MEMORANDUM

TO: ECU Faculty and Administrators

FROM: Grant Hayes, PhD
Acting Provost and Senior Vice Chancellor for Academic Affairs

Mark Stacy, MD
Vice Chancellor for Health Sciences

Purificación Martínez, PhD
Chair of the Faculty

DATE: August 17, 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 need to adopt an electronic format for submission of the Personnel Action Dossier (PAD) and for personnel actions to take place using available technologies for virtual deliberation, document collaboration, and electronic transmission, extensions have been approved by the Chancellor as follows for Fall 2020-Spring 2021 personnel actions:

**I. Promotion and Tenure Timeline—Fall and Spring of Decision Academic Year (Tenure and Promotion Schedule (Part X, Section II of the *ECU Faculty Manual* – see attached calendar)**

A. Unit Administrator informs committee of upcoming need for a meeting: **1st Tuesday in October**
B. External reviewers’ reports due: **1st Tuesday in October**
C. Faculty member meets with unit administrator to verify that all required documents are in PAD (optional but recommended): **1st Tuesday in October**
D. Faculty member turns in PAD to committee: **2nd Tuesday in October**
E. Committee recommendation/PAD to unit administrator: **2nd Tuesday in November (4 weeks)**
F. Unit Administrator recommendation/PAD to Dean (note: Brody School of Medicine P&T committee reviews and makes recommendation to BSOM Dean): **2nd Tuesday in December (4 weeks)**
G. Dean recommendation/PAD to VCAA or VCHS: **2nd Tuesday in February (6 weeks)**
H. VC decision/PAD to Chancellor: **2nd Tuesday in March (4 weeks)**
I. Chancellor decision: **4th Tuesday in March (2 weeks)**
J. BOT decision (Tenure only): **Spring BOT meeting**

**II. Reappointment of Probationary-Term Faculty Member in 2nd Year of Employment with Credit for Prior Academic Service Timeline.**

A. PAD due to Tenure Committee (9-month faculty deadline): **2nd Tuesday in October**
B. Committee recommendation to Unit Administrator (9-month faculty deadline): **2nd Tuesday in November (4 weeks)**
C. Unit Administrator recommendation to Dean, if applicable (9-month faculty deadline): **4th Tuesday in November (2 weeks)**
D. Dean recommendation to VCAA or VCHS (9-month faculty deadline): **2nd Tuesday in December (2 weeks)**
E. VCAA or VCHS decision (9-month faculty deadline): **4th Tuesday in December (2 weeks)**

A separate memo about assembling and reviewing the electronic PAD will be issued shortly.