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FTNTT FACULTY PERFORMANCE REVIEWS AND ANNUAL APPOINTMENT

Academic Year 2018-2019

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

The CBA for the FTNTT Faculty, effective August 16, 2016, 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 to the CBA (copy attached). 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, twelfth and fifteenth year of consecutive employment. This Simplified Performance Review requires submission on FlashFolio of the documents described in Article X, Section 8.A. of the CBA (copy attached). Both “Full” and “Simplified” Reviews are conducted according to the timetable and the processes indicated on the flow charts that accompany these guidelines.

After eighteen (18) 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 Administrator. 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 to as early in the Spring (via the Simplified 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 (via the Full Performance Review). Information concerning FTNTT Faculty members in years 1, 2 and 3 is also included on the Timetable.

Several provisions in Article X of the Collective Bargaining Agreement (copy attached) should be noted as you proceed with this year’s review process:

- The University and the 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. C.)

- FTNTT Faculty members are encouraged to consult with their academic 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 are not provided to the FTNTT Faculty member, he/she should use Addendum B of this Agreement to prepare for the review. (Article X, Section 5.A.2)

- Academic units are encouraged to use signed evaluation forms as part of the review process of FTNTT Faculty members. (Article X, Section 5.C.).

- 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 or Colleges without departments or schools 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 5.B.) Administrators must include the following statement in your evaluation for all successful reviews: As provided in Article X, Section 5.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 5.B.2., you may consult with me about this evaluation and, if desired, seek review by the established Faculty Advisory Committee (or Faculty Council). Although the CBA does not include a timeline for this process, a reasonable date for the FTNTT Faculty member to initiate this process may be included. At least ten (10) working days is recommended.

For further clarification and to standardize our review processes (See also, Footnote 2 and 4 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 call Associate Provost Sue Averill at x22219, or Vanessa Courie at x27771.
TIMETABLES
FTNTT Annual Appointment

Beginning Fall 2018 for FTNTT Faculty not under Review
ACADEMIC YEAR 2018-2019

October 1, 2018
Unit Administrator (Chair/Director, Dean in colleges without departments or schools, Dean University Libraries, Regional Campus Dean, as applicable) 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, etc.) who are not to be offered an appointment for AY 2019-2020. Absent written notification prior to October 1, 2018 the appointment within the current three-year term shall be regarded as renewed.

December 1, 2018
Unit Administrator (Chair/Director, Dean in colleges without departments or schools, Dean University Libraries, Regional Campus Dean, as applicable) 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 the first Full Performance Review.

March 1, 2019
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 2019-2020. Absent written notification prior to March 1, 2019, the appointment within the current three-year term shall be regarded as renewed.

May 1, 2019
Unit administrator has notified all FTNTT Faculty members in year 1, 2 or 3 whether their appointment will be renewed for Academic Year 2019-2020. Please note - FTNTT appointments in years 1, 2 and 3 are one-year appointments with no expectation of continuing employment. A Full Performance Review is not required in year 3 unless renewal of appointment is anticipated and desired. (Please discuss any nonrenewal of appointment in year 3 with the Associate Provost for Faculty Affairs prior to beginning a Full Performance Review.) As stated above, 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 the first Full Performance Review.

May 10, 2019
All Offer of Appointment letters will be emailed to the Academic Unit/Regional Campus by Academic Personnel. The Unit Administrator/Regional Campus Dean will review all letters prior to distribution.
May 15, 2019  Unit administrator transmits Offer of Appointment letters to FTNTT Faculty whose appointments have been renewed for AY 2019-2020.
FTNTT Full Performance Review and Annual Appointment

Beginning Fall 2018 for
ACADEMIC YEAR 2018-2019

Spring 2018
Unit Administrator notifies the FTNTT of review, providing information outlined in Article X section 5.A.1.

December 1, 2018
Unit Administrator (Chair/Director, Dean in colleges without departments or schools, Dean University Libraries, Regional Campus Dean, as applicable) 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 the first Full Performance Review.

January 16, 2019
FTNTT Faculty members who have completed three (3) or six (6) years of consecutive employment upload files to FlashFolio for a Full Performance Review.

