</sup> Faculty Senate meeting? You can watch the [meeting 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. 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 \(PDF\)](#)
- [Frequently Asked Questions](#)
- [Faculty Senate roster](#)
- [Faculty Marshals](#)
- [Parliamentarian links](#)
- [Faculty Counselors](#)
- [University Ombuds](#)

### Index of Resolutions

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

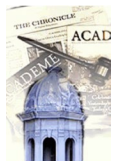
### Full Text of Resolutions

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

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



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



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# ECU Faculty Senate

## Faculty Officers



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**Questions?**