



# California Health Sciences University

## FACULTY RE-APPOINTMENT POLICY

### **I. MULTI-YEAR ROLLING CONTRACTS**

Following initial contract appointment, and subject to the following requirements, a faculty member (including administrators with faculty contracts) is eligible for re-appointment to a faculty position under a multi-year contract. Once a faculty member has received three consecutive annual performance reviews with an overall “Meets Expectation” score (or higher) and “Meets Expectation” scores (or higher) in the subcategories of Teaching (part 1), Collegiality/Collaboration (part 4) and Goals (part 6), the faculty member becomes eligible for a multi-year contract.

A faculty member who meets these requirements is eligible for the multi-year rolling contracts options listed below, at the discretion of the Dean of the appropriate college and subject to the Provost’s final approval.

Option 1: A two (2) year rolling upon the first re-appointment; and a two (2) year rolling upon the second re-appointment.

Option 2: A two (2) year rolling upon the first re-appointment; and a three (3) year rolling upon the second re-appointment.

The term “rolling” shall indicate that each July 1 the contract renews for the same two (2) or three (3) year term, but in no case shall any multi-year contract exceed a total of three (3) years.

In the event a faculty member receives an overall “Meets Some But Not All” (or lower) on an annual performance review or receives a “Meets Some But Not All” (or lower) in the subcategories of Teaching, Collegiality/Collaboration or Goals, then the faculty member is no longer eligible for a multi-year rolling contract effective the following July 1. In this case, the faculty member will receive a one (1) year rolling contract, at the discretion of the Dean of the appropriate college and subject to the Provost’s final approval, to begin the following July 1.

### **I. NOTICE OF RE-APPOINTMENT AND RE-ISSUANCE OF CONTRACTS**

The Office of Human Resources will issue re-appointment letters on or before March 31 of each calendar year. Eligibility for a multi-year contract, as described above, will be based on the three consecutive performance evaluations prior to that date. Timelines for faculty performance



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evaluations will be set by procedure of the Office of Human Resources and may be changed from time to time to meet the needs of the University.

Notification of salary modifications may come later in the academic year following approval of the upcoming year's budget by the CHSU Board of Trustees. Additionally, from time to time, CHSU may re-issue faculty employment contracts for signature as updates to the agreements are made based on the needs of the University. CHSU may, but is not required, to re-issue faculty employment contracts for signature every year. If new faculty employment contracts are not re-issued for signature, salary modifications shall be documented on the Personnel Action Form (PAF) developed by the Office of Human Resources.

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- Policy Owner: Human Resources
  - Effective Date: 3/21/2019
  - Approval by Provost Date: 4/02/2019
  - Approval by the President Date: 4/04/2019