



2022-2023 FACULTY SENATE

The seventh regular meeting of the 2022/2023 Faculty Senate will be held on **Tuesday, March 28, 2023**, in East Carolina Heart Institute Conference Rooms A-D.

AGENDA

**Revised*

[Livestream Link](#)

I. Call to Order

II. Approval of Minutes

[February 21, 2023](#)

III. Special Order of the Day – Part I

A. Roll Call

B. [Announcements](#)

IV. Report of Graduate Council

Graduate Council, Ron Preston

Formal faculty advice on curriculum and academic matters acted on and recorded in the [February 20, 2023](#), Graduate Council meeting minutes, including level I action items from the [January 18, 2023](#), and [February 1, 2023](#), Graduate Curriculum Committee meeting minutes which were approved by its delegated authority and are reported here for informational purposes.

Programmatic action item (GC 23-02) recorded in the [February 20, 2023](#) Graduate Council meeting minutes, included level II action items from the [January 18, 2023](#) and [February 1, 2023](#), Graduate Curriculum Committee meeting minutes, which were forwarded to Educational Policies and Planning Committee (EPPC), including a revision to two existing degrees, Occupational Therapy, MSOT, and Occupational Therapy, OTD from the Department of Occupational Therapy within the College of Allied Health Sciences; and an establishment of a new certificate, Sport and Coaching Leadership Certificate, from the Department of Kinesiology within the College of Health and Human Performance.

Policy action item (GC 23-03) recorded in the [February 20, 2023](#), Graduate Council meeting minutes, included granting the Graduate School delegated authority to bring course substitution exception requests to the Graduate Council Executive Committee for students to take additional program related courses to help raise their GPA.

V. Report of Committees – Part I

A. General Education and Instructional Effectiveness Committee, Mary Tucker-McLaughlin

1. Curriculum and academic matters acted on in the [February 20, 2023](#) meeting including:
 - The following transfer credit approvals:
 - Domestic Diversity (DD) credit for NS127 – Introduction to Anthropology, Dublin City University
 - Global Diversity (GD) credit for HIST 112 World Civilization since 1650 at American Military University
 - The following designation approvals:
 - General Education Social Sciences (GE:SO) and Global Diversity (GD) designations for ECON 2400 Economics and Climate Change
 - Global Diversity (GD) designation for DNCE 2500 World Dance Studio
 - General Education Social Sciences (GE:SO) for SOCI 2220 (formerly SOCI 3220) Sociology of Deviant Behavior
 - General Education Humanities (GE:HU) and Global Diversity (GD) designations for PHIL 2001
 - Maintenance of General Education Humanities (GE:HU) credit for CLAS 3400 The Ancient City (formerly named Roman Culture and Civilization: The Republic)
2. Joint report on new Curriculog form integration (from Professor McLaughlin, Professor Ellison from the Writing Across the Curriculum Committee, and Professor Medina from the Service-Learning Committee) – [PowerPoint Presentation](#)

B. Writing Across the Curriculum Committee, Lisa Ellison

Curriculum and academic matters acted on during the [February 13, 2023](#) meeting including the following:

- Retention of WI designation for:
 - ENGL 3860 after title change
 - POLS 4501 after credit hour change
 - THEA 3055 after title change
 - THEA 3300 after title change
- Removal of writing intensive (WI) designation from:
 - POLS 4502 (course deletion)
- Approval of WI designation for POLS 2901 Legal Writing

And during the [March 13, 2023](#) meeting:

- Approval of WI designation for:
 - KINE 4250 Revenue and Promotion Generation in the Fitness and Sport Enterprise
 - HIST 4000 Senior Seminar

C. Undergraduate Curriculum Committee, Stacy Weiss

Curriculum and academic matters acted on during the [February 9, 2023](#) meeting including curricular actions in the following units:

- Department of Geography, Planning and Environment within the Thomas Harriot College of Arts and Sciences
- Department of Kinesiology within the College of Health and Human Performance
- Department of Recreation Sciences within the College of Health and Human Performance

And curriculum and academic matters acted on during the [February 23, 2023](#) meeting including curricular actions in the following units:

- School of Music within the College of Fine Arts and Communication
- Department of Management within the College of Business

D. Service-Learning Committee, Almitra Medina

Curriculum and academic matters acted on during the [February 14, 2023](#) meeting including approval of Service-Learning (SL) designation for NURS 4906 Community Health Nursing.

E. Educational Policies and Planning Committee, John Collins

Curriculum and academic matters acted on and recorded in the [March 17, 2023](#) meeting including the following:

- New structured concentration in Environmental Studies in Multidisciplinary Studies BS in the Thomas Harriot College of Arts and Sciences
- Provisional code ([clean copy](#) and [marked](#)) for Department of Criminal Justice (to rename to Department of Criminal Justice and Criminology) with the Thomas Harriot College of Arts and Sciences
- Program revision for undergraduate Geographic Information Science certificate in the Department of Geography, Planning and Environment within the Thomas Harriot College of Arts and Sciences
- Request to discontinue the on-campus delivery mode for Library Science MLS in the Department of Interdisciplinary Professions within the College of Education
- New graduate certificate in Sport and Coaching Leadership in the Department of Kinesiology within the College of Health and Human Performance
- Program revision to the Occupational Therapy MSOT in the Department of Occupational Therapy within the College of Allied Health Sciences
- Program revision to the Occupational Therapy OTD in the Department of Occupational Therapy within the College of Allied Health Sciences
- Discontinuation of the Theatre Arts Education BFA in the School of Theatre and Dance within the College of Fine Arts and Communication
- Program revision to the Theatre Arts BFA in the School of Theatre and Dance within the College of Fine Arts and Communication
- Program revision to rename the Information and Computer Technology BS to the Information and Cybersecurity Technology BS in the Department of Technology Systems within the College of Engineering and Technology
- Program revision to rename Information and Computer Technology undergraduate minor to Information and Cybersecurity Technology undergraduate minor
- Program revision to rename the Information and Computer Technology concentration in the Industrial Technology BS to Information and Cybersecurity Technology concentration

F. Unit Code Screening Committee, Robin Webb Corbett

Revised [Department of Coastal Studies Unit Code of Operations](#).

~~G. University Athletics Committee, Timm Hackett~~ *(report postponed to future meeting)**

- ~~1. Updates on student-athlete safety, name, image, and likeness student support and program sustainability, and Title IX compliance~~ *(for information only)* (attachment 1, *forthcoming*).
- ~~2. Report on number of athletic scholarships by sport~~ *(for information only)* (attachment 2, *forthcoming*).

H. Committee on Committees, Toyin Babatunde

- ~~1. First reading of proposed revisions to the Service Learning Committee Charge~~ (attachment 3) *(postponed to a future meeting)**.
2. First reading of proposed revisions to the Research and Creative Activities Committee Charge (attachment 4)*

I. Academic Awards Committee, ~~Christy Rhodes~~ **Raychl Smith***

Proposed revisions to the following awards (see attachment 5):

- University Alumni Association Outstanding Teaching Awards and Robert L. Jones Teaching Award

- Board of Governors Award for Excellence in Teaching
- Board of Governors Distinguished Professor for Teaching Award
- May Ray Joyner Award for Outstanding Teaching in Distance Education
- Lifetime and Five-Year Achievement University Research/Creative Activity Awards
- University Scholarship of Engagement Award
- Service-Learning Teaching Excellence Award

J. Distance Education and Learning Technology Committee, Melinda Doty
Proposed revisions to *East Carolina University Faculty Manual* Part VI., Section III., subsection IV. Fostering Academic Integrity in Distance Education and associated resource document “Fostering Academic Integrity in Distance Education” (attachment 6).

K. University Budget Committee, Meghan Millea
Formal faculty advice on Summer School, Campus Regulation (attachment 7).
[PowerPoint Presentation](#)

VI. Special Order of the Day - Part II

- A. ~~Philip Rogers, Chancellor~~ (*unable to attend*)
- B. ~~Michael Waldrum~~ *Jason Higginson**, Executive Dean of Brody School of Medicine
- C. Anne Ticknor, Chair of the Faculty
- D. Question Period

VII. Report of Committees - Part II

- A. Faculty Governance Committee, Purificación Martínez and Mark Bowler
1. ~~Proposed Revisions to *East Carolina University Faculty Manual* Part IX. Faculty Appointments, Policies and Procedures, Section I. Appointment, Tenure, Promotion, Subsequent Appointment, and Advancement Policies and Procedures (formerly “Part IX. Appointment, Tenure, Promotion, and Advancement Policies and Procedures and Performance Review of Tenured Faculty, Section I. Appointment, Tenure, Promotion, and Advancement Policies and Procedures”)~~ (attachment 8). (*Postponed to future meeting*)
 2. ~~Proposed Revisions to *East Carolina University Faculty Manual* Part X. Personnel Actions Schedule (formerly “Personnel Action Dossier and Tenure and Promotion Schedule”)~~ (attachment 9). (*Postponed to future meeting*)
 3. Proposed revisions to Part V., Section II. Statement on Professional Ethics (attachment 10).

VIII. Unfinished Business

IX. New Business

Resolution against the February 23, 2023 Revision of UNC System Policy 300.5.1: “Political Activities of Employees” (attachment 11).

Faculty Senate Agenda
March 28, 2023
Attachment 1.

****REPORT POSTPONED TO FUTURE MEETING****

UNIVERSITY ATHLETICS COMMITTEE REPORT

Updates on student-athlete safety, name, image, and likeness student support and program sustainability, and Title IX compliance (*for information only*)

(REPORT FORTHCOMING)

Faculty Senate Agenda
March 28, 2023
Attachment 2.

****REPORT POSTPONED TO FUTURE MEETING****

UNIVERSITY ATHLETICS COMMITTEE REPORT

Report on number of athletic scholarships by sport (*for information only*)

(REPORT FORTHCOMING)

Faculty Senate Agenda
March 28, 2023
Attachment 3.

****REPORT POSTPONED TO FUTURE MEETING****

COMMITTEE ON COMMITTEES REPORT

First reading of proposed revisions to the Service-Learning Committee Charge

(REPORT FORTHCOMING)

Faculty Senate Agenda
March 28, 2023
Attachment 4.

COMMITTEE ON COMMITTEES REPORT

First reading of proposed revisions to the Research and Creative Activities Committee Charge

The Research and Creative Activities Committee proposed changes to their charge to more accurately reflect some of their activities and to add authorization to review applications for the proposed Research Intensive (RI) designation. The RI designation will be proposed for approval at the April Faculty Senate meeting, timed to occur at the same meeting as the second reading of this charge. To learn about the RI designation, please click [HERE](#).

Additions in **bold** and deletions in ~~strikethrough~~.

1. Name: Research/Creative Activities Committee
2. Membership:
14 elected faculty members.
Ex-officio members (with vote): The **Chancellor Provost** or an appointed representative, **3 Provost appointed representatives, 1 with academic or administrative expertise in Health Sciences disciplines, 1 with academic or administrative expertise in Research, Economic Development and Engagement;** the Chair of the Faculty and one faculty senator selected by the Chair of the Faculty.

The membership of the committee shall serve according to their disciplinary expertise, **with diverse disciplinary representation from across the University.** ~~This would include six members from the College of Arts and Sciences, with at least two each from Humanities, Social Sciences, and the Sciences/Math, and eight members from the Professional Schools and other academic units, with no more than two from each professional school.~~ Each member shall have demonstrated accomplishment in research, and/or creative activity.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as ~~he or she~~ **they** deems necessary.

3. Quorum: 8 elected members exclusive of ex-officio.
4. Committee Responsibilities:
 - A. The committee considers matters related to the scholarly activity of the University, including at least the following:
 1. Activities to improve and promote professional scholarly productivity of faculty members;
 2. Procedures and policies governing research and/or creative activities;
 3. Any proposed changes in existing policies affecting research and creative activities of faculty members of the University.
 - B. The committee recommends the funding of meritorious internal research/creative activity proposals **from funds allocated to the committee by the office of Research, Economic Development and Engagement** ~~for the research/creative activity awards program.~~
 1. ~~Provided that funding is expected to be available,~~ **The committee shall solicit proposals for research/creative activities from eligible faculty, provided that funding is expected to be available.**
 2. The committee shall **review and** recommend the funding of meritorious ~~internal research/creative activity~~ **internal** proposals.
 3. Each year, the committee shall collect and review reports of research/creative activities ~~y~~ from any award recipients from the previous **3 years**.
 4. Members of the committee are not permitted to submit proposals.
 - C. **The committee reviews and approves applications for the research intensive (RI) designation.**
 1. **The committee periodically reviews existing Research Intensive course offerings and recommends, as appropriate, changes to the course RI status in order to ensure that the Student Learning Outcomes for the RI criteria are being met.**


5. To Whom The Committee Reports:
The committee reports its recommendations from these considerations to either the Faculty Senate or the appropriately charged university standing committee. **The committee reports its recommendations for funding of meritorious internal research/creative activity proposals from funds allocated to the committee by the office of Research, Economic Development and Engagement. The office of Research, Economic Development and Engagement reports the final list of funded proposals to the Faculty Senate.**

~~The committee reports its recommendations of research/creative activity grant proposals to be funded to the vice chancellor for research and graduate studies and reports the final list of funded proposals to the Faculty Senate.~~ The committee makes recommendations concerning the policies and procedures governing research/creative activity grant proposals to the Faculty Senate.

6. How Often The Committee Reports:
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:
The committee is empowered to make recommendations regarding the funding of research proposals.
8. Standard Meeting Time:
The committee will establish a standard meeting schedule at its first meeting of the academic year.

**Faculty Senate Agenda
March 28, 2023
Attachment 5.**

ACADEMIC AWARDS COMMITTEE
Proposed revisions to awards

	<p>Academic Awards Committee SELECTION PROCEDURES FOR EAST CAROLINA UNIVERSITY ALUMNI ASSOCIATION OUTSTANDING TEACHING AWARDS AND ROBERT L. JONES TEACHING AWARD</p>
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Additions in **bold** and deletions in ~~strikethrough~~.

Objective

Two University Alumni Association Outstanding Teaching Awards and one Robert L. Jones Teaching Award recognize outstanding teaching at East Carolina University.

Awards Per Year

The three award recipients will be recognized at a variety of functions and will each receive a monetary award of \$1,000.

Eligibility

Nominees must:

1. be a full-time faculty member;
2. have taught at East Carolina University for three or more years;
3. be teaching in the academic year in which they are selected; and
4. not have won the award within the last four years.

Nomination Procedures and Guidelines

Faculty members are nominated for this award by their academic code unit. Any eligible faculty member may request consideration by the unit.

Each academic unit is to determine its own method for selecting nominees based on the following Seven Characteristics of Effective Teaching (FS Resolution #91-29):

- Good Organization of Subject Matter and Course - Reflected in the objectives, course materials, assignments, examinations, instructor preparation for class, and effective use of class time.
- Effective Communication - Reflected in lecturing ability including use of motivational techniques such as audiovisual aids, clarity of presentation, verbal fluency, interpretation of abstract ideas, good speaking ability, good listening skills, and the ability to communicate the organization and sequence of a course.
- Knowledge of and Enthusiasm for the Subject Matter and Teaching - Reflected in the choice of textbook, readings and reference lists, lecture content, course syllabus, and personal interest displayed in the subject and in teaching.
- Positive Attitudes Toward Students - Reflected by helping students master subject matter, encouraging students to ask questions and express opinions, being accessible to students outside the classroom, and expressing a general concern for student learning.
- Fairness in Examinations and Grading - Reflected in clarity of student assessment procedures including papers, assignments, exams, classroom discussion, and other activities, including relative weight toward grade, consistency among objectives, course content, and assessment procedures, and timely, useful feedback on student progress.
- Flexibility in Approaches to Teaching - Reflected in the use of alternative teaching strategies such as small group discussion, simulations, use of audiovisual materials, and varying the approach and pace of instruction to meet different learning styles among students.
- Appropriate Student Learning Outcomes - Reflected in student performance on various assessment measures and positive changes in student attitudes and values.

While faculty members may be nominated for more than one university teaching award (Board of Governors Award for Excellence in Teaching, Board of Governors Distinguished Professor for Teaching Awards, Max Ray Joyner Award for Outstanding Teaching in Distance Education, and East Carolina Alumni Association Outstanding Teaching Award and Robert L. Jones Teaching Award), faculty members may only accept nomination and submit a portfolio for one university teaching award in a given year.

Nominations are made in the following two steps: (1) Nominee names and basic information must be submitted to a survey link posted on the Faculty Senate website by September 15 at 5:00 pm (or the next business day if the 15th falls on a weekend). Nominees will be contacted by the OFE following the survey nomination deadline and provided with information about the application

packet that must be submitted if they wish to pursue the award. (2) A nomination letter addressing the criteria outlined above and specifying why the nominee deserves the award must be **submitted electronically to the Office for Faculty Excellence provided to the nominee** no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend.

Nominations are made by academic code units. The maximum number of nominations will be distributed among the academic code units according to their relative number of faculty within an academic code unit—no more than one nominee for each ten faculty members in the unit.

Nominees who wish to pursue the award must submit their application packets electronically in accordance with directions provided by the OFE no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend. In addition, nominees will receive a coversheet template that they must complete and submit along with an electronic photograph. **Additional information may be requested as necessary to comply with UNC-GA requirements.**

The application packet must adhere to the following specifications. It must:

1. include representative examples of your instruction methods;
2. utilize margins, fonts, type sizes, and colors to ensure readability;
3. be a total of 50 pages or fewer, excluding the itemized list, CV, **and video information sheet**; and
4. begin with an itemized list of all materials in the application packet.

The application packet should be clearly divided into the following three sections:

Section 1: Personal Information

The intent of this section is to establish a context for the nominee's teaching for the selection committee members, many of whom may not be familiar with the nominee's area of discipline. It should include the following two items:

- CV: a current curriculum vitae; and
- Teaching Statement: a brief written statement (not to exceed 2 pages, double-spaced) that provides context for the materials selected for the nominee's portfolio. The statement should include the nominee's teaching philosophy, describe methods used by the nominee to achieve educational goals, and provide other information to prepare the selection committee for an effective review of the portfolio.

Section 2: Input from Students, Colleagues, and Peers

This section provides the selection committee with multiple forms of feedback from the nominee's students and colleagues. These materials include feedback gathered through ongoing standard university processes as well as feedback that is aligned specifically with this award nomination and must include:

- Nomination letter;
- Student letters: letters of support from 2 or 3 former students of the nominee;
- **Student Opinion of Instruction Surveys: compilation of the past 3 years and the corresponding grade distributions for each course. Quantitative results of the standard campus-approved or unit-specific student opinion of instruction survey data should be included. Qualitative comments are encouraged, as space permits; and**
- Peer evaluations: at least 1, and no more than 3, peer evaluations of teaching; both classroom and DE evaluations are acceptable. These peer evaluation summaries should utilize the standard campus-approved documents from the nominee's college or department.

Section 3: Supporting Materials

This section of the application packet is designed to give the candidate some flexibility to select materials that convey the pursuit of excellence in teaching. Materials should be organized or annotated in such a way that demonstrates alignment with the nominee's teaching statement or rationale for inclusion. Example materials include *representative*:

- eCourse syllabi (strongly recommended);
- **Excerpts from Student Evaluations (strongly recommended);**
- Sample tests or assignments;
- Teaching materials;
- Audio files (not to exceed 10 minutes total);
- sStudent work;
- eCourse artifacts; and
- uUnsolicited feedback from students.

Section 4: Digital Product – Finalists Only

Selected finalists will be asked to submit a fourth section by February 15 to include a digital product:

The digital product is intended to enable the selection committee to understand better the teaching environments created by the nominee. Materials should be organized or annotated in such a way that demonstrates alignment with the nominee's teaching statement or rationale for inclusion.

Digital Product Requirements: The digital product should not exceed 15 minutes and should portray representative elements of the nominee's teaching. It may be in the form of a continuously recorded video and/or a compilation of media elements in some other digital format. Narration is allowed but not required. Content may include video excerpts from courses, examples of interactivity, demonstrations, and any other aspects of teaching that would be helpful to the selection committee. An example of some form of instructor - student interaction is strongly encouraged. If student images or identifying information is included in the media, the nominee must also submit a signed copy of the Media Consent and Release for ECU Students Form available [here](https://www2.ecu.edu/COE/Web/OEP/OCE/Intern/Media_Consent_and-Release_Guidelines_1_23_2018.pdf):

https://www2.ecu.edu/COE/Web/OEP/OCE/Intern/Media_Consent_and-Release_Guidelines_1_23_2018.pdf

Evaluation Procedures

In the fall semester, the selection committee will be established by the Chair of the Academic Awards Committee and will consist of: 2 members of the Academic Awards Committee; **2 faculty members appointed by the Provost, including one representative from Health Sciences;** ~~1 faculty member each appointed by the Provost and Senior Vice Chancellor for Academic Affairs and the Vice Chancellor for Health Sciences;~~ 1 faculty member appointed by the Chair of the Faculty; and ~~4 student member appointed by the President of the Student Government Association~~ **1 member appointed by the Alumni Office. It will have at least one member experienced in classroom observation and evaluation and preferably a previous Alumni Award winner.** Following the appointment or election of a selection committee chair, the selection committee will develop a checklist and rubric for evaluating and scoring the application packets in accordance with the approved award procedures.

In November, packets will be made available to members of the selection committee, and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines.

By early January, the selection committee will designate a pool of up to twelve finalists who will be contacted by the selection committee chair and given 4 weeks to provide a digital product as detailed above.

By mid-February, the selection committee will evaluate the finalists' materials, and, by scoring determine the 2 recipients of the Alumni Association award and the recipient of the Robert L. Jones Award.

The award recipients will be recognized during **the annual** a celebratory event. Following the public announcement of this award, the Provost or Vice Chancellor for Health Sciences will send letters of recognition to the recipients and letters of appreciation to nominees. The award-winning portfolios will be kept on file for public review in the Office for Faculty Excellence, Joyner Library.

(Faculty Senate Resolutions #06-07; #16-41; #17-41, #21-34)



Academic Awards Committee
**SELECTION PROCEDURES FOR THE NOMINEE FOR
THE ANNUAL BOARD OF GOVERNORS AWARD FOR
EXCELLENCE IN TEACHING**

Objective

The Board of Governors Award for Excellence in Teaching recognizes the sustained career record of distinguished teaching by a tenured East Carolina University faculty member.

Awards Per Year

One recipient of this award will be recognized at a variety of functions and will receive a stipend of \$12,500.

Eligibility

Nominees must:

1. be tenured at East Carolina University;
2. have taught at East Carolina University at least seven years;
3. have demonstrated excellent or exceptional teaching ability over a sustained period of time;
4. be teaching in the academic year in which they are selected; and
5. not have received this award previously while teaching at any UNC institution.

