




Office of the Provost and Executive Vice President

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TO: Academic Deans and Local Academic Unit Administrators

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

SUBJECT: Term Faculty Single or Multi-Year Appointment Schedule for AY 2023-2024

DATE: May 5, 2023

It is time to share information about the annual term faculty single and multi-year appointment schedule. In particular, I want to call your attention to a change in the Faculty Handbook that will be effective July 1, 2023. Specifically, committee review for appointment to a multi-year contract is no longer required.

In accordance with section 2.7.1 of the *Faculty Handbook* term faculty will be evaluated for reappointment following the procedures defined by the local academic unit bylaws or standing rules, which should be consistent with the procedures defined in the Faculty Handbook.

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.

Sequential 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/Sequential Appointments - Term Faculty on multi-year appointments will be evaluated for new appointment during the final year of their current appointment. Attached please find the *Required Documentation for New Appointment of Term Faculty Appointment*. 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, 2023
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)

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 for Appointment to Multi-Year Contract from a one-year contract outside of Promotion:

- 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.
- Candidate's vita, including clear representation of all position responsibilities.
- Candidate's professional statement (generally not to exceed 4 pages).
 - a. The candidate's statement should reflect their work and accomplishments in the primary area of focus (i.e., teaching, research, or clinical); work and accomplishments in other focus areas may be noted.
 - b. The candidate's professional statement should include commentary on additional leadership, administrative and service activities.

Local Academic Unit's Requirements

- Annual evaluations from the three most recent years of employment at Mason showing satisfactory performance.
- Letter from the Chair/LAU head outlining the rationale for awarding a multi-year contract.
- Recommendation from Dean for multi-year appointment request. If the Dean does not agree with the decision to issue a multi-year contract, justification should be provided.

Candidate's Requirements for Appointment to Sequential Appointment Multi-Year Contract outside of Promotion:

- 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.
- Candidate's vita, including clear representation of all position responsibilities.
- Candidate's professional statement (generally not to exceed 4 pages).
 - a. The candidate's statement should reflect their work and accomplishments in the primary area of focus (i.e., teaching, research, or clinical); work and accomplishments in other focus areas may be noted.

- b. The candidate's professional statement should include commentary on additional leadership, administrative, and service activities.

Local Academic Unit's Requirements

- Annual evaluations for each of the years of the current contract showing satisfactory performance.
- Letter from the Chair/LAU head outlining the rationale for awarding another multi-year contract.
- Recommendation from Dean for multi-year appointment request. If the Dean does not agree with the decision to issue a multi-year contract, justification should be provided.