

# Process Guide for Renewal of Multi-Year Faculty Appointments

(non-tenure-eligible faculty: multi-year clinical faculty, lecturers, professors of practice, and research faculty)

Academic Affairs Manual (ACD) policies governing multi-year appointments: ACD [505-02](#)

Note: for all stages, do not lock documents and do not use an electronic signature (e.g. Adobe Sign, Adobe Certificate, DocuSign, font) to sign forms. JPEG signature is accepted.

## Candidate Responsibilities

- Step 1. Material submission.** Candidate checks with unit chair/director to determine the unit's submission deadlines for the following materials. According to the unit deadline, candidate submits electronic copies (PDF) of the following to the unit:
- a. **CV.** A full and comprehensive curriculum vitae which includes page numbers and candidate's name on each page.
  - b. **Personal statement.** A personal statement up to four pages in length, single spaced, 12 pt. font with pages numbers and candidate's name on each page. The personal statement provides reviewers with evidence of excellence in teaching, research, and service as applicable to the candidate's area(s) of assignment.
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## Unit Responsibilities

- Step 2. Unit evaluation of materials.** Unit evaluates candidate's case materials. At a minimum, evaluated materials should include:
- a. Materials submitted by candidate in Step 1.
  - b. Annual evaluations since last renewal or appointment.
  - c. Position description for the candidate.
- Step 3. APA form.** Unit completes [Request for Academic Personnel Action](#) form with appropriate signatures and adds to electronic case file.
- Step 4. Unit Personnel Committee.** Case will be reviewed by unit personnel committee only if specified by the unit bylaws.
- Step 5. Addition of unit committee letter(s).** If reviewed by the unit committee, unit adds the internal letter, with voting results and page numbers, from the unit personnel committee, signed by all members of the committee to the Internal Letters section of the PDF portfolio. If the committee vote is not unanimous, explicitly state the minority view in a separate section of the letter.
- Step 6. Addition of chair/director letter.** The unit chair/director evaluates the application and makes a written recommendation. See [Guidance for Chair/Director letters](#). Signed administrator letter, including page numbers, is added to the electronic case file.

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- Step 7. Submission to the college.** By the deadline established by the supervising college, the unit submits electronic PDF portfolio of each case to college for review and recommendation. For information about creating a PDF portfolio, please see [How to Create a PDF Portfolio](#). All sections below are PDFs (no other formats and no folders).
- a. The PDF portfolio shall include sections titled and ordered as follows:
    - i. **01\_APA form\_Last NameFirst Initial**
    - ii. **02\_Curriculum Vitae\_Last NameFirst Initial**
    - iii. **03\_Personal Statement\_Last NameFirst Initial**
    - iv. **04\_Annual Evaluations\_Last NameFirst Initial**
    - v. **05\_Position Description\_Last NameFirst Initial**
    - vi. **06\_Internal Letters\_Last NameFirst Initial** (unit personnel committee\*, unit chair/director, college committee, dean)
    - vii. **07\_Addendum\_Last NameFirst Initial** (if applicable, [Confirmation of Addendum Materials](#), followed by materials (with bookmarks) that were added to the file after the candidate's original submission to the unit.
  - b. PDF portfolio should be saved and titled using the following naming convention:  
COLLEGE–UNIT–LastNameFirstName–MYRenewalAcademicYear (e.g., CLAS-PSY-SmithJane-MYRenewal2012-13)
  - c. If possible, unit should reduce PDF and use the text recognition option before submitting to the college.
  - d. PDF portfolio should be uploaded to a secure site as directed by each college.
  - e. Please do not submit a hard copy of this file.

\*If applicable.

