

EAST CAROLINA UNIVERSITY  
FACULTY MANUAL

PART X

Personnel Action Dossier and  
Tenure and Promotion Schedule

PART X - PERSONNEL ACTION DOSSIER AND TENURE AND PROMOTION SCHEDULE

SECTION II

Tenure and Promotion Schedule

*Revised 5-18*

The timelines designated in these schedules are the normal review cycles for the stated personnel actions. The Chancellor (or designee) may approve an adjustment to these timelines when compelling circumstances, as determined by the Chancellor (or designee), justify a temporary revision. For Promotion and Tenure consideration, the Chancellor (or designee) will adjust the schedule for notifications to faculty candidates when required by unforeseen circumstances, such as a change in the Board of Trustees meeting date normally held in the spring of the academic year.

Promotion and Tenure Timeline – Spring before Decision Year\*

Action	9 and 12 Month Faculty Deadline	Time Allotted for Decision
Faculty member makes a request to the unit administrator to begin the process of consideration for promotion or early conferral of permanent tenure	1 <sup>st</sup> Friday in February	
Faculty member submits a list of potential external reviewers to the tenure committee	3 <sup>rd</sup> Friday in February	
Tenure Committee submits of a list of external reviewers to the unit administrator and selects materials to be sent to reviewers	4 <sup>th</sup> Friday in March	
Unit administrator sends letter and materials to confirmed external reviewers	Last Friday in April	4 weeks

See endnote below for deadlines affecting 12-month faculty member with prior academic credit\*\*

Promotion and Tenure Timeline – Fall and Spring of Decision Academic Year\*

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

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

Reappointment of Probationary-Term Faculty Members Timeline\*

Action	9 Month Faculty Deadline	12 Month Faculty Deadline	Approx. Time Allotted for Decision
PAD due to Tenure Committee for reappointment decision	3 <sup>rd</sup> Tuesday in January	4 <sup>th</sup> Tuesday in February	
Committee recommendation to unit administrator	2 <sup>nd</sup> Tuesday in February	3 <sup>rd</sup> Tuesday in March	3 weeks
Unit administrator recommendation to Dean (if applicable)	1 <sup>st</sup> Tuesday in March	2 <sup>nd</sup> Tuesday in April	3 weeks
Dean recommendation to VCAA or VCHS	Last Tuesday in March	1 <sup>st</sup> Tuesday in May	3 weeks
VCAA or VCHS decision	Last Tuesday in April	1 <sup>st</sup> Tuesday in June	4 weeks

Reappointment of Probationary-Term Faculty Members in 2<sup>nd</sup> Year of Employment  
With Credit for Prior Academic Service Timeline\*

Action	9 Month Faculty Deadline	Time Allotted for Decision	12 Month Faculty Deadline
PAD due to Tenure Committee	1 <sup>st</sup> Tuesday in September		1 <sup>st</sup> Tuesday in April
Committee recommendation to unit administrator	1 <sup>st</sup> Tuesday in October	4 weeks	1 <sup>st</sup> Tuesday in May
Unit administrator recommendation to Dean (if applicable)	3 <sup>rd</sup> Tuesday in October	2 weeks	3 <sup>rd</sup> Tuesday in May
Dean recommendation to VCAA or VCHS	1 <sup>st</sup> Tuesday in November	2 weeks	2 <sup>nd</sup> Tuesday in June
VCAA or VCHS decision	3 <sup>rd</sup> Tuesday in November	2 weeks	3 <sup>rd</sup> Tuesday in June

Progress Towards Tenure (PTT) Letters -  
Required all years except the year prior to the year in which a faculty member's  
mandatory tenure decision is considered

Action	9 and 12 Month Faculty Deadline
Unit administrator provides the Tenure Committee with the candidate's current annual report, copies of the candidate's previous and current annual evaluations and previous progress toward tenure letters, and a draft of the new Progress Toward Tenure letter written by the unit administrator	3 <sup>rd</sup> Friday in April
Tenure Committee meets with the unit administrator to review the cumulative record of a candidate's progress and finalize the Progress Toward Tenure letter	4 <sup>th</sup> Friday in April
Delivery of PTT letter and meeting that includes the faculty member, representative of the Tenure Committee and unit administrator to discuss the letter	End of the Spring Semester

Subsequent Appointment of Fixed-Term Faculty Members Timeline – Spring of Decision Year\*

Fixed-term faculty members request consideration of a subsequent appointment and submit portfolio required by unit code	No later than 75 calendar days before term expires	
Committee and unit administrator notify fixed-term faculty member in writing of subsequent appointment recommendation	No later than 45 days before term expires	30 days

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

\*\*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 2<sup>nd</sup> Tuesday in April; Tenure Committee’s final list of external peer reviewers is due to unit administrator on 4<sup>th</sup> Tuesday in April; unit administrator will send letters and selected materials to reviewers by the 3<sup>rd</sup> Thursday in May.”

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Faculty Senate Resolution #12-68, April 2012  
 Faculty Senate Resolution #18-23, April 2018