

**FACULTY GOVERNANCE COMMITTEE REPORT**

**Proposed Revisions to the ECU Faculty Manual, Part XIII. Promotion and Tenure Timeline**  
(Additions are noted in **bold** print and deletions are noted in ~~strikethrough~~)

**ATTENTION: THESE REVISIONS ARE PENDING APPROVAL  
OF THE FACULTY SENATE AND CHANCELLOR**

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**PART XIII. PROMOTION AND TENURE TIMELINE**

**Promotion and Tenure Timeline – Spring before Decision Year\***

Action	Due Date 9 and 12 Month Faculty	Time Allotted for Decision
Request to the Committee for promotion or early conferral of permanent tenure (this step not necessary for normal tenure timeline)	<b>1<sup>st</sup> Friday in March</b> <del>Monday in February</del>	
Faculty member submits list of potential external reviews to committee	<b>1<sup>st</sup> Friday in March</b> <del>Monday</del>	
Committee submission of a list of external reviewers to the unit administrator (Materials should be sent to reviewers in a timely manner with sufficient time for completion.)	<b>Last Friday in March</b> <del>2<sup>nd</sup> Monday</del>	
Unit Administrator sends formal request to external reviewers	<b>3<sup>rd</sup> Tuesday in April</b> <del>2<sup>nd</sup> Monday</del>	<b>3 4-weeks</b>



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**PART XIII. PROMOTION AND TENURE TIMELINE**

**Promotion and Tenure Timeline – Fall of Decision Year\***

Action	Due Date 9 and 12 Month Faculty	Time Allotted for Decision	Health Sciences Division	Time Allotted for Decision
Unit Administrator informs committee of upcoming need for a meeting	<b>1<sup>st</sup> Tuesday</b> in September <del>Monday</del>		<b>1<sup>st</sup> Tuesday</b> in September <del>Monday</del>	
External reviewer's reports due.	<b>1<sup>st</sup> Tuesday</b> in September <del>Monday</del>		<b>1<sup>st</sup> Tuesday</b> in September <del>Monday</del>	
Faculty turns in PAD to Committee	<b>2<sup>nd</sup> Tuesday</b> in September <del>Monday</del>		<b>2<sup>nd</sup> Tuesday</b> in September <del>Monday</del>	
Committee decision/PAD to unit administrator	<b>2<sup>nd</sup> Tuesday</b> <b>in October</b> <del>1<sup>st</sup> Monday in October</del>	<b>4 3 weeks</b>	<b>2<sup>nd</sup> Tuesday</b> <b>in October</b> <del>1<sup>st</sup> Monday in October</del>	<b>4 3 weeks</b>
Unit administrator decision /PAD to Dean (if applicable) Brody School of Medicine P&T Committee reviews & makes Recommendation to BSOM Dean	<b>1<sup>st</sup> Tuesday in November</b> <del>4th Monday in October</del>	3 weeks	<b>1<sup>st</sup> Tuesday in November</b> <del>3rd Monday in October</del>	<b>4 2 weeks</b>
Dean decision/PAD to VCAA (or VCHS)	<b>2<sup>nd</sup> Tuesday</b> in November <del>4<sup>th</sup> Monday</del>	<b>5 4 weeks</b>	<b>2<sup>nd</sup> Tuesday</b> in December <del>2nd Monday</del>	<b>5 8-weeks</b>
VC decision/PAD (?) to Chancellor	<b>2<sup>nd</sup> Tuesday</b> in January <del>Monday</del>	<b>4 6 weeks</b>	<b>2<sup>nd</sup> Tuesday</b> in January <del>Monday</del>	4 weeks
Chancellor decision	<b>1<sup>st</sup> Tuesday</b> in February <del>Monday</del>	4 weeks	<b>1<sup>st</sup> Tuesday</b> in February <del>Monday</del>	4 weeks
BOT decision (Tenure Only)	Spring BOT meeting	Date varies from year to year	Spring BOT meeting	Date varies from year to year



