

Lee, Lori

From: Lee, Lori
Sent: Tuesday, February 06, 2007 10:14 AM
To: Ballard, Steve; Smith, James LeRoy; Horns, Phyllis
Cc: Taggart, Mark Alan; Martinez, Purificacion; Justiniano, Edson; Anderson, Patricia; Glascoff, Mary A; Knickerbocker, Dale; McNamee, Lou; Cannon, Debbie; Peel, Henry
Subject: Implementation of approved personnel procedures

MEMORANDUM

TO: Steve Ballard, Chancellor
Jim Smith, Provost and Vice Chancellor for Academic Affairs
Phyllis Horns, Interim Vice Chancellor for Health Sciences

FROM: Mark Taggart, Chair of the Faculty
(in consultation with Faculty Officers and Officers of the Faculty Governance Committee)

DATE: February 6, 2007

SUBJECT: Implementation of approved personnel procedures

As you are aware, on March 1, 2006, Chancellor Ballard approved [Part XIII](#) of the ECU Faculty Manual, which is a timeline for reappointment, promotion and tenure recommendations and decisions. It was our understanding at the time that this timeline would be followed upon its approval.

Questions over the implementation of the timeline included in Part XIII led to discussions in the Fall between the Chair of the Faculty, the Faculty Governance Committee, and the Provost. In light of our discussions, a memorandum, dated September 16, 2006, was written and distributed to faculty and administrators stating that Part XII and Part XIII of the Faculty Manual would apply to personnel decisions taking effect during the 2007-08 academic year.

Recently, we have been concerned by reports of advice given to faculty and administrators from the office of Academic Affairs that are inconsistent with the agreements made in the above timeline implementation. We see no reason why [Part XIII](#) (approved in March 2006) could not have been implemented as agreed upon, but in light of the recent concerns that have been raised, and in the interest of fairness to pending personnel decisions, we recommend that the attached memorandum be distributed to the University Community as soon as possible.

We stand ready to assist in whatever needs to be done to eliminate ECU tenured and probationary term faculty's concerns and anxiety over the newly approved policies and procedures affecting their career.

Thank you.

MEMORANDUM

TO: East Carolina University Community

FROM: Steve Ballard, Chancellor

DATE: February 6, 2007

SUBJECT: Approved Tenure and Promotion Policies and Procedures

I would like to bring to the attention of all East Carolina University faculty and administrators that the revised Appendix D ([add link](#)) of the ECU Faculty Manual was approved by UNC President Erskine Bowles on January 9, 2007. The Effective Date clause of Appendix D (Section VIII) establishes the following:

1. The revised Appendix D became operative as of the date of its signing by President Bowles, to wit, January 9, 2007.
2. The policies and regulations in the revised Appendix D supersede all other institutional documents governing matters of appointment, reappointment, tenure and promotion of East Carolina University faculty.

Therefore, all personnel decisions will be subject to the provisions of the revised Appendix D as approved January 9, 2007, except for those personnel decisions still under active review.

Concurrently with this, [Part XII](#) of the ECU Faculty Manual was amended at the Faculty Senate meeting of January 30, 2007 and will be submitted for my approval. Part XII describes the Personnel Action Dossier (PAD) required for personnel actions affecting ECU tenured and probationary term faculty. I understand that the late date of the approval of the revised Appendix D and amended Part XII has caused inconveniences that need to be addressed.

In accordance with Part XIII, the date for submission of Personnel Action Dossiers by probationary term faculty seeking reappointment was February 5, 2007. **Faculty whose PADs were due February 5 will use the format described in the current [Part XII](#) (approved March 2006).** Please take note that all PAD submissions thereafter will follow the amended Part XII once it receives final approval from me.

I want to remind all of you that since March 1, 2006, [Part XIII](#) of the Faculty Manual sets forth the timeline for promotion, tenure and reappointment decisions. All rules set forth in the newly approved Appendix D, and Part XII and Part XIII apply to all sectors of the University participating in these decisions.

Regrettably, several misunderstandings have occurred regarding the implementation of Part XIII. As a result, valid concerns have been raised as to the practicality of the 1st Monday in February deadline for initiation of reappointment decisions this year. Upon consultation with the Chair of the Faculty, I have arrived at the decision that the timeline of [Part XIII](#), affecting the reappointment of probationary term faculty, will be implemented starting with the date when the unit administrator's decision is due to the respective deans (when applicable); i.e. by the 3rd Monday in March. Unit tenure committees and unit administrators are hereby given authority, **this time only**, to establish their own timelines for conducting their decision process in order to submit materials to deans on time.

Finally, I wish to inform you that some dates in [Part XIII](#) diverge from what is prescribed in the newly approved Appendix D. I am assured by Mark Taggart, Chair of the Faculty, that the Faculty Governance Committee is actively reviewing those dates and an amended version of the document will be presented to the Faculty Senate on February 20, 2007, with final revisions submitted for my approval as soon as possible thereafter.

In the interim period of bringing all three important documents in line (Appendix D, Part XII, Part XIII), I would like to emphasize that the policies and regulations in the revised Appendix D **supersede** all other institutional documents governing matters of appointment, reappointment, tenure and promotion of East Carolina University faculty and, therefore, the timelines specifically referenced in Appendix D take precedence over all others.