

Policy Procedure: Faculty Multi-Year Appointments

Procedure Number: 426P

Contact Information: credentialing@nvcc.edu

Forms:

- [105-096 Faculty Development and Evaluation Plan for Associate Instructors](#)
- [105-181 Faculty Development and Evaluation Plan: Probationary First-Year Appointment](#)
- [105-182 Faculty Development and Evaluation Plan: Second/Third-Year Appointment](#)
- [105-183 Faculty Development and Evaluation Plan: Senior Faculty Appointments](#)
- [105-184 Faculty Develop and Evaluation Plan: Annual Performance and Professional Development Objective Setting Instrument](#)
- [105-197 Administrative and Professional Faculty - Self-Assessment](#)
- [105-198 Administrative and Professional Faculty - Performance Evaluation](#)
- [105-199 Administrative and Professional Faculty - Annual Objectives & Mid-Year Feedback Instrument](#)
- [105-051 Multi-Year Appointment Recommendation](#)

Last Reviewed Date: 07/27/2020

1. Form Explanations and Eligibility Factors

a. Associate Instructors – [Form 105-096](#)

Associate Instructors are restricted teaching faculty and are not eligible for multi-year appointments. Associate Instructors are student-focused positions responsible for teaching and activities that directly support student success, such as mentoring and tutoring. They carry higher instructional loads than regular 9-month teaching faculty and are relieved of most administrative and governance duties. They are evaluated on their teaching and institutional responsibilities only, and the evaluation of teaching comprises 90% of the evaluation.

b. Teaching Faculty (9M Teaching and 12M Teaching) – Forms [105-181](#), [105-182](#), [105-183](#), [105-184](#)

Most full-time teaching faculty are 9-month, and their contracts and responsibilities are structured according to the academic year. A small number of full-time teaching faculty are 12-month, and their contracts and responsibilities are structured according to the fiscal year.

- i. The first year of employment is the probationary year during which the faculty member is evaluated twice using [Form 105-181](#). Teaching responsibilities comprise 70% of the evaluation for this first year.

- ii. The second and third years of employment are 1-year appointments in which the faculty member is evaluated once each year using [Form 105-182](#). Teaching responsibilities comprise 60% of the evaluation.
- iii. The 4th and subsequent years of employment in most cases are the years in which the faculty member has successfully achieved multi-year appointment status and is now recognized as senior faculty. The faculty member is evaluated according to the respective multi-year appointment using [Form 105-183](#). Teaching responsibilities comprise 50% of the evaluation.
- iv. Of note, the evaluation forms may also be used for self-evaluation by the faculty member.
- v. [Form 105-184](#) is the Annual Performance and Professional Development Objectives instrument. It is completed and reviewed each year for all regular 9M and 12M teaching faculty regardless of the individual faculty member's multi-year appointment status.

c. Administrative & Professional Faculty – Forms [105-197](#), [105-198](#), and [105-199](#)

Administrative and professional faculty are non-teaching faculty with continuous responsibilities throughout the entire fiscal year. Only professional faculty who are non-restricted Counselors and Librarians are eligible for multi-year appointment recommendation. All other professional faculty and administrative faculty are eligible for one-year appointments only.

The cycle of evaluation for administrative and professional faculty varies according to whether the individual is in an eligible position. Non-eligible faculty are evaluated once each year on a fiscal year cycle. Eligible faculty (unrestricted Counselors & Librarians only) are evaluated on a calendar year cycle in accordance with their current appointment status.

- i. [Form 105-197](#) is the self-assessment. This should be completed by the faculty member.
- ii. [Form 105-198](#) is the performance evaluation. This should be completed by the supervisor.
- iii. [Form 105-199](#) is the Annual Objectives and Mid-Year Feedback Instrument. Completion of the [105-199](#) is required each year for all administrative and professional faculty regardless of the individual faculty member's multi-year appointment status.

2. Evaluation and Recommendation

- a. Time frame - The multi-year appointment process begins each September and concludes around the end of March or beginning of April.
- b. Human Resources generates a report for each Division listing all of the faculty, their current appointment status, multi-year eligibility and evaluation documentation required. This report is generated in early September. The report assists the Deans and other faculty supervisors with ensuring that their faculty are evaluated appropriately and timely.
- c. The Deans forward completed evaluations and 105-051 forms to Human Resources at credentialing@nvcc.edu by December 1st. Human Resources reviews the materials for completion and completes Section C of the 105-051. Human Resources then provides the documents to the Ad Hoc Appointment Advisory Committee. For those evaluations that are not associated with a multi-year appointment, the evaluation is forwarded to the Employee Relations team.

- d. The Ad Hoc Appointment Advisory Committee reviews the materials and then makes the recommendation regarding the multi-year appointment. The Committee completes Section D of the 105-051. Upon completion of this review, Human Resources notifies the President for final review.
 - e. The President reviews the documentation and then makes the final determination for the faculty member's appointment status. The President or designee completes Section E of the 105-051.
 - f. Human Resources generates the VCCS Certification statement for the President's signature in February. The signed certificate is sent to VCCS for approval by the State Board for Community Colleges.
 - g. Human Resources sends appointment proposals to faculty for signature in late March or early April.
 - h. Human Resources records signed appointment proposals and prints the full packet into the personnel file via ImageNow.
 - i. Appointment proposal summary information is generated and given to data ops to key into HRMS.
3. Establishment of Ad Hoc Advisory Appointment Committee
- a. 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.
 - b. 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.
 - i. The Associate Vice President for Human Resources reaches out to the Chair of the Faculty Senate to establish the start of the Committee selection process.
 - ii. The Chair sends the appropriate email notifications requesting the submission of names for those faculty that are interested in serving on the Committee.
 - iii. The Chair conducts the election and generates the list of elected faculty members for Human Resources.
 - iv. Human Resources reviews and confirms eligibility of the elected faculty members. The Associate Vice President for Human Resources forwards the list to the President for review.
 - v. The President reviews the list, makes additional recommendations for members as necessary, and then confirms the list of Committee members.
 - vi. The Associate Vice President notifies the Committee members and meets with the Committee to establish guidelines. Human Resources then provides access to the appointment materials for the Committee.
 - vii. The Committee begins its review process [see 2.c. above].