

## D. Contracts

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### 1. **Term Contracts — Non Tenure Track**

Contracts limited to a specified length of time, ordinarily an academic year or less, are granted to Teaching Faculty who are appointed to meet needs as identified by the school dean and with the approval of the Provost.

- i) The limiting terms of employment are outlined in the term contract or letter of appointment. By virtue of such a term contract, faculty are not eligible for tenure. In certain circumstances some of the time served under term contracts may be applied toward eligibility for tenure, but only if specifically stated in the contract. Any eligibility for promotion also would be stated in the contract. The decision to renew a term contract for an additional year will be based on department need and faculty performance as determined by the annual faculty evaluation process.

### 2. **Tenure-Track Contracts**

Ordinarily assistant professors with tenure-track contracts are issued contracts on an annual basis for their first six years. When the Provost approves issuing a tenure-track contract to a pro-rata assistant professor the number of years for which such contracts can be issued will depend upon the percentage of the contract so that a total of six years is available, i.e., a 50 percent pro-rata tenure track contract could be issued for 12 years. Tenure-track contracts are preliminary to consideration for advancement to the rank of associate professor and for the awarding of tenure at the University. Tenure-track contracts are subject to non-renewal by Mount St. Joseph University with notice, as provided for in this Handbook. (See "I. Separation from Employment of those with Regular Faculty Contracts" in Section III of the Employee Handbook)

### 3. **Tenure Contracts**

A faculty member who attains tenured status is given a continuous contract. Those faculty employed under continuous contract are entitled to an annual contract renewal by Mount St. Joseph University, unless separated from employment, pursuant to the provisions of this Handbook.

### 4. **Term Contracts — Professional Track**

Professional track contracts limited to a specified length of time, usually one through three years, are granted to Teaching Faculty who are appointed to meet needs as identified by the school dean and with the approval of the Provost.

- i) The limiting terms of employment are outlined in the professional track term contract or letter of appointment. By virtue of such a professional track term contract, faculty are not eligible for tenure. Any eligibility for promotion also would be stated in the contract, as outlined in the Faculty Handbook. The decision to renew a professional term contract for an additional term will be based on department need and faculty performance as determined by the annual faculty evaluation process.

**5. Rolling Contracts**

Offering new multiple-year contracts was discontinued at the University as of July 1, 1999. Professors and Associate Professors who, as of that date, had been granted three-year rolling contracts, have the option of applying for tenure or of continuing their rolling contract as described in former Handbooks, i.e., if such a faculty member has a positive annual evaluation, the contract will be extended for an additional year. If a faculty member's annual evaluation is negative, the contract is not rolled forward, but the faculty member is given an opportunity to remove the cause(s) of the negative review during the following two semesters. If the reason for not rolling the contract forward is not corrected and/or another negative evaluation occurs, the contract becomes terminal for the third year. If the reason has been corrected, the contract is extended, so as to cover three years.

**6. Issuance and Receipt of Contracts**

All full-time and pro-rata faculty contracts will be issued on or before March 15 unless the President notifies the entire faculty, or an individual faculty member, of a delay in such issuance. In such cases, reasons for the delay shall be stated. Faculty are expected to return their signed contracts on or before the 15th day after the date of issuance. Should such a signed document not have been received by the anticipated date, a faculty member shall be presumed to have resigned. Term contracts may be issued at any time according to need.

**7. Legal Status of Contracts**

All contracts with Mount St. Joseph University must be authorized by the President and the appropriate University Officer. Such contracts will specify whether the contract is term, tenure-track or tenure. It will also identify the rank, where appropriate, and will clearly indicate the period of employment. The signature of both parties to the contract obligate both the employee and the University to the joint acceptance of the policies, regulations and procedures in this Handbook, in the Student Handbook and in the current Catalog. Any modification, limitation or special conditions must appear in writing as an addendum to the contract.