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## College responsibilities

- Step 8. College personnel committee.** Case will be reviewed by college personnel committee if any of the following occur:
- a. Case includes an unsatisfactory overall rating in any annual performance evaluation included in the case file.
  - b. Any level of review recommends against renewal.
  - c. At the discretion of the dean.
- Step 9. Addition of college committee letter(s).** If reviewed by the college committee, college adds the internal letter, with voting results and page numbers, from the college personnel committee, signed by all members of the committee to the end of the Internal Letters section of the PDF portfolio. If the committee vote is not unanimous, explicitly state the minority view in a separate section of the letter.
- Step 10. Addition of dean letter.** College submits PDF portfolio to dean for review and recommendation. Signed dean's letter, including page numbers, is added to PDF portfolio at the end of the Internal Letters section.

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**Step 11. APA form.** College reviews for accuracy and updates the Academic Personnel Action (APA) form with all appropriate signatures and adds to the PDF portfolio replacing the previous APA form.

**Step 12. Renewal vs. non-renewal.** Based on the dean's recommendation, cases will proceed as follows:

- a. Cases that the dean recommends for non-renewal shall be forwarded to provost's office as described in subsequent steps.
- b. Cases that the dean recommends for renewal shall remain at the college level until the university has completed review of negative cases.
- c. Once the entire review process is complete – including university-level review of negative cases, the college shall notify candidates of renewal or non-renewal as appropriate.

*Reminder: Candidates may not be notified as to the outcome of their case until all cases, including those forwarded to the university provost for further review, have been reviewed and a decision has been made.*

**Step 13. Submission of non-renewal recommendations.** Cases recommended by the dean for non-renewal, will be forwarded to the Office of the University Provost by the deadline established by the university. College submits electronic PDF portfolio of each recommended nonrenewal case to the university for review and recommendation. For information about creating a PDF portfolio, please see [How to Create a PDF Portfolio](#). All sections below are PDFs (no other formats or folders).

- a. PDF portfolio shall include sections titled and ordered as follows:
  - i. **01\_APA form\_Last NameFirst Initial**
  - ii. **02\_Curriculum Vitae\_Last NameFirst Initial**
  - iii. **03\_Personal Statement\_Last NameFirst Initial**
  - iv. **04\_Annual Evaluations\_Last NameFirst Initial**
  - v. **05\_Position Description\_Last NameFirst Initial**
  - vi. **06\_Internal Letters\_Last NameFirst Initial** (unit personnel committee\*, unit chair/director, college committee\*, dean)
  - vii. **07\_Addendum\_Last NameFirst Initial** (If applicable, [Confirmation of Addendum Materials](#), followed by materials (with bookmarks) that were added after the unit's original submission to the college.
- b. PDF portfolio should be saved and titled using the following naming convention:  
*COLLEGE– UNIT–LastNameFirstName–ActionAcademicYear (e.g CLAS-PSY-SmithJane-MYRenewal2012-13)*
- c. If possible, unit should reduce PDF and use the text recognition option before submitting to the university.
- d. PDF portfolio should be uploaded to a secure college-specific site on Provost's share drive as directed by the university; notify the provost's office by email when the file has been uploaded.
- e. Please do not submit hard copy of these materials.

\*If applicable.

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- Step 14. List of all actions and recommendations.** By the deadline established by the university, the college submits the following information to the executive vice president and university provost:
- a. [Summary of Multi-year Renewal Decisions](#) which lists all multi-year academic professionals, clinical faculty, lecturers, research faculty, and/or professors of practice in the college who are currently being reviewed. Summary shall include the candidate's name, current title, unit/department, multi-year term, and the dean's decision regarding renewal. Please submit in PDF form.
  - b. Positive reviews for renewal are approved by the dean. The following documents are submitted to the university provost:
    - i. The original signed APA form for each candidate.
    - ii. A copy of the dean's notification of renewal letter sent to the candidate.
    - iii. Please do not submit hard copies of these materials.
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## IMPORTANT REMINDERS

- All renewals must be evaluated in the year prior to the final contract year (e.g., the second year of their three-year term).
- In cases resulting in a final decision of non-renewal, fixed-term faculty on multi-year contracts may complete the final year of the current contract.
- Internal letters should explicitly articulate justification for renewal/non-renewal based on job performance, the continued availability of funds, and the needs of the unit and the university.