

Date: September 4, 2024

To: Melinda Smith
Chair, Faculty Council

From: Bharad Kannan
Chair, Committee on Responsibilities and Standing of Academic Faculty
Jennifer Martin
Vice Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: **Faculty Manual Section E.6 General Policies Relating to Appointment and Employment of Faculty**

The Committee on Responsibilities and Standing of Academic Faculty submits the following:

MOVED, THAT SECTION E.6 OF THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE REVISED AS FOLLOWS:

E.6 General Policies Relating to Appointment and Employment of Faculty *(last revised May 3, 2024)*

- a. The conditions and expectations of every appointment shall be confirmed in writing. Any subsequent modifications of the appointment shall also be confirmed in writing after the faculty member and the administrator have mutually determined the new conditions. The faculty member shall receive a copy of these documents.
- b. All faculty members who are on tenure-track appointments shall be appointed for a period not exceeding one (1) year.
- c. All faculty members on continuing or adjunct appointments shall be appointed “at will.”
- d. Faculty members on contract appointments shall be appointed for periods of two (2) to five (5) years.

1. A multi-year contract does not carry any guarantee that the contract will be renewed, even though the duties of the employee may have been discharged satisfactorily.
2. Renewal of a multi-year contract does not entitle the individual to further renewals, a tenure-track appointment, or to a decision concerning tenure.
3. Renewal or extension of multi-year contracts may be made at any time during or after the onset of the contract and shall meet the same conditions required for the initial contract as specified in Section E.2.1.3.
4. If the contract is not renewed employment will be converted to an ‘at will’ continuing appointment as specified in Section E.2.1.3.

e. If the department head ~~does not propose~~ decides not to reappoint a tenure-track faculty member, the faculty member shall be informed in writing that the appointment will not be renewed. This must be done by March 1 during the first year of employment, by December 15 during the second year, and at least twelve (12) months before the expiration of the appointment in succeeding years. In some cases, this decision by the department head may be appealed as described in Section E.17.

f. If a tenure-track appointment is not renewed, then the faculty member may not apply for tenure or promotion.

f. g. A contract or tenure-track faculty member may be disciplined or terminated for cause without following the procedures of Section E.15 for tenured faculty. Termination may be appealed by following the procedures in Section E.11 (for contract faculty) or Section E.16 (for tenure-track faculty). Other disciplinary actions may be grieved as described in Section K.

g. h. If a decision made at a higher administrative level will have the effect of altering or reversing a decision made at a departmental level regarding conditions of employment, including reappointment, tenure, promotion, and salary, then, before this change can take effect, the department head must be notified in writing of both the proposed change and the reasons for this change, and they must be given the opportunity to submit a written reply.

Rationale:

The proposed changes make it clear that, if a tenure-track faculty member's appointment is not renewed, they cannot apply for tenure or promotion, since they will no longer be a tenure-track faculty member. The proposed changes also call attention to the appeal process in Section E.17.