FACULTY CONTRACT RENEWAL INSTRUCTIONS:  

Contract Renewal Preparation-Salary Changes through the Faculty Merit Process:

With the expected 2019-20 faculty merit increases, subject to final approval by VCU’s Board of Visitors (BOV) on May 10, 2019, two sets of faculty contract templates are being provided so the responsible HR staff can begin contract preparation. Both sets of faculty contract templates are provided in an e-mail communication to HR Professionals/Associates and are available on the Faculty HR website. The HRP/Associate will select from the applicable templates for preparing the draft contracts.

- One set contains the templates for faculty who have been approved for a merit increase (with or without a promotion increase) through the 2019-20 Faculty Merit/Bonus Award process.
- The second set contains the standard faculty contract templates, which are to be used for contract renewals for faculty not receiving a merit increase as well as for new faculty appointments.

Pending final BOV approval on May 10th, faculty who are receiving a merit increase and/or bonus and/or a promotion increase through VCU’s P&T process, will be notified on or about May 15, 2019 through the HR salary portal. Faculty who are receiving a bonus award will also be notified through the portal and provided instructions on deferring pay.

- Salary increases for 12-month faculty are effective on June 10, 2019 (included in the July 1, 2019 paycheck).
- Salary increases for most 9/10-month faculty are effective on August 10, 2019 (included in the August 30, 2019 paycheck).
- Promotion increases through VCU’s P&T process (promotion in rank) are effective on July 1, 2019 for 12-month faculty and on August 10, 2019 for most 9-month faculty.

Due to the timing of the faculty merit and bonus award process and promotion and tenure recommendations, both which require BOV review/approval at the May 10, 2019 meeting, faculty contract renewals are to be issued between June 1st and June 30th so they can reflect any of these changes. If, however, you have contract renewals ready to be issued right after the BOV approvals on May 10th, then they can be issued before June 1st. Since faculty will be notified of any bonus through the salary portal, bonus information will not be included in the contract renewals.

It is recommended that faculty contract renewals be prepared in advance, pending notification of the final merit approvals by the President and BOV. When preparing faculty contracts with merit, HRPs/Associates should use the applicable salary information from the faculty merit system (e.g. new 2019-20 salary, merit amount, etc. - a report can be downloaded from the merit module).

Since merit increases for 12-month faculty (including Academic Administrators) are effective on June 10, 2019, which is during the term of the current contract cycle, these contact renewals will show the annual salary prior to merit and the annual salary effective June 10, 2019. Specifically, these templates have a highlighted area as shown below. If the contract is issued on or before June 10th, the highlighted section can be removed; otherwise it needs to be included:

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This salary includes a merit increase of $<MERIT AMOUNT>, which became effective on June 10, 2019.
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Salary increases for 9/10 month appointments will coincide with the start of the 9/10 month appointment, which is usually on August 10, 2019.
If no merit has been awarded or faculty are not eligible for merit, prepare the contract renewal using the faculty member’s current salary as shown in Banner. As a reminder, contract renewals with no merit should start with......I am very pleased to continue your .......

Contract Renewals for Faculty Promoted in Rank:

Salary increases for faculty promotions in rank through the university’s P&T process are part of the merit process as these increases take effect after the anticipated June 10, 2019 merit effective date.

- Faculty promotions through the university’s P&T process are effective on July 1, 2019 for 12-month faculty and on August 10, 2019 for most 9-month faculty. OFRR or the Office of the Vice President for Health Sciences (VPHS), as applicable, will ensure that HR staff are provided with the promotion amounts for contract issuance as these amounts will need to be included in contract renewals.
- Contract templates have been provided for faculty expected to receive a salary increase from a promotion in rank.
- The 2019-20 salary with the promotion increases (pending approval) will be available for viewing in the Merit System (COLUMN S) after the merit file closes (around May 10).
- HRPs/Associates are responsible for updating faculty tenure status and rank changes in the PEAFACT form in Banner.

Issuance/Renewal of Multi-Year Contracts for Term Faculty:

If your school/unit currently issues multi-year appointments to term faculty, you, as the “gatekeeper”, must ensure the faculty member meets the performance eligibility criteria as found in Implementation Guidelines for Issuance of Three-Year contracts for Term Faculty and your Dean/Unit Head has approved the issuance.

For Term faculty whose multi-year contract is still in effect and who are expected to receive a merit increase, you should use the salary notification letter (provided in email) instead of issuing a "superseding" contract.

Please be sure to continue to track the issuance of these multi-year appointments from year to year. A sample tracking tool is also provided in the email.

If your school/unit will be issuing mulit-year contracts to Term faculty for the first time this contract cycle, please be sure to notify either Amy Unger or Jess Hill, as applicable. We will need to see a sample draft contract in advance.

Should there be any change in the terms of the appointment for a term faculty member during the initial three-year appointment (or any subsequent mutli-year appointment), please contact either Amy Unger or Jess Hill, as applicable. A change in a multi-year appointment will most likely necessitate a superseding" contract where the language could be a bit complicated and may require legal review.

Terms and Conditions of Employment Documents:

There are substantive changes to the 2019-20 Faculty Terms and Conditions of Employment (T&C) and minor changes to the T&C document for Academic Administrators. As a reminder, the applicable T&C document must be attached to all faculty contract renewals, whether there is a merit increase, or not.
If your school does not issue tenured faculty a contract renewal (this is optional for tenured faculty), you will still need to send these faculty the 2019-20 Faculty T&C document and notify them this document has been revised and applies to their faculty appointment. This notification can be done by email.

**Contracts for Newly Hired Tenure Eligible Faculty:**
The contract template for newly hired tenure eligible faculty has been updated to provide more information about the tenure review year. You will see that you will need to select from the applicable language depending on the rank the faculty member is hired into.

