

## Faculty Hiring, Review, and Renewal

MAJOR EVENTS => FACULTY STATUS [	HIRING	ANNUAL REVIEW	RENEWING	CONTRACTS
<i>FULL TIME</i>				
Tenured Faculty	Requests ordinarily due 1 May and approved by 1 July.	Each Fall	continuous to retirement . . .	28 February.
Tenure-Track	Same as tenured faculty	Each Fall, or Spring/summer	Fall. In Chair's annual review letter <sup>1</sup>	28 February.
Clinical	Same as non-tenured faculty	Same non-tenured faculty	Same as non-tenured faculty	When possible, 28 February
Full-time non-tenure track (8 courses plus service)	Same non-tenured faculty.	Same non-tenured faculty.	Same as non-tenured faculty	When possible, by February 28
<i>PART-TIME</i>				
Four-fifths time (6 courses/year + service)	Request for new four-fifths faculty can be made <b>as early as the Fall</b> prior to the year in which the contract will begin (as Chairs consider, for example, the impact of sabbatical applications on faculty coverage) and ordinarily no later than after Spring registration for the Fall.	Evaluations may take place in the Fall, or at the beginning of the Winter/Spring semester.	Requests for renewal are due to the CAS Dean's office no later than 15 February.	The contract for the next academic year is ordinarily issued <b>no earlier than April</b> (the conclusion of Spring registration) and <b>no later than 15 June</b> . Renewal should not be presumed until a signed contract has been returned to the Dean's office.
Half-time (4 courses/year + service)	Same as four-fifths	Same as four-fifths faculty	Same as four-fifths time	after the Spring registration, frequently not until mid- June.

<sup>1</sup> Notices of non-renewal to probationary faculty must be given by 27 February during a faculty member's first year), 30 December (during a faculty member's second year), or 7 June (during and after a faculty member's third year).

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Per Course Adjunct (1 – 3 courses/year + service)	Periodic advertising needed. Chair submits names to Dean's office in July (for Fall), November (for Spring), or April (for Summer). Undergraduate and graduate enrollments often require enlistment of such faculty as late as the beginning of a semester.	Annual Review is done differently in different departments	The Strategic Plan and the new agreement with the Compensation Committee will eventually require periodic evaluation and rewarding of part-time faculty. The calendar and process of this evaluation remains to be determined but should be analogous to the evaluation process for other faculty, except that it will probably only occur after the teaching of six courses.	Contract letters (stipulating that courses with low enrollments may be cancelled and requiring faculty signature) can be issued no earlier than 45 days before the start of the semester (FH ) and are usually issued one month before the semester; contract