

FACULTY MULTI-YEAR APPOINTMENTS

Policy Number: 426

Categorized: Human Resources

Responsible Office: AVP for Human Resources

Subject: The criteria and the process to be used in determining continuing appointments for full-time faculty-ranked employees.

Related Policies:

Procedures: [426P](#)

Additional Information:

Effective Date:

Last Reviewed Date: 07/27/2020

1. Scope

This policy applies to all teaching, administrative and professional faculty.

2. Policy

Northern Virginia Community College welcomes the opportunity to offer and reward eligible faculty multi-year appointment contracts for meritorious college service. This system is based on position eligibility, salaried service to the College, and performance. It is governed by VCCS Policy 3.4 Faculty Appointment.

Eligible faculty

For the purposes of multi-year appointment, those employees who hold faculty rank, teach in 9-month, 10-month, or 12-month positions, hold counselor or librarian positions, and who are employed in unrestricted full-time appointments.

Year of service

Full-time salaried employment for two (2) academic semesters (fall and spring). Employment for less than a year does not constitute a year of full-time employment and will not count towards the time eligibility period for multi-year appointment.

Sequence of Appointment

- a. Normal Sequence: The normal sequence of appointment under this policy is three (3) one-year appointments (one probationary then two one year appointments), one (1) three-year

appointment, and then the first five-year appointment. The sequence of appointment is subject to all of the other provisions of this policy. Nothing shall limit the number of one- and three-year appointments which may be granted nor shall anything prohibit the granting of a shorter appointment to a faculty member who had previously held a longer term appointment.

- b. Continuance: Once a faculty member has been granted a five-year appointment, subsequent three or five multi-year renewal is presumed unless cause for discontinuance is demonstrated following review by the Ad Hoc Appointment Advisory Committee.
- c. Termination of Employment: Termination of employment with the VCCS constitutes a break in service for purposes of seniority. (See the Procedure for Reduction of Staff Holding Faculty Rank for the determination of seniority.)
- d. Transfer Within the VCCS: Upon transfer from one college in the VCCS to another college in the System, the appointment proposals accepted by faculty members while at the former college shall be deemed voided upon such transfers. The normal sequence of appointments at the receiving colleges shall be for faculty members to receive two (2) one-year appointments before being considered for the type of appointments for which they would have been eligible had they remained at the former institutions.
- e. Change of Status: For teaching faculty, counselors and librarians who hold a multi-year appointment, an appointment to an administrator's position shall void the multi-year appointment since administrators receive only one-year appointments. For administrators transferring to a teaching, counselor or librarian position, the normal sequence of appointment shall be for the faculty member to receive one (1) one-year appointment before being recommended to the Ad Hoc Appointment Advisory Committee for consideration of a multi-year appointment, based on total previous service in the VCCS.

Leave of Absence

- a. Education Leave

Partial Pay -- Faculty members holding three- or five-year appointments who are granted educational leaves of absence with partial pay and are not employed full-time during at least two academic semesters of the period August 16 through August 15 of the following year shall have their current multi-year appointments extended for one year.

An educational leave of absence, with or without pay, shall not disqualify the year of its occurrence as counting towards a year of service. No more than two academic years may be exempted from the years of full-time service requirement because of educational leave.

- b. Military Leave -- A military leave of absence, for a member of a reserve unit who is called to active duty, and who, upon completion of her or his military obligation, returns immediately to the college, shall not disqualify the active military duty period as counting towards a year of service for purposes of promotion or multi-year appointments.
- c. Leave With or Without Pay -- Periods of leave, with or without pay (except for the use of earned annual or sick leave, educational leave, sabbaticals, or military leave), of over 14 calendar days

cause a discontinuity for a semester, disqualifying the semester from counting towards a full year of employment, unless specific arrangements have been made between the president and faculty member. The arrangements must be in writing and placed in the faculty member's personnel file prior to the beginning of the leave. No leave without pay agreement shall exceed one fiscal year in length.

- d. Extension -- An extension of more than two years beyond the original expiration date of a multi-year appointment is not authorized.

Appointment Advisory Committee

The Ad Hoc Appointment Advisory Committee is established each year and is comprised of elected faculty members. The role of the Committee is to provide information and advice for the president's consideration on all faculty members eligible for three- and five-year appointments.

The distribution of the membership of this committee shall be determined by the president and shall be from the various segments of the college faculty (teaching faculty, counselors, and librarians) and administrators. The president shall appoint administrators to this committee, but in no case shall administrative representatives exceed one-third (1/3) of the committee membership. Any faculty member that is currently under review for initial or renewal of a multi-year appointment is not eligible to serve on the Committee.

The criteria to be considered by the Committee as it considers faculty for three- and five-year appointments shall include, but not be limited to, the following:

- a. competence of faculty members as teachers or in their assigned functions;
- b. effectiveness of faculty members in carrying out their functions and duties as prescribed in the college Faculty Handbook;
- c. ability to establish and maintain positive professional relationships with colleagues, supervisors, students, and the community;
- d. extent and currency of professional qualifications;
- e. adherence to all policies, procedures and regulations as outlined in the college Faculty Handbook, the VCCS Policy Manual, any policy, procedure, and regulation adopted by the college or the VCCS, and the laws of the Commonwealth of Virginia; and
- f. evaluations.

3. Definitions

Faculty: those employees who hold faculty rank and teach or occupy an administrative, counselor or librarian position which is exempt from the classified service.

Year of Service: full-time employment for two academic semesters (fall and spring), the salary for which is chargeable to a single fiscal year's budget. Employment for less than this period shall not constitute a year of full-time employment and shall not count towards the time eligibility period for a promotion.

4. Procedures

See [426P](#).

5. Authority

VCCS Policy 3.4 Faculty Appointment