



GOODWIN COLLEGE PROCEDURE

TITLE: Multi-Year Letters of Agreement for Full-Time Faculty

INTRODUCTION STATEMENT:

This procedure describes the cross-department activities needed for the College to offer three-year Letters of Agreements 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 AVP/VP of 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)
 - o 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.

AVP/VP/Provost

- Ensures that the President reviews, approves, and signs all full-time faculty 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

PROCEDURE DETAILS:

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

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 reappointment.

2. The Dean of Faculty will manage the reappointment 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

<u>Employment Year</u>	<u>Letter Type</u>	<u>Rank</u>
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

<u>Employment Year</u>	<u>Letter Type</u>	<u>Rank</u>
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).

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) employed continuously at Goodwin for a minimum of five years, and (c) recommended for re-appointment 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.

HISTORY:

Approved by Cabinet November 4, 2013
Discussed at Faculty Senate, November 7, 2013
Reviewed February 2016

RESPONSIBLE OFFICE:	Academics
REVIEW DATE:	

APPENDIX:

1. Three-year Letter of Agreement