

Process Guide for Review of Multi-Year Academic Professionals

(multi-year academic professionals on three-year appointments)

Academic Affairs Manual (ACD) policies governing multi-year appointments for academic professionals: [ACD 507-04](#), [ACD 505-03](#)
Arizona Board of Regents (ABOR) policies governing multi-year academic professional appointments: [ABOR 6-302](#)

For all stages, documents should be unlocked. Adobe Sign, Adobe Certificate, DocuSign, and cursive fonts should not be used to sign forms or letters. JPEG signatures are accepted.

According to ABOR policy, all multi-year appointments must be evaluated in the year prior to the final contract year (e.g., the second year of the three-year term).

Unit and College Responsibilities

Step 1. Initial evaluation. At the beginning of the second year of an individual's three-year appointment, the college, with input from the unit, determines whether the individual is eligible for renewal. Eligibility is determined by the availability of funds, satisfactory performance, and the needs of the university. Based on these factors, it may be decided that the candidate is eligible for another three-year term. The process for determining whether to support an individual's renewal is determined by the college.

Unit Responsibilities

Step 2. APA form. Unit completes [Request for Academic Personnel Action Form – Multi-year Reviews](#) (APA) form with appropriate unit-level signatures.

Step 3. Submission to the college/University Library. By the deadline established by the supervising college/University Library, the unit submits PDF of the APA form to the college/University Library. The PDF should be saved and titled using the following naming convention: COLLEGE–UNIT–LastNameFirstName–MYRenewalAcademicYear (e.g., CLAS-PSY- SmithJane-MYRenewal2012-13). The PDF should be uploaded to a secure site as directed by the college.

College responsibilities

Step 4. Conversation with the vice provost. If the dean's disposition is not to support renewal of the three-year contract, then before the deadline for case materials (usually at the end of February), the dean initiates a conversation with the Vice Provost for Academic Personnel to discuss the reasons for recommending nonrenewal.

Step 5. Dean's draft letter. College drafts either an intent-to-renew letter or a non-renewal letter. The letter should be post-dated for the date in mid-May that the university has set for all decision notifications.

- a. **Renewals.** Intent-to-renew letters should be addressed to the individual, with a signature line for the dean, and a cc line for the vice provost. Since the new three-year appointment will not begin for a full year, it is recommended that this be an "intent-to-renew" letter, rather than a three-year appointment letter. Accordingly, assuming that the needs of the college haven't changed, it is recommended that the actual appointment letter be sent the individual in the final semester of the current three-year appointment.

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- b. **Non-renewals.** As non-renewal decisions are made at the university level, if the university agrees, the college, with the help of the provost's office, will draft a non-renewal letter. The letter will be addressed to the individual with signature lines for both the dean and the vice provost. These letters can leave open the possibility of a one-year renewal at the time of the expiration of the current three-year appointment. Each non-renewal letter will be finalized in conjunction with provost office input.

Step 6. APA form. College reviews for accuracy and updates *the Request for Academic Personnel Action – Multi-year Reviews* (APA) form with appropriate signatures.

Step 7. Submission to the provost's office.

- a. Materials for cases in which renewal is supported. By the deadline established by the university, the college submits one PDF for each renewal case to the university. Each PDF should be saved and titled using the following naming convention: COLLEGE–UNIT–LastNameFirstName–MYRenewalAcademicYear (e.g., CLAS-PSY-SmithJane-MYRenewal2012-13). The PDF should be uploaded to a secure site as directed by each college. Please do not submit hard copies. The documents in the PDF will be ordered as follows:
 - i. *Academic Personnel Action Form – Multi-year Renewal*
 - ii. Dean's draft letter in PDF form (see addendum section for standard intent-to-renew verbiage)
- b. Materials for cases in which renewal is not supported. By the deadline established by the university, the college uploads the following to a secure site as directed by each college. Please do not submit hard copies.
 - i. APA form in PDF format using the naming convention COLLEGE–UNIT– LastNameFirstName–MYRenewalAcademicYear
 - ii. Dean's draft letter in Word format using the naming convention COLLEGE–UNIT– LastNameFirstName–MYRenewalAcademicYear

Provost office responsibilities

Step 8. Review of draft letters. By the notification deadline established by the university (usually mid-May), the provost's office will review for accuracy the APA forms and the draft letters, and the provost's office will ask the college for revised drafts if errors are found.

College responsibilities

Step 9. Release of decision letters. At the same time in which promotion and tenure decision letters are released by the provost office to the college (usually mid-May), the renewal decision letters are released to the candidates. In general, a candidate may not be notified as to the outcome of his/her case until all cases, including promotion and tenure cases, have been reviewed.

- a. For positive cases, unless the provost's office has requested changes to a letter, the college can assume that the dean's draft letters are accurate and can be released to the individuals at the same time as all other academic personnel actions.

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- b. For negative cases, the non-renewal letter will normally be released to the individual at the same time as all other academic personnel actions. However, there may be exceptions in which a candidate needs to be notified earlier; in these cases, provost office approval should be obtained in advance. The letter can only be released to the individual after the vice provost has signed.

For negative cases, the Request for Academic Personnel Action form is signed by the provost's designee, and a copy of the fully-executed form will be sent to the unit at the time when the letters are released.

Step 10. Appointment letters. If an individual received an intent-to-renew letter (see Step 9, which happens at the end of the second year of the appointment), and if his/her performance remains satisfactory, and if the needs of the university remain the same, the individual should receive a new appointment letter during the last semester of his/her three-year appointment. These letters should include all the standard appointment letter features: salary, title, start date, the review for renewal year, a paragraph regarding the rules and regulations of the university, the usual disclaimers, a signature line for the director/dean, and a signature line for the individual to accept the appointment (see Circumstance #9 of the Academic Offer Letter Template, which is available upon request). If there are no changes in the appointment, the vice provost for academic personnel should merely be cc'd, and a copy should be sent to the provost's office. If there are any changes in the appointment letter, a signature line for the vice provost should be added to the letter, and a draft of the letter in Word should be sent to the provost's office.



APPENDIX

Sample intent-to-renew letter.

Dear (name):

After careful review of the materials submitted on behalf of your multi-year review by the chair of the department and myself, it is my pleasure to inform you that it is the college's intention to renew your multiple-year contract when your current contract expires effective May 16, 20xx [if FSC appointment, then use July 1, 20xx as the effective date]. If your contract is renewed at that time, you will receive an appointment letter. The renewal of your three-year appointment is contingent upon the availability of funding, your satisfactory performance, and the needs of the university. Your achievements and contributions to your discipline honor the Department of Easter Baskets, The College of Basket Weaving, and Arizona State University. Please accept our best wishes for continued success in your professional endeavors.

Sincerely,

(name), Dean

cc: (name), Vice Provost for Academic Personnel