



FTNTT PERFORMANCE REVIEWS AND ANNUAL APPOINTMENT GUIDELINES 2023-2024

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FTNTT FACULTY PERFORMANCE REVIEWS AND ANNUAL APPOINTMENT Academic Year 2023-2024

The information contained in these Guidelines is based on the current [Collective Bargaining Agreement](#) (CBA) governing full-time non-tenure track faculty (FTNTT Faculty).

The CBA for the FTNTT Faculty, effective August 23, 2020, provides for a **Full Performance Review** of FTNTT Faculty who are in their third year and sixth year of consecutive employment. In keeping with the **Full** designation, this review requires that each FTNTT Faculty member submit a file, the contents of which are described in [Addendum B](#) of the CBA. FTNTT Faculty members should submit their files electronically on FlashFolio. Instructions on how to submit files can be accessed by logging into FlashFolio through the University's Flashline system and accessing the "Help" documents on the FlashFolio Dashboard.

The CBA also provides for a **Simplified Performance Review** for FTNTT Faculty members who are in their ninth or twelfth year of consecutive employment. This **Simplified Performance Review** requires submission on FlashFolio of the documents described in [Article X, Section 9.A. of the CBA](#). Both "Full" and "Simplified" Reviews are conducted according to the timetable and the processes indicated on the flow charts that accompany these guidelines.

After fifteen (15) years of consecutive employment and every three (3) years thereafter, FTNTT Faculty members will undergo an **Administrative Performance Review**. This **Administrative Performance Review** will require the FTNTT Faculty member to submit a current vita and narrative to the Unit Administrator¹. The Unit Administrator will then meet with the faculty member and provide the FTNTT Faculty member with a written summary of the outcome of the review.

Please note that the notification dates for all reviews are different and established in the CBA. "Timetables" are included in these Guidelines to clarify the dates for each of the review processes for FTNTT Faculty members and administrators.

As in the past, our goal is to move the review and notification of our "long-term" FTNTT Faculty members to as *early* in the Spring (using the **Simplified Performance Review** or **Administrative Performance Review**), as possible. (See, Footnotes 1 and 2 on the Timetables.) Those FTNTT Faculty members who have been with us less than seven (7) years will have the usual notification dates (using the **Full Performance Review**). Information concerning FTNTT Faculty members in years 1, 2 and 3 is also included on the Timetable.

¹ FTNTT *Collective Bargaining Agreement* Article II, Section 1.C.

The term "unit administrator" whenever used in this Agreement is defined to include the department chair, school director, dean of a College without departments or schools (i.e., College of Nursing, College of Architecture, College of Aeronautics and Engineering, College of Applied and Technical Studies), University Libraries, or regional campus dean, as applicable.

Several provisions in [Article X](#) of the CBA should be noted as you proceed with this year's review process:

- The University and AAUP-KSU encourage academic units and regional campuses to consult with FTNTT Faculty members concerning the review process, the criteria applicable to the renewal of FTNTT Faculty appointments, and to consider including FTNTT Faculty members on review committees. ([Article X, Section 5](#))
- FTNTT Faculty members are encouraged to consult with their unit administrator about (i) the review process; (ii) the applicable criteria; and (iii) the documentation requirements (e.g., scheduling peer reviews, if required). If criteria and documentation requirements developed by the academic unit and, if applicable, regional campus are not provided to the FTNTT Faculty member, he/she should use [Addendum B](#) of the CBA to prepare for the review. ([Article X, Section 6.A.2](#))
- Academic units and regional campuses are encouraged to use signed evaluation forms as part of the review process of FTNTT Faculty members. ([Article X, Section 5](#))
- A list of the review committee members must be sent to the Faculty Affairs office in order to include these reviews in FlashFolio.
- Some academic units, regional campuses Colleges without departments or schools, or University Libraries may elect to require a performance review in the first and/or second year of employment. Information about these reviews will be shared with the FTNTT Faculty member if such a review is required. ([Article X, Section 4.B](#)) These optional reviews are not required by the CBA and, therefore, are not completed on FlashFolio.
- Faculty members are encouraged to request a meeting with their unit administrator or regional campus dean, as applicable, at the conclusion of a successful review to discuss any issues or concerns about the review process. ([Article X, Section 6.B](#)) Unit administrators must include the following statement in your evaluation for all successful reviews: *As provided in Article X, Section 6.B. of the Collective Bargaining Agreement, you are encouraged to schedule a meeting with me if you wish to discuss any issues and/or concerns about the review process.*
- For unsuccessful reviews, administrators must include the following statement in written evaluations: *As provided in Article X, Section 6.B.1., you have the right within ten (10) days to add a statement to your file concerning any procedural error(s) or error(s) of fact that you believe have been included in this letter. Also, as provided for in Article X, Section 6.B.2., you may consult with me about this*

evaluation and, if desired, seek review by the College Dean or Provost, as applicable. A timeline for this process is described in [Article X, Section 6.B.2.d.](#)

For further clarification and to standardize our review processes (*See also*, Footnote 1 and 2 on the Timeline), Department Chairs/School Directors should consult with their College Deans during the review of their FTNTT Faculty members at the Kent Campus and should address the evaluation to the FTNTT Faculty member and indicate the following in the evaluation:

- i. that consultation with the Dean has occurred;
- ii. whether the Dean supports the evaluation; and,
- iii. whether an additional appointment may be anticipated and, if so, under what programmatic, budgetary and/or anticipated staffing or projected enrollment circumstances.

For the review of FTNTT Faculty members whose appointment is on a regional campus in a College with departments or schools, the Department Chair/School Director should address his/her evaluation and recommendation to the applicable Regional Campus Dean.

Lastly, **please** use the correct terminology concerning the appointments of FTNTT Faculty members. Continuation of the employment of FTNTT Faculty members after any performance review is a **renewal of appointment**. (To avoid possible confusion, the term “reappointment” should be reserved for the personnel actions of tenure-track faculty members who are in the probationary period.)

Lists of FTNTT Faculty who are scheduled for ***Full Performance Reviews, Simplified Performance Reviews*** and ***Administrative Performance Reviews*** are provided with this memo. The lists are compiled from the records kept in Academic Personnel. Please check the names against your records to be sure that all who should be reviewed are accounted for on the lists. Please notify the Office of Faculty Affairs of any discrepancies as soon as possible.

If you have questions or concerns, please contact Associate Provost Kevin West or [Vanessa Courie](#).

TIMETABLES

FTNTT Annual Appointment

Beginning Fall 2023 for FTNTT Faculty not under Review ACADEMIC YEAR 2023-2024

- October 1, 2023** Unit Administrator1 notifies FTNTT Faculty members who are in the first or second year of a third (or higher) three-year term of annually renewable appointments (years seven, eight, ten, eleven, thirteen, fourteen, *et seq.*) **who are not to be offered an appointment for AY 2024-2025. Absent written notification prior to October 1, 2023 the appointment within the current three-year term shall be regarded as renewed.**
- December 1, 2023** Unit Administrator1 notifies FTNTT Faculty members if an additional appointment is **not** anticipated beyond year three (3) of employment with the University. The FTNTT Faculty member will be notified as early as possible, but no later than **December 1** of year three (3) that he/she will not be scheduled for a *first Full Performance Review*. *
- March 1, 2024** Unit administrator notifies FTNTT Faculty members who are in the first three-year term of annually renewable appointments (years four (4) and five (5)) of consecutive employment **who are not to be offered additional appointment for AY 2024-2025. Absent written notification prior to March 1, 2024, the appointment within the current three-year term shall be regarded as renewed.**
- May 1, 2024** Unit administrator has notified all FTNTT Faculty members in year 1 and 2 whether their appointment will be renewed for Academic Year 2024-2025.
Please note* - FTNTT appointments in years 1, 2 and 3 are one-year appointments with no expectation of continuing employment. ALL FTNTT faculty members in years 1 and 2 not being renewed must receive written notification from their Unit Administrator.
- May 10, 2024** **All Offer of Appointment letters will be emailed to the Academic Unit/Regional Campus by Academic Personnel.**
The Unit Administrator/Regional Campus Dean must review all letters prior to distribution.
- May 15, 2024** Unit administrator transmits Offer of Appointment letters to FTNTT Faculty whose appointments have been renewed for AY 2024-2025.

* Unit Administrators, please contact the Office of [Faculty Affairs](#) prior to notification of faculty non-renewal.

FTNTT Full Performance Review and Annual Appointment

Beginning Fall 2023 for ACADEMIC YEAR 2023-2024

| | |
|-----------------------------|--|
| Spring 2023 | Unit Administrator notifies FTNTT Faculty members of the review, providing information outlined in Article X section 6.A.1. |
| December 1, 2023 | Unit Administrator ¹ notifies FTNTT Faculty members if an additional appointment is not anticipated beyond year three (3) of employment with the University. A Full Performance Review is not required in year 3 unless renewal of appointment is anticipated and desired. The FTNTT Faculty member will be notified as early as possible, but no later than December 1 of year three (3) that he/she will not be scheduled for the <i>first Full Performance Review</i> . |
| January 12, 2024 | FTNTT Faculty members who have completed three (3) or six (6) years of consecutive employment upload files to FlashFolio for a Full Performance |
| March 1, 2024 ¹ | Unit administrator uploads a summary of review and notification of appointment ² status for AY 2024-2025 of FTNTT Faculty members who have undergone a Full Performance Review in their third or sixth year of employment. If a subsequent appointment is granted, the appointment is normally expected to be part of a three-year term of annually renewable appointments. (<i>Please discuss any exceptions with the Associate Provost for Faculty Affairs.</i>) |
| May 1, 2024 | Unit administrator has notified all FTNTT Faculty members under review of appointment status for AY 2024-2025. FTNTT faculty who have successfully completed the first Full Performance Review (faculty in third year of consecutive employment) are appointed to the first in a three-year term of annually renewable appointments. (<i>Please discuss any exceptions with the Associate Provost for Faculty Affairs.</i>) |
| May 1, 2024 May 10, 2024 | <u>All</u> Offer of Appointment letters will be emailed to the Academic Unit/Regional Campus by Academic Personnel. The Unit Administrator/Regional Campus Dean must review all letters prior to distribution to FTNTT Faculty members. |
| May 15, 2024 | Unit administrator transmits Offer of Appointment letters to FTNTT Faculty members whose appointments have been renewed for AY 2024-2025. |

¹ Unit Administrators should use this date as a target to notify our long-term FTNTT Faculty members as soon as possible whether their appointment will continue in AY 2024-2025. Please note, however, that any FTNTT Faculty member who is under review MUST receive notification no later than May 1, 2024.

² In Colleges with Departments and Schools, the Unit Administrator, after consultation with the Dean, notifies FTNTT Faculty members of the decision concerning the renewal of appointment. This should be written as a decision, not as a recommendation.