Nomination Procedures and Guidelines

Faculty, **students, administrators, and alumni may nominate a faculty member, or faculty members may nominate themselves.** ~~members are nominated for this award by their~~ **academic code unit. Any eligible faculty member may request consideration by the unit. Faculty, students, administrators, and alumni may also request consideration by the unit on behalf of eligible faculty.**

While faculty members may self-nominate or be nominated for more than one university teaching award (Board of Governors Award for Excellence in Teaching, Board of Governors Distinguished Professor for Teaching Awards, Max Ray Joyner Award for Outstanding Teaching in Distance

Education, and East Carolina Alumni Association Outstanding Teaching Award and Robert L. Jones Teaching Award), faculty members may only accept nomination and submit a portfolio for one university teaching award in a given year.

Nominations are made in the following two steps: (1) Nominee names and basic information must be submitted to a survey link posted on the Faculty Senate website by September 15 at 5:00 pm (or the next business day if the 15th falls on a weekend). Nominees will be contacted by the OFE following the survey nomination deadline and provided with information about the application packet that must be submitted if they wish to pursue the award. (2) A nomination letter addressing the criteria outlined above and specifying why the nominee deserves the award must be **provided to the nominees** submitted electronically to the Office for Faculty Excellence no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend.

Nominees who wish to pursue the award must submit their application packets electronically in accordance with directions provided by the OFE no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend. In addition, nominees will receive a coversheet template that they must complete and submit along with an electronic photograph. Additional information may be requested as necessary to comply with UNC-GA requirements.

The application packet must adhere to the following specifications. It must:

5. include representative examples of your instruction methods;
6. utilize margins, fonts, type sizes, and colors to ensure readability;
7. be a total of 50 pages or fewer, excluding the itemized list, CV, and video information sheet; and
8. begin with an itemized list of all materials in the application packet.

The application packet should be clearly divided into the following four sections:

Section 1: Personal Information

The intent of this section is to establish a context for the nominee's teaching for the selection committee members, many of whom may not be familiar with the nominee's area of discipline. It should include the following two items:

- CV: a current curriculum vitae; and
- Teaching Statement: a brief written statement (not to exceed 2 pages, double-spaced) that provides context for the materials selected for the nominee's portfolio. The statement should include the nominee's teaching philosophy, describe methods used by the nominee to achieve educational goals, and provide other information to prepare the selection committee for an effective review of the portfolio.

Section 2: Input from Students, Colleagues, and Peers

This section provides the selection committee with multiple forms of feedback from the nominee's students and colleagues. These materials include feedback gathered through ongoing standard university processes as well as feedback that is aligned specifically with this award nomination and must include:

- Nomination letter
- 2 letters of support from ECU colleagues (exclusive of the nominator); Student letters: letters of support from 2 or 3 former students of the nominee;
- ~~Student Opinion of Instruction Surveys: compilation of the past 3 years and the corresponding grade distributions for each course. Quantitative results of the standard campus-approved or unit-specific student opinion of instruction survey data should be included. Qualitative comments are encouraged, as space permits; and~~

- Peer evaluations: at least 1, and no more than 3, peer evaluations of teaching; both classroom and DE evaluations are acceptable. These peer evaluation summaries should utilize the standard campus-approved documents from the nominee's college or department.

Section 3: Supporting Materials

This section of the application packet is designed to give the candidate some flexibility to select materials that convey the pursuit of excellence in teaching. Materials should be organized or annotated in such a way that demonstrates alignment with the nominee's teaching statement or rationale for inclusion. Example materials include *representative*:

- eCourse syllabi (strongly recommended);
- Excerpts from Student Evaluations (strongly recommended);
- sSample tests or assignments;
- tTeaching materials;
- aAudio files (not to exceed 10 minutes total);
- sStudent work;
- eCourse artifacts; and
- uUnsolicited feedback from students.

Section 4: Digital Product

The digital product is intended to enable the selection committee to understand better the teaching environments created by the nominee. Materials should be organized or annotated in such a way that demonstrates alignment with the nominee's teaching statement or rationale for inclusion.

Digital Product Requirements: The digital product should not exceed 15 minutes and should portray representative elements of the nominee's teaching. It may be in the form of a continuously recorded video and/or a compilation of media elements in some other digital format. Narration is allowed but not required. Content may include video excerpts from courses, examples of interactivity, demonstrations, and any other aspects of teaching that would be helpful to the selection committee. An example of some form of instructor - student interaction is strongly encouraged. If student images or identifying information is included in the media, the nominee must also submit a signed copy of the Media Consent and Release for ECU Students Form

available here: https://www2.ecu.edu/COE/Web/OEP/OCE/Intern/Media_Consent_and-Release_Guidelines_1_23_2018.pdf

Evaluation Procedures

In the fall semester, the selection committee will be established by the Chair of the Academic Awards Committee and will consist of: 2 members of the Academic Awards Committee; **2 faculty members appointed by the Provost, including one representative from the Health Sciences**, ~~1 faculty member each appointed by the Provost and Senior Vice Chancellor for Academic Affairs and the Vice Chancellor for Health Sciences~~; 1 faculty member appointed by the Chair of the Faculty; and 1 student member appointed by the President of the Student Government Association. Following the appointment or election of a selection committee chair, the selection committee will develop a checklist and rubric for evaluating and scoring the application packets in accordance with the approved award procedures.

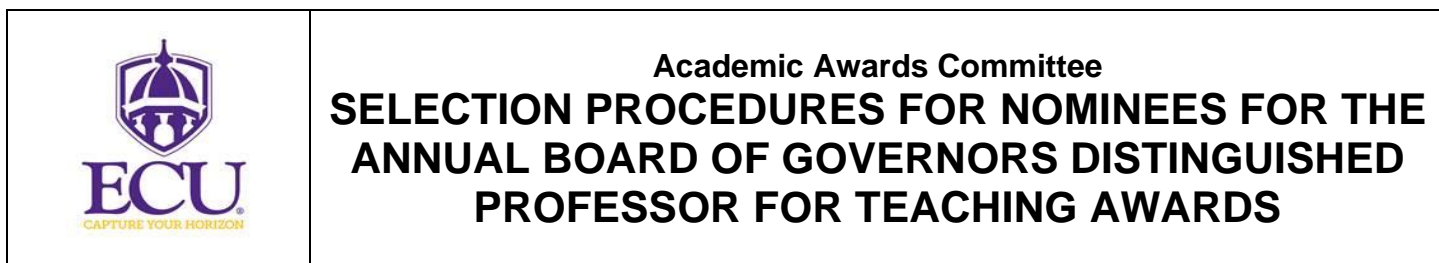
In November, packets will be made available to members of the selection committee, and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines. After review of submissions, selection committee will identify their top candidates in rank order for committee discussion.

Before the end of ~~the fall semester~~ **November**, the selection committee will forward to the Chancellor the names of all nominees, ~~indicating~~ **and indicate** the names of ~~the two finalists, and the supporting documentation of the finalists~~ **recommended recipient**. The Chancellor reviews the selected finalists' materials in accordance with the approved award procedures and forwards to the Board of Governors the name of the one finalist from East Carolina University. A portfolio for the finalist at ECU will be submitted to the UNC System Board of Governors along with this recommendation.

The award recipient will be recognized during a Board of Governors Ceremony and ~~the annual~~ **an** ECU celebratory event. Following the public announcement of this award, the Chancellor will send a letter of recognition to the recipient and letters of appreciation to nominees.

The award-winning portfolio will be kept on file for public review in the Office for Faculty Excellence ~~Reading Room~~, Joyner Library.

(Faculty Senate Resolutions #16-41; #17-41, #21-34)



Objective

The Board of Governors Distinguished Professor for Teaching Awards recognizes and supports excellent teaching at East Carolina University.

Awards Per Year

Six recipients of this award ~~will be recognized at a variety of functions and~~ each will receive a stipend of \$1,000.

Eligibility

Nominees

must:

1. be a full-time faculty member at East Carolina University;
2. have taught at East Carolina University for three or more years;
3. be teaching in the academic year in which they are selected;
4. not have won the award within the last four years; and
5. have demonstrated excellent or exceptional teaching ability.

Nomination Procedures and Guidelines

Faculty members are nominated for this award by their college or school. Any eligible faculty member may request consideration by the college or school.

While faculty members may be nominated for more than one university teaching award (Board of Governors Award for Excellence in Teaching, Board of Governors Distinguished Professor for Teaching Awards, Max Ray Joyner Award for Outstanding Teaching in Distance Education, and East Carolina Alumni Association Outstanding Teaching Award and Robert L. Jones Teaching Award), faculty members may only accept nomination and submit a portfolio for one university teaching award in a given year.

Nominations are made in the following two steps: (1) Nominee names and basic information must be submitted to a survey link posted on the Faculty Senate website by September 15 at 5:00 pm (or the next business day if the 15th falls on a weekend). Nominees will be contacted by the OFE following the survey nomination deadline and provided with information about the application packet that must be submitted if they wish to pursue the award. (2) A nomination letter addressing the criteria outlined above and specifying why the nominee deserves the award must be submitted electronically to the Office for Faculty Excellence no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend.

The maximum number of nominations is distributed among the colleges and schools according to their relative number of faculty:

- Arts and Sciences, 5 maximum nominations
- Medicine, 5 maximum nominations
- Fine Arts and Communication, 3 maximum nominations
- Business, 2 maximum nominations
- Education, 2 maximum nominations
- Health and Human Performance, 2 maximum nominations
- Nursing, 2 maximum nominations
- Allied Health Sciences, 1 nomination
- Dental Medicine, 1 nomination
- Engineering and Technology 1 nomination

Nominees who wish to pursue the award must submit their application packets electronically in accordance with directions provided by the OFE no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend. In addition, nominees will receive a coversheet template that they must complete and submit along with an electronic photograph. Additional information may be requested as necessary to comply with UNC-GA requirements.

The application packet must adhere to the following specifications. It must:

1. include representative examples of your instruction methods;
2. utilize margins, fonts, type sizes, and colors to ensure readability;
3. be a total of 50 pages or fewer, excluding the itemized list, CV, ~~and video information sheet~~; and
4. begin with an itemized list of all materials in the application packet.

The application packet should be clearly divided into the following three sections:

Section 1: Personal Information

The intent of this section is to establish a context for the nominee's teaching for the selection committee members, many of whom may not be familiar with the nominee's area of discipline. It should include the following two items:

- CV: a current curriculum vitae; and

- Teaching Statement: a brief written statement (not to exceed 2 pages, double-spaced) that provides context for the materials selected for the nominee's portfolio. The statement should include the nominee's teaching philosophy, describe methods used by the nominee to achieve educational goals, and provide other information to prepare the selection committee for an effective review of the portfolio.

Section 2: Input from Students, Colleagues, and Peers

This section provides the selection committee with multiple forms of feedback from the nominee's students and colleagues. These materials include feedback gathered through ongoing standard university processes as well as feedback that is aligned specifically with this award nomination and must include:

- Nomination letter;
- Student letters: letters of support from 2 or 3 former students of the nominee;
- ~~Student Opinion of Instruction Surveys: compilation of the past 3 years and the corresponding grade distributions for each course. Quantitative results of the standard campus-approved or unit-specific student opinion of instruction survey data should be included. Qualitative comments are encouraged, as space permits; and~~
- Peer evaluations: at least 1, and no more than 3, peer evaluations of teaching; both classroom and DE evaluations are acceptable. These peer evaluation summaries should utilize the standard campus-approved documents from the nominee's college or department.

Section 3: Supporting Materials

This section of the application packet is designed to give the candidate some flexibility to select materials that convey the pursuit of excellence in teaching. Materials should be organized or annotated in such a way that demonstrates alignment with the nominee's teaching statement or rationale for inclusion. Example materials include *representative*:

- **e**Course syllabi (strongly recommended);
- **Excerpts from Student Evaluations (strongly recommended);**
- Sample tests or assignments;
- **t**Teaching materials;
- Audio files (not to exceed 10 minutes total);
- **s**Student work;
- **e**Course artifacts; and
- **u**nsolicited feedback from students.

Evaluation Procedures

In the fall semester, the selection committee will be established by the Chair of the Academic Awards Committee and will consist of: 2 members of the Academic Awards Committee; **2 faculty members appointed by the Provost, including one representative from the Health Sciences;** ~~1 faculty member each appointed by the Provost and Senior Vice Chancellor for Academic Affairs and the Vice Chancellor for Health Sciences;~~ 1 faculty member appointed by the Chair of the Faculty; and 1 student member appointed by the President of the Student Government Association. Following the appointment or election of a selection committee chair, the selection committee will develop a checklist and rubric for evaluating and scoring the application packets in accordance with the approved award procedures.

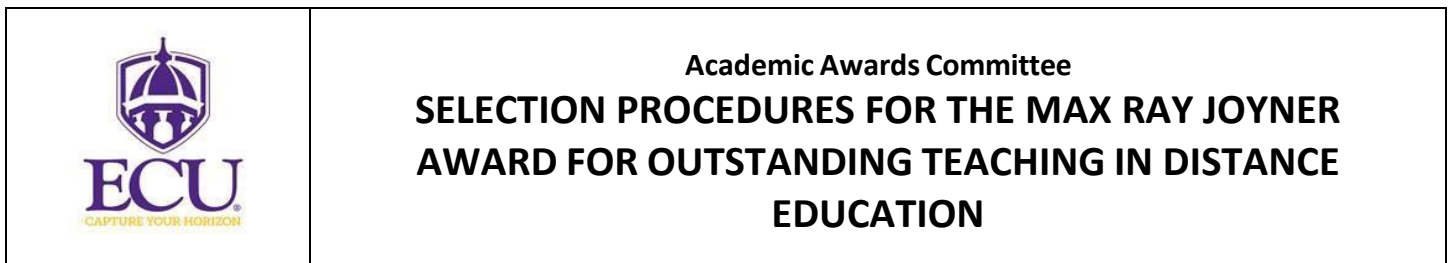
In November, packets will be made available to members of the selection committee, and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines.

By early January, the Academic Awards Committee will forward to the Chancellor the names of all nominees, indicating those they have selected to receive the awards, and the supporting documentation of the selected recipients. The Chancellor reviews the selected recipients' materials in accordance with the approved award procedures and either concurs or meets with the committee to seek resolution.

The award recipients will be recognized during the annual celebratory event. Following the public announcement of these awards, the Chancellor will send letters of recognition to recipients and letters of appreciation to nominees.

The award-winning portfolios will be kept on file for public review in the Office for Faculty Excellence Reading Room, Joyner Library.

(Faculty Senate Resolutions #16-41; #17-41, #21-34)



Objective

The Max Ray Joyner award for outstanding teaching in distance education honors an outstanding faculty member who has shown commitment and enthusiasm in teaching and mentoring off-campus students and who has demonstrated excellence in the delivery of courses offered through distance education. Hereafter, both online distance education classes and face-to-face classes taught off-campus, will be referred to as distance education classes.

Awards Per Year

One recipient of this award will be recognized at a variety of functions and will receive a monetary award of \$1,000, a plaque, and \$500 in professional development. A sculpture, located in the Joyner Library, depicting a flame which symbolizes the spirit of education as interpreted by its designers, School of Art and Design students Julie Spivey, Anne Partna and Tripp Jarvis, is represented on the plaque awarded each year.

Eligibility

Nominees must:

1. be a full-time faculty member who has taught a distance education class;
2. have taught at East Carolina University for three or more years;
3. be teaching in the academic year in which they are selected;
4. not have won the award within the last four years;
5. have demonstrated commitment and enthusiasm in teaching and mentoring off-campus students; and
6. have demonstrated excellence in the delivery of courses offered through distance education.

Nomination Procedures and Guidelines

Faculty members are nominated for this award by their academic code unit. Any eligible faculty member may request consideration by the unit.

Each academic unit is to determine its own method for selecting nominees based on the following Seven Characteristics of Effective Teaching (FS Resolution #91-29):

- Good Organization of Subject Matter and Course - Reflected in the objectives, course materials, assignments, examinations, instructor preparation for class, and effective use of class time.
- Effective Communication - Reflected in lecturing ability including use of motivational techniques such as audiovisual aids, clarity of presentation, verbal fluency, interpretation of abstract ideas, good speaking ability, good listening skills, and the ability to communicate the organization and sequence of a course.
- Knowledge of and Enthusiasm for the Subject Matter and Teaching - Reflected in the choice of textbook, readings and reference lists, lecture content, course syllabus, and personal interest displayed in the subject and in teaching.
- Positive Attitudes Toward Students - Reflected by helping students master subject matter, encouraging students to ask questions and express opinions, being accessible to students outside the classroom, and expressing a general concern for student learning.
- Fairness in Examinations and Grading - Reflected in clarity of student assessment procedures including papers, assignments, exams, classroom discussion, and other activities, including relative weight toward grade, consistency among objectives, course content, and assessment procedures, and timely, useful feedback on student progress.
- Flexibility in Approaches to Teaching - Reflected in the use of alternative teaching strategies such as small group discussion, simulations, use of audiovisual materials, and varying the approach and pace of instruction to meet different learning styles among students.
- Appropriate Student Learning Outcomes - Reflected in student performance on various assessment measures and positive changes in student attitudes and values.

While faculty members may be nominated for more than one university teaching award (Board of Governors Award for Excellence in Teaching, Board of Governors Distinguished Professor for Teaching Awards, Max Ray Joyner Award for Outstanding Teaching in Distance Education, and East Carolina Alumni Association Outstanding Teaching Award and Robert L. Jones Teaching Award), faculty members may only accept nomination and submit a portfolio for one university teaching award in a given year.

Nominations are made **by academic code units** in the following two steps: (1) Nominee names and basic information must be submitted to a survey link posted on the Faculty Senate website by September 15 at 5:00 pm (or the next business day if the 15th falls on a weekend). Nominees will be contacted by the OFE following the survey nomination deadline and provided with information about the application packet that must be submitted if they wish to pursue the award. (2) A nomination letter addressing the criteria outlined above and specifying why the nominee deserves the award must be **provided to the nominee** ~~submitted electronically to the Office for Faculty Excellence~~ no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend.

The maximum number of nominations will be distributed among the academic code units according to their relative number of faculty within an academic code unit—no more than one nominee for each ten faculty members in the unit.

Nominees who wish to pursue the award must submit their application packets electronically in

accordance with directions provided by the OFE no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend. In addition, nominees will receive a coversheet template that they must complete and submit along with an electronic photograph. **Additional information may be requested as necessary to comply with UNC-GA requirements.**

The application packet must adhere to the following specifications. It must:

9. include representative examples of your instruction methods;
10. utilize margins, fonts, type sizes, and colors to ensure readability;
11. be a total of 50 pages or fewer, excluding the itemized list, CV, **and video information sheet;**
and
12. begin with an itemized list of all materials in the application packet.

The application packet should be clearly divided into the following three sections:

Section 1: Personal Information

The intent of this section is to establish a context for the nominee's teaching for the selection committee members, many of whom may not be familiar with the nominee's area of discipline. It should include the following two items:

- CV: a current curriculum vitae; and
- Teaching Statement: a brief written statement (not to exceed 2 pages, double-spaced) that provides context for the materials selected for the nominee's portfolio. The statement should include the nominee's teaching philosophy, describe methods used by the nominee to achieve educational goals, and provide other information to prepare the selection committee for an effective review of the portfolio.

Section 2: Input from Students, Colleagues, and Peers

This section provides the selection committee with multiple forms of feedback from the nominee's students and colleagues. These materials include feedback gathered through ongoing standard university processes as well as feedback that is aligned specifically with this award nomination and must include:

- Nomination letter;
- Student letters: letters of support from 2 or 3 former students of the nominee;
- **Student Opinion of Instruction Surveys: compilation of the past 3 years and the corresponding grade distributions for each course. Quantitative results of the standard campus-approved or unit-specific student opinion of instruction survey data should be included. Qualitative comments are encouraged, as space permits; and**
- Peer evaluations: at least 1, and no more than 3, peer evaluations of teaching; both classroom and DE evaluations are acceptable. These peer evaluation summaries should utilize the standard campus-approved documents from the nominee's college or department.

Section 3: Supporting Materials

This section of the application packet is designed to give the candidate some flexibility to select materials that convey the pursuit of excellence in teaching. Materials should be organized or annotated in such a way that demonstrates alignment with the nominee's teaching statement or rationale for inclusion. Example materials include *representative*:

- **e**Course syllabi (strongly recommended);
- **Excerpts from Student Evaluations (strongly recommended);**
- Sample tests or assignments;
- **T**eaching materials;
- Audio files (not to exceed 10 minutes total);

- **S**tudent work;
- **C**ourse artifacts; and
- **U**nsolicited feedback from students.

Section 4: Digital Product – Finalists Only

A written or recorded presentation that demonstrates and summarizes the finalist's DE classes, technology used, community building strategies, examples of interactivity, and any other aspects of their DE classes that would be helpful to the selection committee. Finalists will be given 4 weeks to prepare their presentation.

The digital product is intended to enable the selection committee to understand **better** the teaching environments created by the nominee. Materials should be organized or annotated in such a way that demonstrates alignment with the nominee's teaching statement or rationale for inclusion.

Digital Product Requirements: The digital product should not exceed 15 minutes and should portray representative elements of the nominee's teaching. It may be in the form of a continuously recorded video and/or a compilation of media elements in some other digital format. Narration is allowed but not required. Content may include video excerpts from courses, examples of interactivity, demonstrations, and any other aspects of teaching that would be helpful to the selection committee. An example of some form of instructor - student interaction is strongly encouraged. If student images or identifying information is included in the media, the nominee must also submit a signed copy of the Media Consent and Release Form available [here. https://www2.ecu.edu/COE/Web/OEP/OCE/Intern/Media_Consent_and_Release_Guidelines_1_23_2018.pdf](https://www2.ecu.edu/COE/Web/OEP/OCE/Intern/Media_Consent_and_Release_Guidelines_1_23_2018.pdf)

Evaluation Procedures

In the fall semester, the selection committee will be established by the Chair of the Academic Awards Committee and will consist of: 2 members of the Academic Awards Committee; **2 faculty members appointed by the Provost, including one representative from the Health Sciences**; ~~1 faculty member each appointed by the Provost and Senior Vice Chancellor for Academic Affairs and the Vice Chancellor for Health Sciences~~; 1 faculty member appointed by the Chair of the Faculty; and ~~1 student member appointed by the President of the Student Government Association~~ **1 member appointed by the Office of Online Learning, Academic Outreach, and Academic Innovation (OLAIAI)**. Following the appointment or election of a selection committee chair, the selection committee will develop a checklist and rubric for evaluating and scoring the application packets in accordance with the approved award procedures.

In November, packets will be made available to members of the selection committee, and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines. After review of submissions, selection committee will identify their top candidates in rank order for committee discussion.

By early ~~January~~ **December**, the selection committee will designate a pool of up to twelve finalists who will be contacted by the selection committee chair and given **at least** 4 weeks to provide the video or additional supportive DE material as detailed above.

