

**ARTICLE FOURTEEN  
FACULTY APPOINTMENT, REAPPOINTMENT,  
ROLLING APPOINTMENT, NON-ROLLING APPOINTMENT,  
NON-REAPPOINTMENT, AND TERMINATION**

- 14.1 No Faculty member shall be appointed under terms or with title other than those described in this Agreement without the written permission of the Federation.
- 14.2 Procedure for Appointment of Full-Time Faculty
- 14.2.1 In determining the academic areas in which full-time Faculty are to be hired, the Provost, in consultation with the Deans and the President, shall consider current and new program needs and other factors relating to the effective pursuit of the mission and goals of the University and sustainability of the University. New appointments shall be made by the Provost subject to the approval of the President and the Board of Trustees.
- 14.2.2 Appointments in General
- 14.2.2.1 Initial Faculty appointments shall be issued by the Provost, who shall routinely consult with and seek recommendations from members of the respective academic areas through the Deans. Unless otherwise impractical, a search committee will be established which shall be composed of 50% Faculty from the respective academic disciplines involved and 50% outside Faculty members from other disciplines. It is recognized that the Provost makes the final determination in these matters. The same general procedures will apply in the case of initial appointments of all Librarians. The Office of Human Resources will notify the President of the RFF of all new and continuing appointments of full-time Faculty members on or before September 15 for fall appointments and February 15 for spring appointments, or within two (2) weeks of a contract being signed.
- 14.2.2.2 Faculty shall be appointed initially to the rank of visiting professor, assistant professor, associate professor, or professor. All initial offers of employment shall be reduced to writing and shall specify the individual's conditions of appointment including rank, compensation, area of appointment, and nature of appointment.
- 14.2.3 A full-time Faculty member's term of appointment shall be for not less than one year. This requirement does not apply to the appointment of Visiting Faculty.

### 14.3 Procedures of Reappointment of Full-Time Faculty

- 14.3.1 Reappointments shall be made by the Provost subject to the approval of the President.
- 14.3.2 It shall be the responsibility of the Dean, to make recommendations to the Provost regarding the reappointment of Faculty members.
- 14.3.3 Offers of reappointment to the Faculty shall in all cases be tendered in writing and shall include therein, or by reference, a statement of the full terms and conditions of reappointment. If there is no change in such letter from the preceding year's letter of reappointment, an electronic copy may be transmitted to the Faculty member, who may then signal acceptance via return email. Such offer of reappointment shall be made available to Faculty members no later than the second Monday in March each year, and acceptance of reappointment shall be given in writing or in digital form no later than the second Monday in April. Failure of a Faculty member to respond by the second Monday of April shall constitute resignation from the Faculty without sufficient notice.
- 14.3.5 Term of Reappointment
  - 14.3.5.1 The first three one-year contracts are probationary, contingent each year upon satisfactory evaluation by the Dean.
  - 14.3.5.2 Faculty members shall request issuance of a two-year rolling appointment during the course of his/her fourth one-year contract. Such request shall include a self-evaluation by the Faculty member and an evaluation by the appropriate Dean, both of which shall be submitted to the Faculty Affairs Committee. The Faculty Affairs Committee shall submit its recommendation to the Provost, via the Deans, who shall act on the request for issuance of the first two-year rolling contract.
  - 14.3.5.3 When the Provost determines that a fifth or sixth consecutive one-year appointment is appropriate, in accordance with 14.3.5.2, he/she may, after consultation with the Federation, make the offer of the fifth or sixth one-year contract stating the areas of needed improvement. Failure to make the required improvements during the course of the fifth or sixth year of employment will result in non-reappointment at the end of that year.
  - 14.3.5.4 When a two-year rolling appointment has been awarded, it shall continue to roll until the full-time Faculty member has requested and received a three-year rolling appointment. Faculty members hired prior to January 1, 2012 may request issuance

of a three-year rolling appointment as early as the fifth year for implementation in the sixth year, except that those faculty who have had four one-year contracts may request a three-year contract no sooner than the sixth year for implementation in the seventh. Faculty members hired on or after January 1, 2012 may request issuance of a three-year rolling appointment as early as the seventh year for implementation in the eighth year, except that those faculty who have had five one-year contracts may request a three-year contract no sooner than the eighth year for implementation in the ninth

- 14.3.5.5 Faculty granted a five-year rolling contract under the 1998-2002 Collective Bargaining Agreement (CBA) will retain their status of a five-year rolling contract under the terms of the current CBA.
- 14.3.5.6 In the event a rolling or promotion application is denied, the Provost will communicate his or her decision, including a substantive rationale, to the candidate at the time of the denial.

#### 14.4 Procedure of Non-rolling Appointment of Full-Time Faculty

- 14.4.1 The decision not to continue to roll an appointment of a full-time Faculty member shall be made by the Provost via the Deans subject to the approval of the President.
- 14.4.2 Offers of non-rolling appointments to the Faculty shall in all cases be tendered in writing and shall include therein or by reference a statement of the terms and conditions of, and reasons for, the non-rolling appointment. Such offers of non-rolling appointment shall be made available no later than the second Monday in March each year. If the notification is not picked up by noon of the Friday following the second Monday of March, it will be sent by certified mail, return receipt requested, to the home address of the Faculty member.
- 14.4.3 Acceptance by the faculty member of a non-rolling appointment shall be tendered in writing by no later than the second Monday of April. Failure of the individual to tender such acceptance shall constitute resignation. In circumstances where the non-roll of the contract is timely submitted to the grievance procedure, the grievance shall not be deemed waived by the Faculty member's signing the non-rolling appointment notification.
- 14.4.4 The term of the non-rolling appointment shall be for the duration of the previous rolling appointment. "Duration" means the length of the prior rolling appointment. (For example, if a non-rolling appointment is issued after the first year of a two-year rolling appointment, the "duration" of the non-rolling appointment will be two years.)

14.4.5 Prior to the end of the term of a non-rolling appointment, the individual Faculty member will be notified of non-reappointment to the Faculty. Such notification will be available no later than the second Monday of March. If the notification is not picked up by noon of the Friday following the second Monday of March, it will be sent by certified mail, return receipt requested, to the home address of the Faculty member.

14.5 Procedure of Non-reappointment and Termination of Full-Time Faculty

14.5.1 The decision of non-reappointment or termination of a full-time Faculty member shall be made by the Provost via the Deans subject to the approval of the President.

14.5.2 Notices of non-reappointment or termination shall in all cases be tendered in writing and shall include therein or by direct reference a statement of the specific reasons for non-reappointment or termination. Such notice of non-reappointment or termination shall be sent to the individual's home address by certified mail, return receipt requested. If the action is taken under the provisions of this Article, the postmark shall be no later than the Friday after the second Monday in March. If the action is taken under provisions of Article Fifteen, the mailing shall be postmarked no later than thirty (30) days following the date on which the Provost, and/or the President could reasonably be expected to have taken action.

14.5.3 Termination under the provision of Article Fifteen may be immediate and without severance pay.