

## **STAFFORD CAMPUS FACULTY CONTRACT TRANSITION PROCESS**

There are two contract transition timelines: a standard timeline, and an accelerated (“fast track”) option. Faculty members who believe they have a record qualifying them to stand for a tenure review in 2011-12 have the option to request the “fast track” alternative. The Department Chair, Dean, and Provost must agree. Anyone opting for the “fast track” will be placed on a one-year probationary period (the 2011-2012 academic year). Faculty following the standard timeline may have either a one, two, or three year probationary period (as determined in conversation with the Department Chair, Dean, and Provost). For faculty following the standard timeline, the probationary period begins in August 2012.

The two timelines follow, along with a calendar showing important dates in 2010-2011 and implementation steps required in order to smoothly execute the contract transition process. Appendix A contains an example of the “fast track,” one-year probationary period contract (which would start in August 2011). Appendix B contains the tenure-track contract that would be issued to faculty transitioning via the standard timeline to a tenure-track contract starting in August 2012.

### **TIMELINE FOR STANDARD TRANSITION, 2010 - 2015**

2010 – 2011	Deans’ review completed by 15 December 2010 Stafford faculty notified by 15 January 2011 of new contracts
2011 – 2012	Final year of three-year rolling contracts Transitioning faculty accept/decline new contracts by 1 Sept 2011 Tenure clock for faculty appointed to tenure track positions starts August 2012
2012 – 2013	First Year of Tenure Reviews Petitions for Tenure Review due 1 May 2012* Tenure Files due 30 August 2012
2013 – 2014	Second Year of Tenure Reviews Petitions for Tenure Review due 1 May 2013 Tenure Files due 30 August 2013
2014 – 2015	Final Year for Tenure Review for Transitioning Faculty Petitions for Tenure Review due 1 May 2014 Tenure Files due 30 August 2014

\*N.B.: Affected faculty should consult the “Promotion and Tenure Calendar” by the Provost for exact deadlines. Calendar is maintained at: <http://www.umw.edu/provost/calendars/pandt.php>

**TIMELINE FOR ACCELERATED (“FAST TRACK”) TRANSITION, 2010 – 2013****2010 – 2011**

- 15 Dec 2010 Deans’ review completed
- 14 Jan 2011 Stafford faculty notified of new “fast track” contract offer
- 19 Jan 2011 Faculty member may submit a written comment or request a reevaluation of the new contract offer by providing a letter of appeal to the Provost
- 25 Jan 2011 Provost replies to letter of appeal
- 28 Jan 2011 Faculty electing to employ the “fast track” process notify Provost and Dean
- 18 Feb 2011 Contracts for faculty on “fast track” approved (BOV personnel docket)
- 10 Apr 2011 Signed contract returned by faculty member
- 22 Apr 2011 BOV approves *University Faculty Handbook* (effective August 2011)
- 1 May 2011 Faculty member submits a letter stating the intention to apply for tenure\*

**2011 – 2012**

- 16 Aug 2011 One year, tenure-track probationary period begins under fast track option
- 31 Aug 2011 Tenure file submitted\*
- Sep -- Apr Tenure review process proceeds through all required steps
- 15 May 2012 Faculty member approved for tenure receives tenured contract from BOV; Faculty member denied tenure receives one-year, terminal contract
- 16 Aug 2012 Tenured contracts begin; one-year terminal contract begins (for any “fast track” faculty reviewed for and denied tenure)

**2013**

- 5 May 2013 One-year terminal contract ends (for any “fast track” faculty reviewed for and denied tenure)

\*N.B.: Affected faculty should consult the “Promotion and Tenure Calendar” by the Provost for exact deadlines. Calendar is maintained at: <http://www.umw.edu/provost/calendars/pandt.php>

**2010 – 2011 TRANSITION DEADLINES**

- 15 Oct 2010 College committees complete new criteria for tenure and promotion
- 15 Nov 2010 Colleges adopt new tenure and promotion criteria
- 30 Nov 2010 New college tenure and promotion criteria sent to UFC oversight committee
- 7 Dec 2010 Review of proposed tenure and promotion criteria by UFC oversight committee
- 15 Dec 2010 Determination of type of appointment by Deans in cooperation with Department Chair and Provost (tenure track, including fast track option, RTA, administrative faculty, or whether the position will not be renewed)
- 14 Jan 2011 Communication by Deans with transitioning faculty members re: type of appointment offered or whether the position will not be renewed. For faculty appointed to tenure track positions, the year of tenure review will be established. [*Conversations will also address mentoring to be available during the tenure review process.*]
- 19 Jan 2011 Faculty member may submit a written comment or request a reevaluation of the new contract offer by providing a letter of appeal to the Provost
- 25 Jan 2011 Provost replies to letter of appeal
- 28 Jan 2011 Faculty electing to employ the “fast track” process notify Provost and Dean
- 18 Feb 2011 Contracts for faculty on “fast track” approved (BOV personnel docket)
- Feb 2011 Final UFC approval of new tenure and promotion criteria
- 10 Apr 2011 Signed contract returned by faculty member (for those following the “fast track”)
- April 2011 BOV approves new tenure and promotion criteria and new *Faculty Handbook*
- 1 May 2011 Faculty member on “fast track” submits letter stating intent to apply for tenure
- 16 Aug 2011 One year, tenure-track probationary period begins
- August 2011 New contracts extended to faculty following the standard transition timeline
- 1 Sept 2011 Stafford faculty following standard transition timeline accept or decline new contracts, which go into effect at termination of current rolling contract signed in 2010.
- 15 May 2012 Faculty member approved for tenure receives tenured contract from BOV; Faculty member denied tenure receives one-year, terminal contract
- 16 Aug 2012 Start date of new contracts for faculty following standard transition timeline; tenured contracts begin for “fast track” faculty granted tenure; one-year terminal contracts begin for “fast track” faculty reviewed for and denied tenure

