ECU Faculty Senate

Reappointment, Promotion, and Tenure

Spring 2025

Anne Ticknor, Chair of the Faculty
ticknora@ecu.edu

Overview

- UNC Policy Manual and *Code* changes
- *ECU Faculty Manual* revisions
- Unit Codes
- Key People
- Faculty Employment & Evaluation Processes
- Annual Evaluation
- Progress Toward Tenure Letters
- The Personnel Action Dossier (PAD)
- Resources
- Questions

ECU Faculty Senate

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

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

UNC Policy Manual and *Code*

UNC policy manual and *Code* supersedes all campus documents.

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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.

The UNC Board of Governors and UNC System President have recently promulgated a variety of updates to UNC System policies, regulations, and guidelines ("UNC policies"). ECU is working diligently to update its Policies, Rules, and Regulations contained in the University Policy Manual ("UPM") for compliance with UNC policies. As the *East Carolina University Faculty Manual* ("*ECU Faculty Manual*") provides information related to UNC policies and ECU Policies, Regulations, and Rules, in the event of an inconsistency between the *ECU Faculty Manual*, the ECU UPM, and/or UNC policies, UNC policies and ECU UPM Policies, Regulations, and Rules, in that order of primacy, shall control.

SEARCH FACULTY MANUALS: [   ]   Search

Other Faculty Resources

- Faculty Senate
- New Faculty Orientation
- Office for Faculty Excellence
- University Ombuds

Part I. Introduction

Part II. East Carolina University Organization and Shared Governance

Part III. UNC System and UNC Code

Part IV. Academic Units, Codes, and Seven Year Program Evaluation

Part V. Academic Freedom and Professional Ethics

Part VI. Teaching and Curriculum Regulations, Procedures, and Academic Program Development

Part VII. Faculty Research and Scholarship

Part VIII. Personnel Policies and Procedures for Faculty

Part IX. Faculty Appointments, Policies and Procedures

Part X. Documentation and Schedule for Personnel Actions

Part XI. General Faculty Employment Guidelines and Benefits

Part XII. Faculty Appellate Provisions
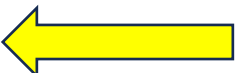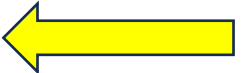
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Academic Unit Codes of Operations

- Equality Within UNC impacts:
  - Revise/change in focus for equity, DEI-related committees, and/or personnel actions within units

- Prohibition against compelled speech impacts:
  - **Remove** any diversity, equity, and inclusion **requirements** for promotion, tenure, advancement in title, or subsequent contract consideration.

- Faculty Senate Resolution #21-41 – Master Teaching Instructor Title
  - Addition of Master Teaching Instructor title for fixed-term appointments in **Part VIII.I** Personnel Policies and Procedures for the Faculty of East Carolina University

- Faculty Senate Resolution #24-36 – **Annual Evaluation ratings change**
  - Revision of **Part VIII.I** Personnel Policies and Procedures for the Faculty of East Carolina University.

- Faculty Senate Resolution #24-37 – **Post-tenure Review changes**
  - Revision of **Part IX, Section II** and the Faculty Senate Guidelines for Faculty 5-Year Comprehensive Work Plan

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Academic Unit Codes of Operations

Academic Unit Codes of Operation

- Guidelines for Writing and Revising a Unit Code of Operation (PDF)
- Guidelines for Organizing into Code Units
- Academic Unit Standards for Performance Review of Tenured Faculty
- Changes that Impact Unit Codes
- Unit Election Processes for Faculty Senators and Alternates
- Faculty Workload Guidelines

NOTICE: The UNC Board of Governors and UNC System President have recently promulgated a variety of updates to UNC System policies, regulations, and guidelines ("UNC policies"). In the event of a conflict between an ECU academic unit code of operation (or associated guidelines) and UNC policies, UNC policies shall control. The changes to UNC Policy 300.8.5 Equality Within the University of North Carolina, in particular, have rendered portions of unit codes unenforceable. It has been determined by the Office of University Counsel that a disclaimer noting that the language is unenforceable is insufficient, and we have been directed to remove links to codes with language that is not in compliance with UNC Policy 300.8.5. Those codes will undergo the provisional code process and upon approval of a provisional code, will be re-linked here. If a code below is not linked, it is because it is subject to that provisional code process. For questions or inquiries, please contact Dr. Anne Ticknor, Chair of the Faculty.
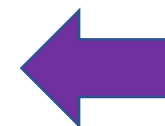
Search:

