

**TITLE: FACULTY MULTI-YEAR APPOINTMENT CONTRACTS****POLICY NO: 3-36****EFFECTIVE DATE: 11/13/03****VCCS POLICY NO: [3.4](#) and [3.6](#)****REVISED DATE: 12/01/15****I. Purpose:**

To provide the criteria for and the process to be used in awarding three- and five-year multi-year appointment contracts to 9-month, 10-month, and 12-month teaching faculty, counselors, and librarians. Professional faculty and administrative faculty serve only one (1) year or shorter appointments and are not awarded multi-year appointment contracts.

**II. Definitions:**

Eligible faculty: for the purposes of multi-year appointment, those employees who hold faculty rank, teach in 9-month, 10-month, or 12-month positions, hold counselor or librarian positions, and who are employed in unrestricted full-time appointments.

Multi-year appointment: in the case of a reduction in staff for faculty (layoff), an appointment that provides the opportunity for an extended call-back period for the affected faculty member in case a position in the same teaching field/discipline becomes available after they have been laid off and during the remaining period of the multi-year contract. Multi-year appointments are three (3) or five (5) years in duration and are not affected by change in faculty rank.

Multi-year appointment dates: July 1 through June 30, irrespective of whether the rank and salary proposal covers a nine-, ten-, or twelve-month period. The faculty employment contract will specify the period of college service, the faculty member's rank, and annual salary amount.

Probationary teaching appointment: is normally for the fall and spring semesters of the first academic year of employment. Faculty whose initial appointment occurs at any time other than the fall semester must still serve a two (2) semester (fall/spring) probationary appointment. Summer may not be used as a probationary period.

Year of service: full-time salaried employment for two (2) academic semesters (fall and spring). Employment for less than a year does not constitute a year of full-time employment and will not count towards the time eligibility period for multi-year appointment.

**III. Policy:**

- A. J. Sargeant Reynolds Community College (Reynolds) welcomes the opportunity to offer and reward eligible faculty multi-year appointment contracts for meritorious college service. The college considers such appointment contracts an honor and a show of personal and

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professional support to the individual faculty member in the case of a college reduction in staff for faculty (layoff).

- B. The normal sequence of multi-year appointment contracts requires eligible faculty to complete the following:
  - 1. three (3) one-year appointments (one probationary, then two one-year appointments) before becoming eligible for their first three-year multi-year appointment contract, then,
  - 2. one (1) three-year multi-year appointment contract before becoming eligible for their first five-year multi-year appointment contract.
- C. Once eligible for the first three- or five-year multi-year appointment, faculty members may elect to receive a shorter multi-year appointment. Nothing shall limit the number of one- and three-year appointments, which may be granted, nor shall anything prohibit the granting of a shorter appointment to a faculty member who had previously held a longer appointment.
- D. Once a faculty member has been granted a five-year appointment, subsequent three or five multi-year renewal is presumed unless cause for discontinuance is demonstrated following review by the college's ad hoc Multi-year Appointment Committee.
- E. Transfer
  - 1. Faculty members who transfer to Reynolds from another college in the Virginia Community College System (VCCS), in the same or similar faculty rank position, must complete two (2) one-year appointments before being considered for the type of appointments for which they would have been eligible had they remained at the former institution.
  - 2. In order to be eligible for a first multi-year appointment at Reynolds, the transferred faculty member must have received the equivalent of a "Meets Expectations" rating on the two interim evaluations completed during the first-year of employment at Reynolds and must have received the equivalent of a "Meets Expectations" rating on the most recently completed annual evaluation.
  - 3. The multi-year appointment proposal from the former institution is voided upon transfer to Reynolds.
- F. Change of status
  - 1. For teaching faculty, counselors, and librarians who hold a multi-year appointment, an appointment to an administrator's position shall void the multi-year appointment, since administrative and professional faculty positions (assistant coordinators and

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above) receive only one-year appointments.

2. For administrative and professional faculty (assistant coordinators and above) transferring to a teaching, counselor, or librarian position, the faculty member becomes eligible for the multi-year appointment after receiving a one-year appointment prior to review by the college's ad hoc Multi-year Appointment Committee. Eligibility is further determined based on total previous service in the VCCS.

- G. In accordance with the minimum criteria established by the VCCS and further criteria as established by the college, multi-year appointments may be made available to faculty-rank employees who meet the following criteria:

VCCS requirements

1. competence of faculty members as teachers or in their assigned functions
2. effectiveness of faculty members in carrying out their functions and duties as prescribed in their position descriptions and the college's faculty handbooks
3. ability to establish and maintain positive professional relationships with colleagues, supervisors, students, and the community
4. extent and currency of professional qualifications
5. adherence to all policies, procedures, and regulations as outlined in the college's faculty handbooks, the *VCCS Policy Manual*, any policy/procedure/regulation adopted by the college or the VCCS, and the laws of the Commonwealth of Virginia
6. consideration of evaluations

Reynolds requirements

1. overall rating of "Meets Expectations" on the following faculty evaluation:
  - two (2) first-year interim evaluations
  - second-year annual evaluation
  - or, for senior faculty, the most recent evaluation prior to the end of the current multi-year appointment
2. recommendation from respective supervisor (director, dean, vice president, etc.)