## APPENDIX A

March 1, 2011

name

Address 1

Address 2

Dear [name]:

On the recommendation of the Chair of the Department of [insert department name] and with the approval of the Dean of the College of [insert name] and the Provost, I am pleased to advise you of your appointment to the full-time, tenure-track position of [Assistant Professor, Associate Professor, or Professor] in the Department of [insert department name]. For this one-year contractual period, beginning August 16, 2011, and ending May [or August] 15, 2012, your responsibility is to teach [insert subject discipline] at an annual salary of [insert amount] with full benefits.

Your teaching responsibilities will be assigned and scheduled consistent with departmental needs and the total instructional program of the University. The Board of Visitors of the University is empowered to grant final approval for all faculty positions, which it did on your behalf during its [insert date] meeting. Accordingly, you will serve at the pleasure of the Board. This offer of employment is only for the term specified above and should in no way be interpreted as a commitment, or implied promise, by the University to grant tenure to you in the future.

Your acceptance of this offer with the foregoing terms constitutes a contract of employment with the University of Mary Washington and is dependent on receipt of funds appropriated by the General Assembly and is subject to the Appropriations Act. Your employment with the University of Mary Washington shall be governed by the provisions of this letter, the *University Faculty Handbook*, the Honor System, and other rules and regulations of the Board, as it deems necessary and proper to adopt.

This contract replaces your existing revised non-tenure track contract, issued May 7, 2010 (or other specific date) which is set to expire on August 15, 2012 and is hereby nullified. The terms of this new contract replace and supercede any previous contracts between you and the University of Mary Washington.

To indicate acceptance of this offer, **please sign and date the enclosed copy of this letter and return it to the Associate Vice President of Human Resources by April 10, 2011.** I am very glad to welcome you as a new member of the Mary Washington community.

With all best wishes, I am

Sincerely,

J.A. Harper  
Provost

JAH/giw

Enclosures: 4

cc: Office of the Provost  
Department Chair  
Payroll Department  
Office of Human Resources

I hereby accept the above offer according to the conditions stipulated herein.

\_\_\_\_\_  
signed

\_\_\_\_\_  
date

## APPENDIX B

August 1, 2011

name

Address 1

Address 2

Dear [name]:

On the recommendation of the Chair of the Department of [insert department name] and with the approval of the Dean of the College of [insert name] and the Provost, I am pleased to advise you of your appointment to the full-time, tenure-track position of [Assistant Professor, Associate Professor, or Professor] in the Department of [insert department name]. For this [one-year, two-year, or three-year] contractual period, beginning August 16, 2012, and ending May [or August] 15, [2013, 2014, or 2015], your responsibility is to teach [insert subject discipline] at an annual salary of [insert amount] with full benefits.

Your teaching responsibilities will be assigned and scheduled consistent with departmental needs and the total instructional program of the University. The Board of Visitors of the University is empowered to grant final approval for all faculty positions, which it did on your behalf during its [insert date] meeting. Accordingly, you will serve at the pleasure of the Board. This offer of employment is only for the term specified above and should in no way be interpreted as a commitment, or implied promise, by the University to grant tenure to you in the future.

Your acceptance of this offer with the foregoing terms constitutes a contract of employment with the University of Mary Washington and is dependent on receipt of funds appropriated by the General Assembly and is subject to the Appropriations Act. Your employment with the University of Mary Washington shall be governed by the provisions of this letter, the *University Faculty Handbook*, the Honor System, and other rules and regulations of the Board, as it deems necessary and proper to adopt.

This new contract will go into effect after your existing revised non-tenure track contract issued May 7, 2010 (or other specific date) expires on August 15, 2012.

To indicate acceptance of this offer, **please sign and date the enclosed copy of this letter and return it to the Associate Vice President of Human Resources by September 1, 2011.** I am very glad to welcome you as a new member of the Mary Washington community.

With all best wishes, I am

Sincerely,

J.A. Harper  
Provost

JAH/giw

Enclosures: 4

cc: Office of the Provost  
Department Chair  
Payroll Department  
Office of Human Resources

I hereby accept the above offer according to the conditions stipulated herein.

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signed

\_\_\_\_\_  
date