Colleges/Schools/Units	Code	PTR Standards
Academic Library Services	Academic Library Services Unit Code 03-07-2025 (provisional) (PDF)	Academic Library Services PTR Standards 01-23-2018 (PDF)
Allied Health Sciences	Allied Health Sciences Unit Code 03-07-2025 (provisional) (PDF)	
Addictions and Rehabilitation Studies		Addictions and Rehabilitation Studies PTR Standards 01-22-2018 (PDF)
Clinical Laboratory Science		Clinical Laboratory Science PTR Standards 05-02-2013 (PDF)
Communication Sciences and Disorders		Communication Sciences and Disorders PTR Standards 05-02-2013 (PDF)
Health Services and Information Management		Health Services and Information Management PTR Standards 07-26-2013 (PDF)
Nutrition Science		Nutrition Science PTR Standards 09-30-2015 (PDF)
Occupational Therapy		Occupational Therapy PTR Standards 05-02-2013 (PDF)
Physical Therapy		Physical Therapy PTR Standards 05-02-2013 (PDF)
Physician Assistant Studies		
Arts and Sciences		
Anthropology	Anthropology Unit Code 03-07-2025 (provisional) (PDF)	Anthropology PTR Standards 01-23-2018 (PDF)
Biology	Biology Unit Code 06-21-2017 (PDF)	Biology PTR Standards 01-23-2018 (PDF)
Chemistry	Chemistry Unit Code 03-07-2025 (provisional) (PDF)	Chemistry PTR Standards 10-20-2020 (PDF)
Criminal Justice and Criminology	Criminal Justice and Criminology Unit Code 03-07-2025 (provisional) (PDF)	Criminal Justice and Criminology PTR Standards 02-28-2022 (PDF)

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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 II: Schedule for Personnel Actions*

[Guidelines for Preparing a Cumulative Evaluation](#)—only used in Reappointment, Promotion and Tenure*

Part XII: Faculty Appellate Provisions

Section I: General Appellate Procedures and Reviews 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*

Sections II: Faculty Grievance Procedures and Appeals of Non-Conferral of Early Tenure*

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Key People

Faculty Candidate

The Unit Administrator (Chair)

The Chair of Personnel Committee &/or Specific Committee

Appropriate Personnel Committee: Personnel, Tenure, &/or Promotion

Mentors (within unit & outside)

Faculty in unit

Unit Senator(s)

Personnel Processes

- **Reappointment** (spring)
  - Begins with unit administrator
  - Faculty candidate meets with UA to verify PAD
  - PAD to **Tenure** Committee
  - Committee Recommendation to UA
  - UA recommendation to Dean
  - Dean recommendation to Provost
  - Provost Decision is final
  - *Fall if in 2nd year with employment credit

- **Tenure** (spring before tenure decision)
  - Faculty requests consideration (no penalty for early request)
  - Faculty submits list of external reviewers to **Tenure** Committee
  - Tenure Committee submits list of External Reviewers to UA
  - UA contacts External Reviewers
- Fall of decision year
  - UA Alerts Tenure Committee
    - *Membership may change between spring & fall due to personnel actions
  - External Reviewer letters due
  - Faculty candidate meets with UA to verify PAD
  - PAD to UA
  - UA makes PAD available to Tenure Committee
  - TC recommendation & PAD to UA
  - UA recommendation to Dean (BSoM P&T Committee then Dean)
  - Dean recommendation to Provost
  - Provost recommendation to Chancellor
  - Chancellor Decision to Board of Trustees
  - BoT decision is final