By mid-February, the selection committee again evaluate the finalists' presentations and determine the winning candidate.

The award recipient will be recognized during ~~the a~~ **annual** celebratory event. Following the public

announcement of this award, the Provost or Vice Chancellor for Health Sciences will send letters of recognition to the recipient and letters of appreciation to nominees. The award-winning portfolio will be kept on file for public review in the Office for Faculty Excellence **Reading Room**, Joyner Library.

(Faculty Senate Resolutions #02-22; #16-41; #17-41, #21-34)



Objective

The annual lifetime and five-year achievement university research/creative activity awards reward originality and excellence in research and creative activities as evidenced by sustained high quality work performed while contributing to the academic functions of East Carolina University at any rank or status.

Awards Per Year

A maximum of two annual lifetime and two annual five-year achievement university research/creative activity award recipients. These awards carry a monetary prize and are presented in a special awards ceremony each spring.

Eligibility

Nominees must:

- have demonstrated sustained high quality research and creative activity while contributing to the academic functions of ECU at any rank or status;
- have taught at ECU at least five continuous years; and
- have been involved in research at ECU in the academic year in which they are selected.

Nomination Procedures and Guidelines

Nominations may be made in the following ways:

1. by the department-level academic units (including areas of concentration) or
2. by other representatives in the faculty member's field of work.

Nominations from academic units must be based on the unit's stated criteria for evaluating faculty research and creative activities. Independent nominations must include a similar statement of perspective, specifying criteria against which the applicant may wish to be judged.

Nominations should:

1. provide evidence of the nominee's productivity;
2. provide peer review evidence of the value and influence of the nominee's work;
3. provide any additional information that could assist the selection committee with reaching a

- decision;
4. focus on the nominee's research and creative achievements during five years of continuous service at ECU if nominated for the five-year award;
 5. focus on the nominee's research and creative achievements sustained over their entire career, with an emphasis on work accomplished at ECU, if nominated for the lifetime award.

Nominations are made **in the following two steps: (1) Nominee names and basic information must be submitted to a survey link posted on the Faculty Senate website by September 15 at 5:00 pm (or the next business day if the 15th falls on a weekend). Nominees will be contacted by OFE following the survey nomination deadline and provided with information about the application packet that must be submitted if they wish to pursue the award. (2) A nomination** by submitting a letter addressing the criteria outlined above **and specifying**. **The letter must specify the award for which the nominee is to be considered (five-year or lifetime), and should be provided to the nominee submitted electronically to the Office for Faculty Excellence (OFE) in Joyner Library Rm. 1001 no later than 5:00 p.m. on September 15th, or the next business day if the 15th falls on a**

weekend. Nominees will be contacted by the OFE following the nomination deadline and provided with information about the application packet they must submit if they wish to pursue the award.

Nominees who wish to pursue the award must submit their application packets electronically in accordance with directions provided by the OFE no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend. In addition, nominees will receive a coversheet template that they must complete and submit along with an electronic photograph. **Additional information may be requested as necessary to comply with UNC-GA requirements.**

The application packet must adhere to the following specifications. It must:

1. include representative examples of your research and creative activity.
2. utilize margins, fonts, type sizes, and colors to ensure readability; and
3. be a total of 50 pages or fewer, excluding the itemized list and CV.

The application packet must include:

- Contents: itemized list of all materials in the application packet
- Cover letter
- Nomination letter
- CV: a complete curriculum vitae
- Research materials: at least 1, and no more than 3, samples of your published research and/or creative activity output that can be submitted electronically. Examples include, but are not limited to, entire journal articles, excerpts from journal articles or books, still photos, and links to digital media.
- 3 external letters of recommendation on institutional stationery providing evaluations of the nominee's research and creative activity accomplishments and contributions. External recommendations should be unbiased and provide an objective assessment of a nominee's research and creative activities. These letters should describe and emphasize the impact of the nominee's body of work on their field of scholarship. The person providing the recommendation must describe the nature of any relationships (both past and present) between the writer and the nominee.

Evaluation Procedures

In September, the Academic Awards Committee appoints three to five members to serve as the selection committee. Following the appointment or election of a selection committee chair, the

selection committee will develop a checklist and rubric for evaluating and scoring the application packets in accordance with the approved award procedures.

In November, packets will be made available to members of the committee, and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines. After review of submissions, selection committee will identify their top candidates in rank order for committee discussion.

In December, the Academic Awards Committee will forward to the Vice Chancellor for Research, Economic Development and Engagement the names of all nominees, indicating those they have selected to receive the awards, and the supporting documentation of the selected recipients. The Vice Chancellor reviews the selected recipients' research materials in accordance with the approved award procedures and either concurs or meets with the committee to seek resolution.

In the Spring, the award recipients will be recognized during the annual Research and Scholarship Awards Ceremony. Following the public announcement of this award, the Vice Chancellor will send letters of recognition to the recipients and letters of appreciation to nominees.

The award-winning portfolios will be kept on file for public review in the Office for Faculty Excellence **Reading Room**, Joyner Library.

(Faculty Senate Resolutions #09-34; #12-72; #17-41, #21-3

	<p>Academic Awards Committee SELECTION PROCEDURES FOR ANNUAL UNIVERSITY SCHOLARSHIP OF ENGAGEMENT AWARD</p>
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Objective

Community engagement describes collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

The annual Scholarship of Engagement Award recognizes achievement in scholarship of engagement (SOE) and sustained commitment to partnered scholarly endeavors with communities. SOE is scholarly activity by faculty members working with community partners. A distinction of SOE is that the community is viewed as an equal partner and works collaboratively with the faculty member through all aspects of the program, including topic identification, data collection, implementation, analysis, and dissemination.

Awards Per Year

One award is given annually. This award will carry a monetary prize and will be presented in a special awards ceremony each spring.

Eligibility

Nominees must:

- have demonstrated achievement in SOE and commitment to the community as an equal partner;
- have worked collaboratively with the community through all aspects of the program, including topic identification, data collection, implementation, analysis, and dissemination; and
- have been involved in scholarship activities at ECU in the academic year in which they are selected.

Nomination Procedures and Guidelines

Nominations may be made in the following ways:

1. by the department-level academic units (including areas of concentration)
2. by other representatives in the faculty member's field of work, including community partners
3. any eligible faculty member may request consideration by the unit

Nomination letters should:

1. provide evidence that the scholarship positively impacted the community(ies);
2. provide evidence of leadership and sustained, equal relationships with the community(ies) for the purpose of scholarship;
3. provide evidence of a relationship between the scholarship, departmental/academic unit goals, and ECU's Strategic Plan;
4. cite examples of SOE-generated products such as: 1) professional juried presentations and publications, and 2) research studies of partnerships; and
5. cite examples of: 1) leadership in SOE, 2) community response to the engagement and outreach, and 3) assessment of the engagement disseminated in reports and policies.

Nominations are made in the following two steps: (1) Nominee names and basic information must be submitted to a survey link posted on the Faculty Senate website by September 15 at 5:00 pm (or the next business day if the 15th falls on a weekend). Nominees will be contacted by the OFE following the survey nomination deadline and provided with information about the application packet that must be submitted if they wish to pursue the award. (2) A nomination letter addressing the criteria outlined above and specifying why the nominee deserves the award must be **submitted electronically to the Office for Faculty Excellence provided to the nominee** no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend.

Nominees who wish to pursue the award must submit their application packets electronically in accordance with directions provided by the OFE no later than 5:00 p.m. on November 1, or the next business day if the 1st falls on a weekend. In addition, nominees will receive a coversheet template that they must complete and submit along with an electronic photograph. Additional information may be requested as necessary to comply with UNC-GA requirements.

The application packet must adhere to the following specifications. It must:

1. include representative examples of your instruction methods;
2. utilize margins, fonts, type sizes, and colors to ensure readability; and
3. be a total of 50 pages or fewer, excluding the itemized list, **and** CV.

The application packet must contain the following in this order:

- an itemized list of all materials in the application packet
- CV: a complete curriculum vitae, highlighting the nominee's SOE
- 500-word essay describing the SOE from the nominee's perspective, including the impact of the scholarship on the community(ies), the related academic discipline, and East Carolina University
- Nomination letter

- Supportive letter from community partner
- Evidence that the nominee exemplifies the award criteria. Examples include, but are not limited to:
 - 1) letters attesting to the impact of the SOE on the unit, discipline, students, and community;
 - 2) policies implemented as a result of the SOE;
 - 3) grant abstracts;
 - 4) media reports;
 - 5) awards;
 - 6) photos with captions
- At least 1, and no more than 3, examples of your SOE-related research and creative activity that can be submitted electronically. Examples include, but are not limited to:
 - 1) video excerpts of professional juried presentations (not to exceed 20 minutes);
 - 2) entire or excerpted peer-reviewed publications

Evaluation Procedures


In the fall semester, the Academic Awards Committee appoints up to five members to serve as the selection committee. Following the appointment or election of a selection committee chair, the selection committee will develop a checklist and rubric for evaluating and scoring the application packets in accordance with the approved award procedures.

In November, packets will be made available to members of the selection committee, and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. After review of submissions, selection committee will identify their top candidates in rank order for committee discussion

In **January** **December**, the **selection committee Chair of the Academic Awards Committee** will forward to the Vice Chancellor for Research, Economic Development and Engagement the names of all nominees, indicating the one selected to receive the award, and the supporting documentation of the selected recipient. The Vice Chancellor reviews the selected recipients' research materials in accordance with the approved award procedures and either concurs, or meets with the committee to seek resolution.

The award recipient will be recognized during the annual Research and Scholarship Awards Ceremony. Following the public announcement of this award, the Vice Chancellor will send letters of recognition to the recipient and letters of appreciation to nominees.

(Faculty Senate Resolutions #10-69; #17-41, #21-34)

	<p>Academic Awards Committee SELECTION PROCEDURES FOR ANNUAL SERVICE-LEARNING TEACHING EXCELLENCE AWARD</p>
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Objective

The Service-Learning Teaching Excellence Award recognizes a faculty member's unique time, effort, and planning for successful academic service-learning instruction. Service-learning is rooted in an academic discipline and provides learning experiences for students with meaningful assistance to the community. Through organized community-based learning activities, students address community

needs and provide meaningful connections with community experiences, employing regular reflective practices for the purpose of personalizing the learning experience.

Award Per Year

One award will be awarded annually. The award will carry a \$1,000 monetary prize and will be included in the annual celebratory event.

Eligibility

All full-time faculty who have been involved in ECU service-learning course work in the academic year in which they are selected and in at least one previous year.

Nominees must:

- have had experience teaching a designated service-learning course within an academic year,
- have demonstrated results/impact in student's learning from community-based experiences in the course(s),
- have demonstrated excellence in teaching with respect to service-learning, as evidenced by innovative projects and partnerships, course evaluations and incorporation of service-learning best practices in the course,
- have demonstrated meaningful positive difference/change/impact in the community related to the service-learning course(s),
- have demonstrated collaborative work/planning with the community organization or constituents to build student learning while "doing good" in the community
- have demonstrated how the service-learning work described has enhanced ECU's strategic priorities, and
- have demonstrated how service-learning has enhanced the faculty member's professional development in teaching, scholarship, and/ or service.

Nomination Procedures and Guidelines

Nominations may be made in the following ways:

1. by the department-level academic units (including areas of concentration)
2. by other representatives in the faculty member's field of work, including community partners
3. by deans and department heads
4. by representatives from the Center for Leadership and Civic Engagement

Nominations are made **in the following two steps: (1) Nominee names and basic information must be submitted to a survey link posted on the Faculty Senate website by September 15 at 5:00 pm (or the next business day if the 15th falls on a weekend). Nominees will be contacted by the OFE following the survey nomination deadline and provided with information about the application packet that must be submitted if they wish to pursue the award. (2) A nomination by submitting a letter addressing the criteria outlined above. The letter, must specify specifying why the nominee deserves the award must and should be submitted either electronically or in hardcopy form to the Office for Faculty Excellence (OFE) in Joyner Library Rm. 1001 no later than provided to the nominee by 5 p.m. on September 15th, or the next business day if the 15th falls on a weekend.** Nominees will be contacted by the OFE following the nomination deadline and provided with information about the application packet they must submit if they wish to pursue the award.

Nominees who wish to pursue the award must submit their application packets **to the OFE** no later than 5 p.m. on November 1st, or the next business day if the 1st falls on a weekend. In addition,

nominees will be asked to complete an information sheet with their name as it should be listed, academic rank, department, and college or school, as well as a photograph at least 2.5" x 3" with a minimum resolution of 300.

The application packet:

1. should include representative examples of the faculty member's instruction methods, including the incorporation of student reflection.
2. must contain the following in this order:
 - Contents: itemized list of all materials in the application packet
 - Nomination letter
 - 500-word essay describing the nominee's excellence in teaching with respect to service-learning, including the impact on student's reflective learning from community-based experiences in the course(s) and how the service-learning course has enhanced ECU's strategic priorities and the related academic discipline
 - CV: a complete curriculum vitae, highlighting the nominee's innovative projects and partnerships, course evaluations
 - Supportive letter from a community partner that addresses the reciprocity of the partnership and clear positive difference/change/impact in the community related to the service-learning course
 - Additional supporting materials (evidence that the nominee exemplifies the award criteria): At least 1, and no more than 3, examples of service-learning activity that can be submitted electronically. Examples include, but are not limited to: 1) course syllabi; 2) scholarly publications; 3) description of projects; 4) peer teaching reviews; 5) departmental awards; 6) letters of support from current and former students.
3. must adhere to the specifications presented here; those that do not may be disqualified.
4. should utilize appropriate margins, fonts, type sizes, and colors to ensure readability.
5. must not exceed 50 pages, excluding the itemized list and vitae.

Evaluation Procedures

In September, the selection committee will be convened by the **Director of the Office for Faculty Excellence** **Chair of the Academic Awards Committee** and will consist of 2 members of the Academic Awards Committee, elected by the committee; 1 faculty member elected by the Service-Learning Committee; 1 faculty member appointed by the Chair of the Faculty; and 1 member appointed by the Center for Leadership and Civic Engagement. The selection committee will have at least one faculty member experienced in successful academic service-learning instruction; preferably a previous service-learning teaching excellence award winner.

In November, packets will be made available to members of the selection committee, and the selection committee will review and evaluate the submitted materials according to the developed checklist and rubric. The checklist and rubric must mirror the award guidelines.

In **early January** **December**, the selection committee will identify their top candidates in rank order for committee discussion and, by scoring determine the recipient(s) of the Service-Learning Teaching Excellence Award. The committee will forward the name(s) of the winning candidate(s) and their academic service-learning award packet to the Provost. The Provost will review the selected candidate(s) materials and, upon concurrence, make the public announcement of the award. If the Provost does not concur, the Provost will meet with the selection committee to seek resolution.

In the Spring, the award recipient(s) will be recognized during ~~the annual~~ a celebratory event. Following the public announcement of this award, the Provost will send letters of recognition to the recipient and letters of appreciation to nominees.

The award-winning portfolio(s) will be kept on file for public review in the Office for Faculty Excellence ~~Reading Room~~, Joyner Library.

(Faculty Senate Resolutions #18-07; #19-82, #21-34)

Faculty Senate Agenda
March 28, 2023
Attachment 6.

DISTANCE EDUCATION AND LEARNING TECHNOLOGY COMMITTEE

Proposed revisions to *East Carolina University Faculty Manual* Part VI., Section III., subsection IV. Fostering Academic Integrity in Distance Education and linked resource document “Fostering Academic Integrity in Distance Education”

Additions in **bold** and deletions in ~~strikethrough~~.

IV. Fostering Academic Integrity in Distance Education

Fostering Academic Integrity in Distance education courses, whether they are fully online or ~~blended~~**hybrid**, pose new challenges in maintaining academic integrity for both faculty and students. Specifically, the ease of access provides ~~a persistent temptation for~~ students **the ability** to access the work of others without providing appropriate attribution, or to search for an exam answer during a closed-book assessment. It is ~~thus~~ our shared responsibility to provide students with clear, unambiguous guidelines regarding the academic unit and university expectations for ethical behavior in the digital environment.

This [document](#) contains information and strategies to foster ethical behavior and academic integrity within online and ~~blended~~**hybrid** courses. It is divided into two sections. The first section lists ~~unique~~ scenarios that a faculty member teaching an online class may encounter. The second section includes various strategies for effective online content delivery. As you ~~evaluate~~**review** each section, you are encouraged to incorporate relevant suggestions ~~drawn from the experiences of~~ previous instructors’ **experiences** and incorporate their solutions into your course materials.

Faculty using online proctoring tools within their course are required to include syllabus language providing the technical requirements and information detailing data collected.

Example Syllabus Language: This course requires exam proctoring through [Enter Tool Name].

The systems used for verification of student identity and integrity for proctored examinations require the use of webcams, audio, recording of the computer screen and the student,

capturing of other identification information such as student ID cards, and the storing of this collected data for review of security and integrity of the examination(s). As part of the exam experience, you may be asked to comply with reasonable proctoring methods, including a scan of computer monitors and the immediate desktop testing area with your webcam. If a live proctor is used and if you are suspected of using unallowed resources, you may be asked to point your webcam in the direction you are looking off camera.

The specific equipment, internet, and software requirements are listed here [Insert Link to Tool Specific Requirements]. For example, [update the text in the example to reflect the specific requirements of the tool you are using in your course] tests cannot be taken on a phone, tablets, Chromebook, or Linux operating systems. Windows 10 or MacOS 10.15 is recommended with 16GB of Ram. Please review the specific details to ensure you can meet the requirements.

Students must complete getting started steps, which will include testing your equipment. These steps must be completed before each exam and are encouraged to be performed early in the semester to avoid system requirement issues. [Insert Details and Links Here]

FOSTERING ACADEMIC INTEGRITY IN DISTANCE EDUCATION

Distance education courses, whether they are fully online or **blended hybrid**, pose new challenges in maintaining academic integrity for both faculty and students. Specifically, the ease of access provides a persistent temptation for students to **the ability to** access the work of others without providing appropriate attribution, or to search for an exam answer during a closed-book assessment. It is **thus** our shared responsibility to provide students with clear, unambiguous guidelines regarding the **academic unit and university program** expectations for ethical behavior **in the digital environment** and **what constitutes an academic integrity violation in the digital environment**.

This document contains information and strategies to foster ethical behavior and academic integrity within online and **blended hybrid** courses. It is divided into two sections. The first section lists unique scenarios that a faculty member teaching an online class may encounter. The second section includes various strategies for effective online content delivery. As you evaluate each section you are encouraged to incorporate relevant suggestions drawn from the experiences of previous instructors and incorporate their solutions into your course materials.

Section 1: Scenarios Faculty Teaching Online May Encounter

Some issues of academic integrity are straightforward and can be easily recognized. **as personal or systemic areas in need of improvement**. Others are grey areas **which that** must be addressed on a case-by-case basis. Blatant violations of academic integrity such as the following are typically easy to identify. Consider the following scenarios:

- Posting an assignment or paper in public chat rooms, classrooms, **group messaging platforms**, or websites
- **Cutting Copying** and inserting materials from the Internet, other sources, or other individuals into assignments without proper citations
- Selling papers or assignments to other students
- Obtaining term papers from others or having others write assignments

- Reusing work completed for another course and submitting it as an original contribution
- Using unauthorized technology during a test, exam, or assessment
- Forging a note from a medical office or state agency, or otherwise creating a document to receive an excused absence from class
- Facilitating or promoting the sale of course materials such as lecture notes, PowerPoints, **presentation files**, exam prep materials and the like through an online vendor. **such as StudySoup.**
- ~~Paying web services or individuals in the home or community to complete all course assignments for students.~~

Section 2: Strategies To Foster Academic Integrity

Strategy #1: Define Academic Integrity for your Students.

Define the term Academic Integrity and why it is important in your class. Consider a letter to your students.

Course Title

Course Number

Date

Dear Students,

Each semester students struggle to understand their role in maintaining academic integrity. This struggle likely occurs because academic integrity means different things to different people. Discussions of integrity generally focus on plagiarism or cheating, but there is more. Academic integrity includes the character traits of respect, truth, fairness, and honesty: Respecting your own learning and that of others, being truthful and fair in your practices, and being honest with your peers and yourself. These behaviors are expected both from faculty members in their academic endeavors and from students in all their academic pursuits in and out of class.

Academic Integrity involves taking pride in your individual learning. While there are specific University policies on Academic Honesty (located in the ECU Undergraduate and Graduate Catalogs) and in the class syllabus, it is your individual responsibility to make a conscious decision to incorporate the core values and behaviors fostering academic integrity into your university experience. In the same way that successful plagiarism and cheating on assignments and exams take practice, so too does the development of your personal academic integrity. Your daily practice of completing your assignments according to the course instructions, using resources appropriately, providing appropriate attribution, and working independently on tests and exams requires discipline and effort. These daily practices will increase your academic skill, your self-confidence and ultimately your own academic integrity.

To nurture the growth of ethical values and to develop professional integrity, we must incorporate them into our daily activities. As your instructor, I am prepared to help you fully develop your academic integrity by respecting your thoughts and ideas, giving you every opportunity to ask questions, and helping you prepare for assignments and exams. I will treat you fairly and give you honest, timely feedback to help you master the learning objectives defined for the course. In turn, you must participate in the course with an open mind and be prepared to make the most of these learning opportunities by doing your own work. You should read and evaluate the assigned course materials and develop well-reasoned opinions on the topic of the day, think critically about the upcoming assignments, and be prepared to share your unique perspectives and ideas in the course discussions. Such practices will promote your academic growth and foster the development of your academic integrity because these behaviors will demonstrate your respect for learning, your ability to uphold truthful and fair academic practices, and your desire to promote honest discussion of the

course material. As a result, you will not feel pressured to violate the course guidelines when discussions roll around to cheating and plagiarism because you will have practiced and nurtured your academic integrity.

Sincerely,
Professor's Name

http://www.ecu.edu/osrr/faculty_staff_process.cfm (Academic Integrity process)

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

<https://www.ecu.edu/PRR/11/30/01> (Student Code of Conduct)

<https://osrr.ecu.edu/policies-procedures/> (OSSR Student Conduct and Academic Integrity Process)

<https://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual.part6.pdf> (Faculty Manual)

Suggestions for use:

Feel free to personalize this letter and email it to your students. You may want to include the letter in your syllabus and post it in the Course Information area of Blackboard Canvas. You can even set an Adaptive Release requirement in Blackboard Canvas so that your students must click to indicate that they reviewed the letter before opening/continuing the course for the semester.

Strategy #2: Include Citation Specifics in your Course Syllabus.

The following statements can be included in your syllabus to provide guidance to students regarding plagiarism:

How do you cite sources?

