



**PROCESS and PROCEDURES
for
FACULTY MULTI-THREE-YEAR
CONTRACT REVIEW**

*Revised
August 17, 2022*

I. Multi-Year Contract (MYC) Procedure

- A. **Eligibility:** A faculty member is eligible to be considered for an MYC as follows:
1. at the beginning of the third consecutive, regular one-year full-time contract,
 2. at the beginning of the third year of the First multi-year contract cycle,
 3. at the beginning of the third year of an MYC extension,
 4. at the beginning of the third year of the Second multi-year contract cycle or subsequent multi-year contract cycles (if *not recommended for an MYC extension by the dean*, and
 5. at the beginning of a fourth or fifth one-year contract (See timeline below in Section III.)
- B. **Required Faculty Member Action:**
1. To apply for an MYC, faculty are required to submit the completed and signed MYC Summer/Fall Addendum and Board Report to their respective academic associate dean/director (AD/DIR) **by the last Friday in August.**
 2. Exemptions to this process and timeline must be approved by the campus provosts at least thirty (30) days prior to the MYC submission deadline.
 3. **Final determination:** The Department of Human Resources (HR) makes the final determination of whether or not a faculty member meets the service and contract requirements to apply and be considered for an MYC.
- C. **MYC Packet Assembly Timeline:**
1. **No later than two weeks after the spring Board of Trustees meeting** where approved faculty contracts are presented in the information report to the Board of Trustees, HR will provide the AD/DIRs, the COE Chair, the academic/workforce deans, and the campus provosts a list of candidates who are eligible for a COE MYC review.
 2. **By the first Friday in May**, the COE Chair will e-mail each candidate instructions on how to complete and submit the MYC Summer/Fall Addendum and Board Report for consideration. The COE Chair will also remind candidates of these instructions via e-mail **by the first contract day in fall.**
 3. **By the last Friday in August**, candidates must submit via email 1) the completed and fully edited Board Report using the Board Report App, and 2) the Summer/Fall Addendum to their respective AD/DIR. The AD/DIR will review the submissions and work with the candidate on any edits **prior to the October deadline.**
 4. **By the second Friday in October**, the academic/workforce dean will complete and forward all required documentation to HR, including
 - a) *Original annual Faculty Performance Appraisals for the past two academic years,*
 - b) *MYC Candidate form with the academic associate dean/director's recommendation regarding an MYC review and the candidate's signature consenting to the review process,*
 - c) *Relevant feedback, discipline, and/or evaluation forms referenced in the MYC packet,*
 - d) *Class visit form(s),*
 - e) *Student Surveys of Instruction for the past two academic years,*
 - f) *Board Report,*

- g) *Summer/Fall Addendum, and*
- h) *Signature Page.*

The academic/workforce deans will adhere to the filing directions and upload all candidate Board Reports in MSWord form to their respective campus folder at: idrive: MYC Board Reports > Board Reports.

5. **By the fourth Friday in October**, HR will have the MYC application packets organized, audited, and available for review by COE. HR is responsible for contacting academic/workforce deans regarding any missing materials and will ensure items are received and placed in MYC packets prior to COE review.

6. **The last week in October and first two weeks of November**, COE will review each candidate's file and determine recommendations as follows:

- a) *Recommended for MYC*
- b) *Not recommended for MYC*

D. Review and Recommendation Timeline:

1. **By the last day of November**, the COE Chair will forward the Board Reports and the MYC recommendation forms to the appropriate campus provost and senior vice president of Campus Operations (SVPCO). The COE Chair will include reason(s) for non-recommendation of a candidate for an MYC and any reason(s) for disagreement with an academic/workforce dean's MYC recommendation.

NOTE: HR keeps the complete MYC packets until the approved Board Reports are submitted for annual filing.