- **Promotion** (spring before decision)
  - Faculty requests consideration (no timeline)
  - *Formation of **Promotion** Committee if needed (at least 3 of sufficient rank)
  - Faculty submits list of external reviewers to Promotion Committee
  - Promotion Committee submits list of External Reviewers to UA
  - UA contacts External Reviewers
- Fall of decision year
  - UA Alerts Promotion Committee
    - *Membership may change between spring & fall due to personnel actions
  - External Reviewer letters due
  - Faculty candidate meets with UA to verify PAD
  - PAD to UA
  - UA makes PAD available to Promotion Committee
  - PC recommendation & PAD to UA
  - UA recommendation to Dean (BSoM P&T Committee then Dean)
  - Dean recommendation to Provost
  - Provost recommendation to Chancellor
  - Chancellor Decision is final

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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

The Provost Office will conduct review of Progress Toward Tenure Letters during the summer. If edits are suggested by Provost Office, they will be discussed with appropriate parties at the beginning of the next academic year.

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

Action	9 Month Faculty Deadline	12 Month Faculty Deadline	Time allotted for Decision
Unit administrator 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	3rd Friday in April	1st 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	4th Friday in April	2nd 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 7th	June 23rd	
Letter sent to higher administration	May 15th	June 30th	

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The Personnel Action Dossier (PAD)
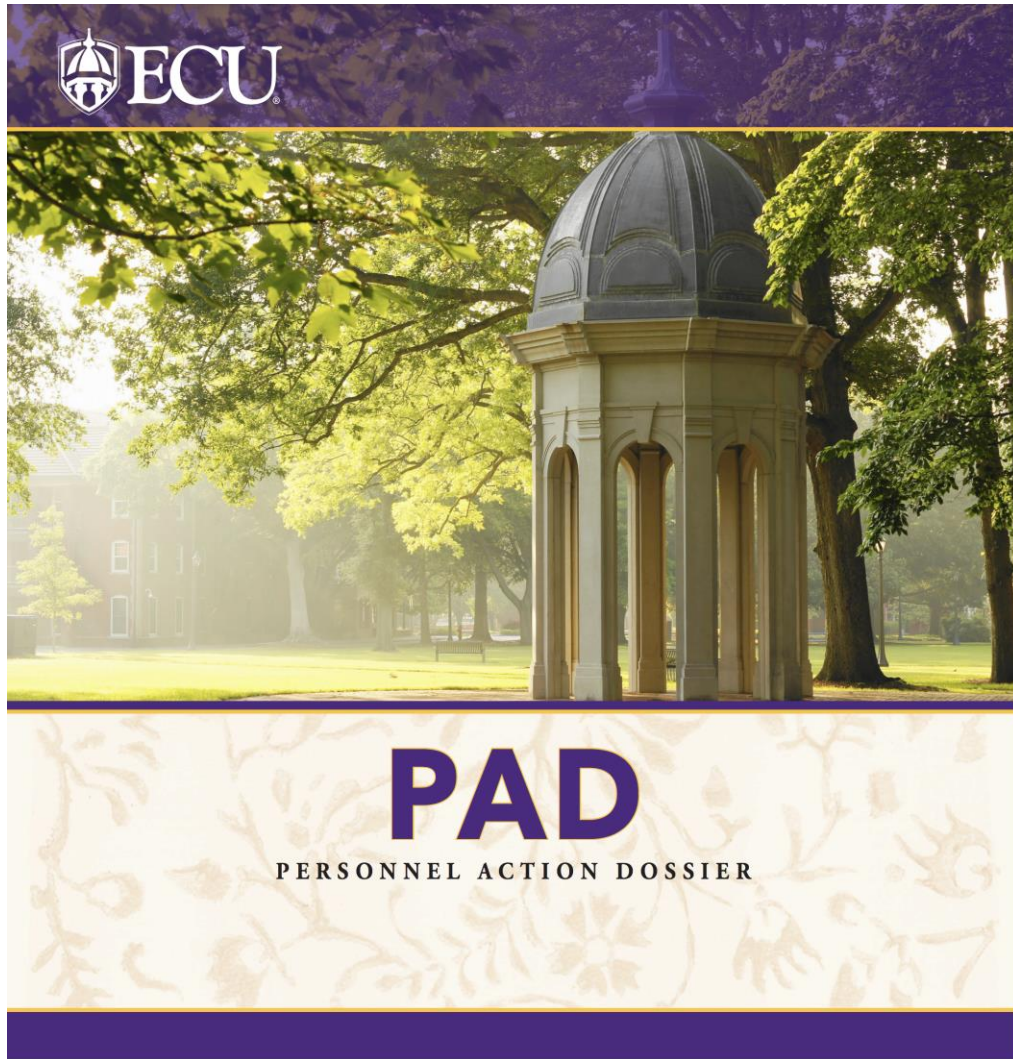
"The Personnel Action Dossier (PAD) is a collection of documents and lists of accomplishments in summary form that provides a record of the accomplishments of a faculty member seeking reappointment, promotion, or tenure. A PAD is compiled in a manner described in The Faculty Manual and is submitted each 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
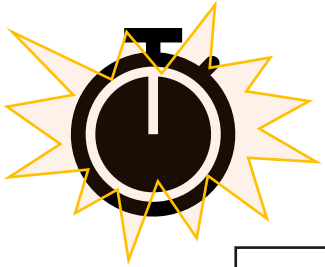
1	2	3	4	5
Maintain an updated Faculty 180 profile	Collect and organize evidence (refer to Cumulative Report format)	Store PAD materials electronically	Be prepared to submit the PAD electronically	Back-up , BACK UP!!!
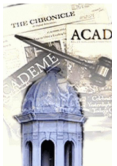
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Preparing the PAD

