

The Patton College of Education Policy on Instructional Faculty Multiyear Contracts

Purpose

The purpose of this policy is to outline the process for Instructional Faculty to request and obtain a multiyear contract.

Rationale

As described in the Ohio University Faculty Handbook (Revised September 2021):

- Instructional Faculty consists of experienced persons holding part-time or full-time appointments who are primarily considered instructional personnel and may also have service responsibilities related to the teaching mission of the department, college, or university but no expectation for research or creative activity (i.e., TRS distributions ranging from 100:0:0 to 80:0:20) (Handbook, Section II.3.b).
- Normally, the contracts for Instructional faculty will be a nine-month, renewable contract for a term of one-year for the initial five years of service in all instances where a department's or regional campus's experience, or other factors, indicates that a faculty member will be employed for the whole of the ensuing nine-month academic year. Afterward, Instructional Faculty should be offered five-year contracts as warranted by the performance of the faculty member, desire of the faculty member, and continued need of the department or regional campus. However, the length of the initial and subsequent contracts can be negotiated based on qualifications, experience and need of the faculty member and department or regional campus (Handbook, Section II.3.b.iii).
- Instructional faculty must be evaluated annually by the chair or director according to departmental or regional campus guidelines and in accordance with Section II.E.1 of the Faculty Handbook. A comprehensive review should be performed in the last year of a multi-year contract or upon application for promotion. A written evaluation of the faculty member will be forwarded to them by February 15 on an annual basis by their director or chair. The director, chair or division coordinator shall employ a departmental committee or committees in the evaluation process, which shall conform to the department's written procedures and demonstrate peer review as a part of the merit process (Handbook, Section II.3.b.v).
- Instructional faculty are encouraged to participate in activities to promote professional development directly related to their responsibilities. Departments should support professional development activities directly related to a faculty member's responsibilities (Handbook, Section II.3.b.xi).

As described in the Faculty Handbook (Section II.3.b.iii), Instructional Faculty should be offered five-year contracts as warranted by the (1) faculty member's performance, (2) desire of the instructional faculty member, and (3) continued need of the department or regional campus after the initial five years of service as an Instructional Faculty member.

Policy

Instructional Faculty that are in at least their fifth year of employment within The Patton College may request a multiyear contract. This process is not tied to the Instructional Faculty Promotion policy.

Athens Campus Instructional Faculty

Athens-based faculty must talk with their Department Chair and make a formal request, in writing, by March 1. The Department Chair, in consultation with the Dean, will determine the faculty member's eligibility for a multi-year contract. The Dean will send notification to the faculty member of the final decision, in writing, by May 15. Multi-year contracts will go into effect for the following academic year, beginning August 15.

Regional Campus Instructional Faculty

Regional campus faculty must talk with their Department Chair and Vice Provost for Regional Higher Education and Partnerships and make a formal request, in writing, by March 1. The Department Chair, in consultation with the Executive Dean for Regional Higher Education or their designee, will determine the faculty member's eligibility for a multi-year contract. The Dean will send notification to the faculty member of the final decision, in writing, by May 15. Multi-year contracts will go into effect for the following academic year, beginning August 15.

Eligibility is based on the following criteria (see Appendix A for worksheet):

- A. **Faculty Performance**. **It is the responsibility of the Instructional Faculty member to provide data related to their performance.** The faculty member must demonstrate positive performance in the following two ways:
1. Demonstrated performance documented through positive annual evaluations;
 2. Demonstrated teaching effectiveness (e.g., peer and chair reviews of courses, student evaluation information, teaching awards, selection for teaching in special programs, student achievement of learning outcomes, course-level student success metrics, etc.);

Additionally, the faculty member must demonstrate positive performance in at least one of the following ways:

3. Professional development related to teaching (e.g., participating as a student in teaching enhancement training or programs, participating in a mentor program related to teaching, leading teaching enhancement programs, etc.);
 4. Other contributions related to teaching and student learning (e.g., interdisciplinary teaching, student advising, participation in the scholarship of teaching and learning etc.); and/or
 5. Committees and Service work (e.g., serving on committees, serving as an advisor for student organizations, etc.).
- B. **Continued Need**. There must be continued instructional need within the College for the Instructional Faculty member. The Department Chair and Dean will obtain and analyze data from the Office of Institutional Effectiveness & Analytics related to continued need. Need may be determined across campuses and/or delivery methods. Need will be determined based on one or more of the following factors:
1. Historical enrollment trends and forecasted enrollments in programs (majors, minors, and/or certificate);
 2. Historical enrollment trends and forecasted enrollments in department/school course offerings;
 3. Historical enrollment trends and forecasted enrollments in courses taught by the Instructional Faculty member; and/or
 4. Other relevant issues related to department/school instructional needs (e.g., program changes, need to address issues related to student achievement of learning, expected reductions in teaching capacity due to faculty fellowship leaves or retirements, etc.).