2. **By the second Friday in December**, the appropriate campus provost shall meet with the appropriate academic/workforce dean and review the COE recommendation. They will determine whether any candidates who were not recommended for an MYC by COE should be considered for recommendation for a one-year contract, a three-year MYC, or no contract renewal. Consideration is given to ensure that any recommendation is consistent with the district's maximum five one-year contract limit. (See Board Policy DDA[LOCAL] for more information.)

3. **By the last working Friday in December**, the campus provosts shall meet, finalize and submit the faculty contract recommendations for the upcoming academic year to the SVPCO.

4. **By January 15**, the SVPCO shall meet, finalize and submit the faculty contract recommendations for the upcoming academic year to the district president.

5. **By January 31**, the academic/workforce dean and/or AD/DIR shall meet with any faculty being recommended for a one-year in-lieu-of an MYC (ILO) contract to discuss areas of improvement.

6. **By March 01**, the AD/DIR will develop a written Performance Improvement Plan (PIP) for faculty being recommended for a one-year in-lieu-of an MYC (ILO) contract and subsequently meet with the faculty to discuss and obtain signatures. The PIP should begin in the spring semester and continue through the end of the next fall semester.

7. **By March 15**, all PIPs must be approved by the appropriate campus provost and submitted to HR. (See Section II.) All one-year in-lieu-of an MYC (ILO) approved faculty are presented as an information item to the Board of Trustees at its spring meeting.

8. In accordance with Board policy DCA(LOCAL), "Unless a full-time faculty member on a multi-year contract is notified of non-renewal in writing by the District President or designee by January 31, the faculty member shall be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources office."

9. The district president will present approved faculty contracts as an information item to the Board of Trustees at either the March or April meeting. Subsequently, contracts will be issued by HR after this spring meeting. All documentation of the evaluation approval process will be returned to HR by the Office of the President for inclusion in the respective faculty member's personnel file. The COE Chair will send a summary of all COE recommendations to the SVPCO and HR.

E. **COE Procedures:**

1. COE will discuss the "Guidelines for Contract Review" and the MYC review form with the council members prior to the packet review process. Each COE member will also be asked to sign a confidentiality agreement.

2. All information related to the review process and the resulting recommendation will be treated as confidential by the COE members.

3. In closed session, each COE member will be assigned a code number for the review process, and the council will review the records for each eligible candidate. A quorum is not required to be present to conduct the review at the chair's call once the review has commenced.

4. The records of each candidate will be separately, privately reviewed by a minimum of three council members, selected by the chair, usually on a random basis. However, reviewers shall not examine the records of a member of their own campus department in the initial phase. The review will be based on the available documentation.

5. Upon completion of the review, each reviewer will indicate on the MYC review form either "approve" or "request discussion," according to the following criteria:

- a) *Teaching*
- b) *Professional Development*
- c) *Student/Activities*
- d) *Service to the College*

Each council member will have a code number that must be used when signing the form in order to further assist in maintaining confidentiality.

e) **Request discussion:** *The reviewer identifies evidence of questionable or inadequate performance or other failure to fulfill what is expected of a successful candidate. Reviewer indicates specifics in the "Comments" column.*

(1) If a candidate's packet has received a "request discussion" report, the file will be reviewed and discussed by the entire council. The reviewer(s) who requested discussion states the concern(s). When the COE Chair determines that discussion is completed, a secret ballot of council members will be held; members will vote "yes" to favor recommendation for the MYC; "no" to deny recommendation, or "abstain." A majority of those members present and voting is required in order to withhold a recommendation for an MYC. The chair will vote only to break a tie.

f) **Approve:** *The reviewer is satisfied that the candidate's records demonstrate fulfillment of what is expected of "An Excellent Faculty Member."*

6. After the records of all candidates are reviewed by at least three members of the council, the COE Chair will close the review.