FTNTT Simplified Performance Review and Annual Appointment

Beginning Fall 2023 for ACADEMIC YEAR 2023-2024

| | |
|-------------------------------------|--|
| January 5, 2024 | FTNTT Faculty members who have completed at least nine (9) or twelve (12) years of consecutive appointments upload materials to FlashFolio for a <i>Simplified Performance Review</i> . |
| February 2, 2024¹ | Unit administrator uploads a summary of the review and notification of appointment status for AY 2024-2025 to FlashFolio for FTNTT Faculty members who have completed a <i>Simplified Performance Review</i> . ² This summary will include an indication of whether an additional appointment may be anticipated and, if so, under what programmatic, budgetary and/or anticipated staffing or projected enrollment circumstances. If a subsequent appointment is granted, the appointment is normally expected to be part of a three-year term of annually renewable appointments. (<i>Please discuss all non-renewals and exceptions to a three-year term of annually renewable appointments with the Associate Provost for Faculty Affairs.</i>) |
| May 1, 2024 | Unit administrator has notified all FTNTT Faculty members under review of appointment status for AY 2024-2025. |
| May 10, 2024 | <u>All Offer of Appointment letters will be emailed to the Academic Unit/Regional Campus by Academic Personnel.</u> The Unit Administrator/Regional Campus Dean must review all letters prior to distribution to FTNTT faculty members. |
| May 15, 2024 | Unit administrator transmits Offer of Appointment letters to FTNTT Faculty members whose appointments have been renewed for AY 2024-2025. |

¹ Unit Administrators should use this date as a target to notify our long-term FTNTT Faculty members as soon as possible whether their appointment will continue in AY 2024-2025. Please note, however, that any FTNTT Faculty member who is under review MUST receive notification no later than May 1, 2024.

² In Colleges with Departments and Schools, the Unit Administrators, after consultation with the Dean, notifies FTNTT Faculty members of the decision concerning the renewal of appointment. This should be written as a decision, not as a recommendation,

FTNTT Administrative Performance Review and Annual Appointment

Beginning Fall 2023 for ACADEMIC YEAR 2023-2024

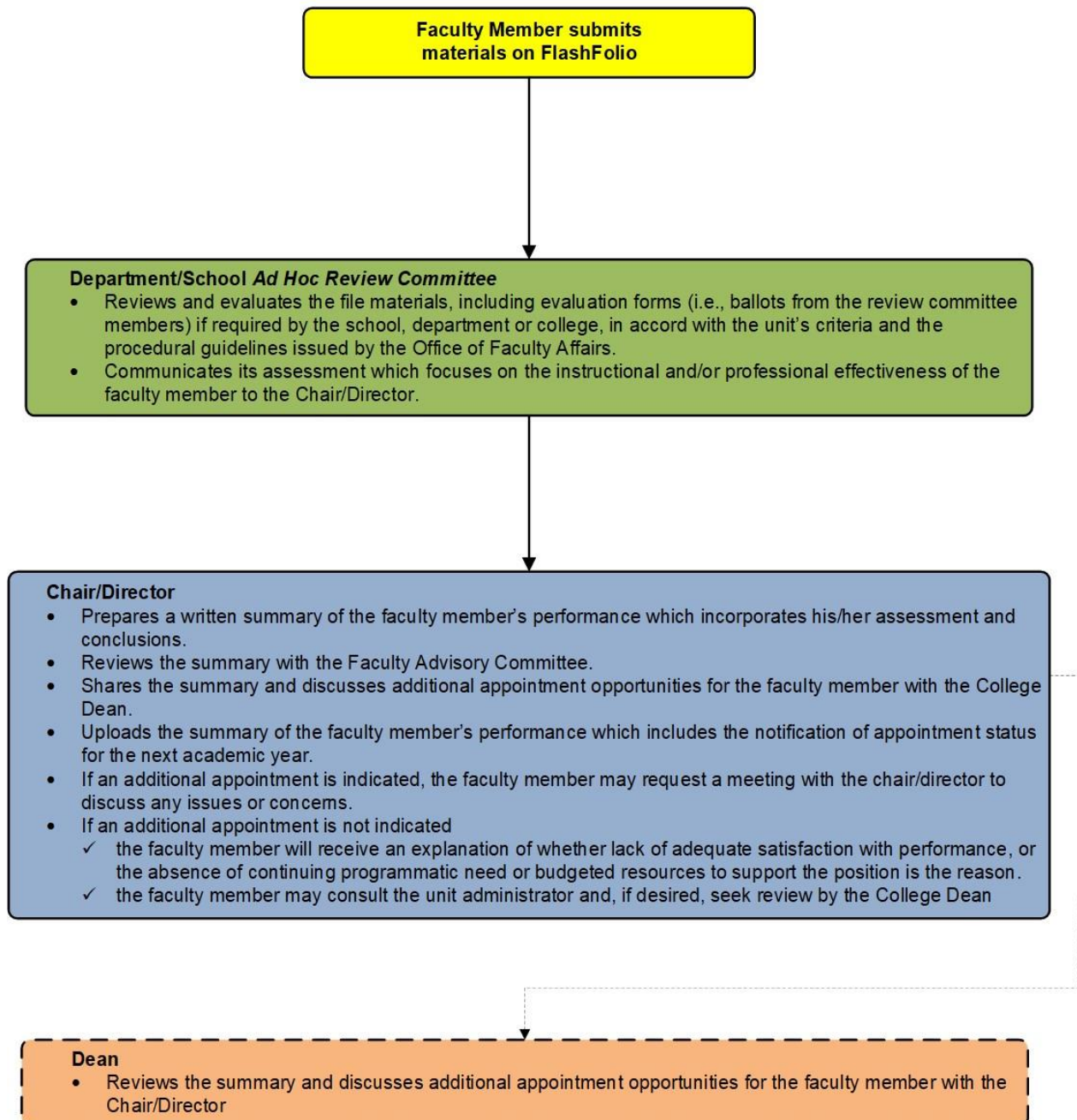
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|----------------------------------|---|
| January 5, 2024 | FTNTT Faculty members who have completed at least fifteen (15) years of consecutive appointments upload materials to FlashFolio for an <i>Administrative Performance Review</i> . |
| February 2, 2024 | No later than this date Unit Administrator (i.e., Department Chair, School Director, Regional Campus Dean), meets with the faculty undergoing an <i>Administrative Performance Review</i> to discuss her/his performance during the past three (3) years. |
| March 8, 2024¹ | After consultation with the Dean (if applicable) ² , the Unit Administrator will provide a written summary of the outcome of the <i>Administrative Performance Review</i> . Summary will include an indication of whether an additional appointment may be anticipated and, if so, under what programmatic, budgetary and/or anticipated staffing or projected enrollment circumstances. If a subsequent appointment is granted, the appointment is normally expected to be part of a three-year term of annually renewable appointments. (<i>All non-renewals and exceptions to a three-year term of annually renewable appointments should be discussed with the Associate Provost for Faculty Affairs.</i>) |
| May 1, 2024 | Unit administrator has notified all FTNTT Faculty members under review of appointment status for AY 2024-2025. |
| May 10, 2024 | <u>All Offer of Appointment letters will be emailed to the Academic Unit/Regional Campus by Academic Personnel.</u> The Unit Administrator/Regional Campus Dean must review all letters prior to distribution to the FTNTT Faculty members. |
| May 15, 2024 | Unit administrator transmits Offer of Appointment letters to FTNTT Faculty whose appointments have been renewed for AY 2024-2025. |

¹ Unit Administrators should use this date as a target to notify our long-term FTNTT Faculty members as soon as possible whether their appointment will continue in AY 2024-2025. Please note, however, that any FTNTT Faculty member who is under review MUST receive notification no later than May 1, 2024.

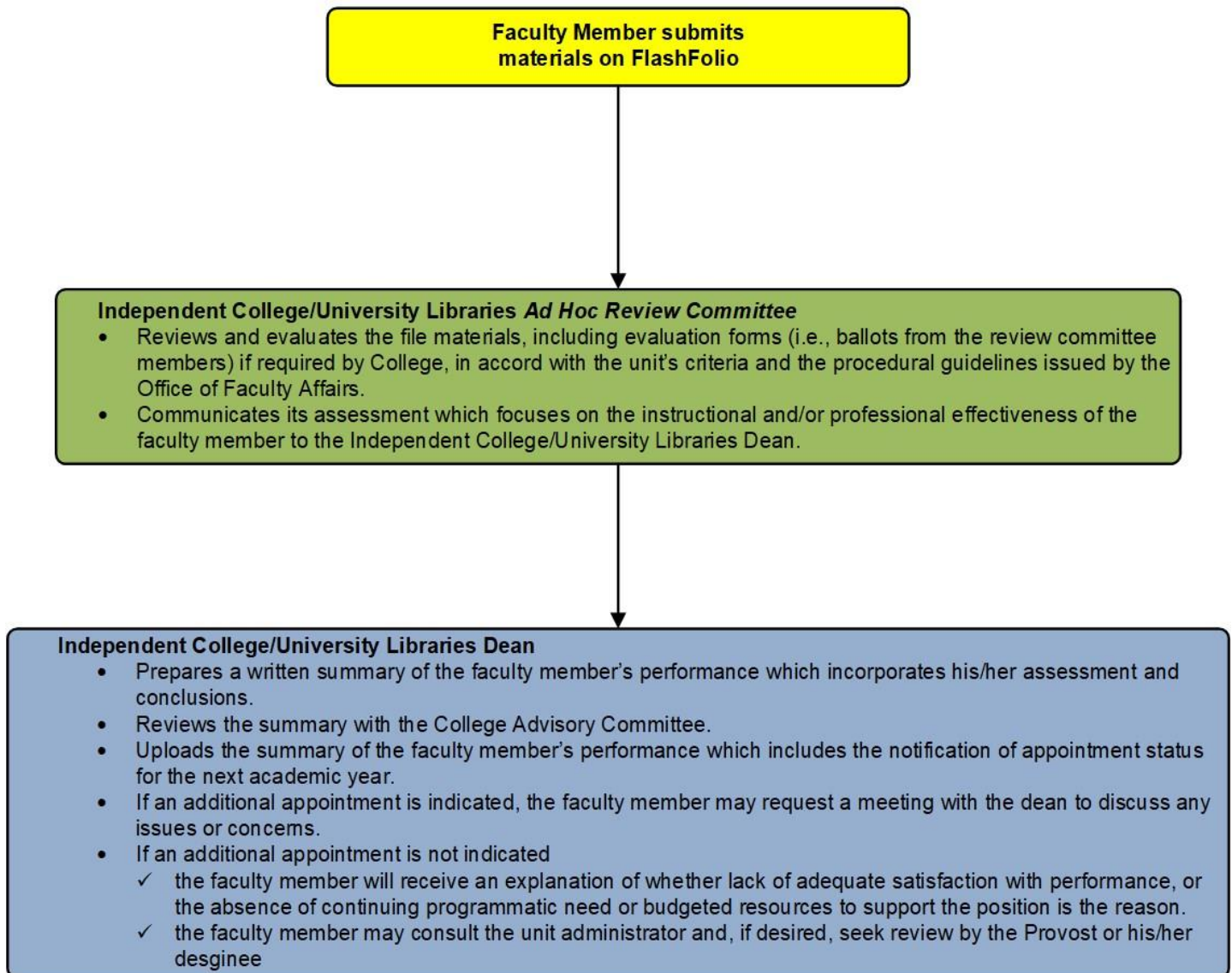
² In Colleges with Departments and Schools, the Unit Administrators, after consultation with the Dean, notifies FTNTT Faculty members of the decision concerning the renewal of appointment. This should be written as a decision, not as a recommendation.

