

# POLICY AND PROCEDURE

TITLE

Multi-Year Letters of Agreement for Full-Time Faculty

## POLICYSTATEMENT

This policy, allowing for multi-year faculty appointments, is intended to help the University attract and retain the best teaching and clinical faculty. Three-year Letters of Agreement establish a reasonable period of continued employment and continuity of instruction for eligible faculty, subject to the University's existing policies on faculty review, promotion, discipline, and termination. To that end, Deans may offer a three-year commitment to eligible full-time faculty when making reappointments under the terms of this policy. A multi-year agreement is intended to retain the faculty member for three years, subject to continued, satisfactory performance and subject to the early termination provisions explained below. A multi-year agreement is not intended to create an expectation of tenure, permanent employment, or continued multi-year agreements.

Eligibility –

- x Eligible academic faculty are full-time faculty, who have: (a) achieved the rank of Associate Professor or Professor,
  (b) been continuously employed at Goodwin for a minimum of five (5) years, and (c) been recommended for reappointment by their Dean, and approved by the Provost and Dean of Faculty, based on continuous satisfactory performance in quality of teaching, service, and scholarship.
  - If an eligible faculty member has not met expected performance standards, the Dean may choose to offer a one-year re-appointment or to not offer a re-appointment.
  - Approved leaves of absence are counted for purposes of 5-year eligibility requirement (e.g., FMLA, LOA, Sabbaticals, etc.) and do not count against the faculty member.

Approved leave, *with* or *without pay*, during any period of the three-year commitment will not prolong the original period of the Letter of Agreement to account for the period of the leave. The original beginning and end dates specified within the commitment will remain in effect.

- o If a faculty member separates from the University and returns, the 5-year clock restarts.
- If formal, written disciplinary action on file with Human Resources has been imposed on the faculty member, the 5-year clock starts over.
- In special circumstances, and with approval of the Provost and Dean of Faculty, a three-year Letter of Agreement may be offered at the time of hire, subject to all of the same conditions and terms as three-year letters of agreement that are offered during employment at the University.

Relationship to Review, Promotion, and Compensation -

The promotion process and salary/compensation review process are separate.

- x All full-time faculty members participate in a yearly evaluation process.
- x The Dean will notify faculty of any increase in salary using the same procedure as used for University staff (i.e., a Final Compensation Statement, which is one piece of paper, and a new Letter of Agreement is not issued).
- x A multi-year agreement does not affect the evaluation process or determination of compensation.

- x A faculty member's job responsibilities may change during the three-year period; the Letter of Agreement does not guarantee a static title, role or responsibility. The Dean, with approval of the Provost, may alter teaching and administrative assignments as the needs of the University change.
- x A multi-year Letter of Agreement does not prevent faculty from applying for promotion.

Early Termination of Multi-Year Agreements -

- x A multi-year agreement may be terminated at any time by the University, if it determines it would be in the best interest of the University to do so. For example, the University may terminate a multi-year agreement for performance or disciplinary reasons, financial exigency, discontinuance, or reduction of a program.
  - In most circumstances, the University will provide a faculty member with written notice of termination at least thirty (30) calendar days in advance, and the University expects that a faculty member would provide similar notice to the University. Whenever possible, the separation date should coincide with the conclusion of a University semester.
- x Multi-year agreements are not subject to automatic renewal, although they may be renewed at the discretion of the Dean, in conjunction with the Provost. Renewal requires completion and approval of a new Letter of Agreement.

Details:

#### General Procedures for the Determination of Multi-Year Letters of Agreement

- At the end of five years of continuous employment at Goodwin University, the Dean may recommend eligible full-time faculty members for a three-year Letter of Agreement, based on continuous, satisfactory performance in quality of teaching, scholarship, and service to the University. If a faculty member has not met expected standards as documented in the yearly faculty evaluation process, the Dean may either limit the appointment to one-year or not offer a re-appointment.
- 2. The Office of Human Resources in collaboration with the Office of the Provost and Dean of Faculty will manage the re-appointment process, including: (a) approving Dean recommendations, (b) generating the Letters of Agreement, and (c) maintaining the faculty database. The Provost to obtain the President's approval and signing of all full-time faculty Letters of Agreement. The Dean also ensures that the original, signed letters are submitted to Human Resources.
- 3. The Deans distribute and collect the signed Letters of Agreement.

Table 1 illustrates when a faculty member is eligible for a multi-year contract (after completion of the fifth and start of the sixth employment year). Table 2 illustrates the consequences of formal, disciplinary actions documented in Human Resources on the eligibility cycle.

### Table 1: Eligibility Cycle Example

Employment Year	Letter Type	Rank
1	1 Year	
2	1 Year	May Apply for Promotion in Rank, but not yet eligible for 3-year offer letter
3	1 Year	
4	1 Year	
5	1 Year	
6	3 Year	Associate or Full Professor, and now eligible for 3-year offer letter
7	3 Year	
8	3 Year	

#### Table 2: Formal Disciplinary Issue Example

Employment Year	Letter Type	Rank
1-5	1 Year	
6	3 Year	Associate or Full Professor, and now eligible for 3-year offer letter
7	3 Year	
8	3 Year	Formal Disciplinary Issue Documented in Human Resources
9	1 Year	

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