There are many different citation styles. In this course we use [indicate citation style]. Joyner Library provides links to citation style guides, examples of how to cite various types of materials, and online citation generators in the [Citation Guide](#) found in ECU Libraries' [Research Guides](#). One of the best citation generators is the [KnightCite Citation Service](#). Choose a resource type, complete a brief online form with the citation information and the Citation Service will create the citation. You can then copy and paste the citation into your document

What is plagiarism and how can you avoid it?

The ECU Student Handbook defines plagiarism as "copying the language, structure, ideas, and/or thoughts of another and passing same as one's original work." Become familiar with the "[How Do I Avoid Plagiarism](#)" web page on the Joyner Library website. The tips include placing quotation marks around direct quotes, paraphrasing your source information, and always citing your sources. Work through one of the plagiarism tutorials listed on the "How Do I Avoid Plagiarism" page to make sure you understand what plagiarism is and how to avoid it.

Consequences of Academic Integrity Violations

Failure to uphold East Carolina University's academic integrity expectations may result in sanctions, which could include course failure, transcript notations, and separation from the university for egregious or repeated violations.

More information can be found in the [Student Code of Conduct](#) and on the [OSRR Student Conduct and Academic Integrity Process site](#).

Strategy #3: Make Use of Library Resources on Academic Integrity and Plagiarism.

Visit [Tutorials Page: Academic Integrity & Plagiarism](#) or [Library 101: Introduction to Research](#) guide for undergraduate students. Browse [subject specific research guides](#) pertaining to your discipline (see the "Citation" tab). Example: [Film Research Guide](#) [Social Work Guide](#).

Other resources:

[The ECU Writing Program: Student resources – plagiarism](#) also [Faculty resources - plagiarism](#)

Faculty can request to embed into their course sites a **Canvas** module on both academic integrity and plagiarism from Joyner's [Instructional Services web page](#) **created by Academic Library Services and located in the Canvas Commons. In the Canvas Commons, search for 'Academic Integrity & Avoiding Plagiarism Module.'** The module includes a pre-test and post-test, brief activities on academic integrity, plagiarism and citations, and brief quizzes to check for understanding (cc. 30 minutes). **The [Instructional Services web page](#) provides information on resources available from Academic Library Services.**

Strategy #4: Use Course Management Strategies: [Safe Assign Blackboard Tool at ECU / Plagiarism Software](#) **Turnitin, Respondus LockDown Browser and Respondus Monitor.**

[SafeAssign](#) is an educational tool integrated with the Assignment tool in Blackboard. A deterrent from plagiarism, SafeAssign can help students identify how to properly attribute sources. For more information, visit the [Blackboard site](#). SafeAssign is most effective when it is used for written assignment to prevent students from copying from other sources or reusing work completed in other classes.

Turnitin

Turnitin Plagiarism Review is a set of tools designed to promote academic integrity while improving student writing through targeted feedback. The toolset includes plagiarism detection, automated spelling and grammar, grading rubrics, and feedback tools. Turnitin is integrated with Canvas.

[Respondus LockDown Browser \(LDB\)](#) is a secure custom browser that locks down the online testing environment within Blackboard. Instructors have the option to require that LDB be used for any quizzes or exams to be taken online. LockDown Browser is a secure browser that students download to access their quizzes via LDB on their local computers. While taking a test, students lose the ability to take screenshots, access email, open a new window, access the Internet, etc.

Click [here](#) to learn more about LDB from the instructor's point of view.

Click [here](#) to learn more about LDB from the students' point of view.

Respondus LockDown Browser

Respondus LockDown Browser is a secure, custom browser that locks the testing environment. Once an assessment is started, students are locked into it until they submit it for grading (unless the instructor makes an exception to LDB settings). LockDown Browser helps decrease test-taking issues and promotes academic integrity for online exams. When using Respondus LockDown Browser, students are unable to print, copy, go to another website or access other applications until the assessment is submitted.

Respondus Monitor

Respondus Monitor is a software-based video proctoring service that can be used when students take a test in Canvas. Respondus Monitor tracks and records suspicious behavior

such as using a secondary device, calculator, textbook or receiving assistance from other students. Respondus Monitor creates a flagged and timestamped video for the instructor to review.

Utilize Online Test Administration Best Practices when setting up an assessment in Canvas.

- To help ensure student success, have students review and acknowledge an Academic Integrity statement. This can be accomplished by either including a checklist that students respond to prior to starting every exam or assigning a one-time, zero-point practice quiz at the start of the semester.
- Allow access to specific external web domains, if necessary.
- Set correct test answers to display after the test due date.
- Create question banks with more questions than are included in your exam so that students have the possibility of receiving different questions.
- Update question banks every semester or year.
- Randomize quiz questions.
- Communicate any files that will be used during the exam.
- Ask students to log in to their exam and/or proctoring service before the exam start time to allow for troubleshooting.
- Set quiz time limits short enough to prevent students from looking up answers.

If you copy your course from one semester to another, please follow the instructions below to synchronize your course with the SafeAssign database:

Go to the Control Panel

Click Course Tools, then SafeAssign

Click SafeAssignments Items

Click Synchronize this course

Click [Here](#) for Instructor's Information about SafeAssign

Click [Here](#) for Student's Information about SafeAssign

Strategy #5: **Share/Implement** a Distance Education Pledge with **your each S**students.

FAILURE TO ADHERE TO THE STANDARDS OF EAST CAROLINA UNIVERSITY'S ACADEMIC INTEGRITY POLICY MAY RESULT IN A MAXIMUM PENALTY OF EXPULSION FROM EAST CAROLINA UNIVERSITY.

- I will use only my own assigned/selected username and password when participating in online activities such as exams or assignments.
- I will use only materials permitted by my instructor while taking online exams.
- I will discuss only appropriate course materials and not exam content with other students.
- I will do my own work and will not share individual assignments with others according to my instructor's requirements.
- I will footnote and cite materials according to my instructor's citation preference. (Example APA, MLA)
- I will do my own work when taking exams and completing assignments.
- I will not share answers with other students during an exam (e.g. using an online communication tool to send/receive answers).
- I will not copy and or provide another student with test questions accessed during an exam.
- I will not purchase any academic papers and submit them as my own work.

Add an Academic Integrity Agreement in Canvas for students to view or agree to within a course.

Academic integrity is the application of pertinent personal virtues, such as honesty, responsibility, authenticity, honor, and justice, to academic work. Academic integrity is a cornerstone value of the intellectual community at East Carolina University. Academic integrity is required for students to derive optimal benefit from their educational experience and their pursuit of knowledge. Violating the principle of academic integrity damages the reputation of the university and undermines its educational mission.

Without the assurance of integrity in academic work, including research, degrees from the university lose value; and the world beyond campus (graduate schools, employers, colleagues, neighbors, etc.) learns that it cannot trust credits, or a diploma earned at ECU. For these reasons, academic integrity is required of every ECU student.

As an East Carolinian, I certify that I will neither give nor receive any outside assistance in the completion of an exam. I understand that should it be determined that I used any unauthorized assistance or otherwise violated the Academic Integrity Policy, I will receive an academic penalty and be referred to the Office of Student Rights & Responsibilities for possible additional disciplinary action.

I understand that it is the responsibility of every member of the East Carolina community to uphold and maintain the East Carolina University Academic Integrity Policy.

Suggestions for use:

Post the Distance Education Student Pledge in your syllabus and **the Course Information area in Blackboard in Canvas**. From time to time you may want to use the pledge as a **Blackboard Canvas** Announcement. The pledge is also a great resource to refer your students back to if you suspect an academic integrity issue.

Strategy #6: Institute a Test Policy for Online Test Takers.

Consider including a statement such as this:

Course Title

Course Number

Dear Student,

In order for all students to be assessed in the same manner, it is important that you use only materials allowed by your professor while completing this exam. Do not communicate with others (in person or by using instant messenger, email or any other type of communication devices and/or software) while taking this exam. Adhere to the Distance Education Student Pledge in Academic Integrity for Distance Education Students which states:

- I will do my own work when taking exams and completing assignments.
- I will not share answers with other students during an exam (e.g. using an online communication tool to send/receive answers).

By opening and submitting this exam, you are agreeing to adhere to these pledge statements. By opening and submitting this exam, you are also acknowledging that you understand and observe the Academic Integrity for Distance Education Students policy by not communicating with anyone or using prohibited materials while completing this exam. Violations of this policy will be strictly enforced.

Failure to uphold East Carolina University's academic integrity expectations may result in sanctions, which could include course failure, transcript notations, and separation from the university for egregious or repeated violations.

FAILURE TO ADHERE TO THE STANDARDS OF EAST CAROLINA UNIVERSITY'S ACADEMIC INTEGRITY POLICY MAY RESULT IN A MAXIMUM PENALTY OF EXPULSION FROM EAST CAROLINA UNIVERSITY.

Suggestions for use:

Include the test policy in your syllabus and Course Information area in **Canvas Blackboard**. You may also want to include the test policy as part of the test instructions. **In Blackboard you can set the Review feature and require that your students click the Mark Review button to acknowledge that they have read and agree to adhere to your test policy.**

Note on Proctoring:

For online graduate courses, it is recommended that you provide all exams through the UNC Proctoring Network (<http://online.northcarolina.edu/exams/overview.htm>). The Network promotes academic integrity by allowing for the completion of online exams via online (via ProctorU) or face-to-face proctoring. Most proctors charge a small fee for their services.

(Approved by the University Distance Education and Learning Technology Committee March 2018 to be linked in the *ECU Faculty Manual*, Part VI, [Section III. Distance Education Policies.](#))

**Faculty Senate Agenda
March 28, 2023
Attachment 7.**

UNIVERSITY BUDGET COMMITTEE REPORT
Formal faculty advice on Summer School, Campus Regulation

In January 2021, Interim Provost Hayes asked Faculty Senate to provide recommendations about course pay for summer instruction. The current policy ([Summer School, Campus REG02.07.07](#)) reads:

"FACULTY

4.1 The faculty are paid 16.67% of their 9-month base for a six-hour load in a session of summer school. In the campus summer school, faculty can earn up to 1/3 of their 9-month base if they teach a full load in both sessions."

In 2021, a senate subcommittee investigated the request and found that administrators were concerned about equity. Specifically, low-paid faculty earning 8.33% of their salaries earned less than

their discipline course rate. The subcommittee also examined practices at other system schools and found the same 8.33% of salary rate (except Fayetteville State).

The UBC Provost Coger requested that the UBC make a recommendation to the Senate for clarity in planning.

The UBC considered several options and recommends that summer pay be set as the maximum of either 8.33% of salary or the discipline course rate. The 8.33% is consistent with past practice and other system schools. Addressing the equity concern, this recommendation sets the lower bound of pay to the discipline course rate. This recommendation only applies to the courses that are currently set at the 8.33% of salary rate. There are special cases of courses that deviate from this rate. We are not recommending any change to those special cases:

Additions in **bold**.

Summer School, Campus REG 02.07.07

“FACULTY

4.1 The faculty are paid 16.67% of their 9-month base for a six-hour load in a session of summer school **or their discipline’s course rate per class, whichever is higher**. In the campus summer school, faculty can earn up to 1/3 of their 9-month base if they teach a full load in both sessions.”

Faculty Senate Agenda
March 28, 2023
Attachment 8.

****REPORT POSTPONED TO FUTURE MEETING****

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed Revisions to *East Carolina University Faculty Manual* Part IX. Faculty Appointments, Policies and Procedures, Section I. Appointment, Tenure, Promotion, Subsequent Appointment, and Advancement Policies and Procedures (formerly “Part IX. Appointment, Tenure, Promotion, and Advancement Policies and Procedures and Performance Review of Tenured Faculty, Section I. Appointment, Tenure, Promotion, and Advancement Policies and Procedures”)

The Faculty Governance Committee has been working on a package of revisions for Part IX., Section I., and Part X., Sections I. and II. Each Part will be presented in its own attachment within this agenda. Below is a link to a summary of the key changes, as well as a link to the tracked-changes copy of the changes in Part IX, Section I. A clean copy of the proposed changes to Part IX., Section I. appears below the links.

[Key Changes to Part IX., Section I](#)
[Tracked-changes copy of Part IX, Section I](#)

EAST CAROLINA UNIVERSITY
FACULTY MANUAL

PART IX

Faculty Appointments, Policies and Procedures

PART IX – FACULTY APPOINTMENTS, POLICIES AND PROCEDURES

SECTION I

Appointment, Tenure, Promotion, Subsequent Appointment, and Advancement Policies and Procedures

CONTENTS

- I. Tenure
- II. Faculty Appointments
 - A. General Provisions
 - B. Fixed-Term Faculty
 - C. Probationary
 - D. Initial Appointment with Permanent Tenure
 - E. Joint Appointments
- III. Promotion
- IV. Procedures for Initiation, Review, and Approval of Appointments, Reappointments, Subsequent Appointments, Promotions, and the Conferral of Permanent Tenure
 - A. Role of Unit Administrator
 - B. Description of Unit Voting Faculty Members
 - C. Due Process, Impermissible Grounds, and Conflict of Interest in Personnel
 - D. Unit Committees for Personnel Actions
 - E. External Peer Review for Promotion and the Conferral of Permanent Tenure
 - F. Documentation for Personnel Actions
 - G. Initiation of Recommendations by Unit Personnel, Tenure, and Promotion Committees
 - H. College Promotion and Tenure Committee
 - I. Notification of Recommendations
 - J. Procedure for Concurring and Non-Concurring Recommendations concerning Reappointment, Promotion, and/or the Conferral of Permanent Tenure

SECTION I

Appointment, Tenure, Promotion, and Advancement Policies and Procedures

Prologue

Academic freedom, the set of norms and values that protects a faculty member's freedom of intellectual expression and inquiry, is essential to the achievement of knowledge and understanding. East Carolina University supports academic freedom of inquiry, discourse, teaching, scholarship (research, creative activity/innovation, engagement, and/or outreach), and publication for all faculty members. See Part V of the *East Carolina University Faculty Manual*. East Carolina University shall not penalize or discipline faculty members because of the exercise of academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsibility.

Clear and transparent faculty appointment, tenure, promotion, and advanced policies are important to maintaining a welcoming and inclusive work environment for all faculty. Having a diverse and inclusive faculty is associated with increased student success, improved graduation rates, and increased scientific impact. The equitable application of institutional policies and procedures in employment is crucial.

With respect to personnel matters relating to Part IX of the *East Carolina University Faculty Manual*, academic units are defined as departments described in the unit codes of professional colleges and schools, the departments in the Thomas Harriot College of Arts and Sciences, professional colleges and schools without departments, Academic Library Services, Laupus Health Sciences Library, and any other units in which faculty appointments are made. In the College of Arts and Sciences and in professional colleges and schools whose unit codes describe departmental structures, departmental chairs are the unit administrators. In schools that do not have departments described in their unit codes, the director of the school is the unit administrator. This statement does not set aside Part IV of the *East Carolina University Faculty Manual's* provisions that permit faculty members with appropriate disciplinary qualifications to decide the structure of their academic units, if their unit codes allow and the Chancellor approves.

Confidentiality must be maintained when conducting any substantive business pertaining to all personnel actions, including but not limited to, initiation, review, and approval of appointments, subsequent appointments, advancements in title, reappointments, conferrals of permanent tenure, and promotions in academic rank. Because it does not guarantee confidentiality and because it becomes part of the candidate's personnel file, email shall only be used for organizational arrangements. Formal correspondences relating to any substantive business pertaining to all personnel actions must be maintained in secure archival form and in accordance with the ECU Records Retention and Disposition Policy and relevant procedures.

I. Tenure

Academic tenure serves to ensure academic freedom by guarding faculty members against negative consequences of expressing unpopular points of view. Academic tenure refers to the conditions and guarantees that apply to a faculty member's professional employment. Tenure resides in East Carolina University, not the individual academic units. Tenure protects a faculty member against involuntary suspension or discharge from employment or reduction in rank except upon specified grounds and in accordance with the procedures provided in Part XII.I.III of the *East Carolina University Faculty Manual* or against termination of employment except as provided for in Part XII.I.IV of the *East Carolina University Faculty Manual*. During the term of such guarantees, the faculty member may be discharged or suspended from employment or diminished in rank only for reasons of incompetence, neglect of duty, misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty, or demonstrable, bona fide institutional financial exigency or major curtailment or elimination of a teaching, scholarship, or public service program as detailed in Part XII.I.III or IV of the *East Carolina University Faculty Manual*.

A. Tenure While Under Contract to East Carolina University

A faculty member who does not have permanent tenure has the protection of tenure until the expiration of the faculty member's employment contract.

B. Permanent Tenure

1. Permanent tenure may be conferred only by action of the Board of Trustees of East Carolina University and is always held with reference to employment by East Carolina University rather than to employment by The University of North Carolina. The conferral of permanent tenure is allowed only as the result of the processes enunciated in this document.
2. Conferral of permanent tenure shall be based on the faculty member's demonstrated professional competence in teaching, scholarship, clinical practice (as appropriate), and service; performance of these responsibilities in accord with appropriate professional standards of ethical conduct (Part V.II of the *East Carolina University Faculty Manual*); a potential for future contributions in a like manner; and the institution's needs and resources. While teaching is the first consideration, the faculty member must meet unit expectations in all other areas, as appropriate. No assistant professor will be awarded permanent tenure unless concurrently promoted to associate professor.

II. Faculty Appointments

A. General Provisions

1. Categories of Appointments

There are three kinds of faculty appointments:

- (a) Fixed-Term Appointments [cf. Special Faculty Appointments, the UNC Code, 610 and *East Carolina University Faculty Manual*, Part VIII]. Fixed-term appointees do not hold professorial ranks and are appointed with titles as listed in Part VIII of the *East Carolina University Faculty Manual*. Fixed-term appointments are without permanent tenure and do not entitle the faculty member to consideration for reappointment or conferral of permanent tenure. A letter of appointment for a fixed-term faculty member sets forth in writing the beginning and ending dates of the term, the type of appointment and the pay status (i.e., paid or unpaid). The term of appointment of any paid special faculty member concludes at the end of the specified period set forth in the letter of appointment, and the letter of appointment constitutes full and timely notice that a new term will not be granted when that term expires. Except as specified in subsection II.B.2, no obligation exists on the part of East Carolina University to give any notice before a current fixed-term appointment expires as to whether a subsequent appointment will be granted at the end of a specified fixed-term.
- (b) Probationary Appointments and Reappointments. Probationary appointments are made at the professorial ranks of assistant professor, associate professor, or professor. Probationary appointees are entitled to reappointment reviews and, if reappointed throughout the probationary period, are entitled to a tenure review. The timing of these reviews is explained below and in Part X of the *East Carolina University Faculty Manual*.
- (c) Appointments with Permanent Tenure. Appointments with permanent tenure are continuous until retirement, resignation, or removal according to the provisions of Part XII.I (III or IV) of the *East Carolina University Faculty Manual*. Appointments with permanent tenure may be made at the professorial ranks of associate professor or professor only.

- (d) Adjunct and Affiliate faculty members are volunteers, and do not have the protections extended to other faculty in Part IX. Initial recommendations for the appointment or subsequent appointment of these faculty members are made by the Personnel Committee.

2. Criteria, Terms and Conditions for Appointment, Reappointment of Probationary (tenure-track) faculty, and Subsequent Appointment of fixed-term faculty.

All appointments, reappointments of candidates to probationary-term positions, and subsequent appointments of fixed term faculty shall be based on assessments of candidates' demonstrated professional competence (Part X.I of the *East Carolina University Faculty Manual*), potential for future contributions, and the institution's needs and resources.

The Chancellor or the Chancellor's designee¹ shall set out in writing, with a copy to the faculty member, the terms and the conditions of each appointment, each probationary faculty reappointment, and each subsequent appointment for fixed term faculty. The terms shall reference appropriate sections of the *Faculty Manual* and shall state any conditions placed on the appointment, reappointment, or subsequent appointment.² Responsibility for initiating the inclusion of special terms and conditions in these documents is with the unit administrator. Prior to the initial appointment, the unit administrator shall provide a copy of the unit's criteria for evaluating faculty performance contained in the unit code [as specified in Part VIII.I.III of the *East Carolina University Faculty Manual*] to persons offered a faculty appointment in the unit. No offer is binding and no appointment is effective until signed by the Chancellor or the Chancellor's designee.¹

Criteria for evaluating faculty performance contained in the unit code shall be discussed by the unit administrator in a criteria review meeting at the beginning of the appointment term. In the case of probationary-term faculty, the Criteria Review meeting shall also take place at the beginning of each academic year thereafter. In the case of fixed-term faculty members on semester-by-semester contract, the criteria review meeting shall take place once a year. A summary of this discussion shall be placed in the faculty member's personnel file. The responsibility for calling this meeting is with the unit administrator.

3 Continued Availability of Special Funding

The appointment, reappointment, or subsequent appointment of a faculty member to a position funded in whole or in substantial part from sources other than continuing state budget funds or permanent trust funds shall specify in writing that continuance of the faculty member's services, whether for a specified term or for permanent tenure, shall be contingent upon continuing availability of such funds. Exceptions to the foregoing contingency requirement are:

- (a) That such a contingency shall not be included in a promotion to a higher rank if, before the effective date of that promotion, the faculty member had permanent tenure and no such condition is attached to the tenure.

¹ Except for Brody School of Medicine fixed-term personnel issues, where the Chancellor's designee is the Dean, the Chancellor's designee shall be limited to the Provost and Senior Vice Chancellor for Academic Affairs

²The chancellor, in consultation with the office of the Faculty Senate, is responsible for the publication of the Faculty Manual. The Senate office shall be responsible for the maintenance of the Faculty Manual. The Faculty Manual shall contain the tenure and personnel policies and regulations of East Carolina University, including the complete text of Chapter Six of The Code of The University of North Carolina. The Faculty Manual shall be provided to new faculty and changes as they occur shall be distributed to each faculty member.

(b) That such a contingency shall not be attached to the faculty member's contract if the faculty member held permanent tenure in East Carolina University on July 1, 1975, and the contract was not contingent upon the continuing availability of sources other than continuing state budget or permanent trust funds.

(c) That such a contingency may be waived for health affairs faculties because of the unusual dependence of programs in the health professions on income from sources such as clinical receipts.

4. Special Employment Arrangements

The University may permit, at the discretion of the Provost, special employment arrangements for fixed-term, probationary term or tenured faculty members. Such arrangements may result in modifications in benefits.

If a special employment arrangement involving funding sources other than the University is deemed by the Unit Administrator to be necessary and in the best interests of the Unit and the University, the request for the modified work schedule shall be made in writing to the Provost. The memo making this request should include specific reasons for seeking the modified work schedule and adequate assurances by the Unit Administrator, and for probationary-term faculty members, the unit Tenure Committee, that this arrangement is compatible with the faculty member fully achieving all of the duties and responsibilities appropriate for someone of the proposed rank or title, and status.