March 1, 2019¹
Unit administrator uploads summary of review and notification of appointment² status for AY 2019-2020 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. (Exceptions should be discussed with the Associate Provost for Faculty Affairs.)

May 1, 2019
Unit administrator has notified all FTNTT Faculty members under review of appointment status for AY 2019-2020 (including those previously notified by the February 1, 2019, March 1, 2019 and March 6, 2019 deadlines). 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. (Exceptions should be discussed with the Associate Provost for Faculty Affairs.)

May 1, 2019
Unit administrator has notified all FTNTT Faculty members in year 1, 2 or 3 whether their appointment will be renewed for Academic Year 2019-2020. Please note - FTNTT appointments in years 1, 2 and 3 are one-year appointments and a Full Performance Review is not required in year 3 unless renewal of appointment is anticipated and desired. (Please discuss any nonrenewal of appointment in year 3 with the Associate Provost for Faculty Affairs prior to beginning a Full Performance Review.)

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 2019-2020. Please note, however, that any FTNTT Faculty member who is under review MUST receive notification no later than May 1, 2019.
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.
May 10, 2019

All Offer of Appointment letters will be emailed to the Academic Unit/Regional Campus by Academic Personnel. The Unit Administrator/Regional Campus Dean will review all letters prior to distribution.

May 15, 2019

Unit administrator transmits Offer of Appointment letters to FTNTT Faculty whose appointments have been renewed for AY 2019-2020.
FTNTT SIMPLIFIED Performance Review and Annual Appointment

Beginning Fall 2018 for
ACADEMIC YEAR 2018-2019

January 4, 2019  FTNTT Faculty members who have completed at least nine (9) years of consecutive appointments upload materials to FlashFolio for a Simplified Performance Review.

February 1, 2019¹ Unit administrator uploads summary of the review and notification of appointment status for AY 2019-2020 to FlashFolio for FTNTT Faculty members who have completed a Simplified Performance Review.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. (All non-renewals and exceptions to a three-year term of annually renewable appointments should be discussed with the Associate Provost for Faculty Affairs.)

May 1, 2019  Unit administrator has notified all FTNTT Faculty members under review of appointment status for AY 2019-2020 (including those previously notified by the February 1, 2019, March 1, 2019, and March 6, 2019, deadlines).

May 10, 2019  All Offer of Appointment letters will be emailed to the Academic Unit/Regional Campus by Academic Personnel. The Unit Administrator/Regional Campus Dean will review all letters prior to distribution.

May 15, 2019  Unit administrator transmits Offer of Appointment letters to FTNTT Faculty whose appointments have been renewed for AY 2019-2020.

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 2019-20. Please note, however, that any FTNTT Faculty member who is under review MUST receive notification no later than May 1, 2019.

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 Review and Annual Appointment

Beginning Fall 2018 for
ACADEMIC YEAR 2018-2019

January 7, 2019  FTNTT Faculty members who have completed at least eighteen (18) years of consecutive appointments upload materials to FlashFolio for an Administrative Review.

February 6, 2019  No later than this date Academic Administrator (i.e. Department Chair, School Director, Regional Campus Dean), meets with the faculty undergoing Administrative Review to discuss performance during the past three (3) years.

March 6, 2019  After consultation with the Dean (if applicable), the Academic Administrator will provide a written summary of the outcome of the Administrative Review. 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. (All non-renewals and exceptions to a three-year term of annually renewable appointments should be discussed with the Associate Provost for Faculty Affairs.)

May 1, 2019  Unit administrator has notified all FTNTT Faculty members under review of appointment status for AY 2019-2020 (including those previously notified by the February 1, 2019, March 1, 2019 and March 6, 2019 deadlines).

May 10, 2019  All Offer of Appointment letters will be emailed to the Academic Unit/Regional Campus by Academic Personnel. The Unit Administrator/Regional Campus Dean will review all letters prior to distribution.

May 15, 2019  Unit administrator transmits Offer of Appointment letters to FTNTT Faculty whose appointments have been renewed for AY 2019-2020.

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 2019-20. Please note, however, that any FTNTT Faculty member who is under review MUST receive notification no later than May 1, 2019.

