Workflow for Assembling and Reviewing the PAD for Reappointment

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 Reappointment Review”

b. The Unit Administrator downloads the Reappointment PAD Folder Template from their Division SharePoint site and uploads into Candidate’s Team site (using ‘drag and drop’).
   - Note: if the downloaded folders are zipped, they must be unzipped before being uploaded into the Candidate’s Team site.
   - The main folder should be named “PAD for Reappointment”
   - Subfolders should be as follows:
     A. Cumulative Report
     B. Recommendations
     C. Records of Evaluation
        - Criteria for Reappointment
        - Written Communications on Progress Toward Tenure
        - Records of Assigned Teaching Duties
        - Records of Annual Criteria Discussion
     D. Supporting Materials
        - Teaching
        - Research-Creative Activity
        - Clinical Practice
        - Service
        - Administrative Activities
        - Other
     E. Other Material
     F. Disagreements

c. Using the “Add member” tab, the Unit Administrator adds the Candidate(s) to the appropriate Team(s)

Step 2. ASSEMBLING THE PAD

January 12—Deadline for PAD Submission for 9th month faculty
February 23—Deadline for PAD Submission for 12th month faculty

a. The candidate and Unit Administrator upload documents as necessary to complete the PAD.
   - Note: See appropriate PAD Instructions for list of required documents 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’.

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. COMMITTEE REVIEW

February 9—Deadline for Committee Recommendation for 9th month faculty
March 16—Deadline for Committee Recommendation for 12th month faculty

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.

b. Committee undertakes review, meeting in Teams or WebEx to deliberate.

c. Committee votes on pending Personnel Action using Qualtrics.

d. Committee issues Recommendation Memorandum.

   - Using DocuSign template, Unit Administrator populates Reappointment Recommendation Memo and adds e-mail addresses to route to Committee Chair, Unit Administrator and Dean/Director.

      Note: Templates for memos will be found in the “Reappointment Recommendations” Shared Folder in DocuSig.

   - Committee Chair adds their recommendation to the Memorandum via DocuSign.

      Note: Unit Administrator will receive an immediate e-mail prompt from DocuSign to add their recommendation. This e-mail should be saved for future reference.

e. Committee Chair notifies Candidate of the recommendation.
**Step 4. UNIT ADMINISTRATOR REVIEW**

March 2—Deadline for Unit Administrator Recommendation for 9th month faculty
April 13—Deadline for Unit Administrator Recommendation for 12th month faculty

a. Unit Administrator undertakes review.

b. Unit Administrator adds concurrence/non-concurrence to Recommendation Memo via DocuSign.

c. Unit Administrator notifies Candidate and Committee Chair of Recommendation.

**Step 5. DEAN’S REVIEW**

March 30—Deadline for Dean’s Recommendation for 9th month faculty
May 4—Deadline for Dean’s Recommendation for 12th month faculty

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

b. Dean adds concurrence or non-concurrence to Recommendation Memo via DocuSign. Completed memo is placed in Folder B by Unit Administrator.

c. Dean’s Office notifies Candidate, Committee Chair and Unit Administrator of Recommendation.

**Step 6. VICE CHANCELLOR REVIEW**

April 27—Deadline for VC’s Decision for 9th month faculty
June 1—Deadline for VC’s Decision for 12th month faculty

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

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

c. All documents in Folders A, B and C printed and/or stored to become part of the Candidate’s Personnel File.