FLOW CHARTS FOR THE FTNTT REVIEW PROCESSES

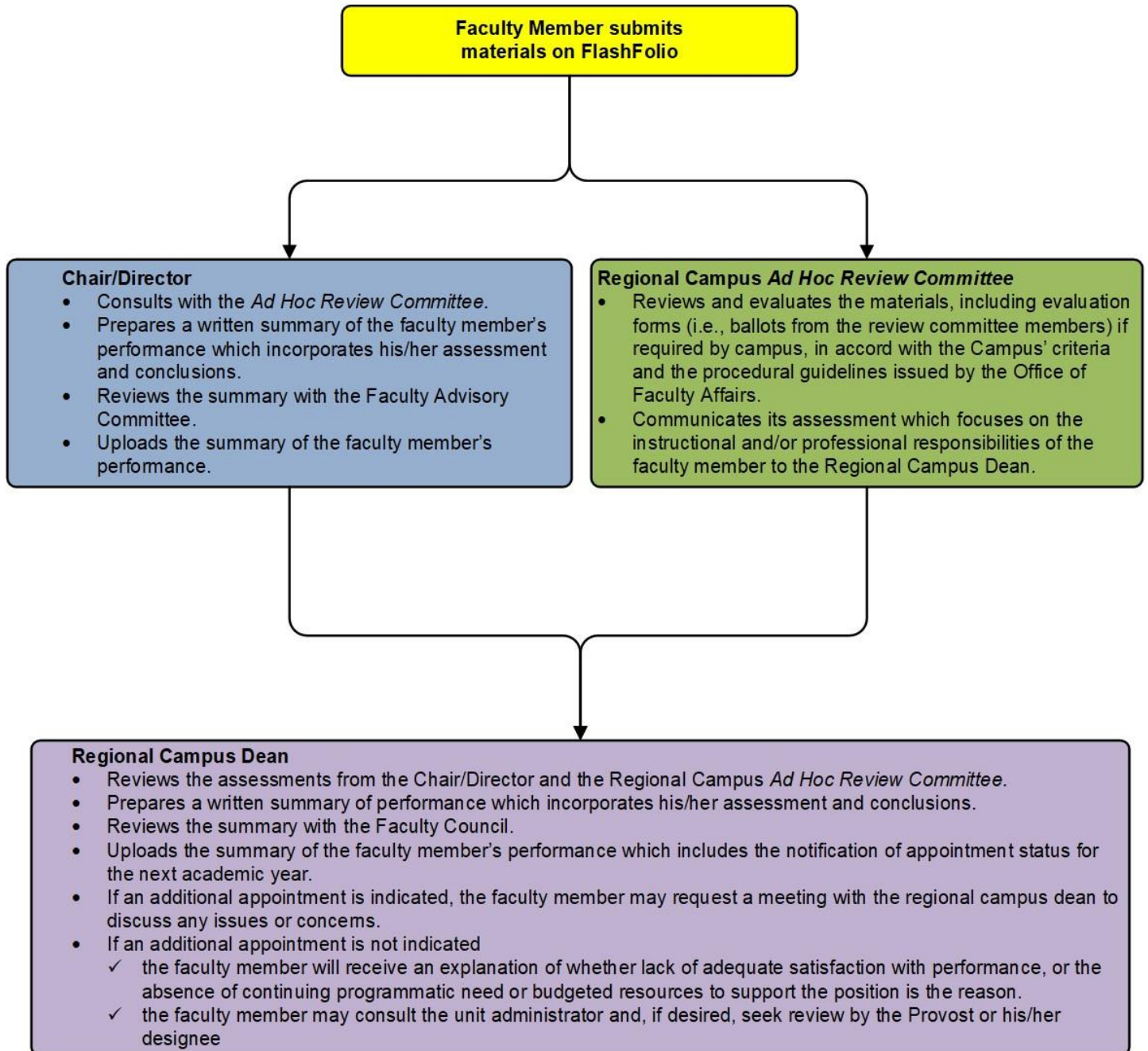
FTNTT FACULTY PERFORMANCE REVIEWS
Full and "Simplified"
KENT CAMPUS - Colleges with Departments or Schools



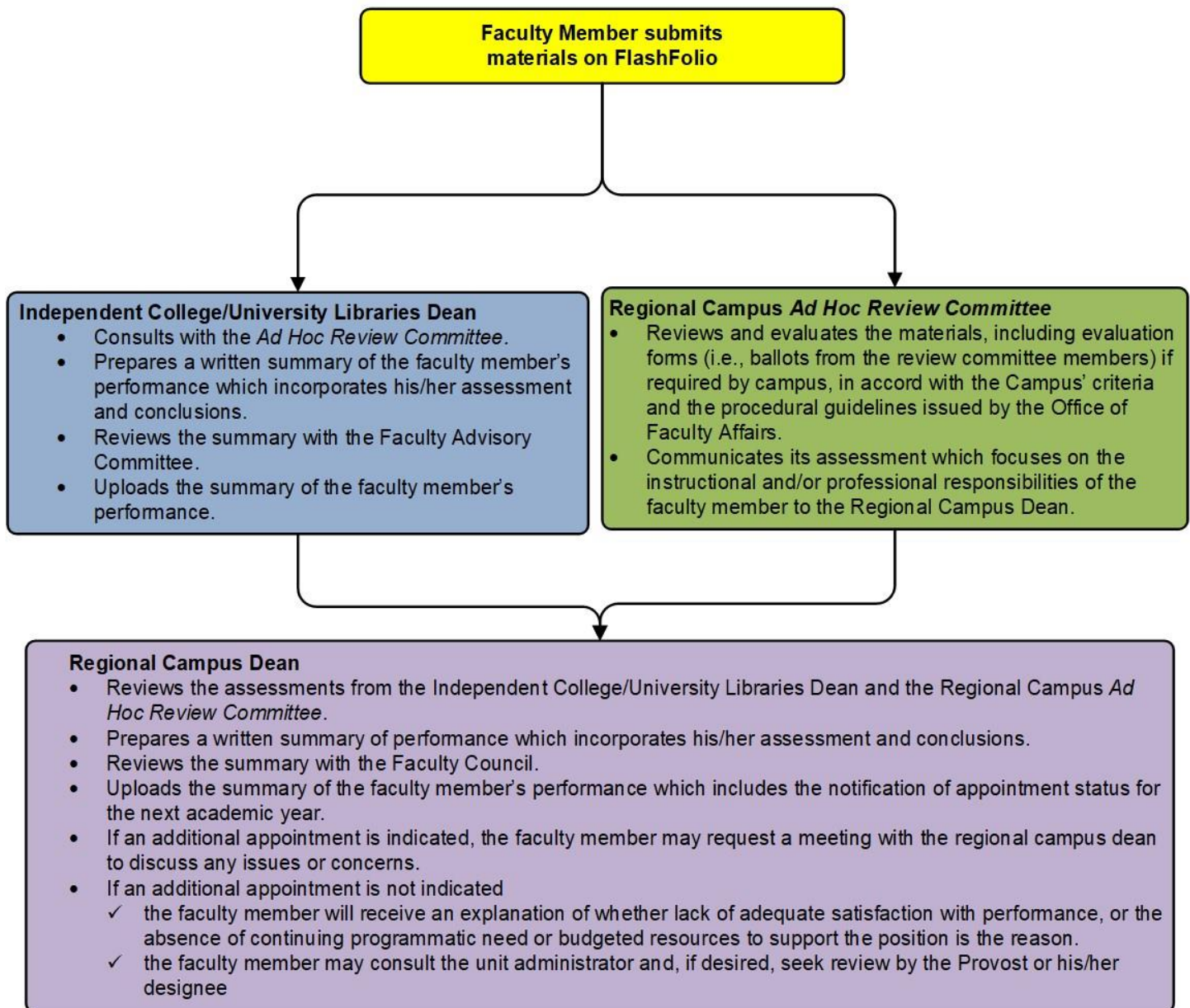
FTNTT FACULTY PERFORMANCE REVIEWS
Full and "Simplified"
**KENT CAMPUS - Colleges without Departments or Schools
and University Libraries**



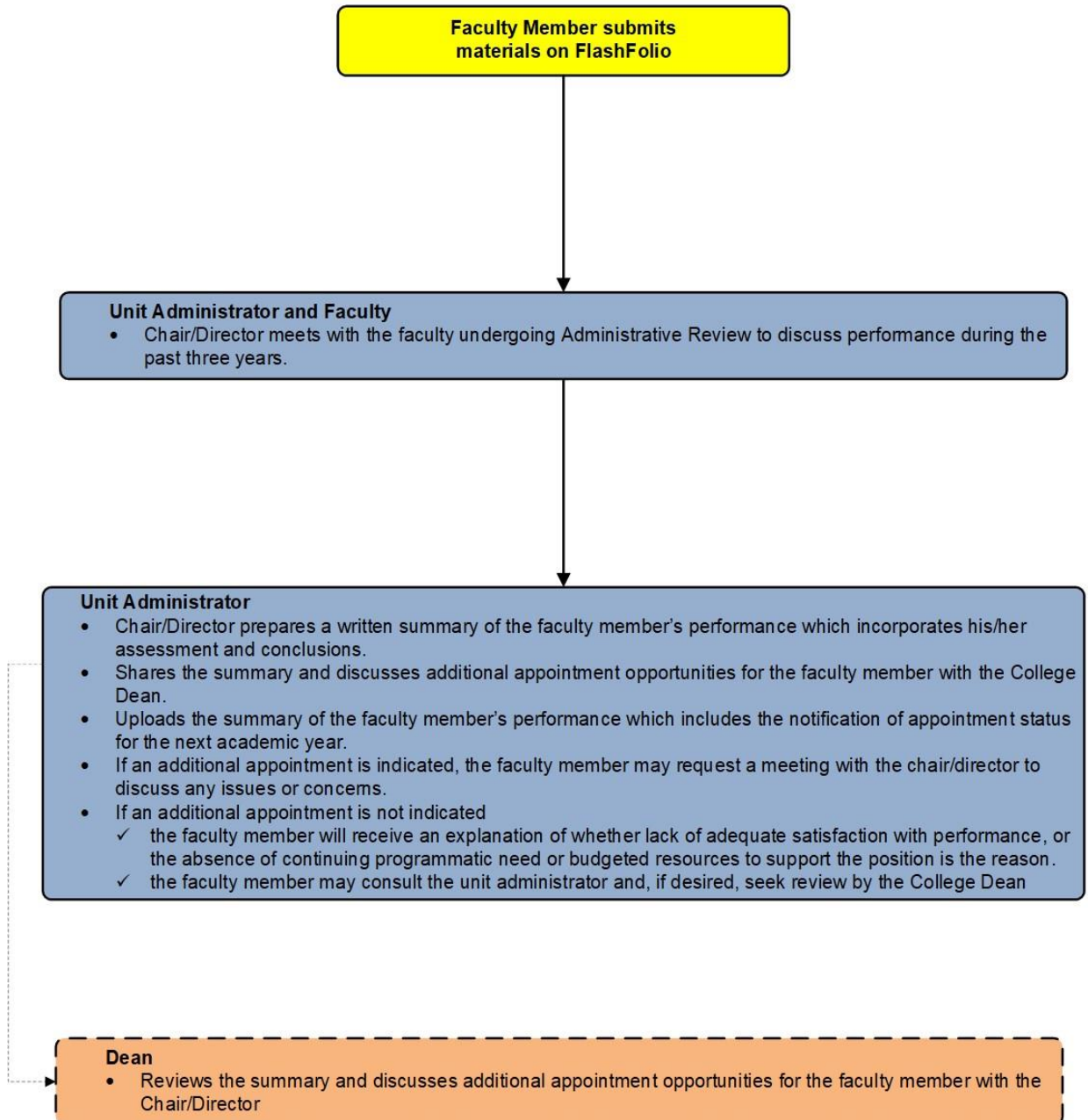
FTNTT FACULTY PERFORMANCE REVIEWS
Full and "Simplified"
REGIONAL CAMPUSES – Colleges with Departments or Schools



