

UIC PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS
POLICIES AND PROCEDURES

SECTION: FPP 100 - Appointment Types and Appointment Processing
NUMBER: 102

SUBJECT: Multi-Year Contracts for Non-Tenured Faculty¹

APPROVED BY: Chancellor

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OVERVIEW: Tenure-track and tenured faculty are critical for the core teaching and scholarly missions of a research-intensive university. Providing adequate support to these activities while remaining flexible to changing and dwindling resources has been a challenge. Academic units have supported the teaching enterprise by awarding one-year contracts to non-tenured faculty. However, the uncertainty of one-year contracts encourages potential appointees to seek more stable and certain employment elsewhere. The potential for attracting the best candidates for our teaching and clinical faculty with a multi-year commitment was considered critical. In response to these concerns and after lengthy deliberations at all three campuses, the University Senates Conference proposed an amendment to the **Statutes**. At its November 2006 meeting, the University of Illinois Board of Trustees approved revised amendments to the **Statutes** to accommodate awarding of multi-year contracts to defined academic staff categories.

POLICY: Amended Articles IX and X of the University of Illinois **Statutes** authorize the University to enter into contracts with definite terms for not more than three years when offering appointments to non-tenured faculty and to establish appropriate notice of non-reappointment and dismissal for cause procedures for persons holding such multi-year contracts. Limits to the number of multi-year contracts per year should be set by the campus to a reasonable proportion of the overall faculty on that campus (e.g., X percent of the sum of multi-year contract eligible staff plus tenure-track and tenured faculty). Method of calculation of said proportion is specified within Article X, Section 1a of the

¹ Non-tenured faculty members are referred to as “academic staff” under Article IX, Section 3(c) of the University of Illinois Statutes. For purposes of this policy, they are defined as faculty members with the ranks of assistant, associate, and full professor with the modified terms “clinical,” or “research,” and the ranks of lecturer, instructor, teaching associate, postdoctoral research associate, and clinical associate. Although “adjunct” appears in the revised amendment, UIC does not consider this title as an option for multi-year contracts. “Adjunct” is used when an individual is hired on a temporary/short-term basis, less than 100 percent time, and their primary position of employment is outside the University.

Statutes. An appropriate Campus Senate committee will be identified and assigned oversight responsibilities for multi-year contracts given in each appointment year. These amendments do not address contract provisions for academic professional appointments.

APPLICABILITY: Appointments to non-tenured faculty positions holding at least a 50 percent time appointment under the following ranks: teaching associate, postdoctoral research associate, clinical associate, lecturer, instructor, and any regular professorial rank modified by the addition of “research” or “clinical” titles (e.g., research associate professor or clinical professor). Applicability does not extend to “adjunct” faculty or “visiting” faculty appointments.

PROCEDURES FOR APPOINTMENTS:

- Clear expectations and guidelines associated with a set ceiling of multi-year contracts for non-tenured faculty must be established by each appointing unit and college.
- Each unit/college must establish procedures to address issues such as eligibility, conditions, and review and approval processes for multi-year contracts. The use of staggered contracts within a unit is recommended. Monitoring the use of these contracts to ensure that academic instruction is not being inappropriately relegated is also essential.
- Each multi-year contract will require the completion of a “Special Written Agreement to Accept Terms of a Multi-Year Contract,” signed by the appointee, with written approvals from the department head, the dean, and the provost. Two original copies of this agreement will be required.
- Multi-year contracts are not subject to automatic renewal. Multi-year contracts shall be renewed at the discretion of the hiring unit. Renewal would require completion of a new “Special Written Agreement to Accept Terms of a Multi-Year Contract” form.
- Approved leave with or without pay during any period of the multi-year contract will not prolong the original period of the multi-year contract to account for the period of the leave. The original beginning and end dates specified within the “Special Written Agreement to Accept Terms of a Multi-Year Contract” will remain in effect.
- Should an employee, during any period of the multi-year contract, request a change in percent time, the terms and conditions of the current multi-year contract will be nullified. A new multi-year contract may be offered and processed for approval.
- In the event of (1) a change in funding/appointing unit resulting in employment in a different unit per the Notification of Appointment or (2) a change from one appointing unit to responsibility shared by more than one appointing unit per the Notification of Appointment, a new “Special Written Agreement to Accept Terms of a Multi-Year Contract” (Multi-Year Contract) will be necessary.
- Promotions in rank under a current eligible rank will not result in truncation of a current agreement or require the completion of a new agreement. However, a change in title may result in an ineligible status of a current eligible rank and truncation of a current multi-year contract. If a new multi-year contract is offered by the hiring unit upon completion of the current multi-year agreement, the renewed multi-year agreement would include the new promotional rank.

NOTICE OF NON-REAPPOINTMENT: Formal notice of non-reappointment by the Board of Trustees is required in the **final** year of the multi-year contract for those full-time faculty with a professorial rank modified by “research,” for the ranks of teaching, postdoctoral research, and clinical associates at full-time, and whose appointment is not conditional upon the receipt of non-appropriated funds (as specified in the notice of appointment).

Where formal notice of non-reappointment by the Board is not required, it is recommended that the department send the individual a “courtesy” communication regarding the non-renewal of their current contract. This should be done whether the appointment is for one year or a multi-year contract.

Note: A multi-year contract may be truncated **only** at the conclusion of the procedure for dismissal for cause (below). There is no provision for truncation of a special written agreement to accept terms of a multi-year contract due to lack of funds.

PROCEDURES FOR DISMISSAL:

- Non-tenured faculty holding multi-year contracts may be dismissed for cause prior to the conclusion of the multi-year contract according to campus procedures for dismissal for cause and Article IX, Section 12 of the University of Illinois **Statutes**.
- Campus procedures include notice and opportunity for a hearing before the provost or the provost’s designee, adhering to the principle of next-level review. As a normal course, for purposes of hearing appeals from dismissal decisions made by the department heads or chairs in colleges organized by departments, the provost’s designee will be the dean of the applicable college. See Dismissal for Cause for Academic Staff on a Multi-Year Contract for full details.

REFERENCES:

- University of Illinois **Statutes**, Article IX, Section 12 and Article X, Section 1a (5-7)
- Special Written Agreement to Accept Terms of Multi-Year Contract form #1000-D
- Notice of Non-reappointment Requirements
- Dismissal for Cause for Academic Staff on a Multi-Year Contract