

Guidelines for the Review for Contract Renewal of Non-Tenure Accruing Full-Time Faculty Appointments

21 November, 2023

Introduction

Please note: Contracts must be renewed one year prior to the end of a non-tenure accruing full-time faculty member's contract. (For example, if a person's contract ends AY 2024-25, the contract should be reviewed and renewed AY 2023-24.)

This document outlines the procedure for reviewing full-time faculty in non-tenure accruing positions for the purpose of determining whether to recommend the renewal of such appointments. This review, which supplements yearly evaluations and does not replace them, is designed:

1. To assess a faculty member's performance with respect to their appointment and to offer ways for improving performance;
2. To recommend or not recommend a faculty member's reappointment.

Departmental and CCAS academic, programmatic, and fiscal needs may be considered in determining whether to recommend the renewal of faculty appointments.

Department Chairs and Program Directors should communicate with the Dean's Office for **a list of faculty** up for contract renewal.

Qualified Department Faculty should **meet to discuss the faculty member(s) under review**. The discussion should include assessing strengths and weaknesses, offering suggestions for improvement, and providing mentoring opportunities related to scholarship, teaching, and service.

Contract Renewal Dossier

The contract renewal dossier should be submitted electronically via Box to the Dean's office. Each item below should be its own subfolder.

1. **Letter of Transmittal from Chair:** The letter should include a recommendation for renewal/nonrenewal including the percentages of effort, a summary of the department's discussion, and an overall evaluation of the faculty member. Although other effort percentages may be justified, effort for teaching is usually 10% per course and effort for other expectations is at least 20%. If the recommendation is for a shorter term than the previous contract, the letter should explain the rationale. *If the department is recommending renewal of the appointment, a letter from the chair recommending the renewal to the Provost and Executive Vice President of Academic Affairs should also be submitted through the Dean of Columbian College.*

2. **Faculty Personnel Statement.** A short (no more than 2 pages) statement of accomplishments and future goals from the faculty member should be provided. Depending on the faculty member's appointment, the statement might address:
 - a. Courses taught and planned for the next appointment period if appointed;
 - b. Teaching approaches and their effectiveness;
 - c. Research or creative activity undertaken, completed, or planned. Discuss no more than two scholarly or creative products published or undertaken since the last contract renewal.
 - d. Service activities undertaken. Discuss no more than two examples of administrative and service duties undertaken or expected and their contribution to the overall life of the university over the current appointment period.
3. **Copy of Current Contract**
4. **Updated CV**
5. **Teaching.** (a) **Student evaluations** since last appointment review and (b) **peer evaluations** by faculty of the faculty member's teaching are both *required*. Also, please include no more than 2 examples of relevant supporting materials (e.g., sample syllabi, assignments, copies of publications).
6. **Research/Creative Activity.** Include copies of no more than 2 scholarly or creative products published since the last contract renewal.
7. **Service.** Include supporting material for no more than 2 examples of administrative and service duties undertaken or expected and their contribution to the overall life of the university over the current appointment period.

Student and peer evaluations should be sub-folders of the Teaching Folder

Please Note: Letters of reference need **not** be solicited

The Review Process

Faculty members who are eligible to participate in and vote on a contract renewal will conduct the review. (Departmental or program by-laws should clearly specify who is qualified to participate and vote in this process). The review will involve an examination of the faculty member's scholarship, student and peer evaluations of teaching, and service contributions. These activities should be assessed against the department's or program's expected level, given the effort assigned to each, with discussion of the faculty member's strengths and weaknesses.

Because the review status has important appointment implications, the recommendation for renewal or non-renewal and for the length of any subsequent reappointment, if shorter than standard, should be voted on at a meeting at which a quorum of departmental faculty who are eligible to vote exists. (To repeat a point from above: voting faculty should be clearly defined in the departmental by-laws).