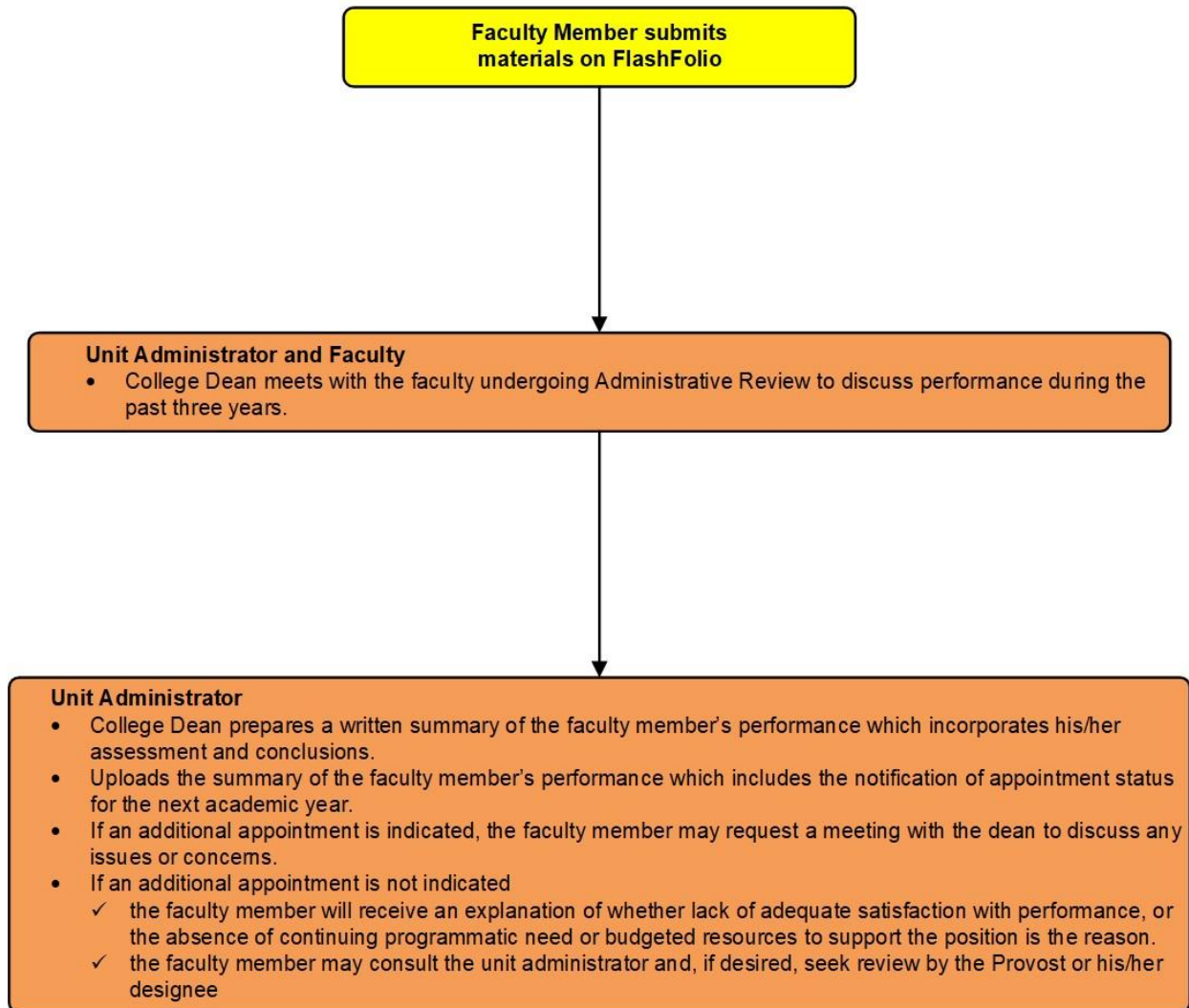
FTNTT FACULTY PERFORMANCE REVIEWS
 Full and "Simplified"
**REGIONAL CAMPUSES – Colleges without Departments or Schools
 and University Libraries**



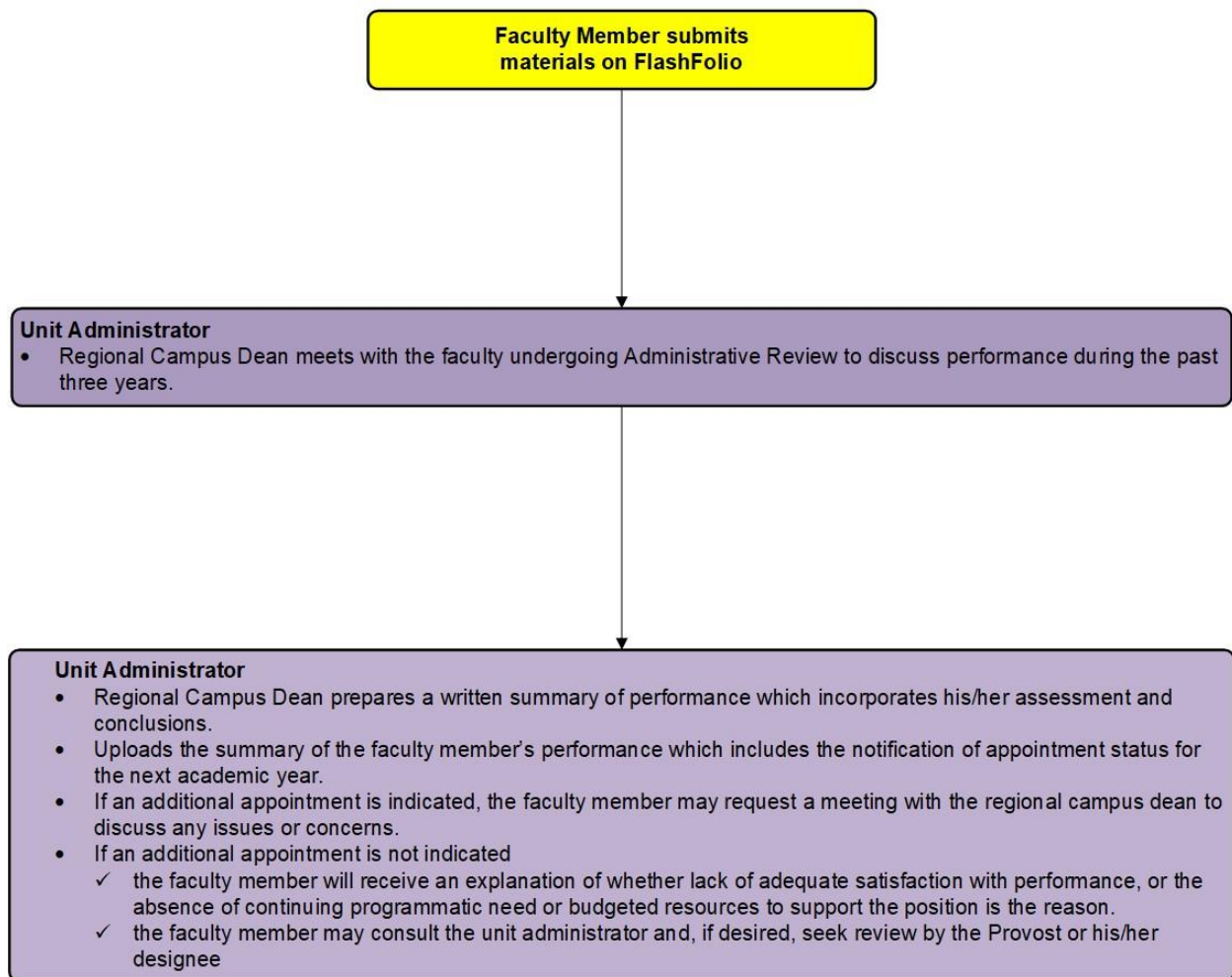
FTNTT FACULTY PERFORMANCE REVIEWS
Administrative
KENT CAMPUS - Colleges with Departments or Schools



FTNTT FACULTY PERFORMANCE REVIEWS
Administrative
KENT CAMPUS - Colleges without Departments or Schools



FTNTT FACULTY PERFORMANCE REVIEWS
Administrative
REGIONAL CAMPUSES



DOCUMENTATION CHECKLISTS

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|---|
| FTNTT Full Performance Review |
| Curriculum Vitae |
| Narrative Statement (Self Evaluation) |
| Peer Reviews, if applicable |
| Workload Statements for the period under review |
| Official SSI Summaries (for information on locating historical SSI's visit flashsurvey.kent.edu). PLEASE NOTE: SSIs from SP20, F20, and SP21 should not be considered in FTNTT performance reviews. See, Faculty Senate Decisions on SSIs . |
| Course Syllabi, if applicable |
| Sample Course Materials, if applicable |
| Faculty in the Practitioner, Clinical or Research tracks should include documentation which demonstrates the effective performance of their assigned duties and responsibilities which is specific to those tracks. |
| Other Documents |

| |
|---|
| FTNTT Simplified Performance Review |
| Curriculum Vitae |
| Narrative Statement |
| Official SSI Summaries (for information on locating historical SSI's visit flashsurvey.kent.edu). PLEASE NOTE: SSIs from SP20, F20, and SP21 should not be considered in FTNTT performance reviews. See, Faculty Senate Decisions on SSIs . |
| Other Documents |

| |
|--|
| FTNTT Administrative Performance Review |
| Curriculum Vitae |
| Narrative Statement |

ARTICLE X

Appointments: Terms, Conditions and Renewals

Section 1. Definitions

FTNTT Faculty members covered by this Agreement are full-time faculty of Kent State University who are appointed annually to a limited term of employment with the University. Appointments and offers of employment in this role are made annually at the sole discretion of the University. The normal duration of appointment is nine months, encompassing a full academic year, excluding summer and intersession(s) following the conclusion of one (1) academic year and the inception of the next academic year.

Section 2. Appointing Authority and Process

- A. Appointments and renewals of appointment to FTNTT Faculty positions are made at the sole and exclusive discretion of the University, based on its assessment of programmatic and staffing needs, of fiscal and budgetary constraints affecting staffing and, if applicable, of satisfaction with fulfillment of duties and responsibilities of employment for the preceding term(s) of employment. The University's discretion and judgments in these regards are exercised in its behalf by the academic administrative officer of the academic unit or regional campus dean⁸ having need of the services that gives rise to the availability of the faculty position.
- B. Appointments are made annually by issuance of an *Offer of Appointment* letter to the member of the bargaining unit by the unit administrator, as is appropriate and customary for the academic unit or regional campus offering appointment.
 - 1. The *Offer of Appointment* letter shall specify the effective dates of the offered appointment, the academic rank at which the appointment is offered, the academic unit and, if applicable, campus of assignment, the anticipated salary for the term of the appointment, and the assignments that shall constitute the fifteen (15) credit hour per semester workload, thirty (30) for the academic year, established by the university workload/teaching load policy referenced in Article IX, Section 1.A. of this Agreement as the normal expectation for FTNTT Faculty members.
 - 2. The *Offer of Appointment* letter shall also specify the track in which the appointment is offered:
 - a. *Instructional.* FTNTT Faculty members whose primary role is to deliver instruction.