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

Faculty Member submits materials on FlashFolio

Department/School Ad Hoc Review Committee
- Reviews and evaluates the file materials, including evaluation forms (i.e., ballots from the review committee members) if required by the school, department, or college, in accord with the unit's criteria and the procedural guidelines issued by the Office of Faculty Affairs.
- Communicates its assessment which focuses on the instructional and/or professional effectiveness of the faculty member to the Chair/Director.

Chair/Director
- Prepares a written summary of the faculty member's performance which incorporates his/her assessment and conclusions.
- Reviews the summary with the Faculty Advisory Committee.
- Shares the summary and discusses additional appointment opportunities for the faculty member with the College Dean.
- Uploads the summary of the faculty member's performance which includes the notification of appointment status for the next academic year.
- If an additional appointment is indicated, the faculty member may request a meeting with the chair/director to discuss any issues or concerns.
- If an additional appointment is not indicated
  - the faculty member will receive an explanation of whether lack of adequate satisfaction with performance, or the absence of continuing programmatic need or budgeted resources to support the position is the reason.
  - the faculty member may consult the unit administrator and, if desired, seek review by the Faculty Advisory Committee.

Dean
- Reviews the summary and discusses additional appointment opportunities for the faculty member with the Chair/Director.
FTNTT FACULTY PERFORMANCE REVIEWS
Full and “Simplified”
KENT CAMPUS - Colleges without Departments or Schools
and University Libraries

Faculty Member submits materials on FlashFolio

Independent College/University Libraries Ad Hoc Review Committee
- Reviews and evaluates the file materials, including evaluation forms (i.e., ballots from the review committee members) if required by College, in accord with the unit’s criteria and the procedural guidelines issued by the Office of Faculty Affairs.
- Communicates its assessment which focuses on the instructional and/or professional effectiveness of the faculty member to the Independent College/University Libraries Dean.

Independent College/University Libraries Dean
- Prepares a written summary of the faculty member’s performance which incorporates his/her assessment and conclusions.
- Reviews the summary with the College Advisory Committee.
- Uploads the summary of the faculty member’s performance which includes the notification of appointment status for the next academic year.
- If an additional appointment is indicated, the faculty member may request a meeting with the dean to discuss any issues or concerns.
- If an additional appointment is not indicated
  ✓ the faculty member will receive an explanation of whether lack of adequate satisfaction with performance, or the absence of continuing programmatic need or budgeted resources to support the position is the reason.
  ✓ the faculty member may consult the unit administrator and, if desired, seek review by the Faculty Advisory Committee.
FTNTT FACULTY PERFORMANCE REVIEWS
Full and “Simplified”
REGIONAL CAMPUSES – Colleges with Departments or Schools

Faculty Member submits materials on FlashFolio

Chair/Director
- Consults with the Ad Hoc Review Committee.
- Prepares a written summary of the faculty member’s performance which incorporates his/her assessment and conclusions.
- Reviews the summary with the Faculty Advisory Committee.
- Uploads the summary of the faculty member’s performance.

Regional Campus Ad Hoc Review Committee
- Reviews and evaluates the materials, including evaluation forms (i.e., ballots from the review committee members) if required by campus, in accord with the Campus’ criteria and the procedural guidelines issued by the Office of Faculty Affairs.
- Communicates its assessment which focuses on the instructional and/or professional responsibilities of the faculty member to the Regional Campus Dean.

Regional Campus Dean
- Reviews the assessments from the Chair/Director and the Regional Campus Ad Hoc Review Committee.
- Prepares a written summary of performance which incorporates his/her assessment and conclusions.
- Reviews the summary with the Faculty Council.
- Uploads the summary of the faculty member’s performance which includes the notification of appointment status for the next academic year.
- If an additional appointment is indicated, the faculty member may request a meeting with the regional campus dean to discuss any issues or concerns.
- If an additional appointment is not indicated
  ✓ the faculty member will receive an explanation of whether lack of adequate satisfaction with performance, or the absence of continuing programmatic need or budgeted resources to support the position is the reason.
  ✓ the faculty member may consult the unit administrator and, if desired, seek review by the Faculty Advisory Committee.
FTNTT FACULTY PERFORMANCE REVIEWS
Full and “Simplified”
REGIONAL CAMPUSES – Colleges without Departments or Schools and University Libraries

Faculty Member submits materials on FlashFolio

Independent College/University Libraries Dean
- Consults with the Ad Hoc Review Committee.
- Prepares a written summary of the faculty member’s performance which incorporates his/her assessment and conclusions.
- Reviews the summary with the Faculty Advisory Committee.
- Uploads the summary of the faculty member’s performance.

