



GOODWIN COLLEGE

POLICY AND PROCEDURE

TITLE:

Multi-Year Letters of Agreement for Full-Time Faculty

POLICY STATEMENT:

This policy, allowing for multi-year faculty appointments, is intended to help the College 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 College's existing policies on faculty review, promotion, discipline, and termination. To that end, Department Chairs 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 –

- 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 re-appointment by their Department Chair, and approved by the Dean and President, based on continuous satisfactory performance in quality of teaching, service, and scholarship.
 - If an eligible faculty member has not met expected performance standards, the Department Chair 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.
 - If a faculty member separates from the college 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 Dean of Faculty and VP for Academic Affairs, 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 College.

Relationship to Review, Promotion, and Compensation –

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

- All full-time faculty members participate in a yearly evaluation process.

- The Department Chair will notify faculty of any increase in salary using the same procedure as used for College staff (i.e., a Final Compensation Statement, which is one piece of paper, and a new Letter of Agreement is not issued).
- A multi-year agreement does not affect the evaluation process or determination of compensation.
- 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 Chair, with approval of the Dean, may alter teaching and administrative assignments as the needs of the College change.
- A multi-year Letter of Agreement does not prevent faculty from applying for promotion.

Early Termination of Multi-Year Agreements –

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

PROCEDURE DETAILS:

This procedure describes the cross-department activities needed for the College to offer three-year Letters of Agreement to eligible, full-time faculty.

Areas of Responsibility:

Faculty

- Review and sign the Letter of Agreement

Department Chairs

- Complete the yearly faculty evaluation and recommend faculty for reappointment
- Submit recommendations to the Dean of Faculty regarding extended Letters of Agreement
- Manage the distribution and collection of signed Letters of Agreement

Dean of Faculty

- Maintains the faculty database; tracks eligibility and renewal data
- Approves Department Chair recommendation prior to Administration and the President's review
- Manages the reappointment process, including the generation of Letters of Agreement
- Submits copies of signed letters to Human Resources by the fall class start
- In collaboration with the VP for Academic Affairs, approves any exceptions at point of hire or at point of faculty termination (note: Human Resources generates the initial full-time faculty offer letters and provides the Dean of Faculty with new hire employment data once a semester for entry into the faculty database)
 - As explained in the Handbook, a faculty member's employment with the College is considered at-will, which means either the faculty member or the College may terminate a faculty member's employment during the appointment for any reason or at any time. In most circumstances, the College will provide a faculty member with written notice of termination at least thirty (30) calendar days in advance, and the College expects that a faculty member would provide similar notice to the

College. Whenever possible, the separation date should coincide with the conclusion of a college semester.

Provost

- Ensures that the President reviews, approves, and signs all full-time Letters of Agreement

Human Resources

- Provides the Dean of Faculty with approved one-year and three-year Letters of Agreement templates along with an approved salary worksheet every summer

Details:

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

1. At the end of five years of continuous employment at Goodwin College, the Department Chair 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 College. If a faculty member has not met expected standards as documented in the yearly faculty evaluation process, the Department Chair may either limit the appointment to one-year or not offer a re-appointment.
2. The Dean of Faculty will manage the re-appointment process, including: (a) approving Department Chair recommendations, (b) generating the Letters of Agreement, and (c) maintaining the faculty database. The Dean works with 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 Department Chairs 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	
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	
10	1 Year	
11	1 Year	
12	1 Year	
13	1 Year	
14	3 Year	Eligible for 3-year offer letter

Procedure for Notice of Reappointment:

Every three years, the Department Chairs will provide a reappointment letter generated by the Dean of Faculty at the conclusion of the annual Faculty Evaluation Process (summer semester).

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

DEFINITIONS:

Three-year letters of agreement establish a commitment of continued employment for recommended, eligible faculty.

Eligible academic faculty are full-time faculty, who have: (a) achieved the rank of Associate Professor or Professor, (b) been employed continuously at Goodwin for a minimum of five years, and (c) been recommended for reappointment by their Department Chair, and approved by the Dean and President, based on continuous, satisfactory performance in quality of teaching, scholarship, and service to the College.

EXCLUSIONS:

N/A

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Department Chairs
VPAA/Dean of Faculty
VP for Human Resources
Provost

HISTORY:

Approved by Cabinet, November 4, 2013
Discussed at Faculty Senate, November 7, 2013
Reviewed, February 2016
Re-formatted, February 2017
Reviewed, December 2017

EFFECTIVE DATE:	Fall Semester 2013
RESPONSIBLE OFFICE (ONLY ONE):	Academics
REVIEW DATE:	Click or tap here to enter text.

APPENDIX:

1. The college's Three-Year Letter of Agreement template
2. Three-Year Letter of Agreement