7. Candidates for whom no further discussion is requested will be recommended for the appropriate MYC.

8. The council may abstain and so indicate If available documentation is insufficient to make an informed decision.

II. Procedures for Faculty Not Approved for an MYC, but Approved for a One-Year Contract (ILO)

A. **By January 31**, the academic/workforce dean and AD/DIR shall meet with any faculty being recommended for a one-year in-lieu-of an MYC (ILO) contract to discuss areas of improvement.

B. **By March 01**, the associate dean will develop a written Performance Improvement Plan (PIP) for faculty being recommended for a one-year in-lieu-of an MYC (ILO) contract and subsequently meet with the faculty to discuss and obtain signatures. The PIP should begin in the spring semester and continue through the end of the next fall semester.

C. **By March 15**, all PIPs must be approved by the appropriate campus provost and submitted to HR. All one-year in-lieu-of an MYC (ILO) approved faculty are presented as an information item to the Board of Trustees at its spring meeting.

D. In accordance with Board policy DCA(LOCAL), "Unless a full-time faculty member on a multi-year contract is notified of non-renewal in writing by the District President or designee by January 31, the faculty member shall be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources office."

III. Procedures for Current AY Faculty in a Fourth or Fifth One-Year Contract with a PIP (1-PIP)

A. **Prior to the first day of the fall semester**, the AD/DIR will download summary reports of all spring semester Student Evaluation of Instruction for faculty who are currently in a fourth or fifth one-year contract with a PIP and are to be considered for an MYC by COE in January.

B. **By the last working Friday in November,** a candidate who is currently in a fourth or fifth one-year contract with a PIP (1-PIP) shall submit to their appropriate AD/DIR an updated Board Report, listing accomplishments and activities from Summer 20XX - Fall 20XX (dates to match current reports submitted by all faculty applying for an MYC) and a Summer/Fall Addendum.

C. **By the last day of the fall semester,** the AD/DIR will download summary reports of all the candidate's fall Student Evaluation of Instruction. Academic administrators may access the online student evaluation results at any time after the evaluation instrument is open to students.

D. **By the Monday following December graduation,** the AD/DIR shall complete the evaluation of the candidate in a fourth or fifth one-year contract with a PIP (1-PIP), obtain final signatures indicating completion of the PIP, discuss the candidate's recommendation with the appropriate academic/workforce dean and campus provost, and submit the candidate's MYC recommendation in the review packet for the COE review.

E. **By the Wednesday following December graduation,** the AD/DIR will submit to HR a supplement to the MYC packet for candidates on a fourth or fifth one-year contract with a PIP (1-PIP) that includes:

1. Performance Improvement Plan (PIP) - signed by all parties,
2. At least one/all appraisals completed to document the PIP,
3. At least one/all class visit evaluation forms completed to document the PIP,
4. Relevant feedback, discipline, and/or evaluation forms referenced in the MYC packet,
5. Spring and fall student evaluations for the current calendar year,
6. Current Summer/Fall Addendum (prepared by the candidate),
7. Current Board Report (prepared by candidate in the Board Report App),
8. MYC Candidate Form (signed by the AD/DIR and the candidate), and
9. Signature page with recommendation indicated (signed by the dean) along with any justifications.

These above-mentioned materials will be added to the MYC packet that was submitted to COE the previous year and will be included in the January MYC packet review.

F. **By the third Friday in January,** COE will meet to review the MYC packets of candidates in a fourth or fifth one-year contract with a PIP (1-PIP) and finalize recommendations to be submitted based on the following general timeline:

1. **By the fourth Friday in January,** COE will submit their recommendations to the SVPCO and campus provosts.
2. **By the first Friday in February,** the campus provosts shall meet, finalize and submit the faculty contract recommendations for the upcoming academic year to the SVPCO.
3. **By the second Friday in February,** the SVPCO shall meet, finalize and submit the faculty contract recommendations for the upcoming academic year to the district president.

