Academic Year 2021-2022
Tenure and Promotion: Workflow for Assembling and Reviewing the PAD

This document must be read in conjunction with the “Tenure and Promotion: Folder Format and Naming Conventions” document, where detailed instructions about organization of subfolders, responsibilities of different parties, and DocuSign requirements are specified.

Deadlines for each step can be found [here](#).

Instructions and Tutorials for all the steps can be found [here](#).

The folder structure is as follows:

A. Cumulative Report and Personnel Action Summary Form
   
   **Note:** Candidates can find the format for the Cumulative Report and Personnel Action Summary Form [here](#).

B. Recommendations

C. Records of Evaluation
   
   **Note:** All subfolders are provided in the template. Some faculty might not need all of them depending on practices in their unit. The subfolders are:
   - Criteria for Tenure and Promotion
   - Written Communications on Progress Toward Tenure
   - Records of Annual Evaluation Discussions
   - Records of Assigned Teaching Duties and Reassigned Time
   - Records of Annual Criteria Discussions
   - Communications with External Reviewers

D. Supporting Materials
   
   **Note:** All subfolders are provided in the template. Some faculty might not need them depending on their areas of responsibility. The subfolders are:
   - Teaching
   - Research-Creative Activity
   - Clinical Practice
   - Service
   - Administrative Activities
   - Other

E. Other Material
   
   **Note:** This subfolder might be empty.

F. Disagreements
   
   **Note:** This subfolder might be empty.

**Step 1. CREATING THE PAD**

a. The Unit Administrator creates a separate MS Team for each candidate in their Unit.

   • Name the team “Firstname Lastname Tenure and Promotion Review”
• Note: See appropriate instructions for Creating a Separate MS Team for each candidate

b. The Unit Administrator downloads the Tenure and Promotion PAD Folder Template from their Division SharePoint site and uploads into Candidate’s Team site (using ‘drag and drop’).

• For Academic Affairs: The Academic Affairs Division SharePoint folder templates can be downloaded here (only accessible to Academic Affairs deans, associate deans, unit administrators, directors, and department and college personnel representatives).

• For Health Sciences: Contact Lisa Hudson (suttonli@ecu.edu).

Note: if the downloaded folders are zipped, they must be unzipped before being uploaded into the Candidate’s Team site. Instructions for uploading the PAD folder templates to the Candidate’s Team can be found here (see page 4).

c. Using the “Add member” tab, the Unit Administrator adds the Candidate(s) to the appropriate Team(s) (instructions for doing this can be viewed here).

Step 2. ASSEMBLING THE PAD

a. The candidate and Unit Administrator upload documents as necessary to complete the PAD.

   Note: See appropriate PAD Instructions for Tenure and Promotion Folder Format and Naming Conventions.

b. Recommended: Candidate and Unit Administrator meet one week before PAD submission to ensure that all required documents are in the PAD.

c. Unit Administrator removes Candidate from Team site.

d. Unit Administrator ‘locks’ the PAD. To do so, select ‘Open in SharePoint’. Then, using the ‘Manage Access’ tab, change the status of Team Members to ‘Can View’.

   Note: See appropriate PAD Instructions for Locking the PAD.

e. Unit Administrator adds the appropriate College and Division representatives as Owners within the Candidate’s Team.

   • For Academic Affairs: Sherry Lillington (lillingtons@ecu.edu) and the Unit Administrator’s Dean (or designee).

   • For Health Sciences: the Faculty Employment Manager assigned to the Department/College, Lisa Hudson (suttonli@ecu.edu), and Paula Daughtry (daughtryp@ecu.edu).

Step 3. MAKING THE PAD AVAILABLE TO TENURE AND PROMOTION COMMITTEE
a. Unit Administrator makes Team site available to members of the Tenure Committee. In Teams, click on ‘Add Members’ and enter names or e-mails of the committee members (instructions found [here](#)).

b. Using DocuSign templates, Unit Administrator populates the Tenure Recommendation Memo and the Promotion Recommendation Memo and adds e-mail addresses to route to Committee Chair, Unit Administrator, Candidate, and Dean/Director. The Tenure and Promotion memos are separate templates and if a candidate is receiving both tenure and promotion, both templates must be populated and routed. The candidate will receive a copy of the memos after each signature is added.

   **Note:** Templates for memos will be found in the “Tenure and Promotion Recommendations” Shared Folder in DocuSign. Tutorials for interacting with the templates can be found [here](#). A short video tutorial that shows how to make a document into a routable DocuSign “envelope” is found [here](#).

**Step 4. COMMITTEE REVIEW**

a. Committee undertakes review, meets in person or virtually (in Teams or WebEx) to deliberate.

b. Committee finalizes and approves Cumulative Evaluation of Candidate before voting on pending Personnel Action. (Guidelines and Procedures for writing a Cumulative Evaluation can be found [here](#))

c. Committee votes on pending Personnel Action using secret ballots if meeting in person or Qualtrics if meeting virtually.

   **Note:** Memorandum about electronic votes can be found [here](#). See tutorials for “Qualtrics for Secret Ballots” [here](#).

d. Committee issues the Cumulative Evaluation and Recommendation Memo.

   - Committee Chair e-mails copy of the Committee’s Cumulative Evaluation to Unit Administrator. Unit administrators adds it to “Folder B. Recommendations.”

   - Using the templates provided by the Unit administrator, the Committee Chair adds the committee’s recommendation to Tenure Memorandum and Promotion Memorandum via DocuSign.

   **Note:** Unit Administrator will receive an immediate e-mail prompt from DocuSign to add their recommendations. This e-mail should be saved for future reference. As noted above, the candidate will automatically receive a copy of each memo from DocuSign that serves as notice of the Committee’s recommendations.

**Step 5. UNIT ADMINISTRATOR REVIEW**

a. Unit Administrator undertakes review.

   **Note:** If unit administrator is considering non-concurrence with committee’s recommendation, procedures specified in Faculty Manual, Part IX.I.IV.I must be followed.
b. Unit Administrator issues Cumulative Evaluation and adds concurrence/non-concurrence to Recommendation Memos via DocuSign. Guidelines and procedures for writing the Cumulative Evaluation can be found here.

Note: Candidate and Committee Chair will automatically receive a copy of each memo from DocuSign that serves as notice of the Unit Administrator’s concurrence/non-concurrence.

Step 6. DEAN’S REVIEW

a. Candidate Team Owner in Dean’s Office grants appropriate personnel access to the Candidate’s Team (view only).

b. Dean undertakes review.

Note: If Dean is considering non-concurrence with previous recommendations, procedures specified in Faculty Manual, Part IX.I.IV.I must be followed.

c. Dean adds concurrence or non-concurrence to Recommendation Memos via DocuSign. Completed memos are placed in “Folder B Recommendations” by Unit Administrator.

Note: Candidate, Committee Chair, and Unit Administrator will automatically receive a copy of each memo from DocuSign that serves as notice of the Dean’s concurrence/non-concurrence.

Step 7. VICE CHANCELLOR REVIEW

a. Candidate Team owner in Division Office grants appropriate personnel access to the Candidate’s Team (view only).

b. Vice Chancellor undertakes review

Note: If Vice Chancellor is considering non-concurrence with previous recommendations, procedures specified in Faculty Manual, Part IX.I.IV.I must be followed.

c. Division notifies Candidate, Committee Chair, Unit Administrator and Dean of Decision.

d. All documents in Folders A, B and C printed and/or stored to become part of the Candidate’s Personnel File according to the Electronic PAD Closeout Protocol.