7.04 Contract Renewal Policy

Policy 7.04
Volume 7 Faculty Affairs
Chapter 04 Contract Renewal Policy
Responsible Office: Faculty Affairs
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Policy Statement

In accordance with Board of Regents policy, the President of Georgia Health Sciences University, or his/her designee, will notify in writing all full-time non-tenured faculty who have been awarded academic rank and are employed under written contract whether or not an employment contract for the succeeding year will be offered to them according to the timeline contained in this policy.

Reason For Policy

All non-tenured faculty are employed on a year-to-year basis. Full-time, non-tenured faculty on the academic track and employed under written contract should be informed well in advance if a contract will be offered for the succeeding year. This policy contains the timeline for notification of renewal or non-renewal of contracts. This timeline is sufficient to allow the faculty to explore other employment opportunities should the faculty’s contract not be renewed.

Entities Affected By This Policy
All full-time, non-tenured faculty at Georgia Health Sciences University who hold academic professorial rank (instructor, assistant professor, associate professor, professor) are affected by this policy.

Who Should Read This Policy

All full-time, non-tenured faculty with academic rank at Georgia Health Sciences University should be familiar with this policy. All Deans, Department Chairs, Section Chiefs and Program Directors should be familiar with this policy.

Contacts

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Related Documents

Board of Regents Policy Manual, Sections 803.04 Notice of Employment and Resignation and 803.07 Tenure & Criteria for Promotion:
http://www.usg.edu/regents/policymanual/

Board of Regents Minutes: 1992 – 93, p. 188; April 2000, pp. 31-32

Definitions

These definitions apply to these terms as they are used in this policy:
Overview

The President of Georgia Health Sciences University, or his/her designee, will notify in writing all full-time non-tenured faculty who have been awarded academic rank and are employed under written contract whether an employment contract for the succeeding year will be offered to them according to the timeline contained in this policy.

Process/Procedures

1. Each year, on or before the dates specified in Regents’ tenure regulations, the President of Georgia Health Sciences University or his/her authorized representative, shall advise, in writing, all non-tenured faculty who have been awarded academic rank (instructor, assistant professor, associate professor, professor) and who are employed under written contract whether an employment contract for the succeeding academic year will be offered to them. Such written notice shall be delivered by hand or by certified mail to the addressee only, with receipt to show to whom and when delivered and the address where delivered.

2. Notice of intention to renew or not to renew a non-tenured faculty member who has been awarded academic rank (instructor, assistant professor, associate professor, professor) shall be furnished, in writing, according to the following schedule:
   A. at least three months before the date of termination of an initial one-year contract;
   B. at least six months before the date of termination of a second one-year contract;
   C. at least nine months before the date of termination of a contract after two or more years of service in the institution.

3. This schedule of notification does not apply to persons holding temporary or part-time positions, or persons with courtesy appointments, such as adjunct appointments.

4. Except for the approved suspension of the probationary period due to a leave of absence, the maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if a recommendation for tenure is not approved by the president. The maximum time that may be served in combination of full-time instructional appointments (instructor or professorial ranks) without the award of tenure shall be 10 years, provided, however, that a terminal contract for the 11th year may be proffered if a recommendation for tenure is not approved by the president (BOR Minutes, 1992 – 93, p. 188; April 2000, pp. 31-32).

5. Faculty on the research track will no longer (effective fiscal year 20XX) be notified in advance if they will receive a contract for the succeeding year.
Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 7.04, Contract Renewal Policy, are:

| President of Georgia Health Sciences University or designee | Notifies in writing whether an employment contract will be issued for the succeeding year according to the schedule described in this policy |

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