



FACULTY NOTIFICATION OF TERMS AND CONDITIONS OF APPOINTMENT

Policy Number: CU-AA-65

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.

IMPLEMENTATION

The Provost, in conjunction with the President and Chief Human Resources Officer may develop administrative processes, procedures, or forms for administering this policy in a compliant manner.

The target date for distribution of annual appointment letters is July 15th.

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

Adjunct appointments, 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.

AMENDMENTS

This Policy may be amended to change names, links to information and contact information without resorting to the rulemaking process.

Federal and State laws, rules and regulations change. Any portion of this policy may be modified in practice to ensure the due process rights of the individuals involved are provided and to conform with any current Federal and State law, rules and regulations. Subject to the institution's rulemaking policy, the institution will change this policy to conform to the most current laws and regulations within a reasonable time of discovering the change.

REFERENCE / AUTHORITY

Replaces CU-AA-65, Faculty Notification of Terms and Conditions of Employment, dated May 4, 2018

HEPC Series 9, Section 17, Notification of Terms and Conditions of Faculty Appointments

Supersedes and any conflicting procedural rule in the Concord University Faculty Handbook section(s) on faculty notification and appointment.

APPROVAL

Intent to Plan/ Revise Approved by the Board of Governors: April 20, 2021

Approved by the Board of Governors: June 15, 2021

Effective Date: June 15, 2021