⁸ For the purposes of this Article, the term “unit administrator” means the Department Chair or School Director in Colleges with Departments or Schools, the Dean in Colleges without Departments or Schools and the Dean of University Libraries for FTNTT Faculty members whose appointments are on the Kent Campus. For FTNTT Faculty members whose appointments are on the regional campuses, the “unit administrator” is the campus dean.

- b. *Clinical.* FTNTT Faculty members whose primary role is to deliver instruction and/or supervision in a clinical setting (e.g., healthcare facility, agency, workplace, laboratory).
 - c. *Practitioner.* FTNTT Faculty members from academia, industry, and/or other professional fields whose primary role is to deliver instruction or service in professional programs and applied areas (e.g., music, journalism, architecture, librarianship, flight).
 - d. *Research.* FTNTT Faculty members whose primary role is to engage in research activity funded by external sources.
- 3. The FTNTT Faculty member shall indicate acceptance of the offer by signing and dating a copy of the letter and returning it to the Office of Academic Personnel by the date specified in the letter.
 - 4. A formal employment contract shall be issued to the appointed FTNTT Faculty member for signature and returned when all necessary procedures attendant to the appointment have been completed and FTNTT Faculty appointments for the academic year have formally been approved by the Board of Trustees.

Section 3. Renewals of Appointment

While it is recognized that appointments for FTNTT Faculty members covered by this Agreement are made annually and that the term of each appointment is limited to a single academic year, a FTNTT Faculty member may be offered an appointment for a subsequent academic year if programmatic need, satisfaction with performance of previous responsibilities, and budgeted resources supporting the position continue in accord with the conditions and provisions of Section 2.A. of this Article and with the procedural expectations detailed in Section 2.B.

- A. The provisions of this Section do not, however, create any right to expectation of continuous employment nor do they create a right to renewal of appointment as a regular and routine condition of employment save as the University, at its sole and exclusive discretion and in accord with the provisions of this Article, may deem suitable in accord with the priorities of continuing programmatic need, its assessment of demonstrated satisfactory performance of current and previous responsibilities in a faculty capacity by the FTNTT Faculty member, and its determination of sufficient budgeted resources to continue to sustain the position. In the event of unsatisfactory performance, unit administrators should discuss the performance issue(s) with the FTNTT Faculty member as soon as possible.
- B. Academic units, regional campuses, Colleges without departments or schools and University Libraries are encouraged to develop guidelines for the allocation and reallocation of FTNTT Faculty positions and include those guidelines in the unit/regional campus' section of the Faculty Handbook or as such handbook(s) may subsequently be

modified, amended, or otherwise revised for this purpose. The following are a list of suggested considerations:

1. completion of one (1) successful Full Performance Review;
2. completion of more than one (1) successful Full Performance Review;
3. the University's commitment to affirmative action and its policies adopted there under;
4. quality of the bargaining unit member's contributions as documented with the accumulated record; or
5. the impact on the academic program or regional campus resulting from the release of the FTNTT Faculty member, which may be assessed by necessary credentials, experience, academic rank, and competence to perform the instructional and/or other responsibilities of such a FTNTT Faculty member which are essential to a designated program(s).

C. Reassignment of Regional Campus FTNTT Faculty members

1. FTNTT Faculty members may be reassigned within the regional campus system after prior notice and consultation with the FTNTT Faculty member and consultation with the Faculty Council at the affected campuses. The Vice President for Kent State System Integration will notify the FTNTT Faculty member of the reassignment as soon as possible and, except in unusual circumstances, at least thirty (30) days prior to the beginning of the semester in which the reassignment will occur.
2. FTNTT Faculty members may request reassignment within the regional campus system by written request to the Vice President for Kent State System Integration and the deans of the affected campuses. After consultation with the dean and the Faculty Council at the affected campuses, the Vice President, in his/her sole discretion, will inform the FTNTT Faculty member of the decision on the request.
3. The University will notify the Association of any reassignment under this Section 3.C.

Section 4. One-Year Appointments

- A. FTNTT Faculty members in year one (1) or two (2) of employment with the University may expect to be notified by the responsible unit administrator as early as possible, but no later than May 1, of opportunities for additional appointment for the subsequent academic year or that an opportunity for additional appointment is not anticipated. Absent written notification prior to May 1 of an academic year that the appointment is not to be renewed for the next academic year, the appointment for the next academic

year shall be regarded as renewed. Nothing in the foregoing, however, shall preclude the right of the University to extend an offer of additional appointment, or of the FTNTT Faculty member to accept such offer, later than that date should circumstances create such an opportunity subsequent to May 1.

- B. An academic unit or regional campus may elect to require a performance review in the first and/or second year of employment. Information about these reviews will be shared with the FTNTT Faculty member by the unit administrator if such a review is required.
- C. If an additional appointment is anticipated or authorized beyond year three (3) of employment with the University, the FTNTT Faculty member must complete a Full Performance Review as described in Section 5 below. If an additional appointment is not anticipated beyond year three (3) of employment with the University, the FTNTT Faculty member will be notified as early as possible, but no later than December 1 of year three (3) that he/she will not be scheduled for a Full Performance Review. Nothing in the foregoing, however, shall preclude the right of the University to extend an offer of additional employment and to invite the FTNTT Faculty member to schedule a review, as described in Section 6. below, should circumstances create such an opportunity subsequent to December 1.

Section 5. General Considerations for All FTNTT Performance Reviews

- A. The University and the Association agree that academic units and regional campuses should, whenever possible,
 - 1. include FTNTT Faculty members in the development and revision of the criteria applicable to the performance reviews of FTNTT Faculty and the renewal of FTNTT Faculty appointments;
 - 2. include FTNTT Faculty members on committees that conduct the performance reviews of FTNTT Faculty members; and
 - 3. use signed evaluation forms as part of the performance review process for FTNTT Faculty members.

Section 6. First Full Performance Review

A FTNTT Faculty member who has received appointments for three (3) consecutive academic years shall be subject to a Full Performance Review during the third year of appointment before a fourth annual appointment can be anticipated or authorized. As described in Section 4.C. above, if a fourth annual appointment is not anticipated, the FTNTT Faculty member will not be scheduled for a Full Performance Review.

- A. The Full Performance Review will follow the format, procedures and timelines

established by the University, as annually distributed through the Office of Faculty Affairs. The criteria shall be as developed by the academic unit and, if applicable, the regional campus of appointment, based primarily on established instructional and/or professional effectiveness criteria applicable to the renewal of FTNTT Faculty members within the academic unit and/or regional campus.

1. The unit administrator shall notify the FTNTT Faculty member of the review by providing (i) the criteria as developed by the academic unit and campus, if applicable (e.g., a copy of the academic unit handbook, campus handbook, other unit or campus guidelines); and (ii) the academic unit's and, if applicable, the campus' documentation requirements to the FTNTT Faculty member no later than the end of the spring semester in the academic year prior to the academic year in which the full performance review will be scheduled.
2. FTNTT Faculty members are encouraged to consult with their unit administrator about (i) the review process; (ii) the applicable criteria; and, (iii) the documentation requirements (e.g., scheduling peer reviews, if needed). If criteria and documentation requirements developed by the academic unit and, if applicable, the campus are not provided to the FTNTT Faculty member, he/she should use [Addendum B](#) of this Agreement to prepare for the review.
3. The period of performance to be reviewed is the three (3) years of consecutive appointments, including that portion of the third appointment which is subject to evaluation and assessment at the time of the review. Guidelines for the submission of materials for review in the spring semester of the third consecutive year of appointment and for the timely conduct of the review process will be issued annually by the Office of Faculty Affairs. (*See, Addendum B, Suggested Documentation Guidelines for Full-Time Non-Tenure Track Faculty Full Performance Reviews.*)
4. For FTNTT Faculty members who are on a nine-month contract and are hired at the beginning of the spring semester, the first full academic year will be considered the FTNTT Faculty member's first year for the purposes of the Full Performance Review as described in this Section 6.
5. For FTNTT Faculty members on a twelve-month contract and hired between January 1 and June 30, the first full fiscal year (i.e., July 1 to June 30) will be considered the FTNTT Faculty member's first year for the purposes of the Full Performance Review as described in this Section 6.
6. For FTNTT Faculty members whose appointment is in an academic College (e.g., interdisciplinary program) or the Fashion Museum, the College Dean, or his/her designee, will function as the unit administrator for the purposes of any performance review as described in this Article. The Dean or his/her designee will establish an ad hoc review committee for the review which will include faculty members who are familiar with the FTNTT Faculty member's work and

area of expertise.

- B. At the conclusion of the Full Performance Review, and after consultation with the College Dean, if applicable, the unit administrator will provide the FTNTT Faculty member with a written summary of its outcome and conclusions and an indication of whether an additional appointment may be anticipated and, if so, under what programmatic, budgetary and/or anticipated staffing or projected enrollment circumstances. FTNTT Faculty members are encouraged to request a meeting with their unit administrator at the conclusion of a successful review if they would like to discuss any issue(s) and/or concern(s) about the review process.
1. In the event that an additional appointment is not indicated, the academic unit administrator will include in the written summary provided to the FTNTT Faculty member an explanation of whether lack of adequate satisfaction with performance or the absence of anticipated continuing programmatic need or budgeted resources to support the position is the reason. The academic unit administrator's written summary will inform the FTNTT Faculty member that he/she has the right, within ten (10) days, to add a statement to his/her file concerning any procedural error(s) or error(s) of fact that the FTNTT Faculty member believes have been included in the unit administrator's written summary.
 2. The FTNTT Faculty member may consult the unit administrator and, if desired, seek review of the unit administrator's decision, as applicable, below:
 - a. In Colleges with departments or schools, the FTNTT Faculty member may seek review of the unit administrator's decision by the College Dean or his/her designee.
 - b. In College's without departments or schools or University Libraries, the FTNTT Faculty member may seek review of the unit administrator's decision by the Provost or his/her designee.
 - c. For Regional Campuses, the FTNTT Faculty member may seek review of the unit administrator's decision by the Provost or his/her designee.
 - d. The administrator responsible for conducting the review of the unit administrator's decision, as applicable, will notify the FTNTT Faculty of the review timeline and process within ten (10) days of receipt of a request for review.
 - e. This Section 6.B.2. provides the sole review of a unit administrator's decision that an additional appointment is not indicated, as follows:
 - i. subsequent to any performance review because a lack of adequate satisfaction with performance or the absence of anticipated continuing programmatic need or budgeted resources to support

the position is the reason; or

- ii. at the completion of a performance plan as described in Section 6.B.4. below.
3. An additional appointment immediately subsequent to the completion of the Full Performance Review normally is expected to be part of a three-year term of renewable annual appointments as defined in Section 7, below, provided that continuing programmatic need and budgeted resources supporting the position can be anticipated for the term in question.
4. In the unusual case when a FTNTT Faculty member is approved for a three-year term of annually renewable appointments, as defined in Section 7 below and the unit administrator determines that a subsequent review is needed due to performance concerns, the unit administrator will include a written performance plan that clearly identifies the performance issue(s) and the steps the FTNTT Faculty member must take to correct the issue(s). This performance plan must state what materials the FTNTT Faculty member will need to submit to measure improvement. The unit administrator will also include a timeline and procedure for this subsequent review in the written summary of the review provided to the FTNTT Faculty member as described in B.1. above of this Section 6.

