

## 2.4 Multi-Year Appointments

Heritage University does not have a tenure system; however, the mutual commitment between the regular-ranked faculty member and the University is expressed through a series of long-term affiliations called multi-year appointments. This process is described in the following paragraphs.

### 2.4.1 Procedures for Regular-ranked Faculty Contracts

#### A. Initial Appointment

When a new faculty member is appointed following a normal search process, they receive an initial two-year appointment as a “regular-ranked probationary faculty member.”

#### B. Probationary Period

Faculty members will be provided time to develop their teaching and research portfolios, to become involved in University roles, and learn about the evaluation process.

- Year One - a formative first-year review is conducted with the faculty member by Chair, Committee on Faculty Evaluation and Multi-year Appointments, and Provost. These parties will provide written feedback to the faculty member on their performance. The product of the first-year review will be a written, formative faculty development plan prepared by the faculty member and Chair to be followed in year two of the appointment.
- Year Two - a more extensive review is conducted by Chair, Committee on Faculty Evaluation and Multi-year Appointments, Provost, and President. The outcome of that review will be one of the following:
  1. a two-year regular-ranked appointment,
  2. a one-year probationary regular-ranked appointment,
  3. notice as early as possible, but no later than March 1 that the appointment will be terminated at the end of year two.

The Chair will use best efforts to advise the faculty member by January 31 of a recommendation not to offer an additional appointment. Said advisory communication will not control the final outcome of the review process.

- Year Three - The review in year three is conducted with the faculty member by Chair, Committee on Faculty Evaluation and Multi-year Appointments, Provost, and President.
  1. For faculty on regular-ranked appointments, the outcome of that review will be one of the following:
    - a. a one-year regular-ranked appointment (see section 2.1.2.1),
    - b. a two-year regular-ranked appointment (see section 2.1.2.1),
    - c. a replacement of the fourth year appointment by a three-year appointment for years four, five, and six,
    - d. notice by May 31 that the appointment will terminate at the end of year four.

The year-three-review documents can be used as the foundation of a multi-year appointment application.

- For faculty members on probationary appointments, the outcome of that review will be one of the following:

- a. movement from probationary regular-ranked to regular-ranked status and a one-year appointment,
- b. movement from probationary regular-ranked to regular-ranked status and a two-year appointment,
- c. notice by March 1 that the appointment will terminate at the end of year three.

*C. Contract Offer Date*

All offers of continuing contracts, of whatever duration, will be made annually by the President on or before June 1st, and signed within 30 days by the faculty member, unless the President receives written notification of the faculty member's intent to resign at the end of a given contract.