Q: If a faculty member takes a COVID-19 Extension, how does that affect their current contract and the remaining steps of the Tenure and Promotion Schedule?

A: Upon implementation of the extension, the faculty member’s current contract will be extended by one year, and any remaining actions within the Promotion and Tenure Timeline will be shifted forward by one year. A new Promotion and Tenure Timeline will be formally issued by the Human Resources Office of the appropriate Vice Chancellor.

Q: If a Faculty Member takes a COVID-19 Extension, do they still receive a Progress Toward Tenure letter?

A: Yes, faculty members will continue to receive an annual Progress Toward Tenure letter. Assessment of progress should be based upon the revised promotion and tenure timeline, and in light of the normal criteria and expectations as set forth in the Unit Code. Evaluators should note that the COVID-19 Extension is in recognition of the impact of the pandemic on faculty productivity and should not be a basis for increasing criteria or expectations.

Q: What if a faculty member takes a COVID-19 Extension, and later determines that it was not necessary? Can they revert back to their original Timeline?

A: Yes. A candidate may do so by making a written request following the ‘Early Permanent Tenure’ provisions of the ECU Faculty Manual, Part IX, Section I (Subsection II.C.6.). The deadline for such a request is the First Friday in February of the year prior to the academic year in which the tenure and promotion review is scheduled to take place. Should the subsequent review not result in a favorable recommendation, the candidate will still be entitled to consideration as specified in the adjusted timeline issued upon receipt of the COVID-19 extension.

Q: If a faculty member does not take a COVID-19 extension, is reviewed under their original timeline, and is not recommended for promotion and tenure, can they then invoke the COVID-19 Extension?

A: No. Candidates have until February 1 of the year prior to their scheduled review to request a COVID-19 Extension. After that date, the results of the promotion and tenure decision are final, except as the decision may later be reviewed in accordance with the provisions of Part IX or Part
XII of the ECU Faculty Manual. For this reason, faculty members are strongly encouraged to request a COVID-19 Extension, even if they currently believe that they will not need it.

Q: Faculty members scheduled to be considered for promotion and tenure during the 2020-2021 academic year have until May 1 to request a COVID-19 Extension. May 1 is also the deadline for unit administrators to send materials to external reviewers. Can the latter deadline be extended if a candidate waits until May 1 and then decides to proceed with their promotion and tenure review next year?

A: Yes. In such cases, the review materials should be sent out as soon after May 1 as practicable. The unit administrator should maintain written documentation of the reason for sending request letters and materials to reviewers after the May 1 deadline and should include the documentation in the candidate’s Personnel Action Dossier (PAD) in accordance with the ECU Faculty Manual Part X, Section I, I.C.2.f and/or I.C.3.d, as appropriate.