

## Preparation and Distribution of Renewal Notifications for Contracts in FY 2008-2009

### Professorial Ranked Faculty:

(Instructor, Assistant Professor, Associate Professor, Professor)

Faculty Employed One Year, but Less Than Two Years as of June 30, 2008  
(Contract Report B)

#### **School / Division Level Representatives**

- Authorized employees review reports for accuracy and notify Human Resources - Faculty Affairs with questions pertaining to the reports.

#### **Faculty Affairs' Representative**

- Discusses with School /Division Level Representative and advises on submission of Faculty Action PARs to initiate changes in PS MFE and appropriate action to notify faculty prior to processing changes.

#### **Departmental Level Representatives**

- Authorized employees review and distribute to the appropriate Chairmen/Directors to signify contract renewal decision by placing an "X" in the "Yes" or "No" column on report.

**Note:** When indicating the contract renewal decision on the report, please keep in mind that the question is not if the faculty member will be here for the next contract year; but, what is the contract renewal decision of the Chairman/Director following the faculty evaluation process. Prior knowledge of voluntary resignations should not be reported as a "nonrenewal" of a contract.

- Authorized employees return completed and signed reports to School / Division Level Representatives.

#### **School / Division Level Representatives**

- Deans/Vice Presidents review reports for concurrence and sign in approval of the renewal decision.
- Dean/Vice Presidents provide the signed reports to the school / division level authorized employee for appropriate action.
- Authorized employees prepare the corresponding notification letter based upon the contract renewal decision.
- Authorized employees hand deliver on campus or send registered mail to each faculty member.
- Authorized employees distribute copies as indicated on the sample notification letter.