Any requests for extensions to the above deadlines should be submitted to the Chief HR Officer for consideration no later than January 30th

G. 1-PIP candidates approved for an MYC will begin at the First MYC Cycle, year one.

H. **By March 01**, consistent with Board Policy DDA (LOCAL), “Unless a full-time faculty member on an annual contract is otherwise notified in writing by the District President or designee by March 1, the faculty member shall be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources office.”

IV. Procedures for MYC Extension (MYCX)

A. **Eligibility:**

1. This process only applies to faculty who have successfully been through the MYC COE process twice and have received an MYC after both reviews.
2. Faculty on a Performance Improvement Plan (PIP) are not eligible to be considered for an MYC extension.

B. **MYCX candidate:** A candidate will be considered for an MYCX by their appropriate AD/DIR in the fall semester of the third year of their Second MYC Cycle.

1. No action is required by the candidate at this time (e.g. no Summer/Fall Addendum, no Board Report).
2. *NOTE: MYCX forms for faculty **recommended** for an MYCX are NOT sent to COE.*

C. The Office of Human Resources (HR) makes the final determination of whether or not a faculty member meets the service and contract requirements to apply and be considered for an MYCX.

D. **Time Line for completions of the MYCX forms:**

1. **By June 30**, HR will provide a list to the AD/DIRs of faculty eligible to be considered for an MYCX.
2. **By August 15**, the AD/DIR in consultation with the academic/workforce dean will have completed Section A of the Recommendation for Faculty Contract Extension form and will have discussed with the appropriate campus provost the candidate’s recommendation.

E. **Timeline for faculty not being recommended for an MYCX:**

1. **By August 31**, the campus provosts will provide a list of faculty not being recommended for an MYCX to the SVPCO and the COE Chair.
2. The AD/DIR and/or academic/workforce dean will meet with the candidate PRIOR to August 31 and take the following actions:
 - a) *Discuss the candidate’s recommendation regarding contract extension,*
 - b) *Discuss any areas of needed improvement and develop a written Performance Improvement Plan (PIP) to begin in the fall semester,*
 - c) *Obtain the candidate’s signature/comments, and*
 - d) *Ask the candidate to complete and submit to the AD/DIR the MYC packet by the first Friday in October.*
3. **By the second Friday in October**, the academic/workforce dean is responsible for submitting all evaluations to HR in preparation for the regular November COE review process. COE obtains files from HR with the regular MYC applications to complete the regular review process.
4. Any requests for extensions to the deadlines provided above should be submitted to the Chief HR Officer for consideration by the first Friday in **October** .

5. **By November 01**, the AD/DIR will have met with each candidate who *is* being recommended for an MYCX to review the MYCX recommendation form and obtain the candidate's signature.
6. **By November 15**, the academic/workforce dean will submit completed Recommendation for Faculty MYC Extension forms to the appropriate campus provost for all candidates being recommended for an MYCX.
7. **By January 10**, the campus provosts shall meet, finalize and submit the faculty contract recommendations for the upcoming academic year to the SVPCO.
8. **By January 15**, the SVPCO shall meet, finalize and submit the faculty contract recommendations for the upcoming academic year to the district president.
9. In accordance with Board policy DCA(LOCAL), "Unless a full-time faculty member on a multi-year contract is notified of non-renewal in writing by the District President or designee by January 31, the faculty member shall be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources office."
10. The district president will present approved faculty contracts as an information item to the Board of Trustees at either the March or April meeting. Subsequently, contracts will be issued by HR after this spring meeting. All documentation of the evaluation approval process will be returned to HR by the Office of the President for inclusion in the respective faculty member's personnel file. The COE Chair will send a summary of all COE recommendations to the SVPCO and HR.

V. **Procedures Following a Completed MYCX:**

- A. Following an MYCX, a faculty member is eligible to be considered for another MYC by submitting an MYC packet, which includes a self-evaluation/application for an MYC. (See No. 1. Council on Excellence [COE] Multi-Three-Year Contract [MYC] Procedures.)
- B. MYCX faculty approved for an MYC will begin at the Second MYC Cycle, year one.