Regional Campus Ad Hoc Review Committee
- Reviews and evaluates the materials, including evaluation forms (i.e., ballots from the review committee members) if required by campus, in accord with the Campus’ criteria and the procedural guidelines issued by the Office of Faculty Affairs.
- Communicates its assessment which focuses on the instructional and/or professional responsibilities of the faculty member to the Regional Campus Dean.

Regional Campus Dean
- Reviews the assessments from the Independent College/University Libraries Dean and the Regional Campus Ad Hoc Review Committee.
- Prepares a written summary of performance which incorporates his/her assessment and conclusions.
- Reviews the summary with the Faculty Council.
- Uploads the summary of the faculty member’s performance which includes the notification of appointment status for the next academic year.
- If an additional appointment is indicated, the faculty member may request a meeting with the regional campus dean to discuss any issues or concerns.
- If an additional appointment is not indicated:
  √ the faculty member will receive an explanation of whether lack of adequate satisfaction with performance, or the absence of continuing programmatic need or budgeted resources to support the position is the reason.
  √ the faculty member may consult the unit administrator and, if desired, seek review by the Faculty Advisory Committee.
FTNTT FACULTY PERFORMANCE REVIEWS
Administrative
KENT CAMPUS - Colleges with Departments or Schools

Faculty Member submits materials on FlashFolio

Academic Administrator and Faculty
- Chair/Director meets with the faculty undergoing Administrative Review to discuss performance during the past three years.

Academic Administrator
- Prepares a written summary of the faculty member's performance which incorporates his/her assessment and conclusions.
- Shares the summary and discusses additional appointment opportunities for the faculty member with the College Dean.
- Uploads the summary of the faculty member's performance which includes the notification of appointment status for the next academic year.
- If an additional appointment is indicated, the faculty member may request a meeting with the chair/director to discuss any issues or concerns.
- If an additional appointment is not indicated
  ✓ the faculty member will receive an explanation of whether lack of adequate satisfaction with performance, or
  the absence of continuing programmatic need or budgeted resources to support the position is the reason.
  ✓ the faculty member may consult the unit administrator and, if desired, seek review by the Faculty Advisory Committee.

Dean
- Reviews the summary and discusses additional appointment opportunities for the faculty member with the Chair/Director.
FTNTT FACULTY PERFORMANCE REVIEWS
Administrative
KENT CAMPUS - Colleges without Departments or Schools

Faculty Member submits materials on FlashFolio

Academic Administrator and Faculty
- College Dean meets with the faculty undergoing Administrative Review to discuss performance during the past three years.

Academic Administrator
- College Dean prepares a written summary of the faculty member's performance which incorporates his/her assessment and conclusions.
- Uploads the summary of the faculty member's performance which includes the notification of appointment status for the next academic year.
- If an additional appointment is indicated, the faculty member may request a meeting with the dean to discuss any issues or concerns.
- If an additional appointment is not indicated
  - the faculty member will receive an explanation of whether lack of adequate satisfaction with performance, or the absence of continuing programmatic need or budgeted resources to support the position is the reason.
  - the faculty member may consult the unit administrator and, if desired, seek review by the Faculty Advisory Committee.
FTNTT FACULTY PERFORMANCE REVIEWS
Administrative
REGIONAL CAMPUSES – Colleges with Departments or Schools

Faculty Member submits materials on FlashFolio

Academic Administrator
- Regional Campus Dean meets with the faculty undergoing Administrative Review to discuss performance during the past three years.

Academic Administrator
- Regional Campus Dean prepares a written summary of performance which incorporates his/her assessment and conclusions.
- Uploads the summary of the faculty member’s performance which includes the notification of appointment status for the next academic year.
- If an additional appointment is indicated, the faculty member may request a meeting with the regional campus dean to discuss any issues or concerns.
- If an additional appointment is not indicated
  ✓ the faculty member will receive an explanation of whether lack of adequate satisfaction with performance, or the absence of continuing programmatic need or budgeted resources to support the position is the reason.
  ✓ the faculty member may consult the unit administrator and, if desired, seek review by the Faculty Advisory Committee.
# DOCUMENTATION CHECKLISTS

## FTNTT Full Performance Review
- Curriculum Vitae
- Narrative Statement (Self Evaluation)
- Peer Reviews, if applicable
- Workload Statements for the period under review
- Official SSI Summaries
- 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
- 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 having need of the services that gives rise to the availability of the faculty position.