5. Notice of Resignation

A fixed-term or probationary-term faculty member should provide the unit administrator with 90 days advance notice, in writing, of resignation from employment. A permanently tenured faculty member should provide the unit administrator with 120 days advance notice in writing of resignation from employment. In no case should a faculty member resign with an effective date between the beginning and ending dates of an academic term.

B. Fixed-Term Faculty [cf. Special Faculty Appointments, The UNC Code, 610; for the purposes of this section, unless otherwise specified, the provisions apply to paid faculty members] (The roles of committees are defined in subsection IV.)

1. Contract and Notice:

Fixed-term appointments are made at the titles specified in Part VIII.I.I of the *East Carolina University Faculty Manual*.

Fixed-term faculty members are appointed for a specified term of service, as set out in writing in the letter of appointment. The term of appointment concludes at the end of the specified period set forth in the letter of appointment, and the letter of appointment constitutes full and timely notice that a new term will not be granted when that term expires.

2. Request for Subsequent Appointment.

Recommendations for subsequent appointments shall be based on the faculty member's demonstrated professional competence and achievements. Any recommendation is subject to the availability of the position, funding, administrative approval, and continued effective performance.

A fixed-term faculty member desiring a subsequent appointment shall write a letter to their unit administrator requesting the subsequent appointment no later than 75 calendar days before the current term expires. When a request is received by the deadline, the unit administrator shall notify the chair of the unit Personnel Committee. The chair of the unit Personnel Committee shall facilitate the procedure for considering the candidate for a subsequent appointment. Documentation necessary for consideration for a subsequent appointment is determined by the unit code. No later than 45 calendar days before the end of the current term. The Personnel Committee and the unit administrator shall notify the faculty member in writing of their respective recommendations. The review must protect the candidate's due process rights (see subsection IV.C).

Fixed-term faculty members are not covered by UNC Code Section 604, and that section does not accord them rights to additional review of a decision by a constituent institution not to grant a subsequent appointment at the end of a specified fixed-term. During the term of their employment, fixed-term faculty members are entitled to seek recourse under UNC Code Section 607 (relating to faculty grievances).

All documents pertaining to subsequent appointments shall be collected and maintained in accordance with Part X of the *East Carolina University Faculty Manual*.

3. Multiyear Contracts

Whenever the position fulfills an ongoing unit need, and it is adequately funded, multi-year contracts, of up to five years, should be considered for fixed-term faculty members who have demonstrated their effectiveness and contributions and/or who have outstanding credentials. Consideration of multiyear contracts tied to Advancement in title are specified in Part VIII.I.VI of the *East Carolina University Faculty Manual*.

4. Advancement in Title:

Persons holding fixed-term titles below Teaching, Research, Clinical, or Library Professor may be considered for advancement in title to the next professorial title. Advancement in title shall be based on the faculty member's demonstrated professional competence and achievements. See Part VIII of the *East Carolina University Faculty Manual*.

Advancement in title is governed by the policies and procedures set forth in subsection IV below. In evaluating a candidate for advancement in title all of the candidate's professional activity shall count, but activity since the last advancement in title at East Carolina University shall carry a greater weight than activity prior to the last advancement in title. Additional criteria for advancement in title may be contained in each unit's code.

A faculty member who wishes to be considered for advancement in title shall write a letter requesting advancement in title to their unit administrator by the deadline stated in Part X of the *East Carolina University Faculty Manual*. When a request is received by the deadline, the unit administrator shall notify the chair of the unit Personnel Committee. The chair of the unit Personnel Committee shall facilitate the procedure for considering the candidate for advancement in title. The committee's advancement in title recommendation shall be made during the fall term of the next academic year, in accordance with the timeline stated in Part X of the *East Carolina Faculty Manual*.

Fixed-term faculty members in multi-year contracts may request advancement in title in the middle of their contract, unless otherwise specified in the unit code. An advancement in title mid-appointment does not constitute extension of the current contract period.

All documents pertaining to advancement in title shall be collected and maintained in accordance with Part X of the *East Carolina Faculty Manual*.

C. Probationary Faculty (Tenure-Track)

Probationary appointments are made at the professorial ranks of assistant professor, associate professor, and professor. Persons appointed as associate professor or professor are eligible for permanent tenure.

A faculty member appointed to an administrative position is eligible for permanent tenure only as a faculty member in one of the professorial ranks. There is no permanent tenure in an administrative position.

1. Notice of Reappointment or Non-Reappointment [UNC Code 604].

After considering all prior recommendations, the Provost shall decide, early enough to permit timely notice to be given, whether to reappoint or not to reappoint a faculty member at the expiration of a term of service (see Part X of the *East Carolina University Faculty Manual*). Notice of reappointment or non-reappointment shall be written.

Timely Notice: For faculty members at the rank of assistant professor, associate professor, or professor, the minimum requirement for timely notice shall be as follows:

(a) During the first year of service at East Carolina University, the faculty member shall be given not less than 90 calendar days' notice before the employment contract expires.

(b) During the second year of continuous service at East Carolina University, the faculty member shall be given not less than 180 calendar days' notice before the employment contract expires.

(c) After two or more years of continuous service at East Carolina University, the faculty member shall be given not less than 12 months' notice before the employment contract expires.

Failure to give timely notice of non-reappointment will oblige the Chancellor to offer a terminal appointment of one academic year.

2. Probationary Terms

Although the Chancellor may recommend that a faculty member be granted permanent tenure at any time, the faculty member shall be notified not later than twelve months before the end of the probationary period whether the faculty member will be recommended for permanent tenure. The normal probationary term for the professorial ranks, as established at the time of initial appointment, shall be as follows:

Assistant Professor. The maximum probationary term is six years. The faculty member can receive an initial three-year appointment and a maximum of two successive two-year appointments. No assistant professor will receive reappointment in a probationary term without a terminal degree or appropriate alternate credentials as defined in the

unit code. If a faculty member does not receive permanent tenure at the end of their sixth year, the faculty member remains employed through one terminal year. No assistant professor shall be awarded permanent tenure unless concurrently promoted to associate professor. During that terminal year, the faculty member may not serve on the unit's Personnel Committee.

Associate Professor. The maximum probationary term is four years. The faculty member can receive an initial three-year appointment and a maximum of one two-year appointment. If a faculty member does not receive permanent tenure at the end of their fourth year, the faculty member remains employed through one terminal year. During that terminal year, the faculty member may not serve on the unit's Personnel Committee.

Professor. The probationary term is two years. The faculty member can receive a single three-year appointment. If a faculty member does not receive permanent tenure at the end of their second year, the faculty member remains employed through one terminal year. During that terminal year, the faculty member may not serve on the unit's Personnel Committee.

All time served in a probationary appointment at East Carolina University must be continuous, excluding any approved leaves of absence.

When a faculty member in probationary appointment requests and is awarded promotion in rank before the end of the probationary term, the original contractual probationary term shall not be altered.

In order to afford the maximum opportunity for tenure, the probationary term for personnel hired at the professorial ranks, whose contract date occurs earlier than the beginning of the Fall semester (or July 1 for probationary faculty members with twelve-month appointments), will be measured from the beginning of the subsequent Fall semester (or July 1 for probationary faculty members with twelve-month appointments).

3. Reduction of the Normal Probationary Term for Previous Academic Employment

Although generally discouraged in favor of petitioning for early tenure (see subsection II.C.6), reduction of the normal probationary term may be granted for previous full-time faculty employment at the time of initial appointment as assistant professor or associate professor. The granting of such a reduction shall require a strong justification and the agreement of the appointee, a simple majority of the unit Personnel Committee, the unit administrator, the dean, and the Provost. The maximum reduction at each professorial rank shall be as follows:

(a) For a candidate appointed at the rank of assistant professor, a maximum reduction of three years is allowed.

(b) For a candidate appointed at the rank of associate professor, a maximum reduction of two years is allowed.

(c) For a candidate appointed at the rank of professor, no reduction is allowed.

4. Extensions of the Probationary Term

Extensions of the probationary term must be requested by the faculty member and shall be granted only in cases of severe personal exigency or other compelling personal

circumstances; such extensions shall be limited to a total of no more than two years. Probationary-term faculty members who have received paid leave under the Faculty Serious Illness and Parental Leave Policy shall receive an extension of the probationary term, if requested. The probationary term may be extended in increments of one or more academic years: one year for leaves of one or two semesters, two years for leaves of three or four semesters. A probationary-term faculty member who assumes a full-time administrative position or clinical position for one or more semesters may be granted extensions of the length of the probationary term; such extensions shall be limited to a total of no more than three years. All such extensions must be requested in writing by the faculty member, and the unit Personnel Committee, the unit administrator, the dean, and the Provost each must review and make recommendations. The Chancellor or the Chancellor's designee¹ provides the final approval of the extension. Extensions of the probationary term must be expressly stated in appointment or reappointment documents or added by a written memorandum of amendment by the Provost during the term of an appointment.

5. Progress Toward Tenure Letters

In all years except the year prior to the year in which a faculty member's mandatory tenure decision is considered, the Tenure Committee will annually meet with the unit administrator to review the cumulative record of a candidate's progress and finalize a Progress Toward Tenure Letter. This meeting should occur after completion of the candidate's current annual evaluations and prior to end of the spring semester. One week prior to the meeting, the unit administrator will provide 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. Any additional required materials must be defined in the unit's code.

These Progress Toward Tenure Letters will address the candidate's cumulative accomplishments to date. Successes and areas for improvement shall be evaluated within the context of the unit's ongoing expectations of the candidate in the unit's criteria for promotion and tenure. The letter shall include evaluative and formative language that advises the candidate on how to meet unit expectations, and it shall assess the candidate's recent performance, cumulative performance, and overall trajectory. While the letter shall include an overall summative rating progress towards tenure, those ratings shall not substitute for thorough narrative evaluations of the candidate's strengths and weaknesses. Criteria for evaluation shall be limited to the candidate's assigned duties and professional conduct (Part V.II of the *East Carolina University Faculty Manual*). Letters must not be understood as a guarantee of the ultimate tenure decision; instead, the final tenure recommendation vote, concurring or non-concurring recommendations, and the final decision in the review process are complex decisions that are based on the candidate's overall trajectory throughout the probationary period, external letters, a potential for future contributions, and other factors permitted under the UNC Code 602. The review must protect the candidate's due process rights (see subsection IV.C below).

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 review carried out by the Tenure Committee and the unit administrator, with suggested areas of improvement. That meeting shall be documented in writing by the unit administrator, and the document shall be placed in the personnel file. In the event that the faculty member disagrees with the substance of the Progress Toward Tenure Letter, it is the responsibility of the faculty member to make this disagreement known in writing within

fourteen days, in a letter addressed to the unit administrator. This letter will be placed in the faculty member's personnel file, and copies will be sent to the unit Tenure Committee and to the next higher administrator.

The timeline for completion of reviews of progress toward tenure is contained in Part X of the *East Carolina University Faculty Manual*.

6. Request for Early Permanent Tenure

According to the timeline in Part X of the *East Carolina University Faculty Manual*, a faculty member who has not completed the probationary term (see subsection II.C.1-3) and who requests in writing that consideration be given to conferral of permanent tenure will be considered for permanent tenure during the fall semester of the next academic year.³ When a faculty member holding the rank of assistant professor requests consideration for early tenure, this request also constitutes a request for consideration for promotion to associate professor.

D. Initial Appointment with Permanent Tenure

A faculty member whose initial appointment is to a professorial rank with permanent tenure shall be regarded as having permanent tenure until retirement, resignation, or removal according to the provisions of Part XII.I of the *East Carolina University Faculty Manual*.

E. Joint Appointments

An ECU faculty member may hold only one tenured or probationary appointment at professorial rank. This may be in a single academic code unit or by joint appointment when holding responsibilities in more than one such unit. Joint appointments may be made within a single code unit (such as between departments in a School or College), or they may also be made in which the appointee holds tenured or probationary professorial rank in an academic code unit and a non-probationary contractual or academically titled position in another entity within the University not organized as an academic code unit in the manner described in the Part IV of the *East Carolina University Faculty Manual*, hereinafter referred to as an "entity." Such entities are usually, but not exclusively, identified as a School, Center, Institute, or Program.

One academic code unit must be designated primary, with greater than 50% of all administrative and academic responsibilities for the position. Only academic code units, as defined in Part IV.I, of the *East Carolina University Faculty Manual*, can be the primary unit for a joint appointment. The designation of the primary unit and the secondary unit or entity must be made when the appointment is created, and may be changed only with the written agreement of the faculty member, the relevant personnel, tenure, and promotion committees of the primary unit, as applicable, the relevant personnel, tenure, and promotion committees of the secondary unit or entity, and the relevant administrators.

Letters of appointment for faculty members in joint appointments to two academic code units must clearly state the criteria for reappointment, promotion, and tenure contained in the unit codes of both units, and the roles of the faculty member and all appropriate committees and administrators in personnel actions.

³When a faculty member applies for and then withdraws a request for early consideration for permanent tenure, a copy of all documents submitted to support the request and a record of all decisions by the appropriate committee and any administrator(s) shall be directly forwarded to the appropriate vice chancellor.

Letters of appointment for faculty members in joint appointments to an academic code unit and a University entity must clearly identify the criteria for reappointment, promotion, and tenure contained in the unit code of the primary unit, the criteria that the relevant standing committee or administrator of the entity will use in evaluating the professional performance of the faculty member, and the roles of the faculty member and all appropriate committees and administrators in personnel actions.

Probationary faculty members in appointments jointly held between academic code units will be reviewed for reappointment, promotion, or tenure by both units, although only members of the applicable committees of the primary unit are allowed to vote and recommend the personnel action sought. All review materials are to be fully shared between the units. Although one unit will be primary and provide the recommendation, input from the secondary unit is also considered important in the review process. In the absence of specific policies and procedures clearly enunciated in the unit code of either or both units, the review by the secondary unit will be transmitted by written memorandum from the chair of the relevant personnel committee of the secondary unit with concurrence or non-concurrence of the administrator of the secondary unit to the chair of the relevant personnel committee and to the administrator of the primary unit. Faculty members holding joint appointments of this type are subject to a special schedule described in Part X.II the *East Carolina University Faculty Manual* to allow the secondary unit reasonable time to review the faculty member's Personnel Action Dossier, or other relevant documentation pertaining to the personnel action sought, prior to the review by the primary unit.

III. Promotion

Persons holding the professorial rank of assistant professor or associate professor may be considered for promotion to the next professorial rank. Promotion shall be based on the faculty member's demonstrated professional competence and achievements. See Part VIII of the *East Carolina University Faculty Manual*. Promotion is governed by the policies and procedures set forth in subsection IV. In evaluating a candidate for promotion, all of the candidate's teaching, scholarship, service, and other professional activity shall count, but activity since the last promotion at ECU shall carry a greater weight than activity prior to the last promotion. Additional criteria for promotion may be contained in each unit's code. A faculty member who wishes to be considered for promotion to the next professorial rank shall write a letter requesting promotion in rank to their unit administrator by the deadline stated in Part X of the *East Carolina University Faculty Manual*. When a request is received by the deadline, the unit administrator shall notify the chair of the unit Personnel Committee. The chair of the unit Personnel Committee shall facilitate the procedure for considering the candidate for promotion. The committee's promotion recommendation shall be made during the fall term of the next academic year, in accordance with the timeline stated in Part X of the *East Carolina University Faculty Manual*.⁴

IV. Procedures for Initiation, Review, and Approval of Personnel Actions

Recommendations for faculty personnel actions are the responsibility of unit committees and the unit administrator. The timeline for faculty personnel actions is set forth in Part X of the *East Carolina University Faculty Manual*. The evaluation of faculty members for appointment, subsequent appointment, advancement in title, reappointment, promotion, and

⁴ A faculty member considering such action is encouraged to seek consultation with the unit Personnel Committee and the unit administrator. When a faculty member applies for and then withdraws a request for promotion, a copy of all documents submitted to support the request and a record of all decisions by the appropriate committee and any administrator(s) shall be directly forwarded to the Provost.

the conferral of permanent tenure shall be initiated by the appropriate unit committee on notice from the unit administrator and higher administrative authority. The appropriate unit committee shall evaluate faculty members for promotion in rank, and the early conferral of permanent tenure, and advancement in title at the request of the faculty member.

The committee's recommendation shall be forwarded to the unit administrator. A committee cannot reconsider a vote on a personnel recommendation after the committee has notified the unit administrator of its recommendation. The unit administrator shall forward the committee's recommendation and their recommendation to the next higher administrator. If an existing unit, school, or college is reorganized, until such a time as new promotion in rank, tenure, subsequent appointment, and advancement in title criteria are established in an approved unit code, the provisional code shall address the manner in which existing unit code promotion in rank, tenure, subsequent appointment, and advancement in title criteria shall be maintained. The provisional code should ensure that faculty members are evaluated by personnel, tenure, and promotion committees composed of faculty members with the appropriate expertise.

If the faculty member in a probationary appointment does not provide a Personnel Action Dossier (hereafter "PAD") for reappointment, promotion, and conferral of permanent tenure on or before the deadline outlined in Part X of the *East Carolina University Faculty Manual*, the failure to submit the required PAD will be considered as notice that the faculty member is withdrawing the request for consideration for reappointment, promotion, and conferral of permanent tenure. The Personnel Committee and the unit administrator shall notify the faculty member in writing, with a copy to the next higher administrator, within 30 calendar days after the deadline that failure to submit the required PAD for consideration constitutes withdrawal from consideration. From the time of this notification, the faculty member may not serve on the unit's Personnel Committee.

A. Role of Unit Administrator in Personnel Actions

The unit administrator serves to provide leadership, support, and guidance to the total functioning of the unit.

The unit administrator is responsible for maintaining the personnel files, providing timely notification to the chair of the Personnel Committee on all personnel actions required or expected, reviewing candidates' PADs for reappointment, tenure and promotion and Professional Portfolios for subsequent appointment and advancement in title to ensure that all required documentation is present, and distributing all personnel documents and materials to the appropriate secure location. For probationary term faculty members, the unit administrator annually confers with the Tenure Committee on the candidate's Progress Toward Tenure Letter. For tenure or promotion, after receiving the recommendation and the cumulative evaluation from the appropriate committee, the unit administrator prepares a cumulative evaluation in narrative form of the candidate's teaching, scholarship, service, and any other relevant duties. As indicated at the beginning of this section, the personnel recommendations of the unit administrator shall be forwarded to the next higher administrator along with the recommendation of the appropriate faculty committee.

In personnel matters, the unit administrator functions as an administrator rather than a faculty member. Therefore, the unit administrator does not have a faculty vote in personnel matters, and is excluded from all unit committee deliberations and votes concerning candidates for appointment, re-appointment, promotion, or permanent tenure, and subsequent appointment and advancement in title of fixed term faculty. However, there may be occasions on which a unit administrator and a committee wish to confer for informational purposes.

B. Description of Unit Voting faculty members:

1. Tenure-granting units

For the purposes of subsection IV voting faculty members are defined as someone who:

- holds a full-time faculty position with East Carolina University and a greater than half-time assignment in the unit, and
- is either a probationary-term (tenure-track) faculty member or a permanently tenured faculty member, and
- is in at least the twelfth consecutive calendar month of appointment to the faculty of the unit as either a probationary-term (tenure-track) faculty member or a permanently tenured faculty member; or is a full-time faculty with at least six years in a greater than 50% assignment in the unit and
- is not a unit administrator or an individual with half or more of their workload assigned to administrative duties as determined by the permanently tenured faculty members in consultation with the unit administrator,
- or normally meets the above conditions and is on non-medical leave of absence from all University duties but is in attendance at the meeting of the appropriate committee at the time of the committee's vote on a personnel action. Faculty members on approved medical leave are not permitted to participate in University business during the approved leave.

2. Non-tenure-granting units, units that are transitioning between tenure-granting and non-tenure-granting faculty structures, and clinical tenure-granting units that include fixed-term faculty members in personnel actions in their unit codes.

For the purposes of subsection IV voting faculty members are defined as someone who:

- holds a full-time faculty position with East Carolina University and a greater than half-time assignment in the unit; and
- is in at least the twelfth consecutive calendar month of appointment to the faculty of the unit; and
- is not a unit administrator or an individual with half or more of their workload assigned to administrative duties as determined by the established voting faculty members in consultation with the unit administrator;
- or normally meets the above conditions and is on non-medical leave of absence from all University duties but is in attendance at the meeting of the appropriate committee at the time of the committee's vote on a personnel action. Faculty members on approved medical leave are not permitted to participate in University business during the approved leave.

C. Due Process, Impermissible Grounds and Conflict of Interests in Personnel Actions

1. In order to protect the faculty member's due process rights, in personnel actions the unit administrator or appropriate unit committee will consider misconduct in their recommendations or evaluations only if the misconduct is documented in the faculty member's personnel file and the faculty member's due-process rights were respected (including the right to appeal a finding or sanction to the relevant committee and the right to include in the personnel file a letter expressing disagreement with a finding). Should an alleged case of misconduct be too recent for the faculty to appeal the University's charge or finding of misconduct, the evaluation or review may be suspended with the approval of the Chancellor until such time as determined by the Chancellor.

2. Impermissible grounds for negative recommendations in personnel actions

The personnel recommendations or decisions shall not be based upon: (1) the faculty member's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; (2) discrimination based upon the faculty member's race, color, national origin, creed, religion, veteran's status, gender, age, sexual orientation, political affiliation, disability, or any other protected class as defined by established University policy; or (3) malice.

3. Faculty members must recuse themselves from personnel actions in which they have conflicts of interest. (See Part VIII.II of the *East Carolina University Faculty Manual*. If a faculty member has potential conflicts of interest, those should be disclosed to the committee, and following the most recent revision of *Robert's Rules of Order*, the committee may vote to deny that faculty member a vote in a particular personnel action. Under no circumstances may a faculty member participate in any personnel action involving someone with whom the faculty member has an amorous relationship or to whom the faculty member is related by blood, law, or marriage (as defined in UNC Policy Manual 300.4.2 and 300.4.2.1[G]). A faculty member who is ineligible for participation in the evaluation of a related person does not count for quorum purposes and his/her ineligibility does not constitute a recommendation against the proposed personnel action.

D. Unit Committees for Personnel Actions⁵

1. Personnel Committee

(a) Function

The Personnel Committee shall be responsible for making recommendations regarding initial probationary appointments, and initial and subsequent fixed-term faculty appointments.

(b) Composition

i. Tenure-granting units, except as stipulated in ii, below

The composition of each unit's Personnel Committee shall be determined by the Unit Code but shall consist of at least three members. The membership of the committee shall be composed of some or all of the permanently tenured voting faculty members of the unit, including those who are on non-medical leave but in attendance at the meeting at the time of the committee's vote, but excluding the unit administrator. Where a unit's code allows, probationary term and fixed term faculty members are also eligible for membership on the committee, provided they have served in the unit full-time for three or more consecutive years. At least two-thirds of the unit Personnel Committee membership shall be permanently tenured voting faculty members. When there are not enough permanently tenured voting faculty members in the unit to satisfy this requirement, additional permanently tenured faculty members shall be appointed by the next higher administrator from a list selected by the unit's voting faculty members and containing at least twice the number of faculty members required to complete the membership of the committee. All other members of the unit Personnel Committee shall be elected by the permanently tenured, probationary-term, and fixed-term voting faculty members of the unit. The chair of the unit Personnel Committee shall be permanently tenured and shall be elected annually by and from the committee's membership.