**Contract Renewals for Academic Administrators:**
As a reminder, all contract renewals for Academic Administrators have an accompanying faculty appointment. If the underlying faculty appointment is in the same school, the contract renewal will reflect this appointment as shown below:

In addition to this Academic Administrator appointment, you also carry an appointment as a <tenured> or <tenure eligible> or <term (non-tenure-eligible)> <RANK> in the Department of __________, School of __________. The rights and responsibilities associated with this faculty appointment are outlined in the university’s Promotion and Tenure Policy and Procedures. This accompanying faculty appointment runs concurrent with your Academic Administrator appointment. **Note:** If the appointment type is <tenure eligible> or <term> add the sentence: It can be renewed or extended at the sole discretion of VCU.

If the non-paid faculty appointment is outside of the Academic Administrator’s home school/unit, the HR staff should coordinate with the outside department’s HR staff on the renewal of the “non-paid” underlying faculty appointment.

**Contracts for Department Chairs:**

We are currently working on providing a more standard contract template for faculty who serve as a Department Chair but will also allow the use of the Academic Administrator template for these appointments. We will provide the template and more guidance on this in the near future.

**Retention of Signed Contracts:**

We are also currently working with HR Operations to develop processes for submitting signed faculty contracts to HRDOCS so they can be maintained as part of the “official” faculty personnel file. We will provide more information on the process in the near future. For the time being, please be sure to save all signed contracts to your personnel files (hard copy or electronic).

**General Reminders for Preparing Contracts Renewals:**

- **Delete** all previous faculty contract templates and **only use the 2019-2020 faculty** contract templates provided by OFRR. All faculty contract templates have been revised for 2019-20 with some substantive changes and some minor formatting changes. Be sure to delete the name of the contract template on the top right corner. Highlighted areas require editing.
- Contract language in the templates provided by the OFRR must be adhered to (other than adding in the required information). Any deviations from the standard contract language (e.g. special terms, asterisk clauses, changes in wording, etc.), requires approval from the respective VP’s office and/or the University Counsel's office, as applicable.
• Use the Faculty Contract Prep Master Report and the Faculty Rank, Tenure, and Working Title report located in the PA folder in the Banner Reporting Center to verify personnel data such as type of faculty appointment, tenure status, tenure review dates, rank, working title, home address, etc. This report is also a good way to ensure faculty data in Banner is accurate. These reports can also be used to easily set up mail merge documents with the contract templates.

• Use complete names (as it appears on Social Security card) on faculty contracts; include prefix (i.e. Dr. Mr., Ms., etc.), middle initial, and any suffix (e.g. III).

• Contract dates for 9-month faculty are generally from August 16th to May 15th of the following year as reflected on the 9/10 month contract templates. If the contract is for a 10-month faculty appointment, the contract dates will need to be changed to reflect the term of the 10-month appointment.
  o Faculty appointments that are 10-month must follow a 10-month, payroll deferral schedule in Banner. Accordingly, the Banner begin dates for these appointments are July 10, July 25, August 10, or August 25. 10-month contracts should be issued to correspond to these Banner dates (e.g. July 16th to May 15th or August 1st to May 30th).

• Contract dates for 12-month faculty are generally from July 1st through June 30th of the following year.

• All faculty have a rank (i.e. Professor, Associate Professor, Assistant Professor, or Instructor).
  Faculty with administrative responsibilities usually have a working title (e.g. Dean, Department Chair, Associate Dean, Director, etc.)
  o If there is no title, the rank should not be duplicated in the title field (i.e. This appointment is a full-time position as Assistant Professor, in the …...).
  o If there is a title, the contract should have both the rank and title (i.e. This appointment is a full-time position as Dean, with faculty rank of Professor, in the……...).

• In general, decimal places should not be in the stated salary - only whole numbers are to be used (i.e. $40,000, not $40,000.00).

• Include any current “asterisk clause” that is to continue with the next contract (i.e. administrative or salary supplement). Any new asterisk clause in an employment contract must have been pre-approved by the respective VP office. Samples of the most common asterisk clauses (recently updated) are provided in the e-mail communication from OFRR.

• If the faculty position is part-time (less than 100%), the wording in the contract should indicate that it is a part-time position rather than a full-time position and include the percent effort as shown below: …...“This appointment is a part-time position (50%) as Assistant Professor, in the Department of English, College of Humanities and Sciences....”

• If the position is grant or contract funded, it is very important to include the grant/contract language found in the grant/contract funded term template. This language can be added to any type of contract if the position is funded by grants and/or contracts as shown below:
  The appointment is for the period indicated only and will terminate on the ending date without advance notice of termination and may be subject to earlier termination for cause or in the event the grant or contract funds which support this position are lost or withdrawn. While this appointment is grant or contract funded, you are entitled to state benefits.

• The templates will most likely need to be sized to fit on your letterhead. The margins and spacing may need to be adjusted.

• All contracts should be prepared in draft and proofed well before they are signed by the respective Dean/Unit Head as they are legal documents.

• Contracts can be sent electronically to the faculty; however, they do require an original signature by the Dean/Unit Head prior to scanning and emailing.
Once the contract renewal has been issued, should there be any changes to the terms of the appointment during the term of the contract, a “superseding” contract should be drafted and sent for review and approval by either Amy Unger in OFRR or Jess Hill in the Office of VPHS, as applicable, before issuance.

Contract templates for waivers/one-year appointments, terminal contracts, and notices of non-continuation/non-renewal are not included in the contract template distribution. Schools/units should contact OFRR or the Vice President for Health Sciences (VPHS) to obtain these templates and for guidance on these faculty personnel issues.

If a faculty member is currently on a one-year appointment, the contract should not be renewed without a search or an approved “waiver” extension.