"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

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
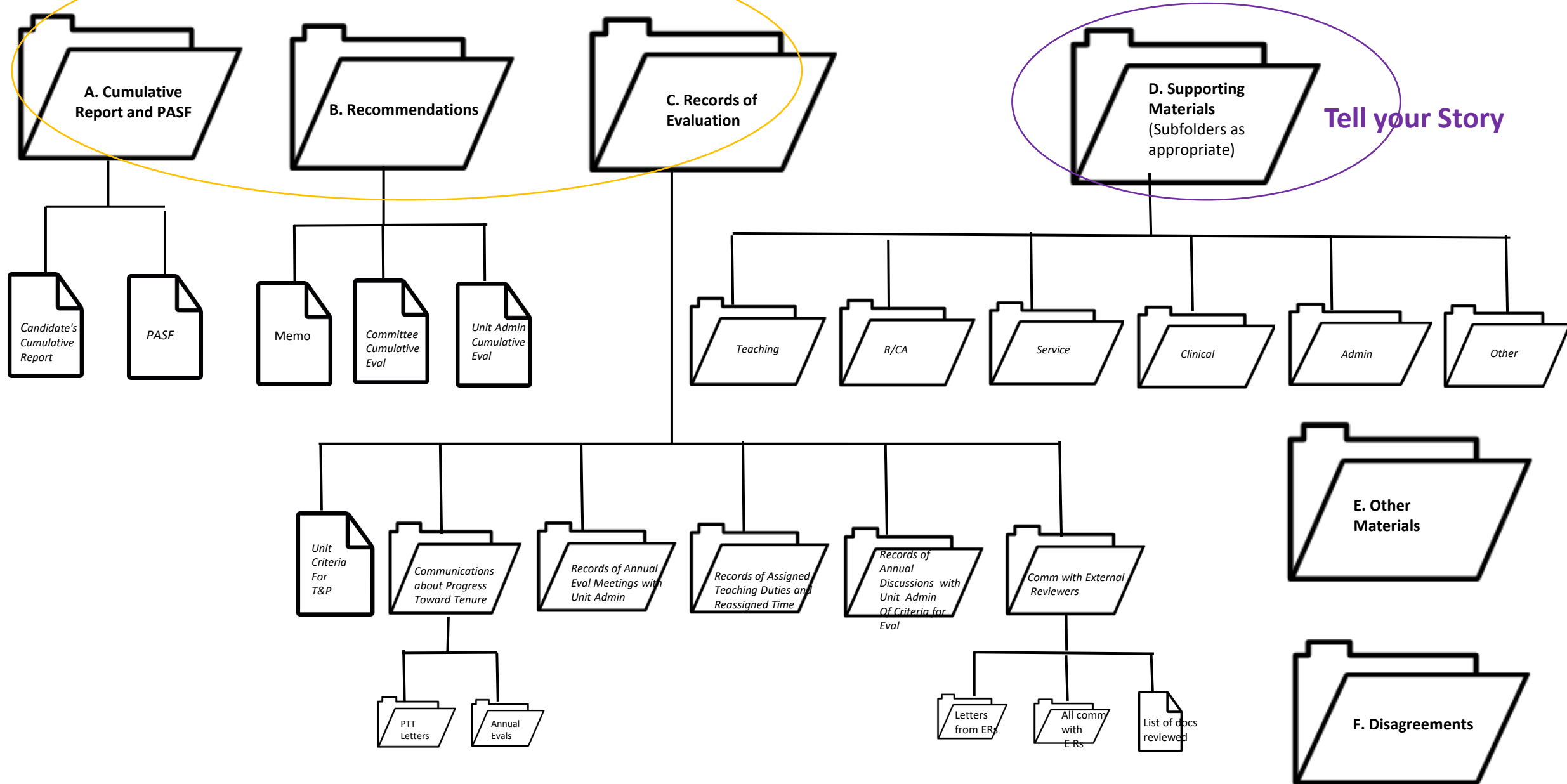
Faculty Cumulative Report