⁵ Except as provided herein, meetings of the committees shall be conducted according to the most recent edition of *Robert's Rules of Order, Newly Revised*.

ii. Non-tenure-granting units and transitioning units, as defined above, and clinical tenure-granting units that include fixed-term faculty members in personnel actions in their unit code

In units with faculty structures, all full-time faculty members in at least the twelfth consecutive calendar month of appointment to the faculty of the unit, shall be eligible to serve on the unit Personnel Committee, and to serve as Chair of the unit Personnel Committee. Members of the unit Personnel Committees of these faculty units are to be elected by the voting faculty of each unit, as defined in subsection IV.

From the time of final notification of non-reappointment or non-conferral of tenure, a faculty member may not serve on the unit's Personnel Committee.

For limitations on participation in personnel actions due to potential conflicts of interest, see subsection IV.C.3.

(c) Additional Roles of Unit Personnel Committee

In addition to making recommendations to the unit administrator on initial probationary appointments, and initial and subsequent fixed-term appointments, the unit Personnel Committee has the following responsibilities:

- i. Appointing a search committee as prescribed by the unit's code to fulfill the responsibilities of soliciting and screening applicants and recommending to the unit's Personnel Committee candidates for initial appointments. A majority of unit search committee members must have at least one academic year's employment at ECU and must be full-time faculty members holding either a fixed or probationary-term appointment or permanent tenure. At least one member of the search committee must be from outside of the unit if the unit is coded at the department level or outside of the department or school if the unit is coded at the college or school level. For the purposes of this section, unit administrators may not be a part of the committee.
- ii. Consulting, by request of the faculty member, with faculty members who are considering requesting conferral of permanent tenure prior to the end of the probationary term (see subsection II.C.6).
- iii. Consulting, by request of the faculty member, with faculty members who are considering requesting promotion (see subsection III).
- iv. Making recommendations on requests for reduction in the normal probationary term at the time of initial appointment (see subsection II.C.3).
- v. Making recommendations on requests for the extension of the normal probationary term (see subsection II.C.4).
- vi. Reviewing additional materials submitted by faculty members for inclusion in their PAD; consulting with the unit administrator regarding responses to such materials.
- vii. Notifying fixed-term faculty members that the Personnel Committee will or will not recommend a subsequent fixed-term appointment when the fixed-term faculty member requests notification (see subsection II.B.2).
- viii. Making recommendations for multiyear contracts for fixed-term faculty members (see subsection II.B.3).
- ix. Making recommendations for advancement in title for fixed-term faculty members (see subsection II.B.4).
- x. Making recommendations for appointment, subsequent appointment of adjunct

and affiliate faculty.

(d) Role of the Chair of the Unit Personnel Committee

The chair of the unit Personnel Committee shall be permanently tenured, except as covered by subsection IV.D.1.b.ii above, and shall be elected annually by and from the committee's membership. The chair shall preside over all committees making personnel recommendations to the unit administrator and may participate in the decisions of any committee of which the chair is a member, except as noted below. The chair of the committee shall ensure that the candidate's materials contain all required documents, obtain and distribute materials to be used during the deliberation of the committee, ensure that a valid vote has been taken, communicate the results of such votes to the appropriate faculty members and to the unit administrator, and perform other duties as designated by the unit code. If the chair of the unit Personnel Committee holds a professorial rank lower than that to which a faculty member requests promotion, the unit Personnel Committee chair shall not be eligible to participate and shall only be responsible for calling a meeting of the Promotion committee to facilitate the election of a chair of the committee from among its membership. In such cases where the Chair of the unit Personnel Committee is ineligible to participate, they shall not attend any meetings of the committee except to facilitate the election of the chair as noted above.

2. Promotion Committee

(a) Function

The Promotion Committee shall be responsible for making recommendations for promotions in rank and for recommending the ranks of initial appointments at the associate professor or professor level. When making a recommendation for or against promotion, but not when recommending ranks of initial appointment, the Promotion Committee shall prepare and forward to the unit administrator and to the candidate (Subsection IV.H) a statement of the committee's recommendation that contains the committee's cumulative evaluation of the candidate. The cumulative evaluation shall follow the [Guidelines for Preparing Cumulative Evaluations](#) in Part X in the *East Carolina University Faculty Manual*. After review and response (if any) by the candidate, the committee shall forward to the unit administrator its recommendation, along with the cumulative evaluation and candidate's response (if any). In the case of a recommendation for or against promotion that coincides with a recommendation for or against permanent tenure, both recommendations are reported together and only one cumulative evaluation addressing both recommendations is required. The committee's deliberations on its cumulative evaluation and recommendation may address any of the candidate's contractual duties and professional conduct (Part V.II of the *East Carolina University Faculty Manual*). The candidate's due process rights must be protected (See subsection IV.C).

(b) Composition

The membership of the Promotion Committee shall be composed of those permanently tenured voting faculty members who hold rank at least equal to the rank for which the candidate is being considered, including those on non-medical leave but in attendance at the committee's meeting at the time of the committee's vote, but excluding the unit administrator. The composition of the committee shall thus vary with the rank to which a faculty member is being considered for promotion.

When a unit has fewer than three permanently tenured voting faculty members of sufficient rank and not holding administrative status, the next higher administrator above the unit level shall appoint permanently tenured faculty members at the required rank from other units across the University to increase the committee's membership to three. These appointments to the committee must be from one list of candidates selected by a vote of the permanently tenured faculty members having rank at least equal to the faculty member(s) being considered for promotion in addition to the faculty member(s) seeking promotion. The list forwarded to the next higher administrator by the faculty will contain at least twice the number of faculty members required to complete the membership of the committee(s). Before voting on the list to be forwarded to the next higher administrator, the chair of the committee will ascertain that faculty members nominated to have their names placed on the list are willing and able to serve in this important capacity. The list of faculty names recommended to the next higher administrator may not be returned for revision.

For limitations on participation in personnel actions due to potential conflicts of interest, see subsection IV.C.3.

3. Tenure Committee

(a) Function

The Tenure Committee shall be responsible for making recommendations for reappointments of probationary-term faculty members, the granting of permanent tenure, and conferral of tenure for initial appointments with permanent tenure. For granting of permanent tenure, but not for initial appointments with tenure, the Tenure Committee, or an elected subcommittee of the Tenure Committee, shall prepare a cumulative evaluation of the faculty member. The cumulative evaluation shall follow the [Guidelines for Preparing Cumulative Evaluations](#) in Part X.I of the *East Carolina University Faculty Manual*. After review and response (if any) by the candidate, the committee shall forward to the unit administrator its recommendation, along with the cumulative evaluation and candidate's response (if any). When the decision is for both tenure and promotion, only one cumulative evaluation containing a recommendation for or against tenure and promotion is required. The committee's deliberations on its cumulative evaluation and recommendation shall have as their basic standard of appraisal and evaluation whether the faculty member under review met the stated and approved criteria of the unit's code during the period under review. The committee's deliberations may address any of the candidate's assigned duties and professional conduct (Part V.II of the *East Carolina University Faculty Manual*, Section II). The due process rights of the candidate must be protected (see subsection IV.C).

(b) Composition

The Tenure Committee shall be composed of the permanently tenured voting faculty members of the unit, including those who are on non-medical leave but in attendance at the meeting at the time of the committee's vote, but excluding the unit administrator.

When a unit has fewer than three permanently tenured voting faculty members not holding administrative status, the next higher administrator above the unit level shall appoint permanently tenured voting faculty members from other units to increase the committee's membership to three. These appointments to the committee must be from one list of candidates selected by a vote of the permanently tenured and probationary-term faculty members of the unit, including the faculty member(s)

seeking tenure. The list forwarded to the next higher administrator by the appropriate faculty members will contain at least twice the number of faculty members required to complete the membership of the committee. Before voting on the list to be forwarded to the next higher administrator, the voting faculty members will ascertain that faculty members nominated to have their names placed on the list are willing and able to serve in this important capacity. The list of faculty names recommended to the next higher administrator may not be returned for revision.

For limitations on participation in personnel actions due to potential conflicts of interest, see subsection IV.C.3.

(c) Additional roles of the unit Tenure Committee

A Code Unit may establish, in its unit code, procedures for fulfilling the additional roles; however, if the Code of a unit is silent in this regard, it is hereby established that the entire membership of the unit Tenure Committee will participate in these additional roles. In accordance with the unit code, if the unit's Tenure Committee has more than five members, the unit Tenure Committee may elect a subcommittee of at least five members to participate in these additional roles. The unit Tenure Committee (or properly constituted subcommittee):

- i. Produces a list of possible external reviewers and selects external peer reviewers from lists produced by the Committee and by the candidate (see subsection IV.E.).
- ii. Selects, with the unit administrator, the scholarship materials to be sent to external peer reviewers (see subsection IV.E.).
- iii. In consultation with the unit administrator, prepares Progress Toward Tenure Letters annually during each candidate's probationary term, except for the year immediately preceding candidate's tenure decision year. One or more representatives of the Tenure Committee will meet with the unit administrator and the candidate to discuss the Progress Towards Tenure Letters.

E. External Peer Review for Promotion and the Conferral of Permanent Tenure
"External peer review" means a review of a candidate's scholarship by persons who are not faculty members or employees of East Carolina University. Every effort must be made to ensure that the process of external peer review is conducted fairly and without bias. External peer reviews of the quality of the candidate's scholarship, as evidenced by the material submitted by the candidate for promotion or conferral of permanent tenure or both, will be used by the appropriate committee(s) in conjunction with its own evaluation of the material. The unit administrator and the unit Tenure Committee shall select the material from the dossier to be sent to external reviewers. The candidate may include additional published or accepted material if the candidate disagrees with the initial selection. Inclusion of such additional items in the materials sent to reviewers shall be noted by memorandum of the unit administrator in the dossier and the candidate's personnel file.

Qualifications of the reviewers and criteria for their selection are to be determined by the faculty of each unit and contained in the unit code. According to the provisions of unit codes, other materials that reflect the candidate's scholarly activities may be included in the selections to be sent to external reviewers.

In accordance with the timeline in Part X of the *East Carolina University Faculty Manual*, prior to the academic year in which a promotion or tenure decision is scheduled, the unit Tenure Committee shall produce a list of at least six possible external reviewers. The candidate for promotion and/or permanent tenure shall independently provide a similar list, noting for each name any potential conflicts of interest and a description of any current and past relationship, if any, between the reviewer and the candidate. The candidate shall also provide similar relationship information for each name on the unit Tenure Committee's list.

The unit Tenure Committee shall select a minimum of six names from its list and the candidate's list with the goal of ensuring that a minimum of three external reviewers agree to provide letters. If fewer than three external reviewers agree to provide letters, the unit administrator shall request additional names from the Tenure Committee. The unit administrator and Tenure Committee shall ensure that at least one-third of the reviewers come from the candidate's list. In cases where membership on the committee's list and the candidate's list overlaps, it is permissible that all reviewers be on the candidate's list. External reviewers shall hold a rank not less than that to which the candidate is requesting promotion or, if a member of a foreign University, be of at least equivalent academic standing to the rank being sought as determined by the Tenure Committee. If the reviewer is not an academic, the reviewer shall demonstrably possess the professional experience necessary to evaluate the candidate's qualification for the rank being sought. Code units that require more than three external reviewers shall make special provisions in their unit codes. These provisions must clearly indicate the number of external reviewers required by the unit.

The unit administrator or their delegate shall serve as the contact person with potential and actual external reviewers. If a situation arises in which a unit administrator or their delegate is unable to communicate with a potential or actual reviewer in a timely manner, the unit Tenure Committee chair will do so. If the unit administrator, their delegate, or the Tenure Committee chair is unable to communicate with external reviewers in a timely way, the next higher administrator shall appoint someone to perform the necessary communication duties. Only procedural matters may be discussed with potential and actual reviewers for the duration of the personnel action.

The unit administrator will notify potential reviewers in writing that they have been nominated to conduct the review and ascertain their willingness to serve as reviewers. To assist the potential reviewer in determining their own suitability to perform the review, the request to serve as an external reviewer will be accompanied by a copy of the candidate's Curriculum Vitae, and it will solicit both information about potential conflicts of interest and a description of the current and past relationship, if any, between the potential reviewer and the candidate. If any potential conflicts are disclosed, the unit administrator and the Tenure Committee will meet to determine whether the disclosed relationship should preclude the potential external reviewer from serving in that capacity. If the unit administrator and the committee do not agree, the next higher administrator will reach a determination. All communications on such a disclosed relationship and a memo describing the decision written by the unit administrator should be included in the PAD.

No later than the date specified in Part X of the *East Carolina University Faculty Manual*, selected scholarship from the candidate's PAD and the candidate's Curriculum Vitae, along with a cover letter prescribed by the University, shall be sent to the reviewers. Units may send an excerpt from the Unit Code describing the criteria for tenure and/or promotion, as applicable. Correspondence with the reviewers shall be written in neutral terms, serving to neither support nor oppose the candidate and shall not deviate substantially from the University-prescribed cover letter.

If the faculty member under review does not provide the material to be submitted to external reviewers by the deadline outlined in Part X of the *East Carolina University Faculty Manual*, the failure to submit the required materials will be considered as notice that the faculty member is withdrawing the request for consideration for promotion or conferral of permanent tenure. The Personnel Committee and the unit administrator shall notify the faculty member in writing, with a copy to the next higher administrator, within 30 calendar days of the deadline that failure to submit the required materials for external review constitutes withdrawal from consideration. From that time, the faculty member may not serve on the unit's Personnel, Tenure, or Promotion committees.

(Copies of the prescribed letters are available [here](#) and on the Faculty Senate website at <https://facultysenate.ecu.edu/faculty-governance-committee/>.) Copies of all correspondence with the reviewers and the reviews shall be made a part of the PAD (see Part X of the *East Carolina University Faculty Manual*).

Upon receipt of a review, the unit administrator will place the original review in the candidate's personnel file and copies of the review in the candidate's dossier. Copies of the external review letter will only be made available to candidates upon petition. The unit administrator shall then notify the members of the appropriate committee that the PAD, including external reviews, is available.

If, prior to August 1 of the summer during which a candidate's material is under review, someone who has agreed to conduct a review withdraws or it otherwise becomes known that an agreed-upon review will not be forthcoming, the Tenure Committee will provide the unit administrator with the name of an additional reviewer from the prioritized list, following the same procedure that resulted in the original list. When fewer than three external reviews are received by the deadline set in the letter to the external reviewers that accompanied the candidate's materials, this information, by memorandum from the unit administrator, shall be made a part of the candidate's PAD as the review process continues.

All external reviews received by the deadline specified in Part X of the *East Carolina University Faculty Manual* must be included in the PAD. In the case that the number of reviews received exceeds the number of reviews set by the candidate's Unit Code, all reviews received shall be included in the candidate's PAD. Copies of all written communications with reviewers who complete timely reviews shall be placed in the candidate's PAD. Copies of all written communications with other potential reviewers shall be placed in the candidate's personnel file.

F. Documentation for Personnel Actions

1. Employment Applications

Information on job applicants is to be kept in a secure file available to the appropriate committee members (see subsection IV.A).

2. Professional Portfolio for Advancement in Title

The Professional Portfolio (hereinafter "Portfolio") is a file containing materials for evaluating a faculty member's professional activities and accomplishments. The Portfolio is compiled by candidates for advancement in title. If the faculty member is considering requesting advancement in title, they may request consultation with the Personnel Committee. Additional materials submitted by the faculty member for inclusion in the Portfolio will be reviewed by the Personnel Committee in consultation with the unit administrator. The Portfolio will be used by

the Personnel Committee in making recommendations for advancement in title. Prior to a committee's review, the unit administrator will confirm that the candidate's Portfolio contains all required materials. Documents may not be added to the Portfolio after the deadline for submitting the Portfolio to the Personnel Committee. If a candidate's Portfolio is missing any required document, the review process is halted until the Chancellor approves an extension of time to secure required documents. Documents may not be added to the Portfolio after the deadline for submitting the Portfolio to the Personnel Committee, as specified in Part X, except where revised deadlines are approved in writing by the Chancellor. A committee's deliberations are not limited to the contents of the Portfolio and may address any of the candidate's contractual duties and professional conduct (Part V.II of the *East Carolina University Faculty Manual II*). In the review, the candidate's due process rights must be protected. (see subsection IV.C).

For details on the organization and content of the Portfolio, see Part X of the *East Carolina University Faculty Manual*.

3. Personnel Action Dossier for Reappointment, Promotion, and Permanent Tenure

The Personnel Action Dossier (PAD) is a file containing materials for evaluating a faculty member's professional activities and accomplishments. The dossier is compiled by candidates for reappointment, promotion, and/or permanent tenure. If the faculty member is considering requesting promotion or the early conferral of permanent tenure, they may request consultation with the Personnel Committee. Additional materials submitted by the faculty member for inclusion in the PAD will be reviewed by the Personnel Committee in consultation with the unit administrator. The dossier will be used by the appropriate committee in making personnel recommendations. Documents may not be added to the PAD after the deadline for submitting the PAD to the Tenure and/or Promotion Committee, as specified in Part X, except where revised deadlines are approved in writing by the Chancellor. Prior to a committee's review, the unit administrator will confirm that the candidate's PAD contains all required materials. If a candidate's PAD is missing any required document, the review process is halted until the Chancellor approves an extension of time to secure required documents. A committee's deliberations are not limited to the contents of the PAD and may address any of the candidate's contractual duties and professional conduct (see Part V.II of the *East Carolina University Faculty Manual*). While making the review, the candidate's due process rights must be protected (see subsection IV.C).

For details on the organization, content of the dossier, see Part X of the *East Carolina University Faculty Manual*.

4. Disagreements as to inclusion or removal of documents

If the faculty member disagrees with the unit administrator and/or the unit Personnel Committee as to the inclusion of relevant documents, the documents will be included and each may include a statement about the document in the dossier.

G. Initiation of Recommendations by Unit Personnel, Tenure, and Promotion Committees

1. Procedural Rules for conducting committee business

The unit administrator shall give timely notice to the chair of the unit Personnel Committee when personnel actions are to be initiated and of the date defined in Part X of the *Faculty Manual* by which the committee's recommendation and cumulative evaluation, if applicable, must be communicated to the unit administrator. Within 15 working days after being notified by the unit administrator that a personnel action is required, the chair of the appropriate committee shall make at least three attempts at intervals of no fewer than five

working days each to hold a meeting of the appropriate committee for the pending personnel action. In order to conduct business, a committee shall not meet without a quorum. The committee meetings may be in-person, virtual or in a hybrid format.

A quorum is defined as three-quarters of the membership for a committee that has twenty or fewer members; and a quorum is defined as a majority, defined as 50% plus one, of the membership for a committee that has more than twenty members. Faculty members on approved medical leave do not attend and do not count for purposes of determining a quorum of the committee. Faculty members on non-medical leave and not in attendance at a meeting shall not be counted for the purposes of determining a quorum for that meeting. Faculty members on non-medical leave but in attendance at a meeting shall be counted for the purposes of determining a quorum for that meeting. A list of all committee members who were absent during a vote on a personnel action will be forwarded to the unit administrator. The committee may develop policies to designate certain absences as excused absences. Unexcused absences should be considered in annual evaluations.

The purpose of this meeting is to deliberate and hold a vote by secret ballot on the pending personnel action. All materials pertaining to the pending personnel action (see subsection IV.E.) must be available for inspection in a secure location at least five business days prior to the meeting. Members of the committee(s) who are responsible for the pending personnel action shall review the materials individually in preparation for discussion at the meeting.

For limitations on participation in personnel actions due to potential conflicts of interest, see subsection IV.C.3.

If the committee fails to meet the deadline for the submission of the committee's recommendation specified in Part X, this outcome shall count as a recommendation by the committee against appointment, reappointment, promotion, or tenure, subsequent appointment or advancement in title. In such a case, the chair of the appropriate committee shall report in writing to the unit administrator that after at least three attempts the committee has failed to meet due to a lack of a quorum, and that this outcome constitutes a recommendation against appointment, reappointment, promotion, or tenure, subsequent appointment or advancement in title. The unit administrator shall forward the committee's recommendation and the unit administrator's recommendation to the candidate and to the next higher administrator.

2. Voting Procedures for Personnel Actions

(a) Faculty recommendations for initial appointment shall come from the personnel committee (For recommendations regarding initial probationary appointments, and initial fixed-term faculty appointments see subsection II. The chair of the committee shall convene a meeting of the committee. In the meeting, each member of the committee will indicate by secret ballot their choice for the appointment. A vote by a majority of the committee members present shall constitute a recommendation for an initial appointment. Abstentions and blank votes are excluded for the purposes of determining a majority vote. Failure to obtain a majority vote constitutes a recommendation against initial appointment.

A committee shall not reconsider a vote on a personnel recommendation after the committee has notified the unit administrator of its recommendation.

For limitations on participation in personnel actions due to potential conflicts of interest, see subsection IV.C.3.

(b) Faculty recommendations for subsequent appointments or advancement in title of faculty members currently holding fixed-term appointments shall come from the Personnel Committee. Within fifteen working days of notification by the unit administrator of the need to initiate a recommendation for subsequent appointment or advancement in title, the chair of the Personnel Committee shall convene a meeting of the committee.

At the scheduled meeting, the committee will deliberate and subsequently choose the method to vote by secret ballot on the recommendation for subsequent appointment or advancement in title.

During deliberations, the committee may address any of the candidate's professional activities and conduct. However, the candidate's due process rights must be protected during the review.

A vote for the recommendation by a majority of the committee members present shall constitute a recommendation for a subsequent appointment. Abstentions and blank votes are excluded for the purposes of determining a majority vote. Failure to obtain a majority vote constitutes a recommendation against a subsequent appointment or advancement in title.

A committee shall not reconsider a vote on a personnel recommendation after the committee has notified the unit administrator of its recommendation.

For limitations on participation in personnel actions due to potential conflicts of interest, see subsection IV.C.3.

c) Faculty recommendations for reappointment of probationary term faculty shall come from the Tenure Committee. Within fifteen working days of notification by the unit administrator of the need to initiate a reappointment recommendation, the chair of the Tenure Committee shall convene a meeting of the committee.

At the scheduled meeting, the committee will deliberate and subsequently choose the method to vote by secret ballot on the recommendation for subsequent appointment or advancement in title.

During deliberations, the committee may address any of the candidate's professional activities and conduct. However, the candidate's due process rights must be protected during the review.