All multiyear contracts will adhere the template found in Appendix B.

Upon conclusion of an initial multiyear contract, the Instructional Faculty member may request a renewal by contacting their Department Chair and following the outlined process again.

Policy adopted July 14, 2022

Appendix A
Multiyear Contract Criteria Worksheet

Faculty Performance

The faculty member must demonstrate positive performance in their position by meeting criteria #1 and 2 and one or more of criteria #3-5.

	<i>Criteria</i>	<i>Met</i>	<i>Not Met</i>	<i>Evidence</i>
<i>Required</i>	1. Demonstrated performance documented through positive annual evaluations			
	2. Demonstrated teaching effectiveness (e.g., peer and chair reviews of courses, student evaluation information, teaching awards, selection for teaching in special programs, student achievement of learning outcomes, course-level student success metrics, etc.)			
<i>Must Meet at Least One</i>	3. Professional development related to teaching (e.g., participating as a student in teaching enhancement training or programs, participating in a mentor program related to teaching, leading teaching enhancement programs, etc.)			
	4. Other contributions related to teaching and student learning (e.g., interdisciplinary teaching, student advising, participation in the scholarship of teaching and learning etc.)			
	5. Committees and Service work (e.g., serving on committees, serving as an advisor for student organizations, etc.)			

Continued Need

There must be continued instructional need within the College for the Instructional Faculty member. This will be determined by the Department Chair and Dean/Executive Dean for Regional Higher Education or their designee based on one or more of the following criteria:

<i>Criteria</i>	<i>Met</i>	<i>Not Met</i>	<i>Evidence</i>
1. Historical enrollment trends and forecasted enrollments in department/school programs (majors, minors, and/or certificate)			
2. Historical enrollment trends and forecasted enrollments in department/school course offerings			
3. Historical enrollment trends and forecasted enrollments in courses taught by the Instructional faculty member			
4. Other relevant issues related to department/school instructional needs (e.g., program changes, need to address issues related to student achievement of learning, expected reductions in teaching capacity due to faculty fellowship leaves or retirements, etc.)			

Appendix B
Multiyear Contract Template

Date
Faculty Name

Dear Faculty Name,

On behalf of Ohio University's Department in The Patton College of Education, I am pleased to renew your appointment as an title for # of years beginning date. This letter is intended to be a supplement to your original offer letter by outlining terms for a multi-year appointment.

This # of years, non-tenure track Instructional Faculty appointment is consistent with Section II.C.3.b.iii of the Ohio University *Faculty Handbook* and is renewable at the University's discretion based your performance as a faculty member, your desire to continue the appointment, and continued need of the academic unit.

Annually, your appointment period will be date-date. Consistent with your original appointment, you are expected to adhere to the professional expectations for faculty as outlined in the Ohio University *Faculty Handbook* and will be evaluated annually according to the guidelines of department or school name. Consistent with Section II.D of the Ohio University *Faculty Handbook*, Ohio University reserves the right to non-renew a faculty appointment at any time following Ohio University *Faculty Handbook* guidelines.

Upon successful completion of this contract, you may be eligible to be considered for successive multi-year term appointments. All other terms of your original appointment remain the same. -OR- Add any changes to the original offer letter with respect to workload distribution, terms, expectations, etc.

If you have any questions, please contact name of Department Chair. Otherwise, please confirm your acceptance of this appointment renewal by date via email.

Sincerely,

Sara R. Helfrich
Interim Dean
The Patton College of Education

Approved by:
Department Chair Name and Title
Sara R. Helfrich, Interim Dean, The Patton College of Education
Regional Campus Dean Name and Title (if applicable)

Cc: Beth Lydic, Chief Financial and Administrative Office, The Patton College of Education