Section 7. Three-year Term of Annually Renewable Appointments

As indicated in Section 6.B.3., above, a FTNTT Faculty member who has successfully completed three (3) consecutive years of employment and one (1) Full Performance Review becomes eligible for appointment to a three-year term of annually renewable appointments which are conditional from year to year only upon continued satisfaction with demonstrated performance, continued programmatic and staffing need within the academic unit, and continued budgetary resources supporting the position. The terms, conditions, and expectations for renewal of appointment throughout the three-year term are to be stated in a written *Offer of Appointment* at the time of appointment to the three-year term. The following special circumstances and expectations pertain to FTNTT Faculty members during the three-year term of annually renewable appointments.

- A. FTNTT Faculty members in years four (4) and five (5) of employment with the University may expect to be notified by the responsible unit administrator as early as possible, but no later than March 1, of opportunities for additional appointment for the subsequent academic year or that an opportunity for additional appointment is not anticipated. Absent written notification prior to March 1 of a given year that the appointment is not to be renewed, the appointment for the next academic year within the three-year term shall be regarded as renewed. The basis for failure to renew the appointment, which shall be stated in the notification letter, shall be the absence of one or more of continuing satisfactory performance of instructional and/or other faculty

responsibilities, of continuing programmatic and/or staffing need within the unit, or of anticipated budgeted resources sufficient to support the position for the coming year.

- B. Upon completion of a three-year term of annually renewable appointments, a FTNTT Faculty member in the sixth year of consecutive employment with the University becomes eligible for consideration for another three-year term of annually renewable appointments based upon successful completion of a second Full Performance Review, as provided for in Section 6.A. and 6.B. above; favorable assessment of service and contributions during the initial and most recent three-year term; and anticipated continuation of programmatic and staffing needs and of budgetary resources sufficient to support the position.
- C. In the event of notification prior to March 1 that an appointment is not to be renewed for the next year of the uncompleted term or of notification at the conclusion of the second Full Performance Review that appointment to an additional three-year term is not to be offered, the affected FTNTT Faculty member may meet with the unit administrator and, if desired, seek review of the unit administrator's decision as described in Section 6.B.2. above.
- D. A FTNTT Faculty member serving a three-year term of annually renewable appointments who desires to resign his or her position within the bargaining unit or from the University during the course of that term shall be expected to notify the unit administrator, in writing, no less than thirty (30) days prior to the conclusion of the semester immediately preceding the desired effective date of the resignation.
- E. If a FTNTT Faculty position held by a FTNTT Faculty member serving a three-year term of annually renewable appointments is discontinued for reasons of programmatic need or lack of budgetary resources to continue funding the position, the affected FTNTT Faculty member normally will be offered the opportunity to continue the appointments only if programmatic need is redefined or only if budgetary resources are rediscovered within the same three-year term of annually renewable appointments so that the position could be made available within the same three-year term. Such an opportunity to continue the same term of three-year term of renewable appointments will be offered in accord with the terms and conditions of such appointment referenced in this Section 7.
- F. In the unusual circumstance when any scheduled review, as described in Section 6, 9 and 10 of this Article, must occur outside the normal review cycle, that review will be scheduled during the next normal review cycle and, if the review is successful, the FTNTT Faculty member will begin the second of a three-year term of annually renewable contracts the following academic year.

Section 8. Additional Three-year Terms of Annually Renewable Appointments

- A. FTNTT Faculty members in the first two (2) years of a third, fourth, fifth, *et seq.* three-year term of annually renewable appointments (e.g., years seven (7) and eight (8); ten (10) and eleven (11); thirteen (13) and fourteen (14), *et seq.*) of employment with the

University may expect to be notified by the responsible academic administrative officer as early as possible, but no later than October 1 of a given year that the appointment is not to be renewed for the next academic year, the appointment for the next academic year within the three-year term shall be regarded as renewed. The basis for failure to renew the appointment, which shall be stated in the notification letter, shall be the absence of one or more of continuing satisfactory performance of instructional and related faculty responsibilities, of continuing programmatic and/or staffing need within the unit, or of anticipated budgeted resources sufficient to support the position for the coming year.

- B. Upon completion of two (2) three-year terms of annually renewable appointments, a FTNTT Faculty member in the ninth, twelfth, fifteenth, *et. seq.* year becomes eligible for consideration for another three-year term of annually renewable appointments based upon successful completion of a performance review, as provided for in Section 9 or Section 10 below, as applicable; favorable assessment of service and contributions during the most recent three-year term; and anticipated continuation of programmatic and staffing needs and of budgetary resources sufficient to support the position.
- C. In the event of notification prior to October 1 that an appointment is not to be renewed for the next academic year of the uncompleted term or of notification at the conclusion of the performance review that appointment to an additional three-year term is not to be offered, the affected FTNTT Faculty member may meet with the unit administrator and, if desired, seek review of the unit administrator's decision as described in Section 6.B.2. above.
- D. A FTNTT Faculty member serving a three-year term of renewable appointments who desires to resign his or her position within the bargaining unit or from the University during the course of that term shall be expected to notify the unit administrator of the academic unit or regional campus where the appointment is held, in writing, no less than thirty (30) days prior to the conclusion of the semester immediately preceding the desired effective date of the resignation.
- E. If a FTNTT Faculty position held by a FTNTT Faculty member serving a three-year term of annually renewable appointments is discontinued for reasons of programmatic need or lack of budgetary resources to continue funding the position, the affected FTNTT Faculty member of the unit normally will be offered the opportunity to continue the appointments only if programmatic need is redefined or only if budgetary resources are rediscovered within the same three-year term of appointments so that the position could be made available within the same three-year term. Such an opportunity to continue the same term of three-year renewable appointments will be offered in accord with the terms and conditions of such appointment referenced in Section 7 above.

Section 9. Simplified Performance Reviews

- A. After nine (9) and twelve (12) years of consecutive appointments, FTNTT Faculty members shall undergo a simplified performance review. The review will follow the format, procedures and timelines established by the University, as annually distributed

through the Office of Faculty Affairs. FTNTT Faculty members will submit to the unit administrator a vitae, summaries of student surveys of instruction, if applicable, and a narrative of up to five (5) pages in which the FTNTT Faculty member describes her/his professional activities during the past three (3) years. A FTNTT Faculty member who successfully completes this performance review is eligible for a three (3) year term of annually renewable appointments which is conditional from year to year only upon continued satisfaction with demonstrated performance, continued programmatic and staffing need within the academic unit, and continued budgetary resources supporting the position.

- B. At the conclusion of the simplified performance review and after consultation with the College Dean, if applicable, the unit administrator will provide the FTNTT Faculty member with a written summary of its outcome and conclusions and an indication of whether an additional appointment may be anticipated and, if so, under what programmatic, budgetary and/or anticipated staffing or projected enrollment circumstances. FTNTT Faculty members are encouraged to meet with their unit administrator, as applicable, at the conclusion of a successful review if they would like to discuss any issue(s) and/or concern(s) about the review process.
1. In the event that an additional appointment is not indicated, the academic unit administrator will include in the written summary provided to the FTNTT Faculty member an explanation of whether lack of adequate satisfaction with performance or the absence of anticipated continuing programmatic need or budgeted resources to support the position is the reason. The academic unit administrator's written summary will inform the FTNTT Faculty member that he/she has the right, within ten (10) days, to add a statement to his/her file concerning any procedural error(s) or error(s) of fact that the FTNTT Faculty member believes have been included in the unit administrator's written summary.
 2. The FTNTT Faculty member may meet with unit administrator and, if desired, seek review of the unit administrator's decision as described in Section 6.B.2 above.
 3. An additional appointment immediately subsequent to the completion of the performance review normally is expected to be part of a three-year term of renewable annual appointments as defined in Section 7 above, provided that continuing programmatic need and budgeted resources supporting the position can be anticipated for the term in question.
 4. When a FTNTT Faculty member is approved for a three-year term of annually renewable appointments, as defined in Section 7 above and the unit administrator determines that a subsequent review is needed due to performance concerns, the unit administrator will include a written performance plan that clearly identifies the performance issue(s) and the steps the FTNTT Faculty member must take to correct the issue(s). This performance plan must also state what materials the FTNTT Faculty member will need to submit to measure improvement. The unit

administrator will also include a timeline and procedure for this subsequent review in the written summary of the review provided to the FTNTT Faculty member as described in B.1. of this Section 9.

Section 10. Administrative Performance Reviews

- A. After fifteen (15) years of consecutive appointments, and every three (3) years thereafter, FTNTT Faculty members shall be reviewed by their unit administrator. This administrative performance review will follow the format, procedures and timelines established by the University, as annually distributed through the Office of Faculty Affairs. To complete this review, the unit administrator will schedule a meeting with the FTNTT Faculty member who will submit, prior to the meeting, a current vitae and a narrative of 1-3 pages in which the FTNTT Faculty member describes her/his professional activities during the past three (3) years prior to the meeting. A FTNTT Faculty member who successfully completes this review is eligible for a three (3) year term of annually renewable appointments which is conditional from year to year only upon continued satisfaction with demonstrated performance, continued programmatic and staffing need within the academic unit, and continued budgetary resources supporting the position. FTNTT Faculty members are encouraged to request a follow-up meeting with their unit administrator at the conclusion of a successful review if they would like to discuss any issue(s) and/or concern(s) about the review process.
- B. At the conclusion of this review and after consultation with the Dean, if applicable, the unit administrator will provide the FTNTT Faculty member with a written summary of its outcome and conclusions and an indication of whether an additional appointment may be anticipated and, if so, under what programmatic, budgetary and/or anticipated staffing or projected enrollment circumstances.
 - 1. In the event that an additional appointment is not indicated, the unit administrator will include in the written summary provided to the FTNTT Faculty member an explanation of whether lack of adequate satisfaction with performance or the absence of anticipated continuing programmatic need or budgeted resources to support the position is the reason. The academic unit administrator's written summary will inform the FTNTT Faculty member that he/she has the right, within ten (10) days, to add a statement to his/her file concerning any procedural error(s) or error(s) of fact that the FTNTT Faculty member believes have been included in the administrator's written summary.
 - 2. The FTNTT Faculty member may meet with the unit administrator and, if desired, seek review of the unit administrator's decision as described in Section 6.B.2. above.
 - 3. An additional appointment immediately subsequent to the completion of this administrative performance review normally is expected to be part of a three-year term of renewable annual appointments as defined in Section 7 above, provided

that continuing programmatic need and budgeted resources supporting the position can be anticipated for the term in question.

4. In the unusual case when a FTNTT Faculty member is approved for a three-year term of annually renewable appointments, as defined in Section 7 above, and the unit administrator determines that a subsequent review is needed due to performance concerns, the unit administrator will include a performance plan that clearly identifies the performance issue(s) and the steps the FTNTT Faculty member must take to correct the issue(s). This performance plan must also state what materials the FTNTT Faculty member will need to submit to measure improvement. The unit administrator will also include a timeline and procedure for this subsequent review in the written summary of the review provided to the FTNTT Faculty member as described in B.1. above of this Section 10.