A vote for the recommendation by a majority of the committee members present shall constitute a recommendation for a subsequent appointment. Abstentions and blank votes are excluded for the purposes of determining a majority vote. Failure to obtain a majority vote constitutes a recommendation against a subsequent appointment or advancement in title.

A committee shall not reconsider a vote on a personnel recommendation after the committee has notified the unit administrator of its recommendation.

For limitations on participation in personnel actions due to potential conflicts of interest, see subsection IV.C.3.

(d) Faculty recommendations for promotion and conferral of permanent tenure shall come from the appropriate committee (see subsection IV.D). Within fifteen working days of notification by the unit administrator of the need to initiate a personnel action, the chair of the appropriate committee shall convene a meeting of the committee (see subsection IV.F.1.). Five calendar days prior to the scheduled meeting to deliberate and vote on the required personnel decision, the committee or a subcommittee elected by the appropriate committee in accordance with Section IV will prepare a draft cumulative evaluation in narrative form. This draft evaluation shall be prepared based on the candidate's Personnel Action Dossier and shall evaluate their strengths and weaknesses in light of the unit's established criteria, similar to the evaluations of Progress Toward Tenure conducted annually during the probationary term.

At the scheduled meeting described above, the committee shall discuss and edit the draft cumulative evaluation and subsequently choose the method to vote by secret ballot on the recommendation for promotion and/or conferral of permanent tenure.

The committee's deliberations may address any of the candidate's professional activities and conduct. The candidate's due process rights must be protected during the review (see subsection IV.C).

If the committee chooses to vote on the recommendation at this meeting, the vote will be taken by secret ballot. Immediately following this vote on the recommendation and prior to the adjournment of the meeting, the committee may finalize and vote on approval of the cumulative evaluation.

If the committee chooses to vote on the recommendation by mail, it may decide to reconvene in a later meeting to revise and approve the cumulative evaluation. For electronic voting, procedures specified in subsection IV.G.2.d below must be followed.

A committee shall not reconsider a vote on a cumulative evaluation or personnel recommendation after the committee has notified the unit administrator of its recommendation.

For limitations on participation in personnel actions due to potential conflicts of interest, see subsection IV.C.3.

(e) Electronic voting

Committee members may choose to vote electronically using the university-adopted system for electronic voting. Procedures for electronic voting must be consistent with *Robert's Rules of Order, Newly Revised*. If a committee chooses to vote electronically, all members must vote electronically.

Electronic votes not cast shall be considered abstentions and will be excluded for the purposes of determining a majority vote.

If a committee votes by a university-adopted electronic system, a faculty member on non-medical leave may choose either to vote or not to vote, at their discretion. The unit administrator shall ascertain and shall inform the chair of the appropriate committee in writing as to whether or not a faculty member on non-medical leave will

participate in balloting. If a faculty member on non-medical leave chooses to participate in balloting, the faculty member shall count in determining a majority vote in favor of the recommendation. If the faculty member on non-medical leave chooses not to participate in balloting, the faculty member shall not count in determining a majority vote in favor of the recommendation. Faculty members on approved medical leave are not permitted to participate in University business during the approved leave.

H. College Promotion and Tenure Committee

1. Function

A College Promotion and Tenure Committee, if established in the unit code or College constitution or bylaws, shall be responsible for advising the dean regarding promotion and the conferral of permanent tenure.

2. Composition and Election

The composition and election of a College Promotion and Tenure Committee shall be determined by the college according to procedures in its College Unit Code, constitution, or bylaws. The College Committee shall consist of at least three permanently tenured faculty members from the College holding the rank of professor, but excluding the dean and unit administrators. If the committee consists of only three members, there shall be a sufficient number of alternates, as needed, to ensure there are always three voting members of the committee. Procedures shall ensure that faculty members serving on the College committee shall have only one vote, either on the unit committee or the College committee.

A committee shall not reconsider a personnel recommendation after the committee has notified the unit administrator of its recommendation.

For limitations on participation in personnel actions due to potential conflicts of interest, see subsection IV. C.3

I. Notification of Recommendations

The faculty member shall be informed in writing of all personnel recommendations at every level, continuing up to the level where the final decision is made. Recommendations shall be communicated by the chair of the respective committee(s) to the candidate, sent by a method that provides delivery verification.

Tenure and/or promotion recommendations shall be accompanied by a notification that the candidate has seven working days to respond to the cumulative evaluation(s), if desired. In accordance with the deadline in Part X.II of the *East Carolina University Faculty Manual*, the committee shall forward to the unit administrator its recommendation, cumulative evaluation, and the candidate's response, if any.

A committee shall not reconsider a vote on a personnel recommendation after the committee has notified the unit administrator of its recommendation.

For tenure and/or promotion decisions, the unit administrator prepares a separate cumulative evaluation with a recommendation and communicates it to the candidate, the committee, and the next higher administrator. The written notification shall contain the statement that the candidate has seven working days from the date of receipt of the notification letter, sent by a method that provides delivery verification, to provide a written response to the cumulative evaluation for inclusion in the PAD, if desired.

J. Procedure for Concurring and Non-Concurring Recommendations concerning Reappointment, Promotion, and/or the Conferral of Permanent Tenure, Subsequent Appointment and Advancement in Title.

A. Subsequent Appointment and Advancement in Title

If a unit administrator and the appropriate committee disagree on a recommendation for subsequent appointment, and advancement in title, the unit administrator shall discuss the potential non-concurrence with the unit committee before forwarding the committee's recommendation and their concurrence or non-concurrence to the next higher administrator.

A committee shall not reconsider a vote on a personnel recommendation after the committee has notified the unit administrator of its recommendation.

After the appropriate committee and the unit administrator transmit their recommendations to the next higher administrator, that administrator performs their own review. The administrator shall discuss any potential non-concurrence with the unit committee before forwarding their concurrence or non-concurrence, along with the recommendations from the committee and the unit administrator, to the next higher administrator. The same procedure shall be repeated at each administrative level until the recommendation reaches the final level of decision.

Immediately after the completion of each level of administrative review, the administrator's recommendation shall be communicated to all appropriate lower administrators, the candidate, and the committee of the unit which made the initial recommendation.

B. Reappointment, Promotion, and/or the Conferral of Permanent Tenure

If a unit administrator and the appropriate committee disagree on a recommendation for reappointment, promotion, and/or the conferral of permanent tenure, the unit administrator shall discuss the potential non-concurrence with the unit committee before forwarding the committee's recommendation and their concurrence or non-concurrence to the next higher administrator.

A committee shall not reconsider a vote on a personnel recommendation after the committee has notified the unit administrator of its recommendation.

After the appropriate committee and the unit administrator transmit their recommendations to the next higher administrator, that administrator performs their own review. The administrator shall discuss any potential non-concurrence with the unit committee before forwarding their concurrence or non-concurrence, along with the recommendations from the committee and the unit administrator, to the next higher administrator. The same procedure shall be repeated at each administrative level until the recommendation reaches the Provost.

Immediately after the completion of each level of administrative review, the administrator's recommendation shall be communicated to all appropriate lower administrators, the candidate, and the committee of the unit which made the initial recommendation.

If the Provost concurs in a recommendation for promotion and/or conferral of permanent tenure, the Vice Chancellor shall forward the recommendation to the Chancellor for the Chancellor's review.

A decision by the Provost to reappoint is final unless it is accompanied by a request for tenure or a request for promotion; a decision to reappoint with tenure is final only upon recommendation of the Chancellor and approval by the Board of Trustees; a decision to promote without tenure is final only when approved by the Chancellor.

In the event that the Provost is considering a recommendation concerning reappointment, promotion, and/or the conferral of permanent tenure that is contrary to the recommendation of the appropriate unit committee, the Provost shall meet with the committee to discuss the potential non-concurrence. Regardless of the recommendation of the appropriate unit committee, if the Provost decides against reappointment, promotion, and/or conferral of permanent tenure, the Provost shall give the faculty member being considered a simple, written statement of the decision. This statement serves as notification of non-reappointment in accordance with UNC Code 604. This decision is final except as it may later be reviewed in accordance with the grievance procedure of Part XII.I of the *East Carolina University Faculty Manual*.

If the Chancellor concurs in a recommendation to confer permanent tenure, the Chancellor shall submit the recommendation to the Board of Trustees for approval. The Board's decision is final except in the case of a denial, which may be reviewed in accordance with the grievance procedure of Part XII.I of the *East Carolina University Faculty Manual*. If the Chancellor concurs in a recommendation in favor of promotion in the absence of a request for tenure, the Chancellor's approval shall be final.

If the Chancellor decides not to recommend promotion or the conferral of permanent tenure, the Chancellor shall give the faculty member being considered a simple, written statement of the decision. This decision is final except as it may be reviewed in accordance with the grievance procedure of Part XII.I of the *East Carolina University Faculty Manual*, as appropriate.

Approved (entire document)

Faculty Senate Resolution #06-19, January 9, 2007
Erskine Bowles, President of UNC System

Interpretation #I06-22/Faculty Senate Resolution #06-20, May 2006 (Chancellor)

Faculty Senate Resolution #09-51, July 12, 2010
Erskine Bowles, President of UNC System (with editorial revision to section V.B.2 as suggested)

Interpretation #I11-01/Faculty Senate Resolution #11-43, May 2011 (Chancellor)

Faculty Senate Resolution #16-15, April 7, 2017 Effective date: July 1, 2017
Margaret Spellings, President of UNC System (with editorial revisions as suggested)

Interpretation #I17-01/Faculty Senate Resolution #17-65, November 2017 (Chancellor)

Interpretation #I21-01

Editorial revision in October 2021 to remove sections that were [moved into Part XII](#) following approval of Faculty Senate Resolutions #19-69, #19-70, and #19-76).

Faculty Senate Agenda
March 28, 2023
Attachment 9.

****REPORT POSTPONED TO FUTURE AGENDA****

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed Revisions to *East Carolina University Faculty Manual* Part X. Personnel Actions Schedule (formerly “Personnel Action Dossier and Tenure and Promotion Schedule”)

The Faculty Governance Committee’s clean copy of the proposed revisions to Part X, Sections I. and II. can be viewed below, under links to the tracked-changes versions of the documents.

[Tracked-changes version of Part X., Section I.](#)
[Tracked-changes version of Part X., Section II.](#)

EAST CAROLINA UNIVERSITY
FACULTY MANUAL

PART X

Documentation and Schedule for Personnel Actions

PART X – DOCUMENTATION AND SCHEDULE FOR PERSONNEL ACTIONS

I. Documentation for Personnel Actions

II. Schedule for Personnel Actions

SECTION I

Documentation for Personnel Actions

CONTENTS

- I. Documentation for Advancement in Title of Fixed Term Faculty
 - A. Professional Portfolio (Portfolio) for Advancement in Title
 - B. Cumulative Report for Advancement in Title

- II. Documentation for Personnel Actions of Probationary (Tenure-Track) and Tenured Faculty
 - A. Personnel Action Dossier (PAD) for Reappointment, Tenure, and Promotion
 - B. Cumulative Report for Reappointment, Tenure, and Promotion
-

I. Documentation for Advancement in Title of Fixed Term Faculty

Persons holding the fixed-term titles below the titles of Teaching, Research, Clinical, or Library Professor may be considered for advancement in title to the next professorial title. Advancement in title shall be based on the faculty member's demonstrated professional competence and achievements. Advancement in title is governed by the policies and procedures set forth in Part IX.I.IV of the *East Carolina University Faculty Manual*.

A. Professional Portfolio (Portfolio) for Advancement in Title

The Professional Portfolio is a collection of documents and lists of accomplishments in summary form that provides a record of the accomplishments of a faculty member seeking advancement in title. Each time a personnel action for advancement in title takes place a Portfolio is compiled in a manner described in Part IX.I.IV.F.2 of the *East Carolina University Faculty Manual*. Each Portfolio becomes part of the faculty member's permanent personnel file. For further information about personnel files, please refer to Part VIII.I.VIII of the *East Carolina University Faculty Manual*.

In evaluating a candidate for advancement in title, all of the candidate's professional activity shall count, but activity since the last advancement in title at ECU shall carry a greater weight than activity prior to the last advancement (see Part IX.I. II.B.4 of the *East Carolina University Faculty Manual*). Within the Portfolio 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, or last advancement in title.

The Professional Portfolio shall include the following items:

- A. A properly executed *East Carolina University Cumulative Report for Advancement in Title* is required for these 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.
- B. Recommendations
(*Note: The documents listed here will be added by the appropriate official as the personnel action progresses*).
 - a. Unit Personnel 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 recommendation, signature, date
- C. Records of Evaluation
 - a. Copies of the criteria for advancement in title set forth by the code unit of the faculty member.

- b. Copies of all annual evaluations over the period of time appropriate to the decision. If last advancement in title took place more than 7 years ago, only the last 7 years should be included.
- c. A record of the assigned duties and responsibilities including indication of reassigned time over the period of time appropriate to the decision. If last advancement in title took place more than 7 years ago, only the last 7 years should be included. See Part VI.I.I and Part VIII.I.II of the *East Carolina University Faculty Manual*.

D. Supporting materials

The faculty member, in consultation with the unit administrator and the chair of the unit personnel committee, may add materials in support of the activities and accomplishments listed in the *East Carolina University Cumulative Report for Advancement in Title*.

E. Other material

Materials not included in the categories listed in the cumulative report may be added to the Portfolio by the faculty member providing the unit administrator, in consultation with the Unit Personnel Committee, has an opportunity to include a response to such materials. For example, a faculty member in an adjacent or related field might comment on the candidate's equity-related challenges. In the event the unit administrator and Unit Personnel Committee cannot agree on a response, both may include a response.

F. Disagreements as to the inclusion or removal of documents

The Portfolio shall include the required documents and lists relevant to the faculty member's relevant duties as described above. If the faculty member disagrees with the unit administrator and/or the unit personnel committee as to the inclusion of relevant documents, the documents will be included and each party may include a statement about the document in the Portfolio.

B. Cumulative Report for Advancement in Title

A properly executed *East Carolina University Cumulative Report for Advancement in Title* is required for these 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.

A. General Information

1. Name
2. College or Professional School and Department
3. Date of first appointment to ECU
4. Present title and date at which present title was established
5. Educational background: degrees, dates conferred, and institutions. Indicate the status of any degree program in process.

Include the following where applicable:

- a. Postgraduate Training Fellowships
- b. Residencies
- c. Traineeships
6. Administrative appointments or special assignments (list positions and dates in reverse chronological order with percentage of time assigned)
7. Professional credentials (certifications and licensures)
8. Professional employment history (list positions, titles, and dates of appointments in reverse chronological order)
9. Formal continuing education for professional development (courses,

seminars, institutes, etc. and dates in reverse chronological order) School of Medicine (clinical staff): List all postgraduate Continuing Medical Education completed in the last 3 years (in reverse chronological order).

- B. Teaching (Didactic and Clinical) and Advising [narrative or bulleted list and relevant date(s)]. For those faculty with teaching and advising as part of their duties, the Portfolio should include the following information:
1. Teaching experience
 - a. Chronological list of all courses taught including year, semester, section, and enrollments.
 - b. Chronological list of all peer reviews including year, semester, course, section and reviewer name.
 2. Noteworthy accomplishments and practices in teaching.
 3. Noteworthy accomplishments and practices in advising and retention.
 4. Noteworthy accomplishments in the promotion of diversity, equity and/or inclusion.
 5. Extraordinary duties assigned or elected in advising.
 6. Direction of student research and performances:
 - a. List undergraduate students and projects.
 - b. List graduate students and projects.
 - c. List memberships in graduate student's thesis/dissertation committees
 7. Grants (listed by year in reverse chronological order) in support of teaching and advising. Provide a list of all grants applied for, listing for each the source, amount requested, title, and co-investigators. Designate status: awarded (including amount awarded if different from request), pending, rejected.
 - a. Grants/proposals through Office of Sponsored Programs
 - b. Grants/proposals through the Division of Institutional Advancement
 - c. University Grants
 - d. Reports to granting agencies: list agency(ies)
 8. Medical Education:
 - a. Undergraduate medical student teaching, including didactic lectures, clinical teaching, conferences, laboratories, student advising, and student preceptorships.
 - b. Postgraduate medical teaching including clinical teaching and continuing medical education.
 - c. Curriculum development in medical education.

Note: Evidence of Teaching Effectiveness shall be included in Section D, *Supporting Materials*. If last advancement in title took place more than 7 years ago, only the last 7 years should be included. The Teaching Effectiveness section should include:

- a. (Required) Reports from university approved student evaluations. Data should not be condensed or summarized, but included as it appears in the original survey reports. Student comments may be included at the discretion of the candidate but are not required. If student comments for a class are included, all comments from the original survey report for that class must be included.
- b. (Required) Reports from all peer reviews of instruction.
- c. (Optional) Instructional materials or other evidence of pedagogical innovation or impact (see *Faculty Manual*, Part VIII, Section I, Subsection III.).

- C. Research/Creative Activity. For those faculty with research as part of their duties, the Professional Portfolio should include the following information:

1. A brief statement of research activities and interests.

2. A complete list of publications in print, in reverse chronological order, beginning with the most recent publications (Note: School of Medicine should use the AMA format for publications):
 - a. Books and monographs
 - b. Journal articles
 - c. Chapters in books
 - d. Book reviews in professional journals
 - e. Abstracts (including those published in proceedings)
 - f. Microforms
 - g. Sound/video recordings musical scores
 - h. Art exhibitions, pictures in books, applied art
 - i. Articles in proceedings
 - j. Patents
 - k. Editorships of professional journals or books
 - l. Musical performances & productions
 - m. Theatrical performances & productions
 - n. Software development
 - o. Electronic publications
 - p. Clinical trials
 - q. Other (e.g., entries in encyclopedias)
 3. Papers, creative works, etc. accepted for publication but not yet in print (attach a copy of letter of acceptance)
 4. Other research publications: list title(s) and publication dates and publisher
 5. Research presentations and posters: list organization, date, and title of presentation(s)
 6. Participation in expert panels (include topics, meeting, date(s).
 7. Visiting professorships or lectureships (include titles, place, date(s).
 8. Pedagogical materials: list title(s) and publication dates and publisher
 9. Scholarly activities that advance ECU's commitment to equity, diversity and inclusion
 10. Grants (listed by year in reverse chronological order) in support of research/creative activity. Provide a list of all grants applied for, listing for each source, amount requested, title, Principal investigator and co-investigators. Designate status: awarded (including amount awarded if different from request), pending, rejected.
 - a. Grants/proposals through the Office of Sponsored Programs
 - b. Grants/proposals through the Division of Institutional Advancement
 - c. University Grants
 - d. Reports to granting agencies: list agency(ies)
- D. Clinical Practice: For those faculty who provide patient care as a part of their duties, a patient care portfolio should be included to document their clinical practice activities. The patient care portfolio should include the following information:
1. Summary of relevant activities in clinical practice and evaluations of patient care quality.
 2. Noteworthy accomplishments and practices, including those that promote diversity, equity and/or inclusion
 3. Extraordinary duties assigned or elected in clinical practice
 4. Development and/or evaluation of clinical services and programs
 5. Community service and outreach
- E. Professional and University Service (list by year, in reverse chronological order)
1. University committees and special assignments

- a. Unit: name of committee(s), role on committee(s) (member, chair, etc.), inclusive dates of service
- b. Division: name of committee(s), role on committee(s) (member, chair, etc.), inclusive dates of service
- c. University-wide: name of committee(s), role on committee(s), inclusive dates of service
- d. UNC system: name of committee(s), role on committee(s), inclusive dates of service
- e. Special assignments: title or role, brief description of assignment, inclusive dates of service
2. Non-university committees and service:
 - a. Local
 - b. Regional
 - c. State
 - d. Other
 - e. Clinical Agency Committees and/or Hospital committees (Health Sciences Division)
3. Professional Organizations (list by year in reverse chronological order)
 - a. Memberships in professional organizations: list memberships
 - b. Offices held or other official functions
 President/Chair: list organization(s)
 Other office(s): list office and organization(s)
 - c. Organization of meetings, workshops, and symposia: list organization(s)
 - d. Presentations (other than research) at meetings, workshops, and symposia: list organization, date, and title of presentation(s)
 - e. Service as editor or editorial board member: list board(s), list role(s)
 - f. Items reviewed, refereed, or juried for scholarly publications: list publication(s)
 - g. Items reviewed, refereed, or juried for granting agencies: list agency (ies)
 - h. Evaluation of faculty for other universities (peer review): list institution(s)
 - i. Consultantships: list client, specify whether paid or unpaid, briefly define activity
4. Service in support of equity, diversity and inclusion
5. Other professional service
6. Grants (listed by year in reverse chronological order) in support of professional service. Provide a list of all grants applied for, listing for each the source, amount requested, title, and co-investigators. Designate status: awarded (including amount awarded if different from request), pending, rejected.
 - a. Grants/proposals through Office of Sponsored Programs
 - b. Grants/proposals through the Division of Institutional Advancement
 - c. University Grants
 - d. Reports to granting agencies: list agency(ies)

F. Honors and other noteworthy activity not covered above

G. Administrative Activities

1. Noteworthy accomplishments and practices in administration
2. Extraordinary duties assigned or elected
3. Summary of administrative evaluations

H. Community service: Include organization, dates, offices held.

I. Other: Include additional information deemed pertinent to this cumulative report.

J. Date this cumulative report was completed.

II. Documentation for Reappointment, Tenure and Promotion

Reappointment, Tenure and Promotion shall be based on the needs and resources of the institution and on the faculty member's demonstrated professional competence and achievements. These personnel actions are governed by the policies and procedures set forth in Part IX of the *East Carolina University Faculty Manual*.

A. Personnel Action Dossier (PAD) for Reappointment, Promotion and Tenure [Link to Guidelines for Preparing a Cumulative Evaluation.](#)

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. Each time a personnel action for reappointment, promotion, or tenure takes place, a PAD is compiled in a manner described in Part IX of the *East Carolina University Faculty Manual*. Each PAD becomes part of the faculty member's permanent personnel file. For further information about personnel files, please refer to Part VIII.I.VIII of the *East Carolina University Faculty Manual*.

In evaluating a candidate for promotion, all of the candidate's teaching, scholarship, service, and other professional activity shall count, but activity since the last promotion at ECU shall carry a greater weight than activity prior to the last promotion. Within the PAD the candidate should supply dates for all listed activities and accomplishments, making it possible for reviewers to clearly identify the chronology of accomplishments related to the time of hire, tenure or last promotion (whichever is more recent).

The Personnel Action Dossier shall include the following items:

- A. A properly executed *East Carolina University Cumulative Report for Reappointment, Promotion and Tenure* is required for these 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.

Actions involving tenure also require a properly executed *East Carolina University Personnel Action Summary Form* (see Appendix 1).

B. Recommendations

(Note: The documents listed here will be added by the appropriate official as the Personnel Action progresses.)

