

## DRAFT

### 3.5.1 Guidelines for Establishing and Filling Positions in the Lecturer Title Series

**I. Terms and Continuation of Appointment:** Lecturer faculty will be appointed with written contracts. The following principles outline the policy on continuation of the contract for lecturer faculty members:

All lecturer title series positions are typically one-year contracts that may be renewed annually or, if for a lesser period of time, the period of funding from the contract, grant, or other designated funds. Renewal is contingent upon funding being available and upon performance. For purposes of recruitment and retention, well-qualified individuals identified by the department or academic unit and with the approval of the dean may be given multiple year contracts (not to exceed three years) with the written proviso that the continuation of lecturer appointments are always based on performance and funding. All appointees in the lecturer title series will have annual, written employment contracts (unless they have multiyear contracts in effect).

All department heads/chairs and unit heads shall conduct at least one annual review with each faculty member to evaluate his or her performance each year of the contract and to discuss his or her future development. In order to review the faculty member fairly, the head/chair shall request a current vita and any supporting material the head/chair of the faculty member deems appropriate prior to the review. More frequent reviews may be conducted at the discretion of the faculty member or the department head/chair.

The initial letter of appointment should clearly define the length of the appointment, benefits, and duties/responsibilities. The offer letter should make clear that continuation of appointment is subject to the availability of funds, the need for services, and satisfactory performance. Letters containing promises not consistent with the lecturer title procedures are not enforceable unless authorized in writing by the president of Auburn University.

### 3.5.2 Guidelines for Establishing and Filling Positions in the Clinician Title Series

**J. Terms and Continuation of Appointment:** Although it has been the practice of the University for faculty appointments to be continued by mutual commitment and understanding rather than by formal contracts, clinical faculty will be appointed with written contracts. The following principles outline the policy on continuation of the contract for clinical faculty members.

All clinical title series positions are typically one-year contracts that may be renewed annually or, if for a lesser period of time, the period of funding from the contract, grant, or other designated funds. Renewal is contingent upon funding being available and upon performance. All appointees in the clinical title series will have annual, written employment contracts (unless they have multiple year contracts in effect).

All department heads/chairs and unit heads shall conduct at least one annual review with each faculty member to evaluate his or her performance each year of the contract and to discuss his or her future development. In order to review the faculty member fairly, the head/chair shall request a current vita and any supporting material the

head/chair of the faculty member deems appropriate prior to the review. More frequent reviews may be conducted at the discretion of the faculty member or the department head/chair.

The initial letter of appointment should clearly define the length of the appointment, benefits, and duties/responsibilities. For purposes of recruitment and retention, well-qualified individuals identified by the department or academic unit and with the approval of the dean may be given multiple year contracts (not to exceed three years) with the written proviso that the continuation of clinical appointments are always based on performance and funding. The offer letter should make clear that continuation of appointment is subject to the availability of funds, the need for services, and satisfactory performance. Language that speaks to continuation beyond the initial appointment should include specific conditions. For example, the grant, contract, or income from which the clinical faculty is to be paid may be for multiple years, but rarely is funding for subsequent years guaranteed. Letters containing promises not consistent with the clinical title procedures are not enforceable unless authorized in writing by the president of Auburn University.

### **3.5.3 Guidelines for Establishing and Filling Positions in the Research Title Series**

**J. Terms and Continuation of Appointment:** Although it has been the practice of the University for faculty appointments to be continued by mutual commitment and understanding rather than by formal contracts, research faculty will be appointed with written contracts. The following principles outline the policy on continuation of the contract for research faculty members.

All research title series positions are typically one-year contracts that may be renewed annually or, if for a lesser period of time, the period of funding from the contract, grant, generated funds, or other designated funds. Renewal is contingent upon funding being available and upon performance.

The initial letter of appointment should clearly define the length of the appointment, benefits, and duties/responsibilities. For purposes of recruitment and retention, well-qualified individuals identified by the department or academic unit and with the approval of the dean may be given multiple year contracts (not to exceed three years) with the written proviso that the continuation of research appointments are always based on performance and funding. The offer letter should make clear that continuation of appointment is subject to the availability of funds, the need for services, and satisfactory performance. Language that speaks to continuation beyond the initial appointment should include specific conditions. For example, the research grant or contract from which the research faculty is to be paid may be for multiple years, but rarely is funding for subsequent years guaranteed. Letters containing promises not consistent with the research title procedures are not enforceable unless authorized in writing by the president of Auburn University. Regardless of multiple-year contract, annual reviews are required (see Section F above).