- H. The executive vice president shall establish an ad hoc Multi-year Appointment Committee to provide information and advice for the president's consideration on all faculty members eligible for three- and five-year multi-year appointments based on the above criteria. The distribution of membership shall be determined by the president and shall represent the

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various segments of the college faculty. The various segments of the college faculty shall elect from their members the representatives for this committee. The executive vice president shall appoint one administrator to this committee.

- I. The Multi-year Appointment Committee shall make recommendations for multi-year contracts to the president in accordance to the established procedures of this policy.
- J. Based on the recommendations from the committee and detailed information provided for each eligible faculty member, the president shall review each multi-year request. The president reserves the right to make the final decision regarding multi-year appointment contracts.
- K. Upon approval by the president, the Office of Human Resources shall generate the appropriate multi-year appointment contracts, inform VCCS that the multi-year process is complete, and retain a copy of the approved list of multi-year appointment recipients for the college's file.
- L. Military leave, for those who return immediately to the college, and educational leave of absence, for those that continue to work while on educational leave (with or without pay), shall not disqualify the year of its occurrence as counting towards a year of service.
- M. Other leaves of absence, which result in a loss of work time of fifteen (15) calendar days or more for the faculty member, may affect the time considered for a full year of employment or qualify for an extension of the original multi-year appointment contract. The Office of Human Resources shall assist the president and the individual faculty member regarding the handling of these issues, as prescribed by VCCS policy.

IV. Procedures:

- A. By January 10 each year, the Office of Human Resources generates a list of eligible faculty from the college's automated personnel system. By January 15, the list is verified and sent to the college's executive vice president, with a copy to the president and the vice president of finance and administration.
- B. The executive vice president uses this list to assist with the process of electing Multi-year Appointment Committee members. The executive vice president is also provided with the list of last year's committee members to avoid (if possible) the repeat of the same members. The executive vice president ensures elections are held by the teaching faculty, counselors, and librarians and the appropriate number of representatives are provided for further recommendation to the president. The executive vice president will use the two (2) lists as reference material to appoint one administrator to the Multi-year Appointment Committee.
- C. Recommendations of Multi-year Appointment Committee members are due to the president by February 1 annually.

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- D. The college's Multi-year Appointment Committee will consist of one (1) member from each of the following disciplines/units:
- Humanities and Social Sciences
  - Nursing and Allied Health
  - Business
  - Library and Information Services
  - Mathematics, Science, and Engineering
  - Student Affairs
  - Any administrative unit
- E. Additionally, the president will use the list of eligible faculty to advise each faculty member, in writing, of their eligibility for multi-year appointment. Faculty will be requested to indicate their desire for multi-year appointment consideration to the president by an established date. This step is to be completed annually by February 1.
- F. After notification to the president, eligible faculty who wish multi-year consideration must do the following:
1. request a letter of recommendation from their respective dean or supervisor to be sent to the associate vice president of human resources; and
  2. ensure that they have completed all requirements of the faculty evaluation process.
- G. Deans and/or supervisors are to do the following:
1. review the VCCS policy requirements listed in this policy, section III, G;
  2. develop a letter of recommendation in support or non-support of the eligible faculty member based on each of the VCCS policy requirements;
  3. ensure the letter of recommendation is submitted to the associate vice president of human resources no later than early February; and
  4. ensure that the appropriate faculty evaluations have been submitted to the Office of Human Resources.
- H. Based on the recommendations received from the executive vice president, the president will name and notify the Multi-year Appointment Committee by February 7. The president will also contact last year's chair to request that person to convene the first meeting and to review the committee's charge and responsibilities regarding the implementation of the multi-year appointment process.
- I. The Multi-year Appointment Committee convenes by the established date and elects a new chair. The chair, with assistance from the associate vice president of human resources, will review the procedure, including the [Timeframe for Multi-Year Appointment Contract Process](#), related documentation (i.e., recommendation from supervisor, probationary list of

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academic programs), and the [Multi-Year Criteria Rating Form](#), to be used to determine each faculty member's eligibility for multi-year appointment. Determination of eligibility will also require review of official faculty evaluation files housed in the Office of Human Resources.

- J. The Multi-year Appointment Committee completes its work and provides a written report, with assistance from the associate vice president of human resources, to the president of those recommended/not recommended for multi-year appointment by mid-March.
- K. By the third week of March, the president will review the report of recommended candidates. The president renders the final decision regarding the recipients of multi-year appointment contracts.
- L. By the last week in March, the president forwards the final decisions of the multi-year appointments to the Office of Human Resources to generate the appropriate multi-year appointment contracts.
- M. The president will provide a letter of award to each faculty member receiving a multi-year appointment contract. Letters of non-award will also be provided to each faculty member not recommended for the multi-year contract. Award letters and non-award letters will be issued with the multi-year appointment contracts prior to the end of March. Immediate supervisors and the respective President's Executive Cabinet member will be copied on the abovementioned letters.
- N. On or before March 31 each year, the president informs VCCS Human Resources that the college has completed the annual multi-year appointment process.

V. Other Information:

[Multi-Year Criteria Rating Form](#)

[Timeframe for Multi-Year Appointment Contract Process](#)