1. For reappointment:

- 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/Vice Chancellor's recommendation, signature, date

2. For tenure:

- a. One cumulative evaluation in narrative form of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit Tenure Committee. A draft of this cumulative evaluation, to be completed after the candidate turns in the PAD, should be available for discussion by the entire Tenure committee before the vote.
 - b. A cumulative evaluation in narrative form of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit administrator.
 - c. Unit Tenure Committee's recommendation, signature of the chair of the unit Personnel Committee, and date
 - d. Unit administrator's recommendation, signature, and date
 - e. Dean's recommendation, signature, and date
 - f. Provost/Vice Chancellor's recommendation, signature, date
3. For promotion:
- a. One cumulative evaluation in narrative form of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit Promotion Committee. A draft of this cumulative evaluation, to be completed after the candidate turns in the PAD, should be available for discussion by the entire Promotion committee before the vote.
 - b. A cumulative evaluation in narrative form of the candidate's teaching, research, service, and any other relevant duties, prepared by the unit administrator.
 - c. Unit Promotion Committee's recommendation, signature of the chair of the unit Promotion Committee, and date
 - d. Unit administrator's recommendation, signature, and date
 - e. Dean's recommendation, signature, and date
 - f. Provost/Vice Chancellor's recommendation, signature, date

C. Records of Evaluation

1. For evaluation for reappointment decisions:
 - a. Copies of the criteria for reappointment set forth by the code unit of the faculty member.
 - b. Copies of all written communications with the candidate on progress toward tenure, including all annual evaluations over the period of time appropriate to the decision.
 - c. Records of the discussions on annual evaluation meetings with the unit administrator. See Part VIII.I.III of the *East Carolina University Faculty Manual*.
 - d. Records of the assigned teaching duties and responsibilities including indication of released time over the period of time appropriate to the decision. See Part VI.I.I and Part VIII.I.II of the *East Carolina University Faculty Manual*.
 - e. Records of the annual discussions on the criteria for evaluating faculty performance.
2. For evaluation for tenure decisions:
 - a. Copies of the criteria for tenure set forth by the code unit of the faculty member.
 - b. Copies of all written communications with the candidate on progress toward tenure, including all annual evaluations over the period of time appropriate to the decision.
 - c. Records of the discussions on annual evaluation meetings with the unit administrator. See Part VIII.I.III of the *East Carolina University Faculty Manual*.
 - d. Records of the assigned teaching duties and responsibilities including indication of released time over the period of time appropriate to the decision. See Part VI.I.I and Part VIII.I.II of the *East Carolina University Faculty Manual*.
 - e. Records of the annual discussions on the criteria for evaluating faculty performance. See Part IX.I.II.A.3. of the *East Carolina University Faculty Manual*.

- f. Copies of all communication with external reviewers, copies of the external reviews, and a listing of the documents reviewed.
3. For evaluation for promotion decisions:
 - a. Copies of the criteria for promotion set forth by the code unit of the faculty member.
 - b. Copies of all annual evaluations over the period of time appropriate to the decision. If last promotion took place more than 7 years ago, only the last 7 years should be included.
 - c. A record of the assigned teaching duties and responsibilities including indication of reassigned time over the period of time appropriate to the decision. If last promotion took place more than 7 years ago, only the last 7 years should be included. See Part VI.I.I of the *East Carolina University Faculty Manual*.
 - d. Copies of all communication with external reviewers, copies of the external reviews, and a listing of the documents reviewed.

In cases of application for tenure with simultaneous promotion, items B and C should be combined as appropriate.

D. Supporting materials

The faculty member, in consultation with the unit administrator and the chair of the unit personnel committee, may add materials in support of the activities and accomplishments listed in the *ECU Cumulative Report for Reappointment, Promotion and Tenure*.

E. Other material

Materials not included in the categories listed in the cumulative report may be added to the dossier by the faculty member providing the unit administrator, in consultation with the Unit Personnel Committee, has an opportunity to include a response to such materials. For example, a faculty member in an adjacent or related field might comment on the candidate's equity-related challenges. In the event the unit administrator and Unit Personnel Committee cannot agree on a response, both may include a response.

F. Disagreements as to inclusion or removal of documents

The dossier shall include the required documents and lists relevant to the faculty member's teaching, research/creative activity, and service as described above. If the faculty member disagrees with the unit administrator and/or the unit personnel committee as to the inclusion of relevant documents, the documents will be included and each party may include a statement about the document in the dossier.

The candidate is allowed to review and include a response to the cumulative evaluations (see Part X.I.II.A of the *East Carolina University Faculty Manual*).

B. Cumulative Report for Reappointment, Promotion, and Tenure

[Link to Guidelines for Preparing a Cumulative Evaluation.](#)

A properly executed *ECU Cumulative Report for Reappointment, Promotion and Tenure* is required for these 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.

A. General Information

1. Name
2. College or Professional School and Department
3. Date of first appointment to ECU
4. Present rank and date at which present rank was established
5. Educational background: degrees, dates conferred, and institutions. Indicate the status of any degree program in process.

Include the following where applicable:

- a. Postgraduate Training Fellowships
 - b. Residencies
 - c. Traineeships
6. Administrative appointments or special assignments (list positions and dates in reverse chronological order with percentage of time assigned)
 7. Professional credentials (certifications and licensures)
 8. Professional employment history (list positions, ranks and dates of appointments in reverse chronological order)
 9. Formal continuing education for professional development (courses, seminars, institutes, etc. and dates in reverse chronological order) School of Medicine (clinical staff): List all postgraduate Continuing Medical Education completed in the last 3 years (in reverse chronological order).

B. Teaching (Didactic and Clinical) and Advising [narrative or bulleted list and relevant date(s)]

1. Teaching experience
 - a. Chronological list of all courses taught including year, semester, section, and enrollments.
 - b. Chronological list of all peer reviews including year, semester, and reviewer name.
2. Noteworthy accomplishments and practices in teaching
3. Noteworthy accomplishments and practices in advising and retention
4. Noteworthy accomplishments in the promotion of diversity, equity and/or inclusion.
5. Extraordinary duties assigned or elected in advising
6. Direction of student research and performances:
 - a. List undergraduate students and projects.
 - b. List graduate students and projects.
 - c. List memberships in graduate student's thesis/dissertation committees
7. Grants (listed by year in reverse chronological order) in support of teaching and advising. Provide a list of all grants applied for, listing for each the source, amount requested, title, and co-investigators. Designate status: awarded (including amount awarded if different from request), pending, rejected.
 - a. Grants/proposals through Office of Sponsored Programs
 - b. Grants/proposals through the Division of Institutional Advancement
 - c. University Grants
 - d. Reports to granting agencies: list agency(ies)
8. Medical Education:
 - a. Undergraduate medical student teaching, including didactic lectures, clinical teaching, conferences, laboratories, student advising, and student preceptorships.
 - b. Postgraduate medical teaching including clinical teaching and continuing medical education.
 - c. Curriculum development in medical education.

Note: Evidence of Teaching Effectiveness shall be included in Section D, *Supporting Materials*. If last promotion took place more than 7 years ago, only the last 7 years should be included. The Teaching Effectiveness section should include:

- a. (Required) Reports from university approved student evaluations. Data should not be condensed or summarized, but included as it appears in the original survey reports. Student comments may be included at the discretion of the candidate but are not required. If student comments for a class are included, all comments from the original survey report for that class must be included.
- b. (Required) Reports from all peer reviews of instruction.
- c. (Optional) Instructional materials or other evidence of pedagogical innovation or impact (see Part VIII.I.III of the *East Carolina University Faculty Manual*).

C. Research/Creative Activity:

- 1. A brief statement of research activities and interests.
- 2. A complete list of publications in print, in reverse chronological order, beginning with the most recent publications (Note: School of Medicine should use the AMA format for publications):
 - a. Books and monographs
 - b. Journal articles
 - c. Chapters in books
 - d. Book reviews in professional journals
 - e. Abstracts (including those published in proceedings)
 - f. Microforms
 - g. Sound/video recordings musical scores
 - h. Art exhibitions, pictures in books, applied art
 - i. Articles in proceedings
 - j. Patents
 - k. Editorships of professional journals or books
 - l. Musical performances & productions
 - m. Theatrical performances & productions
 - n. Software development
 - o. Electronic publications
 - p. Clinical trials
 - q. Other (e.g., entries in encyclopedias)
- 3. Papers, creative works, etc. accepted for publication but not yet in print (attach a copy of letter of acceptance)
- 4. Other research publications: list title(s) and publication dates and publisher
- 5. Research presentations and posters: list organization, date, and title of presentation(s)
- 6. Participation in expert panels (include topics, meeting, date(s)).
- 7. Visiting professorships or lectureships (include titles, place, date(s)).
- 8. Pedagogical materials: list title(s) and publication dates and publisher
- 9. Scholarly activities that advance ECU's commitment to equity, diversity and inclusion
- 10. Grants (listed by year in reverse chronological order) in support of research/creative activity. Provide a list of all grants applied for, listing for each the source, amount requested, title, Principal investigator and co-investigators. Designate status: awarded (including amount awarded if different from request), pending, rejected.
 - a. Grants/proposals through Office of Sponsored Programs
 - b. Grants/proposals through the Division of Institutional Advancement
 - c. University Grants
 - d. Reports to granting agencies: list agency(ies)

- D. Clinical Practice: For those faculty who provide patient care as a part of their duties, a patient care dossier should be included to document their clinical practice activities. The patient care dossier should include the following information:
1. Summary of relevant activities in clinical practice and evaluations of patient care quality.
 2. Noteworthy accomplishments and practices, including those that promote diversity, equity and/or inclusion
 3. Extraordinary duties assigned or elected in clinical practice
 4. Development and/or evaluation of clinical services and programs
 5. Community service and outreach
- E. Professional and University Service (list by year, in reverse chronological order)
1. University: Committee and special assignments
 - a. Unit: name of committee(s), role on committee(s) (member, chair, etc.), inclusive dates of service
 - b. Division: name of committee(s), role on committee(s) (member, chair, etc.), inclusive dates of service
 - c. University-wide: name of committee(s), role on committee(s), inclusive dates of service
 - d. UNC system: name of committee(s), role on committee(s), inclusive dates of service
 - e. Special assignments: title or role, brief description of assignment, inclusive dates of service
 2. Non-university committees and service:
 - a. Local
 - b. Regional
 - c. State
 - d. Other
 - e. Clinical Agency Committees and/or Hospital committees (Health Sciences Division)
 3. Professional Organizations (list by year in reverse chronological order)
 - a. Memberships in professional organizations: list memberships
 - b. Offices held or other official functions
President/Chair: list organization(s)
Other office(s): list office and organization(s)
 - c. Organization of meetings, workshops, and symposia: list organization(s)
 - d. Presentations (other than research) at meetings, workshops, and symposia: list organization, date, and title of presentation(s)
 - e. Service as editor or editorial board member: list board(s), list role(s)
 - f. Items reviewed, refereed, or juried for scholarly publications: list publication(s)
 - g. Items reviewed, refereed, or juried for granting agencies: list agency (ies)
 - h. Evaluation of faculty for other universities (peer review): list institution(s)
 - i. Consultantships: list client, specify whether paid or unpaid, briefly define activity
 4. Service in support of equity, diversity and inclusion
 5. Other professional service
 6. Grants (listed by year in reverse chronological order) in support of professional service. Provide a list of all grants applied for, listing for each the source, amount requested, title, and co-investigators. Designate status: awarded (including amount awarded if different from request), pending, rejected.
 - a. Grants/proposals through Office of Sponsored Programs

- b. Grants/proposals through the Division of Institutional Advancement
- c. University Grants
- d. Reports to granting agencies: list agency(ies)

F. Honors and other noteworthy activity not covered above

G. Administrative Activities

- 1. Noteworthy accomplishments and practices in administration
- 2. Extraordinary duties assigned or elected
- 3. Summary of administrative evaluations

H. Community service: Include organization, dates, offices held.

I. Other: Include additional information deemed pertinent to this cumulative report.

J. Date this cumulative report was completed.

Appendix 1. East Carolina University Personnel Action Summary Form.
 This form is necessary in tenure decisions only.

EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM
(Academic Affairs completes Section I and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: _____

Department/School: _____ College: _____

Current Rank or Title *(if applicable)*: _____ Proposed Rank or Title: _____

Indicate Type of Action: *(select all that apply)*

Administrative Appointment:

New Faculty Appointment:

Promotion:

Conferral of Tenure:

Other *(describe)*:

Distinguished Professorship *(provide name of professorship)*:

Effective Date of Action:

Contract Period: Administrative Appointment: 9 mo. 12 mo.

Faculty Appointment: 9 mo. 12 mo.

Salary: \$ _____ Source(s): State Funds: \$ _____ *Non-State Funds: \$ _____

**Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):*

Prior Recommendations/Personnel Actions *(please check appropriate responses)*:

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

1. Education Background: *(indicate degree, date earned and institution, note additional study & training)*
2. Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*
3. Scholarly & Creative Activities:

Type	Number
Book	_____
Edited Book	_____
Chapter	_____
Refereed Journal Article	_____
Other Journal Article	_____
Juried Performance/Show	_____
Non-Juried Performance/Show	_____
Other:_____	_____
Other:_____	_____
Other:_____	_____

4. Membership in professional organizations:
5. Professional service on campus:
6. Professional service off campus:

Faculty Senate Resolution #07-01, March 2007
Faculty Senate Resolution #08-27, May 2008

PART X – DOCUMENTATION AND SCHEDULE FOR PERSONNEL ACTIONS

SECTION II

Schedule for Personnel Actions

CONTENTS

- I. Subsequent Appointment and Advancement in Title of Fixed-Term Faculty Members Timeline
 - II. Progress Toward Tenure Letters, Reappointment, Tenure, and Promotion Timeline
-

I. Subsequent Appointment and Advancement in Title of Fixed-Term Faculty Members Timeline

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.

Subsequent Appointment Timeline – Spring of Decision Year

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

Action	9 and 12 Month Faculty Deadline	Time Allotted for Decision
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

Advancement in Title Timeline – Spring before Decision Year

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

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 advancement in title	1 st Friday in February	

Advancement in Title Timeline – Fall and Spring of Decision Year

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

Action	9 and 12 Month Faculty Deadline	Time Allotted for Decision
Unit administrator informs committee of upcoming need for a meeting	1 st Tuesday in September	
Faculty member meets with unit administrator to verify that all required documents are in Portfolio (optional but recommended)	1 st Tuesday in September	
Faculty member turns in Portfolio to unit administrator	2 nd Tuesday in September	
Unit administrators make the Portfolio available to committee	2 nd Friday in September	
Committee recommendation/Portfolio to unit administrator	4 th Tuesday in October	6 weeks
Unit administrator recommendation/Portfolio to Dean. (For Brody School of Medicine, decision of Dean is final)	1 st Tuesday in December	5 weeks
Dean recommendation to Provost	1 st Tuesday in December	6 weeks
Provost decision	1 st Tuesday in March	4 weeks

II. Progress Toward Tenure, Reappointment, Tenure and Promotion Timeline

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.

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 rd 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 th 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

Reappointment of Probationary-Term Faculty Members Timeline

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

Action	9 Month Faculty Deadline	12 Month Faculty Deadline	Approx. Time Allotted for Decision
Faculty member meets with unit administrator to verify that all required documents are in PAD (optional but recommended)	2 nd Tuesday in January	3 rd Tuesday in February	
PAD due to unit administrator	3 rd Tuesday in January	4 th Tuesday in February	
Unit administrator makes the PAD available to Tenure Committee	3 rd Friday in January	4 th Friday in February	
Committee recommendation/PAD to unit administrator	2 nd Tuesday in February	3 rd Tuesday in March	3 weeks
Unit administrator recommendation/PAD	1 st Tuesday in March	2 nd Tuesday in April	3 weeks

to Dean (if applicable)			
Dean recommendation/PAD to Provost	Last Tuesday in March	1 st Tuesday in June	4 weeks
Provost decision	Last Tuesday in April	1 st Tuesday in June	4 weeks

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

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

Action	9 Month Faculty Deadline	Time Allotted for Decision	12 Month Faculty Deadline
Faculty member meets with unit administrator to verify that all required documents are in PAD (optional but recommended)	4 th Tuesday in August		4 th Tuesday in March
PAD due to unit administrator	1 st Tuesday in September		1 st Tuesday in April
Unit administrator makes PAD available to Tenure Committee	1 st Friday in September		1 st Friday in April
Committee recommendation/PAD to unit administrator	1 st Tuesday in October	4 weeks	1 st Tuesday in May
Unit administrator recommendation/PAD to Dean (if applicable)	3 rd Tuesday in October	2 weeks	3 rd Tuesday in May

Dean recommendation/PAD to Provost	1 st Tuesday in November	2 weeks	2 nd Tuesday in June
Provost decision	3 rd Tuesday in November	2 weeks	3 rd Tuesday in June

Promotion and Tenure Timeline – Spring before Decision Year

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

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 st Friday in February	
Faculty member submits a list of potential external reviewers to the tenure committee.	3 rd 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 th Friday in March	
Unit administrator sends letter and materials to confirmed external reviewers	Last Friday in April	4 weeks

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

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

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

Dean recommendation/PAD to Provost	1 st Tuesday in February	6 weeks
Provost decision/PAD to Chancellor	1 st Tuesday in March	4 weeks
Chancellor decision	3 rd Tuesday in March	2 weeks
BOT decision (Tenure Only)	Spring BOT meeting	Date varies each year

Faculty Senate Resolution #12-68, April 2012
Faculty Senate Resolution #18-23, April 2018
Faculty Senate Resolution #19-57, May 2019
Faculty Senate Resolution #21-25, April 2021

Faculty Senate Agenda
March 28, 2023
Attachment 10.

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed revisions to Part V., Section II. Statement on Professional Ethics

The Faculty Governance Committee presented proposed revisions to convey expectations about bullying behavior at the December 2022 Faculty Senate meeting, but they were not approved after Senators voiced concerns from their units about the language (see page 16 for discussion within the [December meeting minutes](#)). The Anti-Bullying subcommittee held an open forum on February 16 to provide additional reasoning for the proposed changes and to collect feedback from faculty, both at the forum and via a Qualtrics survey that was shared, along with the forum video (the presentation shared during the forum can be viewed [here](#)). The language was revised in response to the feedback and an updated version is presented below.

Additions in **bold** and deletions in ~~strikethrough~~.

Statement on Professional Ethics

The East Carolina University faculty and administration expect all ECU faculty to perform all their job responsibilities in conformance with the following *Statement on Professional Ethics* modified from the American Association of University Professors: Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon

them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

1. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
2. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or engage in hostile conduct toward members of the university community. **Expressing disagreement with others is an essential component of professional academic conduct, but professors will refrain from bullying: that is, repeated actions directed towards other members of the university community that are intended to intimidate, degrade, humiliate, or undermine.** They **Professors** respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors give proper acknowledgement to the ideas and data of others and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
3. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom. (Faculty Senate Resolution #11-93, January 2012)

Faculty Senate Agenda
March 28, 2023
Attachment 11.

NEW BUSINESS

Faculty Senate Resolution against the February 23, 2023 Revision of UNC System Policy 300.5.1:
"Political Activities of Employees"

- Whereas,* The UNC System’s 2022-2027 Strategic Plan sets measurable goals to advance excellent and diverse institutions that “are individually distinct and mission-focused and collectively comprise a vibrant System that is committed to excellence and the development of a diverse community of students, faculty, and staff”;
- Whereas,* Board Policy 300.8.5 expresses that “The Board of Governors adopts this policy [on Diversity and Inclusion within the University of North Carolina] to support and facilitate efforts across the University to advance diversity and to foster an inclusive environment that engages, respects, and values all members of the University community and to ensure such efforts are carried out in an effective manner”;
- Whereas,* Furthermore, under Board Policy 300.8.5 “The University features equality of opportunity in education and employment as a core value. To support this value and to meet the University’s educational, research, and public-service goals in an increasingly diverse and global society, the University needs the talents and skills of all qualified and available individuals. To this end, the University is committed to building a culture and community that actively supports and promotes diversity and inclusion for its students, faculty, and staff, and for members of the general public who access our programs, services, and facilities”;
- Whereas,* The UNC System Policy Manual charges Chancellors with “policy development and strategic planning to promote and advance D[iversity] & I[nclusion]”;
- Whereas,* The UNC System Policy Manual further charges chancellors with ensuring "that the activities of both the institution’s [Equity Officer] and [Diversity and Inclusion] functions are coordinated and executed in a complementary and efficient manner and that goal-setting and resource allocation is tied to the achievement of measurable outcomes";
- Whereas,* The UNC System Racial Equity Task Force documented racial inequities and disparities across the System that measurably harm students, faculty, staff, and communities;
- Whereas,* East Carolina University (ECU) aspires to create a welcoming and inclusive environment of our university community in furtherance of our mission of student success, public service, and regional transformation;
- Whereas,* ECU does not compel the speech or allegiance of faculty, staff, or students to any ideology or creed through its curriculum, continuing education programming, or professional development requirements for faculty and staff;
- Whereas,* ECU as a diverse and vibrant community of students, faculty, and staff has an interest in employing individuals with the intercultural knowledge, skill, and abilities to teach, learn, and pursue scholarship and creative works harmoniously in said diverse and vibrant community;

- Whereas,* Research regarding the free speech and expression of students in the UNC System finds that, to the extent students feel restrained, it is due to pressure from peers, not faculty members;
- Whereas,* The U.S. Supreme Court in *Sweezy v. New Hampshire* (1957) states, “The essential of freedom in the community of American universities is almost self-evident ... [t]o impose any strait jacket upon the intellectual leaders in our colleges would imperil the future of our Nation”; and,
- Whereas,* UNC System Policy 300.5.1 “Political Activities of Employees” as revised on February 23, 2023 will have the effect of silencing university faculty and staff as well as restricting the free speech rights of teachers, learners, and workers throughout the UNC System;

Be it resolved that

East Carolina University will continue to seek faculty and staff members who are able to serve the diverse students in our region and meet the goals outlined in UNC Policy 300.8.5, the UNC System’s 2022-27 Strategic Plan, and the UNC System Racial Equity Task Force recommendations.

Be it further resolved that

The Proposed Revision to Policy 300.5.1 “Political Activities of Employees” should be repealed because it does not align with Goals 11 and 12 of the UNC System’s 2022-2027 Strategic Plan, contradicts the UNC System Racial Equity Task Force recommendations, is contradistinctive to UNC Policy 300.8.5, and casts a pall on the free speech of university students, faculty, and staff.

Be it further resolved that

To protect students, staff, and faculty from campus incivility and preserve the rights of all employees, the Board of Governors should advance policies that are fully compliant with Title VII and Title IX legislation and that cultivate a workplace free of bias, discrimination, and harassment, irrespective of sociodemographic background.