Faculty Notification of Terms and Conditions of Appointment

GENERAL
Faculty, unlike most university employees, work under a prescribed contract of employment that details the terms and conditions of appointment.

PURPOSE
This policy has been enacted to establish and define the process for notification of faculty members of the terms and conditions of appointment.

SCOPE
This policy is applicable to all regular faculty, both full and part-time, regardless of rank or status.

POLICY
It is the policy of Concord University to provide notification of faculty appointment via a personal letter describing the terms and conditions of employment.

RESPONSIBILITY FOR IMPLEMENTATION
The President, or designee, shall have primary responsibility for assuring the issuance of letters of initial and/or continued appointment to full-time faculty. The Provost shall have primary responsibility for assuring the issuance of letters of appointment to part-time and adjunct faculty.

CONTENT OF APPOINTMENT LETTERS
The letter of appointment should address the following elements:

- That the appointment to the specified position is offered in accordance with the provisions of university policy.
- That the position is contingent on university's ability to fund it.
- That the appointment is tenured, tenure-track, librarian-track, clinical track, term, or non-tenure-track.
- That the rank (in case of a tenured, term, or tenure-track appointment) is Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer as appropriate.
- That the rank (in case of a librarian-track appointment) is Librarian or Professor/Librarian, Associate Librarian or Associate Professor/Librarian, Assistant Librarian or Assistant
Professor/Librarian, or Staff Librarian or Instructor/Librarian.

- That the appointment is full-time (1.00 FTE or the equivalent, as determined by the institution) or part-time (<.53 FTE) with the FTE identified.
- That it is a terminal contract (whenever appropriate).
- That it is a joint appointment with another institution (whenever appropriate), with the home institution specified.
- The beginning and ending dates of the appointment.
- For tenure-track appointments, the academic year in which tenure must be determined (the "critical year").
- The total base salary for the appointment, excluding stipends.
- That, consistent with the provisions of this policy, employment is subject to the fulfillment of the duties and responsibilities of the position.
- That the specific assignments of the position will be determined by the university.
- That any special conditions which are included in the appointment be made a part of the contract only if they are signed by the faculty member and the designated representative of the institution.
- The target date for distribution of annual appointment letters is July 15th.
- That acceptance of the appointment will be specified by the faculty member's signing, dating, and returning a copy of the letter or contract to the designated representative of the institution within time limits specified in the letter.

Renewal letters, or letters that simply inform the faculty member of a change in salary, need not contain all of the information listed above.

AUTHORITY FOR INTERPRETATION
The final authority for interpretation of this policy rests with the President.

REFERENCE / AUTHORITY
HEPC Title 133, Series 9 (Section 17), WV Code 18B-7-3

- Preempts HEPC Series 9, Section 17; supersedes Concord University Faculty Handbook section(s) on faculty notification and appointment.

APPROVAL
Effective: May 04, 2018