

## **Guidelines for Requesting Multi-Year or Rolling Multi-Year Status**

Consistent with guidelines set forth by the provost and in keeping with policies and procedures governing multi-year appointments as described in the Academic Affairs (ACD) Manual, the College of Liberal Arts and Sciences recognizes the flexibility and leverage multi- (MY) and rolling multi-year (RMY) appointments afford units in their efforts to recruit and retain high performing fixed-term faculty\* and academic professionals. The MY and RMY designations recognize the exceptional value an individual brings to the university. In requesting the designation, it is incumbent upon the unit to make a compelling case that clearly demonstrates that value.

To request a MY or RMY appointment, the unit chair/director should prepare a request that includes information as outlined below. MY/RMY requests should be submitted to the dean's office and will be considered annually each January. Upon dean approval, the case will go to the provost for final approval. If successful, the MY or RMY designation will go into effect at the beginning of the fiscal/academic year immediately following approval of the request and contingent upon renewal of the candidate's employment at ASU.

### **MY/RMY requests must include:**

#### **I. Chair/Director support letter which:**

- a. Identifies the candidate's first/last name, rank and title, home unit and requested designation (MY or RMY)
- b. Answers all of the following questions:
  - i. How is this person is uniquely qualified for a MY/RMY appointment?
  - ii. What unit need is being served by moving the person to a MY/RMY appointment?
  - iii. How will budget flexibility be preserved after the MY/RMY appointment begins?
- c. Provides justification to support at least one of the following scenarios:
  - i. Highly-specialized skill set which the market cannot replace in a timely manner
  - ii. Significant leadership/service responsibilities critical to the continuity and stability of a program/project
  - iii. Imminent threat of losing the employee

#### **II. Curriculum vitae (and other materials at the discretion of the unit) that demonstrate one of the following as appropriate to the candidate's status at ASU:**

- a. (Current ASU employee) Sustained excellence and productivity in assigned duties/responsibilities over a period of time sufficient to demonstrate trajectory
- b. (New Hire Candidate) Record of excellence and productivity commensurate with a MY/RMY appointment at ASU and a clear justification from the hiring authority that MY/RMY status would significantly advance the recruitment of the primary hire either directly or through a spousal accommodation.

\* *Instructional faculty must be at the rank of Lecturer Senior or Associate Clinical Professor to be eligible for MY consideration and at the rank of Principal Lecturer or (full) Clinical Professor to be eligible for RMY consideration.*