

**East Carolina University
Faculty Manual**

PART XIII

PROMOTION AND TENURE TIMELINE

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Promotion and Tenure Timeline – Spring before Decision Year*

Action	Due Date 9 and 12 Month Faculty	Time Allotted for Decision
Request to the Committee for promotion or early conferral of permanent tenure (this step not necessary for normal tenure timeline)	1 st Friday in March	
Faculty member submits list of potential external reviews to committee	1 st Friday in March	
Committee submission of a list of external reviewers to the unit administrator (Materials should be sent to reviewers in a timely manner with sufficient time for completion.)	Last Friday in March	
Unit Administrator sends formal request to external reviewers	3 rd Tuesday in April	3 weeks

Promotion and Tenure Timeline – Fall of Decision Year*

Action	Due Date 9 and 12 Month Faculty	Time Allotted for Decision	Health Sciences Division	Time Allotted for Decision
Unit Administrator informs committee of upcoming need for a meeting	1 st Tuesday in September		1 st Tuesday in September	
External reviewer's reports due	1 st Tuesday in September		1 st Tuesday in September	
Faculty turns in PAD to Committee	2 nd Tuesday in September		2 nd Tuesday in September	
Committee decision/PAD to unit administrator	2 nd Tuesday in October	4 weeks	2 nd Tuesday in October	4 weeks
Unit administrator decision /PAD to Dean (if applicable) Brody School of Medicine P&T Committee reviews & makes Recommendation to BSOM Dean	1 st Tuesday in November	3 weeks	1 st Tuesday in November	4 weeks
Dean decision/PAD to VCAA (or VCHS)	2 nd Tuesday in December	5 weeks	2 nd Tuesday in December	5 weeks
VC decision/PAD (?) to Chancellor	2 nd Tuesday in January	4 weeks	2 nd Tuesday in January	4 weeks
Chancellor decision	1 st Tuesday in February	4 weeks	1 st Tuesday in February	4 weeks
BOT decision (Tenure Only)	Spring BOT meeting	Date varies from year to year	Spring BOT meeting	Date varies from year to year

Reappointment of Probationary-Term Faculty Members Timeline*

Action	Due Date for 9 Month Faculty	Time Allotted for Decision	Due Date 12 Month Faculty
PADs due to tenure committee for reappointment decision	1 st Tuesday in February		1 st Tuesday in April
Committee decision on reappointment to unit administrator	1 st Tuesday in March	4 weeks	1 st Tuesday in May
Unit administrator decision to Dean (if applicable)	4th Tuesday in March	3 weeks	4th Tuesday in May
Dean decision to VCAA (or VCHS)	3rd Tuesday in April	3 weeks	3rd Tuesday in June
VCAS (or VCHS) decision	2 nd Tuesday in May	4 weeks	2 nd Tuesday in July

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

Action	Due Date for 9 Month Faculty	Time Allotted for Decision	Due Date 12 Month Faculty
PADs due to tenure committee for reappointment decision	1 st Tuesday in September		1 st Tuesday in April
Committee decision on reappointment to unit administrator	1 st Tuesday in October	4 weeks	1 st Tuesday in May
Unit administrator decision to Dean (if applicable)	3 rd Tuesday in October	2 weeks	3 rd Tuesday in May
Dean decision to VCAA (or VCHS)	1 st Tuesday in November	2 weeks	2 nd Tuesday in June
VCAS (or VCHS) decision	3rd Tuesday in November	2 weeks	3rd Tuesday in June

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

Action	Due Date for 9 Month Faculty	Time Allotted for Decision	Due Date 12 Month Faculty
Fixed-term faculty members request reappointment	No earlier than 180 calendar days before term expires and no later than 90 calendar days before term expires-		No earlier than 180 calendar days before term expires and no later than 90 calendar days before term expires
Committee and unit administrator notify fixed-term faculty member in writing of subsequent appointment decision	within 30 days of the request	30 days	within 30 days of the request

*Faculty candidate will be notified in writing within one week at each decision point.

Approved:
Faculty Senate Resolution #06-09, March 1, 2006
East Carolina University Chancellor

Revised:
Faculty Senate Resolution #07-07, March 13, 2007
East Carolina University Chancellor

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