B. Appointments are effected 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 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.

   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 and Colleges without departments or schools 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 and/or the handbooks currently in effect 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 Systems 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 academic administrative officer 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. Some academic units, regional campuses or Colleges without departments or schools 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.

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.F. below, should circumstances create such an opportunity subsequent to December 1.

Section 5. 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 (e.g., a copy of the academic unit handbook, campus handbook, other unit or campus guidelines); and (ii) the academic unit’s 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 academic 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 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 5.

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 5.

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 academic 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 academic 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 or regional campus dean, as applicable, at the conclusion of a successful review if they would like to discuss any issues and/or concerns 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.

2. The FTNTT Faculty member may consult the academic administrative officer and, if desired, seek review by the established Faculty Advisory Committee or Faculty Council and by the College Dean or his/her designee, if applicable, as
provided for in Article VII, Section 1. of this Agreement.

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 6, 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 6 below and the unit administrator determines that a subsequent review is needed due to performance concerns, the academic unit administrator will include a performance plan and timeline 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 5.

C. The University and the Association 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. Academic units are encouraged to use signed evaluation forms as part of the review process of FTNTT Faculty members.

Section 6. Three-year Term of Annually-Renewable Appointments

As indicated in Section 5.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 academic administrative officer 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 5.A. and 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 request the opportunity to have the situation reviewed by the Faculty Advisory Committee of the academic unit, or Faculty Council of a regional campus, and by the College Dean, if applicable, as provided for in Article VII, Section 1. of this Agreement.

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 academic administrator of the academic unit or regional campus in which 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 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 6.

F. In the unusual circumstance when any scheduled review, as described in Section 5, 8 and 9 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 7. 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 8 or Section 9 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 request the opportunity to have the situation reviewed by the Faculty Advisory Committee of the academic unit, or Faculty Council of a regional campus, and College Dean or his/her designee, if applicable, as provided for in Article VII, Section 1 of this Agreement.

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 6 above.

Section 8. Simplified Performance Reviews

A. After nine (9) twelve (12) and fifteen (15) 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, concluding with the college or, if applicable, the regional campuses' level of review and determination. 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 academic 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 or regional campus dean, as applicable, at the conclusion of a successful review if they would like to discuss any issues and/or concerns 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.

2. The FTNTT Faculty member may consult the academic administrative officer and, if desired, seek review by the established Faculty Advisory Committee or Faculty Council of a regional campus, and by the College Dean or his/her designee, if applicable, as provided for in Article VII, Section 1. of this Agreement.

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 6 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 6 above and the unit administrator determines that a subsequent review is needed due to performance concerns, the academic unit administrator will include a performance plan and timeline 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 8.

C. The University and the Association 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. Academic units are encouraged to use signed evaluation forms as part of the review process of FTNTT Faculty members.

Section 9. Administrative Performance Reviews

A. After eighteen (18) years of consecutive appointments, and every three (3) years thereafter, FTNTT Faculty members shall be reviewed by their academic 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 academic 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.

B. At the conclusion of this review and after consultation with the Dean, if applicable, the academic 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 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.

2. The FTNTT Faculty member may, if desired, seek review of the decision by the established Faculty Advisory Committee or Faculty Council of a regional campus and by the College Dean or his/her designee, if applicable, as provided for in Article VII, Section 1. of this Agreement.
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 6 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 6 above, and the unit administrator determines that a subsequent review is needed due to performance concerns, the academic unit administrator will include a performance plan and timeline 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 9.

Section 10. 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 credential and demonstrated appropriate experience and professional contribution 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 11 below has an impact on salary as provided in Article XI of this Agreement.

Section 11. Promotion

A. FTNTT Faculty members 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 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 12. Access to Tenure-Track Appointments

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 13. 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.
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.