B. Cumulative Report for Reappointment, Promotion, and Tenure
[Link to Guidelines for Preparing a Cumulative Evaluation](). **(Prepared by Tenure &/or Promotion Committee)**

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)

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	2nd Tuesday in January	3rd Tuesday in February	
Faculty member meets with unit administrator to verify that all required documents are in PAD (optional but recommended)	2nd Tuesday in January	3rd Tuesday in February	3 weeks
PAD due to Tenure Committee for reappointment decision	3rd Tuesday in January	4th Tuesday in February	3 weeks
Committee recommendation to unit administrator	2nd Tuesday in February	3rd Tuesday in March	3 weeks
Unit administrator recommendation to Dean (if applicable)	1st Tuesday in March	2nd Tuesday in April	3 weeks
Dean recommendation to Provost	Last Tuesday in March	1st Tuesday in May	3 weeks
Provost decision	Last Tuesday in April	1st Tuesday in June	4 weeks

Promotion and Tenure Timeline

For 12-month Assistant Professor with 1 year of prior academic credit, in the fourth year of appointment, external reviewer list is due to Tenure Committee on the 2nd Tuesday in April; Tenure Committee's final list of external peer reviewers is due to unit administrator on 4th Tuesday in April; unit administrator will send letters and selected materials to reviewers by the 3rd Thursday in May.

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		1st Friday in February	
Faculty member submits a list of potential external reviewers to the tenure committee		3rd Friday in February	
Tenure Committee submits of a list of external reviewers to the unit administrator and selects materials to be sent to reviewers		4th Friday in March	
Unit administrator sends letter and materials to confirmed external reviewers		Last Friday in April	4 weeks

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 (AA and HS)	Time Allotted for Decision
Unit administrator informs committee of upcoming need for a meeting	1st Tuesday in September	
External reviewers' reports due	1st Tuesday in September	
Faculty member meets with unit administrator to verify that all required documents are in PAD (optional but recommended)	1st Tuesday in September	
Faculty member tuns in PAD to unit administrator	2nd Tuesday in September	
Unit administrator makes the PAD available to Committee	2nd Friday in September	
Committee recommendation/PAD to unit administrator	4th 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)	1st Tuesday in December	5 weeks
Dean recommendation/PAD to Provost	1st Tuesday in February	6 weeks
Provost decision/PAD to Chancellor	1st Tuesday in March	4 weeks
Chancellor decision	3rd 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.

ECU Faculty Senate

External Review: The Process*

External reviewers who can evaluate candidate's scholarship

Candidate provides 6 names

TC provides 6 names

TC selects 6 potential reviewers

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

UA and TC select materials to be sent to external reviewers

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

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

- 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.

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

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

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Welcome to the
ECU Office for
Faculty Excellence

Teaching Resources

Research and Statistics

Faculty Life

University Teaching Awards

Workshop Series

Academic Appointments and Advancement

Canvas Connections

Canvas Technology Bytes

Department Chair Sessions

ECU Connect

Faculty180 Training

Go Intercultural!