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**PART XIII. PROMOTION AND TENURE TIMELINE**

**Reappointment of Probationary-Term Faculty Members Timeline\***

Action	Due Date for 9 Month Faculty	Time Allotted for Decision	Due Date 12 Month Faculty
PADs due to tenure committee for reappointment decision	<b>1<sup>st</sup> Tuesday</b> in February <del>Monday</del>		<b>1<sup>st</sup> Tuesday</b> in April <del>Monday</del>
Committee decision on reappointment to unit administrator	<b>1<sup>st</sup> Tuesday</b> <b>in March</b> <del>4<sup>th</sup> Monday in February</del>	<b>4 3-weeks</b>	<b>1<sup>st</sup> Tuesday</b> <b>in May</b> <del>4<sup>th</sup> Monday in April</del>
Unit administrator decision to Dean (if applicable)	<b>4<sup>th</sup> Tuesday</b> <b>in March</b> <del>3<sup>rd</sup> Monday</del>	<b>3 weeks</b>	<b>4<sup>th</sup> Tuesday</b> in May <del>3<sup>rd</sup> Monday</del>
Dean decision to VCAA (or VCHS)	<b>3<sup>rd</sup> Tuesday</b> in April <del>2<sup>nd</sup> Monday</del>	<b>3 weeks</b>	<b>3<sup>rd</sup> Tuesday</b> in June <del>2<sup>nd</sup> Monday</del>
<b>VCAS (or VCHS) decision</b>	<b>2<sup>nd</sup> Tuesday</b> <b>in May</b>	<b>4 weeks</b>	<b>2<sup>nd</sup> Tuesday</b> <b>in July</b>



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**PART XIII. PROMOTION AND TENURE TIMELINE**

**Reappointment of Probationary-Term Faculty Members in 2<sup>nd</sup> Year of Employment  
With Credit for Prior Academic Service Timeline\***

Action	Due Date for 9 Month Faculty	Time Allotted for Decision	Due Date 12 Month Faculty
PADs due to tenure committee for reappointment decision	<b>1<sup>st</sup> Tuesday</b> in September <del>Monday</del>		<b>1<sup>st</sup> Tuesday</b> in April <del>Monday</del>
Committee decision on reappointment to unit administrator	<b>1<sup>st</sup> Tuesday in October</b> <del>4<sup>th</sup> Monday in September</del>	<b>4 3 weeks</b>	<b>1<sup>st</sup> Tuesday in May</b> <del>4<sup>th</sup> Monday in April</del>
Unit administrator decision to Dean (if applicable)	<b>3<sup>rd</sup> Tuesday 2<sup>nd</sup></b> in October <del>Monday</del>	<b>2 weeks</b>	<b>3<sup>rd</sup> Tuesday</b> in May <del>Monday</del>
Dean decision to VCAA (or VCHS)	<b>1<sup>st</sup> Tuesday in November</b> <del>4<sup>th</sup> Monday in October</del>	<b>2 weeks</b>	<b>1<sup>st</sup> Tuesday</b> in June <del>2<sup>nd</sup> Monday</del>
<b>VCAA (or VCHS) decision</b>	<b>3<sup>rd</sup> Tuesday in November</b>	<b>2 weeks</b>	<b>3<sup>rd</sup> Tuesday</b> in June



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**PART XIII. PROMOTION AND TENURE TIMELINE**

**Subsequent Appointment of Fixed-Term Faculty Members Timeline – Spring of Decision Year\***

Action	Due Date for 9 Month Faculty	Time Allotted for Decision	Due Date 12 Month Faculty
Fixed-term faculty members request reappointment	<b>No earlier than 180 calendar days before term expires and no later than 90 calendar days before term expires</b> <del>February 2</del> <del>May 3</del>		<b>No earlier than 180 calendar days before term expires and no later than 90 calendar days before term expires</b> <del>January 1</del> <del>April 1</del>
Committee and unit administrator Decision	within 30 days of the request	30 days	within 30 days of the request

\*Faculty candidate will be notified in writing within one week at each decision point.