

Fixed Term Contracts
July 12, 2007

This procedure describes the types of contracts that may be issued for non-tenure track appointments. All contracts are restricted to those faculty who are hired on a full-time basis (i.e. have a full load) for the period of time defined by the contract. The contract will specify the length and conditions of the appointment as well as the general job duties associated with the appointment.

Semester or Academic Year Contracts. Faculty may be issued a contract for a period of one semester or an academic year. These contracts may be renewed by the issuing department as long as the line has been awarded to the dean as a permanent or renewable line.

Multi-year contracts may only be issues for lines that have been so designated.

Two year contracts. Normally two year contracts are reserved for faculty who have been employed for two or more years on annual contracts. They are most often used for instructor and lecturer positions but may be utilized for other ranks. However, when programs have unique needs requiring a longer commitment, faculty may be issued a two year contract upon their initial hire.

Three or more years. These contracts are for a definite term and are reserved for special situations (e.g. grant related positions, visiting appointments or endowed professors). Typically, they are used to employ senior level individuals and may be renewed.

Rolling three-year contracts. After individuals have been employed as full-time faculty at WCU for a minimum of four years, deans may offer faculty a three year rolling contract. At the conclusion of each year, the contract is automatically extended an additional year if the individual's performance is satisfactory as determined by the department head and dean and the department continues to need the position. Should the evaluation be less than satisfactory or the departmental needs change, the dean will notify the individual that the contract has not been extended and provide one of the following options:

- a. The contract shall be converted to a definite term and shall expire in two years.
- b. The individual's performance the subsequent year will determine whether the dean extends the contract. Upon evaluation of the individual's performance, the dean may offer the individual a definite term contract or restore the individual to a three year rolling contract.