Section 11. Academic Ranks

As noted in Article II, Section 1.A., of this Agreement, FTNTT Faculty members hold appointment at one (1) of the following six (6) academic ranks: Lecturer, Associate Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, or Professor. The academic ranks of Lecturer, Associate Lecturer and Senior Lecturer are reserved for FTNTT Faculty members who have not earned a terminal degree in their discipline, but whose professional experience and demonstrated performance warrant these ranks. The academic ranks of Assistant Professor, Associate Professor and Professor are reserved for FTNTT Faculty members who have earned the terminal degree in their discipline and whose professional experience and demonstrated performance warrant these ranks.

- A. Determination of academic rank is a function of the combination of earned academic credentials and demonstrable experience and achievement appropriate to the level of appointment. Normally, initial appointment as a FTNTT Faculty member will be at the rank of Lecturer unless the appointee possesses the doctoral degree or, in some instances, the highest available earned advanced degree ("terminal degree") appropriate to the academic discipline. In the latter instance, the expectation is that the FTNTT Faculty member will be appointed at the rank of Assistant Professor.
- B. When the combination of academic credentials and demonstrated appropriate experience and professional contributions would warrant appointment within the academic unit at the rank of Associate Lecturer, Senior Lecturer, Associate Professor or Professor, the University, in its sole discretion, may appoint new FTNTT Faculty members at those ranks.
- C. FTNTT Faculty members may request reconsideration of the rank of appointment with each annual renewal of appointment if he/she believes that he/she was hired at an inappropriate rank. To request such a reconsideration of rank, a FTNTT Faculty member should submit a written request to the unit administrator providing a rationale for reconsideration of rank citing earned academic credentials and appropriate professional experience and contributions that would warrant such reconsideration. A change in rank

which results from a reconsideration of rank has no impact on salary other than the salary minima, if applicable, as established in Article XI of this Agreement.

- D. A FTNTT Faculty member who receives the doctoral or established appropriate terminal degree that would warrant initial appointment at the rank of Assistant Professor will be appointed at that rank with the renewal of appointment, if offered, for the academic year immediately following receipt of verification of the award of the appropriate advanced degree. A change in rank resulting from the awarding of a doctoral or established appropriate terminal degree has no impact on salary other than the salary minima, if applicable, as established in Article XI of this Agreement.
- E. A change in rank resulting from a successful promotion application as described in Section 12 below has an impact on salary as provided in Article XI of this Agreement.

Section 12. Promotion

- A. FTNTT Faculty members⁹ who have completed five (5) consecutive years of employment as a FTNTT Faculty member and one (1) successful Full Performance Review may apply for promotion to the rank of Associate Lecturer/Associate Professor, as applicable, concurrent with their second Full Performance Review, or any year thereafter. Normally, FTNTT Faculty members at the rank of Associate Lecturer/Associate Professor may apply for promotion to the rank of Senior Lecturer/Professor, as applicable, in any year after five (5) full years in rank as an Associate Lecturer/Associate Professor.
- B. Guidelines for the submission of materials for promotion review and for the timely conduct of the promotion review process will be issued annually by the Office of Faculty Affairs. (See also, [Addendum C](#), Guidelines and Procedures for Full-Time Non-Tenure Track Faculty Promotion.)

Section 13. Access to Tenure-Track Appointments

⁹For the purposes of this Section 12 and subject to Addendum C of this Agreement:

- Administrators who hold FTNTT Faculty rank, as designated on the Unclassified Employment Agreement for their current administrative position, may apply for promotion to the rank of Associate Lecturer/Associate Professor, as applicable, if they have (i) successfully completed at least one Full Performance Review as an FTNTT Faculty member in the FTNTT bargaining unit; and (ii) they have completed at least three (3) consecutive years of employment as an administrator with FTNTT Faculty rank as Lecturer/Assistant Professor, as designated on the administrator's Unclassified Employment Agreement for those three (3) years.
- Administrators who hold the FTNTT Faculty rank of Associate Lecturer/Associate Professor, may apply for promotion to the rank of Senior Lecturer/Professor, as applicable, if they have (i) successfully completed at least one (1) Full Performance Review as an FTNTT Faculty member in the FTNTT bargaining unit; and (ii) completed five (5) consecutive years of employment as an administrator with FTNTT Faculty rank as Associate Lecturer/Associate Professor as designated on the administrator's Unclassified Employment Agreement for those five (5) years.

- A. Nothing in this Agreement shall create either special advantage for or detriment to FTNTT Faculty members in seeking appointment to vacancies and appointments in the tenure-track as positions for which they are qualified become available. A FTNTT Faculty member may apply and compete for such opportunities as they become available on the same basis as all other qualified candidates from within or outside the University and without jeopardy to the FTNTT Faculty appointment he/she currently holds.
- B. Similarly, nothing in this Agreement shall either guarantee to a FTNTT Faculty member or preclude the University from offering, appointment in the tenure-track to a FTNTT Faculty member during the term of his/her appointment, consistent with fulfillment of the criteria, procedures, and policies for making appointments to such positions.

Section 14. Reduction In Force

It is recognized that appointments for FTNTT Faculty members covered by this Agreement are made annually and subject to programmatic need, satisfactory performance, and budgeted resources (*See*, Article X, Section 3.A of this Agreement). The University currently has policies and procedures in place which govern a reduction in force (retrenchment) of tenured and tenure-track faculty. The University will determine the need to reduce the number of FTNTT Faculty members within a designated academic unit, including a department or program within an academic unit or department (for these purposes the regional campuses shall be designated as one academic unit), consistent with extant retrenchment policies and procedures.

- A. The University first shall attempt to achieve the desired result through the following:
 - 1. Attrition, including voluntary early retirement;
 - 2. A release of faculty who are not FTNTT Faculty members, unless no FTNTT Faculty member has the necessary credentials, academic rank, experience, and competence needed to perform the assigned responsibilities and to teach a course or courses essential to a designated program(s).
- B. If, consistent with extant University policies and procedures referenced above, the University makes a final determination that a reduction in force of FTNTT Faculty members is necessary, the following factors shall be used to determine which FTNTT Faculty members within the affected unit(s) will be released:
 - 3. The affected FTNTT Faculty member(s) shall first be placed in the appropriate one (1) of the following categories:
 - a. No Full Performance Review completed;
 - b. One (1) successful Full Performance Review completed;
 - c. Two (2) successful Full Performance Reviews completed; or

- d. Seven (7) or more years of consecutive employment completed.
- 4. Normally, FTNTT Faculty members with no Full Performance Review completed will be considered for release first. FTNTT Faculty members who have completed one (1) successful Full Performance Review will be considered for release before FTNTT Faculty members who have completed two (2) successful Full Performance Reviews. FTNTT Faculty members who have completed two (2) successful Full Performance Reviews will be considered for release before FTNTT Faculty members who have completed seven (7) or more years of consecutive employment.
- 5. The following additional factors will be given full consideration in the final determination as to whether a FTNTT Faculty member will be released:
 - a. The FTNTT Faculty member's length of service as a FTNTT Faculty member;
 - b. The quality of the FTNTT Faculty member's contributions as documented with the accumulated record;
 - c. The impact on the academic program resulting from the release of the FTNTT Faculty member, which may be assessed by necessary credentials, experience, academic rank, and competence needed to perform the assigned responsibilities and to teach a course or courses essential to a designated program(s);
 - d. The University's commitment to affirmative action and its policies adopted there under.

FTNTT CBA, effective August 23, 2020

ADDENDUM B

Suggested Documentation Guidelines for Full-Time Non-Tenure Track Faculty Full Performance Reviews

This Agreement at Article X, Sections 5 and 6 provides that FTNTT Faculty members who have completed three (3) or six (6) consecutive academic years of annually renewable contracts shall be subject to a Full Performance Review during the third and sixth year respectively before an additional appointment can be anticipated or authorized. The following guidelines are provided to assist FTNTT Faculty members in the preparation of the documentation to be submitted for the Full Performance Review.

Normally, the Full Performance Review file will include, at least, the following items:

- A. A self-evaluation providing an assessment of the candidate's teaching and/or other assigned duties and responsibilities, if any, during the period under review;
- B. An up-to-date curriculum vita;
- C. Workload statements for the period under review;
- D. The syllabi for courses taught during the period under review, if applicable; and
- E. The Evaluation Summaries of Student Surveys of Instruction (SSI) for all courses taught during the period under review.
- F. FTNTT Faculty members in the Practitioner, Clinical or Research tracks should include documentation which demonstrates the effective performance of their assigned duties and responsibilities within their respective tracks.

The unit administrator/regional campus dean and/or the unit/campus review committee(s), as applicable, may modify documentation requirements as established by the academic unit/campus. Academic unit administrators will provide FTNTT Faculty members with any additions/modifications to the documentation requirements for the review, as provided in Article X, Section 5.A. of this Agreement. FTNTT Faculty members are encouraged to contact their unit administrator/regional campus dean for more specific information concerning academic unit/campus documentation requirements, as needed.

At his/her discretion, the FTNTT Faculty member may include other materials (e.g., peer reviews, awards, evidence of professional development and/or professional or creative activity) which demonstrate the effective performance of his/her assigned duties and responsibilities during the period under review.

COVID 19 DOCUMENTS

SIDE LETTER

WHEREAS, Kent State University (hereinafter University), like many other educational institutions, has experienced a significant and unforeseeable disruption due to the COVID-19 pandemic; and

WHEREAS, the COVID-19 pandemic and its aftermath will impact University operations into academic year 20/21 and possibly beyond; and

WHEREAS, the University and the Full-time Non-Tenure Track Faculty Unit of the Kent State Chapter of the American Association of University Professors (hereinafter FTNTT Unit) have a Collective Bargaining Agreement (hereinafter CBA) currently in effect; and

WHEREAS, the CBA includes language which specifically governs the periodic performance reviews of FTNTT bargaining unit members; and

WHEREAS, the University and AAUP-KSU through this Side Letter seek to be proactive in managing issues related to (i) the extraordinary challenges faced by FTNTT bargaining unit members during the COVID-19 pandemic; and (ii) Faculty Senate decisions concerning the use of Student Surveys of Instruction (SSIs) during spring semester 2021 and academic year 20/21;


THE UNIVERSITY AND FTNTT UNIT HEREBY AGREE to the following concerning the periodic performance reviews of some FTNTT bargaining unit members who will be scheduled for Full Performance Reviews in academic year 20/21:

- FTNTT bargaining unit members who are scheduled for their first or second Full Performance Review in AY 20/21, as described in the FTNTT Collective Bargaining Agreement at Article X, Sections 6 and 7, during academic year 20/21 may voluntarily request to defer that scheduled performance review for one (1) year (COVID-19 Deferral).
- FTNTT bargaining unit members who have been notified, in writing, that an additional appointment is not anticipated beyond year three (3) and they will not be scheduled for a Full Performance review, are not eligible for a COVID Deferral.
- A request for a COVID-19 Deferral would be initiated by the FTNTT bargaining unit member by written request to the appropriate academic unit administrator or regional campus dean no later than January 15, 2021 at 5 p.m. The academic unit administrator or regional campus dean will consult with the appropriate faculty advisory body and forward a recommendation to the Provost.
- A COVID-19 Deferral is automatic if recommended to the Provost by the academic unit administrator or regional campus dean.

- A COVID-19 Deferral year will count towards total years of service as a FTNTT bargaining unit member for the purposes of eligibility to apply for promotion as an FTNTT Faculty member.
- A COVID-19 Deferral (i) must be voluntarily requested by the FTNTT bargaining unit member; (ii) may only be requested one (1) time; and (iii) can only be applied to a Full Performance Review, as referenced above, in academic year 20/21.
- The parties agree that this Side Letter to the Collective Bargaining Agreement with the FTNTT Unit shall remain in effect through AY 2020-21, subject to extension and modification of the parties to the Agreement.

