

# ACADEMIC\_ Faculty Retention Policy\_054

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## Purpose

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This policy defines the retention rules and regulations for all faculty members at the University.

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## Source / Authority

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The Office of the Vice President for Academic Affairs is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

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## Who Should Know This Policy

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- President
- Vice President
- Legal Advisor
- Dean
- Director/ Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees



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## Policy Description

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Faculty retention is an integral part of the employment relationship between the University and its academic faculty. It provides university faculty with job security, stability and professional development opportunities that promote the mission and objectives of the University. This policy outlines the rules and regulations for faculty retention.

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## Policy Statements

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1. Faculty members are normally hired on a three-year renewable contract. Contracts are renewed based on departmental need and faculty merit.
2. The university invests considerable effort and resources in recruiting, hiring, supporting, and developing highly qualified and diverse faculty.
3. Each college will determine the guidelines and criteria to be used for retention of faculty. Criteria used may include, but are not limited to:
  - needs of the program;
  - teaching effectiveness
    - a. including peer-visitation;
    - b. use of technology;
    - c. Students evaluation;
    - d. use digital contents and resources;
    - e. learner centric approach to teaching;
    - f. use research to enhance teaching and learning and students performance;
    - g. integrate experiential and service learning when possible to achieve learning objectives; and,
    - h. Innovative teaching pedagogies.
  - research productivity;
  - maintenance of specialized or institutional accreditation requirements;
  - service contribution;
  - Annual faculty performance appraisal;
  - professional development;
  - collegiality, commitment and adaptability;
  - Innovative and technology enhanced teaching pedagogies; and,
  - Student learning outcomes assessment contributions leading to enhancement of academic programs and quality of graduates.
4. Retention of faculty is a major decision for both the university and the faculty member. Thus, transparency, objectivity, and fairness during the process are of paramount impact on the university community.

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## Procedures

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The following is the outline of the process for faculty retention:

1. The faculty member interested in a contract renewal will submit to the department chair an updated CV, a summary of activities during the last two years, including courses taught, teaching evaluations of all courses taught,



research activity, and service contributions during the two-year period. The deadline for submission of application for renewal is September 15<sup>th</sup> for contracts ending in July and March 15<sup>th</sup> for contracts ending in January.

2. The respective college will form a Retention Committee. The committee shall be chaired by the associate dean for academic affairs and may include an external member outside the college
3. The College Retention Committee will review the submitted materials by the faculty member and the chair evaluation and will prepare a recommendation for or against retention of the applicant. In addition, the committee will recommend the number of years for renewal in case of a favorable decision on retention. The retention committee must provide complete and comprehensive justification for its recommendation.
4. The Dean will make his/her decision on retention and will submit a recommendation to the University Vice President for Academic Affairs.
5. The Vice President for Academic Affairs will review the recommendations from all colleges and shall make the final decision on retention. The vice president may ask for more clarifications and/or meet with college deans individually to discuss specific cases as needed.

