



GOODWIN COLLEGE POLICY

TITLE:

Multi-Year Letters of Agreements for Full-time Faculty

INTRODUCTION 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.

POLICY STATEMENT:

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. 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 AVP/VPs of 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, 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.

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

- COLLEGE CATALOG
- FACULTY HANDBOOK
- STUDENT HANDBOOK

EXCLUSIONS:

DEFINITIONS:

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

CONTACTS:

Department Chairs
 AVP/Dean of Faculty
 AVP/Director of Human Resources
 AVP Academic Affairs
 Vice President of Academic Affairs
 Provost

HISTORY:

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

EFFECTIVE DATE:	Fall Semester 2013
RESPONSIBLE OFFICE:	Academics
REVIEW DATE:	

APPENDIX:

1. The college's three-year letter of agreement template