Melody Tankersley
 Digitally signed by Melody Tankersley
 Date: 2020.10.02 14:20:31 -04'00'
 Melody Tankersley
 Interim Senior Vice President and Provost

 Date


 Tracy Laux
 FTNTT Unit President, AAUP-KSU

10/02/2020
 Date

**Faculty Senate Executive Committee: Decision Concerning
Student Surveys of Instruction as a Response to the
Ongoing COVID-19 Pandemic**

1. The Faculty Senate Executive Committee and the Ad Hoc Academic Continuity Planning Group have considered the impact on Student Surveys of Instruction during the disruption caused by COVID-19. With a focus on issues critical to the continued academic progress of our students and the success of our instructors, the group is especially concerned about challenges related to the deployment, data collection and the future use of SSI data that is collected during this period.
2. Given the foregoing, the Faculty Senate Executive Committee has decided the following concerning Student Surveys of Instruction (SSIs). As a response to the ongoing COVID-19 pandemic, the University will continue to deploy Student Surveys of Instruction in all courses; however, the SSI results shall be delivered only to instructors for formative feedback and shall not be part of the evaluation for personnel decisions including but not limited to reappointment, tenure, promotion, renewal of appointment, and merit.
3. This process for the deployment of SSIs and the collection of SSI data will apply to courses taught by all university instructors including but not limited to tenure-track faculty (TT), full-time non-tenure track faculty (FTNTT), full-time non-tenure eligible faculty (FTNTE), part-time faculty, graduate assistants, and visiting and distinguished professors.
4. In the absence of SSIs in faculty personnel files, reviewers should focus on other measures of teaching such as peer reviews and course materials to assess faculty members' teaching performance. Likewise, faculty members should include appropriate materials and self-reflection in the narrative on their teaching performance during the period in which SSIs use is limited.

September 2020

See also

**Faculty Senate Executive Committee:
Decision Concerning Student Surveys of Instruction
in the Event of Campus Disruption**

1. The Faculty Senate Executive Committee and the Ad Hoc Academic Continuity Planning Group have considered the impact on Student Surveys of Instruction during the disruption caused by COVID-19. With a focus on issues critical to the continued academic progress of our students and the success of our instructors, the group is especially concerned about challenges related to the deployment, data collection and the future use of SSI data that is collected during this period.

2. Given the foregoing, the Faculty Senate Executive Committee has decided the following concerning Student Surveys of Instruction (SSIs). As a one-time response to the current campus disruption, the University will continue to deploy Student Surveys of Instruction in all courses; however, the SSI results shall be delivered only to instructors for formative feedback and shall not be part of the evaluation for personnel decisions including but not limited to reappointment, tenure, promotion, renewal of appointment, and merit.
3. This process for the deployment of SSIs and the collection of SSI data will apply to courses taught by all university instructors including but not limited to tenure-track faculty (TT), full-time non-tenure track faculty (FTNTT), full-time non-tenure eligible faculty (FTNTE), part-time faculty, graduate assistants, and visiting and distinguished professors.

March 2020

SIDE LETTER

WHEREAS, Kent State University (hereinafter University), like many other educational institutions, has experienced a significant and unforeseeable disruption due to the COVID-19 pandemic; and

WHEREAS, the COVID-19 pandemic and its aftermath are likely to impact University operations into academic year 20/21 and possibly beyond; and

WHEREAS, the University and the Kent State Chapter of the American Association of University Professors (hereinafter AAUP-KSU) have collective bargaining agreements (hereinafter Agreement(s)) currently in effect with two faculty bargaining units; and

WHEREAS, both Agreements include language which specifically governs courses offered in distance education formats; and

WHEREAS, the University and AAUP-KSU through this Side Letter seek to be proactive in managing issues related to (i) an inability of the University to return to traditional face-to-face classes at the present time; and (ii) a need to continue offering courses in various remote formats during academic year 20/21 and possibly beyond due to the COVID-19 pandemic and its aftermath;

WHEREAS, the University and AAUP-KSU desire to continue their agreement of April 15, 2021 concerning the first-time offerings of traditional, face-to-face courses in a remote format through AY20/21 or longer as may be agreed to by the parties;

THE UNIVERSITY AND AAUP-KSU HEREBY RESOLVE TO ESTABLISH the following guiding principles concerning Article XXI of the Agreement with the tenured/tenure track faculty unit (TT Agreement) and Article XVIII of the Agreement with the full-time non-tenure-track faculty unit (FTNTT Agreement):

- The situation presented by the COVID-19 pandemic was not anticipated at the time the University and AAUP-KSU negotiated their current faculty Collective Bargaining Agreements.
- The ongoing inability of the University to offer a full array of traditional face-to-face courses has created a situation in which faculty members may be asked to continue to teach in a remote format.
- The remote instruction, which began in spring semester 2020 is expected to continue into academic year 20/21 and possibly beyond, meets the definition of distance education in Section 1.B. of Article XXI of the TT Agreement which is incorporated by reference in Article XVIII of the FTNTT Agreement.
- Academic units should refer to the workload provisions of their faculty handbooks for guidance in making all workload assignments. However, given the scope and number of

remote offerings likely to be present in AY 20/21 and possibly beyond, academic units should consider additional factors in assigning workload including but not limited to (i) number of different preparations per faculty member per semester and per academic year; (ii) total number of students enrolled in a course; (iii) total number of students taught in all courses in a semester or academic year; (iv) synchronous/asynchronous format challenges; and (v) faculty preferences and competencies.

- Academic unit administrators are strongly encouraged to discuss workload assignments and the challenges and successes of remote instructional opportunities with their faculty advisory committees, curriculum committees and individual faculty members so our students receive a high-quality educational experience regardless of the course format and/or location.
- Because the scope and number of remote offerings that are anticipated in AY 20/21 and possibly beyond are likely to exceed what was anticipated by the parties with respect to Article XXI of the TT Agreement and Article XVIII of the FTNTT Agreement, the parties agree to meet and attempt to resolve in a mutually acceptable manner any unintended consequences of any of the provisions of those Articles when read in conjunction with this Side Letter.
- Because, the scope and number of remote offerings that are anticipated in AY 20/21 and possibly beyond is also likely to have unintended consequences with respect to faculty workload, the parties agree to use the informal resolution process in the TT Agreement at Article VII, Section 1.C.; and in the FTNTT Agreement at Article VII, Section 1 to address faculty concerns about workload assignments that cannot otherwise be resolved informally between the faculty member and the academic unit administrator who is responsible for making the assignment.

The parties agree that this Side Letter to the TT Agreement and the FTNTT Agreement shall remain in effect through AY 2020-21, subject to extension or modification of the parties.



Melody Tankersley
Interim Senior Vice President and Provost

6/2/2020

Date



Deborah Smith
AAUP-KSU Chapter President

6/2/20

Date



Tracy Laux
FTNTT Unit President, AAUP-KSU

6/2/20

Date

Ad Hoc Academic Continuity Committee:
**Recommendation Concerning Full-Time Non-Tenure Track Faculty
Personnel Actions in the Event of Campus Disruption**

4. The Ad Hoc Academic Continuity Committee has considered the impact on full-time non-tenure track (FTNTT) faculty personnel actions for the evaluation cycles during and subsequent to the disruption caused by the COVID-19 pandemic. With a focus on issues critical to the continued academic progress of our students and the success of our faculty, the committee is especially concerned about faculty portfolios and reviewers' assessments of those portfolios during this unprecedented disruption of normal operations at the university and around the world.
5. Given the foregoing, the Ad Hoc Academic Continuity Committee recommends the following concerning FTNTT personnel actions (i.e., all performance reviews, applications for promotion in rank) for FTNTT faculty members during and subsequent to the campus disruption that was caused by the COVID-19 pandemic:
 - a. The criteria for FTNTT performance reviews and promotions in rank are established in the faculty handbooks of each academic unit and, as such, provide the basis for the assessment for all such reviews. Additional information concerning performance and promotion reviews, and documentation requirements are included in the applicable *Collective Bargaining Agreement* and the guidelines issued annually by the Provost's Office.
 - b. The COVID-19 pandemic has presented a unique set of challenges for FTNTT faculty members. For those FTNTT faculty members who are appointed in the Instructional Track, these challenges may manifest in candidates' portfolios in various ways including but not limited to (i) difficulty in adapting traditional face-to-face courses to remote teaching; (ii) limited data from Student Surveys of Instruction (SSIs); (iii) limited opportunities for peer review of teaching; (iv) limited clinical, student teaching or other sites available for student placement; and (v) fewer opportunities for professional development. FTNTT faculty members who are appointed in the Research, Clinical and Practitioner Tracks may have faced different kinds of challenges that are unique to their specific roles and responsibilities such as (i) lab, clinic, or library closure; (ii) changes to funding opportunities; (iii) fewer patients/clients visiting a facility; or (iv) fewer opportunities for collaboration outside the university.
 - c. To the extent that these challenges may have had an impact on FTNTT faculty members and to the extent that faculty members mention such

- challenges in their portfolios, reviewers must consider this information in accordance with the criteria established by each academic unit's faculty handbook. Other factors worthy of consideration include but are not limited to (i) the number of unique course preparations; (ii) the number of students per class and total number of students taught per semester and (iii) other workload assignments in addition to teaching, if applicable.
- d. Faculty members who have been impacted by the COVID-19 pandemic should communicate regularly and openly with their academic administrators about any challenges they have experienced and how documentation and reflection on those challenges might be included in faculty members' portfolios.
6. Given the unique challenges created by the COVID-19 pandemic and its potential impact on FTNTT faculty personnel actions, the Ad Hoc Academic Continuity Committee recommends that this document be included in the guidelines issued annually by the Office of the Provost for as long as it is relevant to FTNTT performance review and promotion processes.

Recommendation Concerning Faculty Service Obligations in the Event of Campus Disruption

1. The Ad Hoc Academic Continuity Planning Group has considered the impact on faculty members' continued participation in department, campus, college, university, and professional service obligations during the disruption caused by COVID-19. With a focus on issues critical to the continued academic progress of our students and the success of our faculty, the group is especially concerned about the challenges that faculty members may face in carrying out their service responsibilities as members of the Kent State University faculty and members of their academic disciplines during this time.
2. Given the foregoing, the Ad Hoc Academic Continuity Planning Group recommends the following concerning faculty members' continued participation in their service responsibilities to the university and the profession:
 - a. Academic units, campuses, colleges, and university-level governance bodies and committees should be mindful of reasonableness, flexibility and equity in the continuation and assignment of faculty service responsibilities during this period.
 - b. Academic administrators, faculty governance bodies and other committees should assess and prioritize their essential work with a focus on student success and maintaining personnel and other processes on which the university depends (e.g., some work may continue as planned; some work may be modified or slowed; some work may be temporarily suspended).
 - c. Faculty are encouraged to continue to participate in their service responsibilities via appropriate virtual environments provided by the department/school, campus, college, and university, to the extent possible.
3. Given the unique challenges created by the COVID-19 disruption, the Ad Hoc Academic Continuity Planning Group recommends a holistic approach to the evaluation of faculty in the performance of their service responsibilities to both the university and their disciplines which acknowledges the challenges and the successes of each faculty member's role in these activities.