

**ECU FACULTY MANUAL, PART X, SECTION I, Attachment 2.**

**EAST CAROLINA UNIVERSITY PERSONNEL ACTION SUMMARY FORM**  
 (Administrator completes Section I. and faculty member (appointee) completes Section II.)

Section I. To be completed by the appropriate administrator(s).

Name of Appointee: \_\_\_\_\_

Department: \_\_\_\_\_ School/College: \_\_\_\_\_

Current Rank or Title: *(if applicable)* \_\_\_\_\_ Proposed Rank or Title: \_\_\_\_\_

Indicate Type of Action: *(select all that apply)*

- Administrative Appointment:
- New Faculty Appointment:
- Promotion:
- Conferral of Tenure:
- Other:   
*(describe)* \_\_\_\_\_
- Distinguished Professorship:   
*(provide name of professorship)* \_\_\_\_\_

Effective Date of Action: \_\_\_\_\_

Contract Period:      Administrative Appointment:      9 mo.       12 mo.   
    Faculty Appointment:      9 mo.       12 mo.

Salary: \$ \_\_\_\_\_ Source(s): State Funds: \$ \_\_\_\_\_ \*Non-State Funds: \$ \_\_\_\_\_  
 \*Indicate Sources of non-state funds generically ( i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): \_\_\_\_\_

Prior Recommendations/Personnel Actions:  
*(please check appropriate responses)*

Source	Recommended	Not Recommended	Not Applicable
Appropriate Unit Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair/Unit Head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost/Vice Chancellor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chancellor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Trustees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II. To be completed by the faculty member.

**1.** Education Background: *(indicate degree, date earned and institution, note additional study & training)*

**2.** Teaching and other professional experience: *(Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)*

**3. Scholarly & Creative Activities:**

Type	Number
Book	_____
Edited Book	_____
Chapter	_____
Refereed Journal Article	_____
Other Journal Article	_____
Juried Performance/Show	_____
Non-Juried Performance/Show	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____

**4. Membership in professional organizations:**

**5. Professional service on campus:**

**5. Professional service on campus (continued if needed):**

**6. Professional service off campus:**

**6. Professional service off campus (continued if needed):**