MEMORANDUM

TO: ECU Faculty and Administrators

FROM: Ron Mitchelson, Interim Chancellor
       Grant Hayes, Acting Provost
       Mark Stacy, Vice Chancellor for Health Sciences
       Jeff Popke, Chair of the Faculty

DATE: March 19, 2020

SUBJ: Extensions to Personnel-Related Deadlines

Under the provisions of Part X, Section II of the ECU Faculty Manual, “the Chancellor (or designee) may approve an adjustment to … [Tenure and Promotion] timelines when compelling circumstances, as determined by the Chancellor (or designee), justify a temporary revision.” In light of the short-term need to devote time and resources toward ECU’s response to the COVID-19 outbreak, extensions have been approved by the Chancellor as follows for Spring 2020 personnel actions:

I. The deadline for completion of 2019-2020 Annual Evaluations is now June 30, 2020.

   * Please keep in mind that the Annual Evaluation process will need to be completed earlier for faculty members also receiving a Progress Toward Tenure letter.

II. Tenure and Promotion Schedule (Part X, Section II of the ECU Faculty Manual – see attached calendar)

   A. Selection of External Reviewers for Promotion and Tenure
      • Deadline for Tenure Committee to submit list of external reviewers and select materials to be sent to reviewers: April 17
      • Deadline for Unit administrator send letter and materials to confirmed external reviewers: May 1

   B. Reappointment of 9 Month Probationary-Term Faculty Members
      • Deadline for Dean recommendation to Vice-Chancellor: April 21
      • Deadline for Vice-Chancellor decision: May 1

   C. Reappointment of 12 Month Probationary-Term Faculty Members
      • Deadline for Committee recommendation to unit administrator: March 31
      • Deadline for Unit Administrator recommendation to Dean (if applicable): April 28
      • Deadline for Dean recommendation to Vice-Chancellor: May 19
      • Deadline for Vice-Chancellor decision: June 16

   D. Progress Toward Tenure Process
      • Deadline for Unit Administrator to provide the Tenure Committee with draft PTT letter and materials for review: June 2
      • Deadline for Tenure Committee to meet with Unit Administrator to finalize PTT letter: June 16
      • Deadline for delivery of letter and meeting with faculty member: June 30

In the current environment, necessary limitations on face-to-face interaction will likely require personnel actions to take place using available technologies for virtual deliberation, document collaboration, and electronic transmission. More guidance on these matters will be forthcoming.