



Evaluation of Faculty for Multi-Year Appointment Policy Statement

In accordance with VCCS Policy 3.4.0.2 and 3.4.0.4, which state:

3.4.0.2 Sequence of Appointment

- a. Normal Sequence -- The normal sequence of appointment under this policy is three (3) one-year appointments (one probationary then two one year appointments), one (1) three-year appointment, and then the first five-year appointment. The sequence of appointment is subject to all of the other provisions of this policy. 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 term appointment.
- b. Continuance – 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 Ad Hoc Appointment Advisory Committee.

3.4.0.4 College Procedures

- a. Ad Hoc Appointment Advisory Committee -- The president shall establish an Ad Hoc Appointment Advisory Committee to provide information and advice for the president's consideration on all faculty members eligible for three- and five-year appointments.
- b. Committee Membership -- The distribution of the membership of this committee shall be determined by the president and shall be from the various segments of the college faculty (teaching faculty, counselors, and librarians) and administrators. Where practicable, the faculty membership shall be in general proportion to the college population of each such faculty segment, but in no case shall there be less than one representative from each faculty segment. The various segments of the college faculty shall elect from their members their representatives on this committee. The president shall appoint administrators to this committee, but in no case shall administrative representatives exceed one-third (1/3) of the committee membership.
- c. Committee Procedures
 - (1) The committee shall elect a chair from the membership and establish operating procedures necessary to fulfill its function in accordance with guidelines established by the president. Among these guidelines shall be provisions (a) that a faculty member eligible for a three- or five-year appointment may appear before the committee to present such information as the committee deems appropriate; and (b) in the event that

d. an administrator has participated in any preliminary decision regarding the current evaluation of the faculty member in question, the administrator shall be replaced by another administrator appointed by the president for the consideration of that faculty member.

(2) The committee shall consider all eligible faculty for three- or five-year appointments and any other faculty who have been recommended for special consideration by the president.

3.4.0.4.0 Criteria for Multi-Year Appointments -- The criteria to be considered by the committee as it considers faculty for three- and five-year appointments shall include, but not be limited to, the following: (a) competence of faculty members as teachers or in their assigned functions; (b) effectiveness of faculty members in carrying out their functions and duties as prescribed in the college Faculty Handbook; (c) ability to establish and maintain positive professional relationships with colleagues, supervisors, students, and the community; (d) extent and currency of professional qualifications; (e) adherence to all policies, procedures and regulations as outlined in the college Faculty Handbook, the VCCS Policy Manual, any policy, procedure, and regulation adopted by the college or the VCCS, and the laws of the Commonwealth of Virginia; and (f) evaluations. Where additional criteria are considered, they shall be stated in the report of the committee. In order for the committee to consider appropriately the above criteria, the committee shall have access to all available information regarding each faculty member under consideration. Such information shall be retained in strict confidence by the committee.

And in accordance with SACSCOC Principle 6.3, which states: *The institution publishes and implements policies regarding the appointment, employment, and regular evaluation of faculty members, regardless of contract or tenure status:*

Faculty shall be considered for multi-year appointments via a clear, transparent, and equitable process in accordance with policy.

Definitions

Probationary Appointment: The first year of employment for teaching faculty.

One-year Appointment: A one-year appointment shall be for one (1) year and may be renewed annually.

Multi-year Appointments: Multi-year appointments shall be three or five years in duration.

1. *Three-year Appointment:* A three-year appointment shall be for three (3) years and shall not be affected by change in faculty rank.
2. *Five-year Appointment:* A five-year appointment shall be for five (5) years and shall not be affected by change in faculty rank.

APPDOs: Annual Performance and Professional Development Objectives

Procedures

See Procedure 51010P

Responsible Office:

Authority for interpretation of this policy rests with the Vice President of Academic and Student Affairs.

Other Information:

The procedure developed herein was piloted in January 2021, revised with input from the Ad Hoc Appointment Committee and the Vice President of Academic and Student Affairs. A subsequent procedure draft was created, shared for input by academic school deans and ad hoc committee, and subsequently piloted in January 2022. Additional feedback from the Ad Hoc Committee and Faculty Senate was solicited and a draft shared with all full-time faculty. Feedback was received and considered by academic leadership with appropriate revisions made in accordance with the feedback. The final draft was then re-shared with faculty, and no other concerns were raised.

Document History:

Approved: Kim Blosser, April 2022