Question 5.6.3 - Do evaluation data and samples of approved promotion and tenure documents for EPP faculty show that the EPP is following the procedures specified in the IR and exhibits?

The EPP follows the approved promotion and tenure procedures as specified in the Institutional Report and Exhibit 5.4.f. For all programs at the University—including those in the EPP—the ECU Faculty Manual serves as the guiding document. Parts of the manual that specifically address promotion and tenure are:

- Part VIII – Personnel Policies and Procedures for Faculty
- Part IX - Tenure and Promotion Policies and Procedures and Performance Review of Tenured Faculty
- Part X, Section I - Personnel Action Dossier
- Part X, Section II - Tenure and Promotion Schedule

The sample documents below provide evidence that the EPP follows the promotion and tenure procedures.

- Email Announcement of revised Faculty Evaluation Form
- 2014-15 Annual Faculty Evaluation Instructions, Approved October 1, 2014
  - Includes descriptors and adjectives for qualitative evaluation as well as number ranges for quantitative evaluation.
- 2014-15 Annual Faculty Evaluation Form, Approved October 1, 2014
  - Used by all colleges/schools/departments in the university.
- 2014-15 Annual Faculty Evaluation Form (Sample), Approved October 1, 2014
- COE Personnel Schedule Template

Each college in the EPP forms its own code unit and is able to supplement the guidance of the Faculty Manual with additional supporting documents. Examples from the College of Education, the largest code unit in the EPP, include:

- Evaluation of faculty is also addressed in Section V of the College of Education Unit Code of Operations.
- Progress Toward Tenure Letter Template developed by College of Education consistent with the stipulations of Academic Affairs and the Faculty Manual
- College of Education Personnel Schedule Template Sample
This document is issued from the Office of the Dean and would be used to provide new tenure-track faculty members and their Department Chairs (in the College of Education) with a one-page overview of personnel actions from date of initial employment to the time of tenure/promotion recommendations. Specific dates are filled in the columns on the template/chart with personnel schedule information from the following sources: 1) ECU Faculty Manual, 2) Provost’s Office/Academic Affairs, 3) COE Unit Code of Operations.

Currently, the COE Faculty Evaluation Task Force is developing a Faculty Self-Evaluation Worksheet. At the start of spring 2015, a draft of the worksheet will be sent out to administrators and faculty for review and feedback. The task force is in the process of developing rubrics that will be aligned with university stipulations associated with annual evaluations and the Faculty Self-Evaluation Worksheet.