TO: Academic Deans and Local Academic Unit Administrators

FROM: Mark R. Ginsberg, Ph.D., Provost and Executive Vice President

SUBJECT: Term Faculty New Appointment Schedule for AY 2022-2023

DATE: March 15, 2022

With the adoption of Interfolio as a content management system as part of our Mason FACTs initiative, we want to share information about the upcoming Term Faculty New Appointment schedule with you now. Most of you have by now finalized the lists of faculty in your academic unit who will participate in the term multi-year new appointment process for academic year 2022-2023 and created their cases in Interfolio.

In accordance with section 2.7.1 of the Faculty Handbook Term faculty on a single-year contract will be evaluated annually for reappointment by either the local unit administrator or a local academic unit faculty committee. Term faculty who are being considered for reappointment to a multi-year contract will be evaluated by a local academic unit faculty committee and local academic unit administrator, as applicable.

**Single-year Appointments**

**Initial Appointment** - Term Faculty on initial single-year appointment will be evaluated for a new appointment and receive notification from the Dean in writing of the new appointment/non-appointment three (3) months prior to the end of the appointment.

**New Appointment** – After the initial single year appointment, Term Faculty will be evaluated for a new appointment and receive notification from the Dean in writing of the new appointment/non-appointment five (5) months prior to the end of the appointment.

**Non-Reappointments** - If you are recommending non-reappointment, the expectation is a verbal communication of this decision followed by a written confirmation of the discussion to the term faculty member and submission of a copy to the Office of the Provost. Please submit the documentation electronically to Kimberly Ford (kford3@gmu.edu), Director of Personnel Operations, Office of the Provost.

**Term Faculty Single-Year Appointment Expectation** – After three single-year appointments, term faculty who meet satisfactory annual performance standards will normally be recommended for a multi-year appointment.
**Multi-year Appointments**

**New Appointments** - Term Faculty on multi-year appointments will be evaluated for new appointment during the final year of their initial appointment. Attached please find the *Required Documentation for New Appointment to Multi-Year Contracts* (Attachment #1). All cases for term multi-year appointment should be created, by the Dean’s office, in the *Review, Promotion & Tenure (RPT) content management system.* Please coordinate with your Dean’s office to submit your list of cases in a timely manner.

**Non-Reappointments** - If you are recommending non-reappointment, the expectation is a verbal communication of this decision followed by a written confirmation of the discussion to the term faculty member and submission of a copy to the Office of the Provost. Please submit the documentation electronically to Kimberly Ford (*kford3@gmu.edu*), Director of Personnel Operations, Office of the Provost.

Below are the deadlines for submission of information to the Office of the Provost.

- **Instructional Faculty:** by November 1, 2022
- **Research Faculty:** Five (5) months prior to end of contract

The Provost will act on the recommendation for a new appointment. The Term Faculty member will be notified in writing of the decision.

- **Instructional Faculty:** Five (5) months prior to end of contract
- **Research Faculty:** Three (3) months prior to end of contract

Please note that these are the deadline dates for the Provost’s Office – *individual units may have their own submission deadlines.* Any questions or concerns should be sent to Kimberly Ford, Director of Personnel Operations (*kford3@gmu.edu*), Office of the Provost.

Thank you for your assistance in this important endeavor and for providing the required materials in a timely fashion.

*(Electronic Copy of this Memorandum is located on the Office of the Provost website)*
ATTACHMENT #1

Required Documentation for New Appointment of Term Faculty to Multi-year Appointment

In the case of Term Faculty who are being appointed or reappointed for multi-year contracts, documentation supporting the appointment or reappointment should be provided to the Office of the Provost. This documentation should focus on the portfolio of position responsibilities, primarily teaching, research, or clinical, with evidence provided for any additional responsibilities, whether leadership, administrative, or service.

Candidate’s Requirements

1. Candidate’s employment chronology, particularly at GMU, to include: date of hire, date of initial appointment to a term faculty position, and ensuing additional appointments.

2. Candidate’s vita, including clear representation of all position responsibilities.

3. A. For candidates whose primary area of focus is teaching, the documentation must include evidence of effective teaching. The range of the candidate’s teaching, learning, and mentoring should be highlighted. Please keep in mind that there were no student teaching evaluations for spring 2020 and that the COVID-19 pandemic is an opportunity to think beyond the student course evaluation.

Evidentiary material for teaching effectiveness should include:

   a. Summary of student course evaluations for at least the period of the prior contract (can include student comments, if reflective of the entire population of comments).

   b. Peer and/or LAU administrator evaluations of course materials and/or classroom teaching.

   c. Sample teaching material, such as (select two):

      i. Syllabi, assignments, and other course materials
      ii. Student learning assessment (e.g., feedback on student work, rubrics)
      iii. Design, implementation and assessment of teaching innovations
      iv. Engagement in curricular initiatives, including – but not limited to – participation in Mason’s strategic initiatives (e.g., Mason Impact, OSCAR/Students as Scholars, Writing Intensive courses, Active Learning Classrooms, etc.)
      v. Online program, curricular, and course development, implementation, and assessment

   d. The documentation may also include (if applicable):

      i. List of student projects, theses, and dissertations completed and in progress (graduate and undergraduate, as chair and committee member)
      ii. List of professional development activities that support student learning and teaching innovation (within and outside of Mason)
iii. Unsolicited letters from students, colleagues (within and outside of Mason), and alumni

iv. Examples of Scholarship of Teaching and Learning (SoTL) activities (can be included here or in the research section, depending on the nature of the contribution).

OR

B. For candidates whose primary area of focus is research, documentation should include:

   a. Examples of grants, published works, and/or presentations at professional meetings and conferences.

   b. Examples of Scholarship of Teaching and Learning (SoTL) activities (can be included here or in the teaching section, depending on the nature of the contribution).

4. In the case of term faculty with significant administrative and/or leadership responsibilities, a statement of accomplishments should be included (no more than 2 pp).

5. Valid Certificate of Completion for all required Compliance, Diversity and Ethics trainings.

Local Academic Unit’s Requirements

Letters of recommendation from first level committee and second level committee (if applicable) evaluating the case, and from the local academic unit administrators (where relevant). Letters should include a roster of committee members, as indicated.

Letter of recommendation from Dean will include summaries of prior reports, evaluations of performance in research or teaching and service.