Grants: Proposals, Processes and People

HOiST – Helping Our Students Thrive

Idea Exchanges and Dialogues with Award-Winning Faculty

Quality Matters @ ECU

Scholarly Publishing and Dissemination

Statistics and Research Workshop Series

Teaching and Research with Artificial Intelligence (AI)

Teaching at ECU Series

Universal Design for Learning Workshops

-Archived Programming-

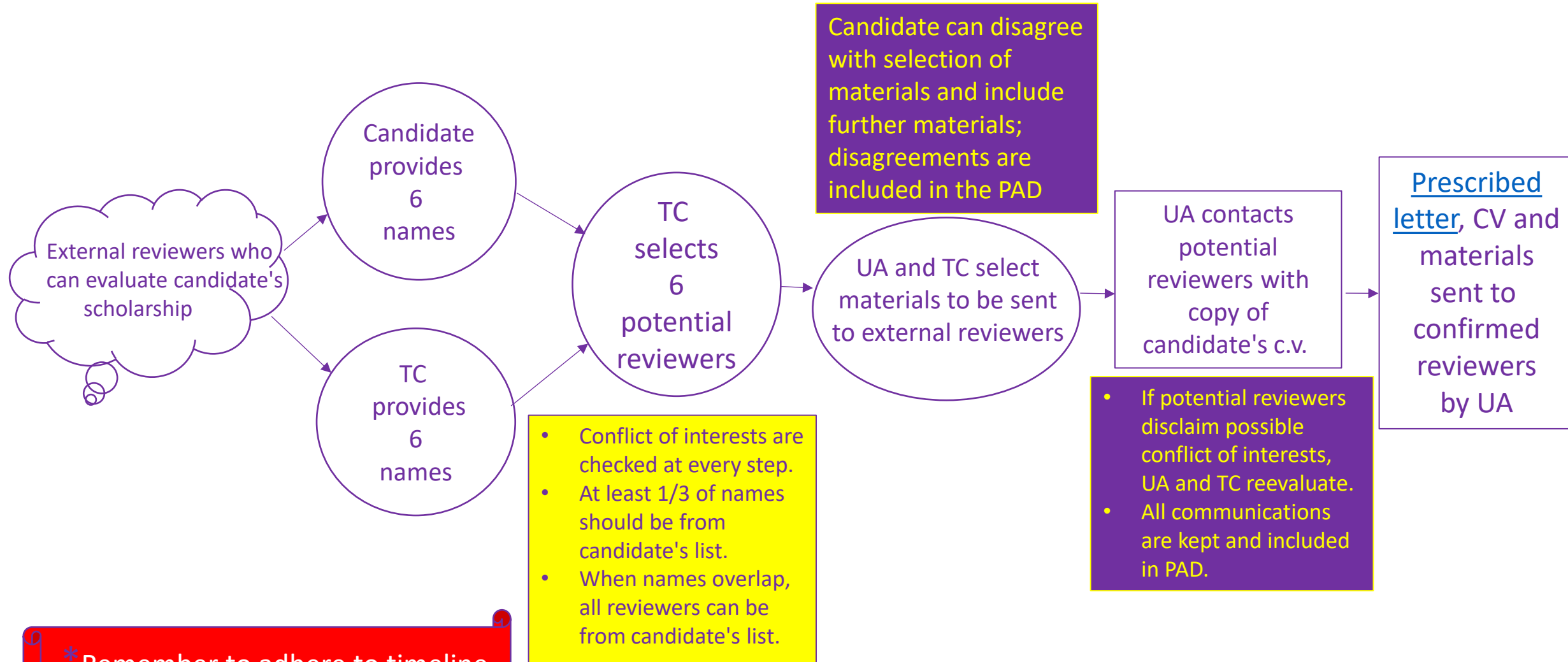# ECU Faculty Senate

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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

Get Started with Faculty180!

→ Login to Faculty180   *(Search for East Carolina University)*

📄 Case Creation Request

📅 Upcoming Training

🎫 Submit Help Ticket

Faculty180 Help

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Join us via livestream for the April 22nd Faculty Senate meeting. See the April 22nd 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, which is contained in the Faculty Manual, and exercised under the authority of the University Chancellor.

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Faculty Senate Resources

- Faculty Manual
- 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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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)

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