

SUMMARY OF APPROVED REVISIONS TO  
*ECU FACULTY MANUAL*, PART IX, SECTION I.  
TENURE AND PROMOTION POLICIES AND PROCEDURES OF  
EAST CAROLINA UNIVERSITY  
**Implementation Effective Date: July 1, 2017**

During the past several years, to effectively meet changing needs of the University, faculty leaders and academic administrators thoughtfully and collaboratively revised existing tenure policies, receiving approval by the ECU Board of Trustees on July 15, 2016 and final approval of the revision by the UNC President on April 7, 2017. **The revised policy will become effective July 1, 2017.** The summary below provides an overview of the major changes in Subsections I through IV from the present policy in effect since July, 2010. [NOTE: Subsections V through VII are presently undergoing extensive review, and the approved policy only contains minor editorial changes required by UNC General Administration before approving the document.] Until July 1, both the current and revised versions of Part IX, Section I. will be available on the Faculty Senate website:

<http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/manual.pdf>

Summary of Major Changes to *ECU Faculty Manual*, Part IX, Section I, Subsections I through IV:

- 1) Subsections are reorganized to differentiate and clarify processes applicable to permanently tenurable faculty (tenured and probationary term) from those applicable to fixed-term faculty (not eligible for permanent tenure).
- 2) Greater emphasis on protecting confidentiality in substantive personnel actions and restricting use of electronic mail, except for organizational arrangements, is more clearly articulated.
- 3) Unnecessary redundancy is eliminated and replaced with links and references to related policies.
- 4) A requirement that permanent tenure be awarded only to faculty members at the academic rank of associate professor or professor replaces the former language that discouraged recommending permanent tenure for an assistant professor but did not preclude it.
- 5) A new provision for special employment arrangements involving funding sources other than those of the University, with corresponding modifications in duties and responsibilities, is included that requires justification and assurances by the Tenure Committee, Unit Administrator, and the Provost or the Vice Chancellor for Health Sciences that the modifications in work schedule are compatible with the faculty member's rank and tenure status.

- 6) Instructor is removed from the probationary appointment academic ranks to clear up confusion that previously existed as to when the “tenure clock” begins for faculty appointed as Instructor. The probationary period will now begin when an individual holds the rank of assistant professor or above.
- 7) Language related to length of the probationary terms for each academic rank is clarified. The probationary term lengths by rank remain the same, with a twelve-month notice when a faculty member is not recommended for tenure identified as the “terminal year.” An explicit statement that the faculty member is not eligible to serve on the unit’s Personnel Committee during their terminal year is added.
- 8) Language related to extensions of the probationary term is clarified.
- 9) Annual progress-toward-tenure letters for probationary faculty members are retained, with emphasis on greater clarity in narrative contents and in the process for articulating the faculty member’s cumulative performance, unit expectations, and overall summative evaluation.
- 10) Provisions related to “joint faculty appointments,” where a faculty member serves in more than one campus unit, is more clearly articulated to assure meaningful representation by all relevant faculty and administrators in various personnel actions.
- 11) References to unit codes are more clearly stated in relevant sections to connect the general provisions in the *Faculty Manual* to more specific requirements of individual academic units.
- 12) Definitions of “voting faculty” and composition of unit personnel committees are differentiated among academic units that traditionally employ tenure-earning faculty from those units, including libraries and clinical areas that may be in transition between tenure-granting and non-tenure-granting faculty structures.
- 13) Provisions are included to incorporate the UNC policy prohibiting related individuals from participating in personnel actions involving a related person, as well as to manage situations in which a faculty member has a potential “conflict of interest” that must be considered for a particular personnel action.
- 14) Types of personnel actions and the roles of unit committees and/or subcommittees, where appropriate, are clarified. Additionally, appropriate interaction between unit administrators and relevant personnel committees is articulated more clearly.
- 15) The procedures for securing and managing external peer reviews of faculty scholarly achievements for promotion and conferral of permanent tenure considerations are more clearly defined.

- 16) Several sections more clearly state provisions for addressing misconduct and protecting a faculty member's due process rights during various personnel action reviews.
- 17) Procedures for managing committee members' votes by mail and/or presence at meetings are clarified, including provisions to assure that a faculty member who is on approved medical leave may not participate in the work of the committee while on leave, including the committee's vote.
- 18) A provision is added to permit a college to establish a College Promotion and Tenure Committee to advise the dean.
- 19) Procedures for managing recommendations and notifications for various personnel actions are clarified, including extending time for a candidate to respond from four to seven working days.

Summary of Minor Editorial Changes in Subsections V through VII Required by UNC General Administration:

Subsection V.A. -- specific identification of the reviewers referenced in the "deadlines for review"

Subsection V.B.2. -- addition of language in the first paragraph concerning the meaning of "material procedural irregularity" consistent with the UNC Code 604 D

Subsection V.D. – revised language in first paragraph related to consideration of evidence consistent with UNC Code 604 D

Subsection VII.A.1. – added more specific reference to UNC Code 605 B(1)