

## Timeframe for Multi-Year Appointment Contract Process

<b>MULTI-YEAR APPOINTMENT PROCESS DUE DATES</b>	
Human Resources generates list of eligible faculty, verifies and sends to vice president of academic affairs, vice president of finance and administration, and president.	January 15th
Vice president of academic affairs ensures elections held among teaching faculty, counselors and librarians for recommendations for Multi-year Appointment Committee members. Vice president of academic affairs also recommends one administrator to the Multi-year Appointment Committee. Recommendations due to president.	February 1st
President advises faculty members in writing, of their eligibility for multi-year appointment. Eligible faculty members notify president of their individual desire for multi-year consideration and request letter of recommendation of their respective dean or director.	February 1st
President names and notifies the Multi-year Appointment Committee.	February 7th
Deans and directors provide letters of recommendation (as requested by eligible faculty members) to the associate vice president of human resources.	Early February
Multi-year Appointment Committee convenes and elects a new chair. Chair, with assistance from the associate vice president of human resources, reviews the process and procedure to be used to determine each faculty member's eligibility for multi-year appointment. Multi-year Appointment Committee begins review process.	Early February
Multi-year Appointment Committee completes review process; written report of recommendations from Multi-year Appointment Committee due to vice president of academic affairs.	Last workday in February
Vice president of academic affairs reviews report, conducts personal interviews with each faculty member, and provides written report to president.	Second week in March
President reviews recommendations, conducts additional personal interviews, if desired. President renders final decision regarding multi-year appointment contracts.	Third week in March

<p>President forwards the outcome of the multi-year appointments to Human Resources to issue the appropriate multi-year appointment contracts. Human Resources generates multi-year contracts.</p>	<p>Third/Fourth week in March</p>
<p>Associate vice president of human resources assists the president in generating letters of award and non-award, which will inform each faculty member, with a copy to their respective supervisor, and Executive Cabinet member, of the president's final decision regarding multi-year appointment contracts.</p>	<p>Fourth week in March</p>
<p>Multi-year contracts presented to faculty for signature. Letters of award/non-award presented to faculty.</p>	<p>Last workday of March</p>
<p>President notifies VCCS Human Resources that the college's multi-year process is completed.</p>	<p>Last workday of March</p>