Faculty Policies, Processes, and Resources at ECU

Anne Ticknor, Chair of the Faculty
ticknora@ecu.edu
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)
"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)
"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)
“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.
ECU Faculty Senate

Please join us for Faculty Convocation on Friday, August 16, 2024 at 9:00 AM in Hendrix Theatre.

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 HZ 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)

Rachel Baker
bakerr@ecu.edu
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)
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, Section I - Personnel Policies and Procedures for the Faculty of ECU*

Part IX, Section I - Appointment, Tenure, Promotion, and Advancement Policies and Procedures*

Part IX, Section II - Performance Review of Tenured Faculty*

Part X, Section I – Personnel Action Dossier
  o Personnel Action Dossier*
  o Cumulative Report*

Part X, Section II - Schedule for Personnel Actions*

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

“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 People

The Unit Administrator (Chair)
The Chair of Personnel Committee
Your Senator(s)
Your Mentor(s)
Your Colleagues
## Faculty Employment

### Tenure-Track Faculty

**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.

### Fixed Term

**Subsequent appointment and advancement in title**

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

---

“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)*
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 Employment**

<table>
<thead>
<tr>
<th>Tenure-Track Faculty</th>
<th>Fixed-Term Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Annual Evaluation (Unit administrator)</td>
<td>• Annual Evaluation (Unit administrator)</td>
</tr>
<tr>
<td>• Annual Progress Toward</td>
<td>• For each contract renewal: Portfolio submitted</td>
</tr>
<tr>
<td>Tenure Letters (Unit administrator +</td>
<td>o Consists of activities &amp; evaluations</td>
</tr>
<tr>
<td>Tenure Committee)</td>
<td>o Peer assessment needed</td>
</tr>
<tr>
<td>• 2nd year-<strong>1st PAD submitted</strong></td>
<td>• Recommendation for contract renewal</td>
</tr>
<tr>
<td>o Content of PAD determined by</td>
<td>(Personnel Committee to Unit Administrator)</td>
</tr>
<tr>
<td>Faculty Manual</td>
<td>• Contract length: 1, 2, 3 or 5 year</td>
</tr>
<tr>
<td>o 4 peer observations needed</td>
<td>• In Academic Affairs, 33% percent in each college in 1-year contracts</td>
</tr>
<tr>
<td>• 4th year-<strong>2nd PAD submitted</strong></td>
<td></td>
</tr>
<tr>
<td>o 4 additional observations needed</td>
<td></td>
</tr>
<tr>
<td>• 6th year-<strong>3rd PAD submitted</strong></td>
<td></td>
</tr>
</tbody>
</table>

"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 180 for Personnel Actions

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

Faculty180 Help
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)
**Annual Evaluation**

<table>
<thead>
<tr>
<th><strong>SHALL</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Be in writing</td>
</tr>
<tr>
<td>Be discussed with faculty member before sending it to higher administrator</td>
</tr>
<tr>
<td>Be signed and dated by the unit administrator and the faculty member</td>
</tr>
<tr>
<td>Be forwarded to faculty member after completing</td>
</tr>
</tbody>
</table>

| **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 they read the evaluation, but it does not necessarily indicate concurrence.** |

“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)*
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)

### Criteria

<table>
<thead>
<tr>
<th>All faculty members are evaluated by unit administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation is based upon current academic year data</td>
</tr>
<tr>
<td><em>Recent Updates</em> to Faculty Workload begin AY 24-25</td>
</tr>
<tr>
<td>Criteria employed is contained in unit code*</td>
</tr>
<tr>
<td>Remember:</td>
</tr>
<tr>
<td>You can find your unit code <a href="#">here</a></td>
</tr>
</tbody>
</table>

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

“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)
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

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

(Don Sexauer, Chair of the Faculty, Pieces of Eight, 1998)
The 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. 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. Make a back-up copy of the PAD before you submit

“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)
Prepating 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

“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)
"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)
“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: 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

“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)
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 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

“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 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.

"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 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

“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 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

“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 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.

“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)
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)

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.
The Support: The ECU Office for Faculty Excellence

Office for Faculty Excellence Mission
Supporting Outstanding Faculty in Their Teaching, Research, & Service through Faculty Development Programming and Consultation. Supporting Student Learning through Outstanding Faculty.
Ways to Get Involved in Faculty Senate

Meeting Dates & Agendas

2024-2025
- April 30, 2024 (organizational)
- March 25, 2025
- April 20, 2025

Section 2. The electoral units for the Faculty Senate shall be the academic code units. Each electoral unit shall be represented in the Faculty Senate in proportion to its share of the voting membership of the General Faculty, with at least one Senator but not to exceed fifteen percent of the elected Senators. All voting members of the General Faculty in at least their second year of appointment to the electoral unit that they will represent are eligible for election to the Faculty Senate.

Faculty Senate Roster

Archived Agendas

2023-2024
- May 2023 (PDF)
- September 2023 (PDF)
- November 2023 (PDF)
- December 2023 (PDF)
- January 2024 (PDF)
- March 2024 (PDF)

2022-2023
- April 2022 (PDF)
- March 2022 (PDF)
- February 2022 (PDF)
- January 2022 (PDF)
- December 2022 (PDF)
- November 2022 (PDF)
- October 2022 (PDF)
- September 2022 (PDF)
- May 2022 (PDF) (organizational)

2021-2022
- April 2021 (PDF)
- March 2021 (PDF)
- February 2021 (PDF)
- January 2021 (PDF)
- December 2021 (PDF)
- November 2021 (PDF)
- October 2021 (PDF)
- September 2021 (PDF)
- May 2021 (PDF) (special meeting)
- May 2021 (PDF) (organizational)

“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)
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)
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)
Questions?