



POLICY AND PROCEDURE

TITLE:	Multi-Year Letters of Agreement for Full-Time Faculty
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POLICY STATEMENT:

This policy, allowing for multi-year faculty appointments, is intended to help the University attract and retain the best teaching and clinical faculty. Three-year Letters of Agreement establish a reasonable period of continued employment and continuity of instruction for eligible faculty, subject to the University's existing policies on faculty review, promotion, discipline, and termination. To that end, Deans may offer a three-year commitment to eligible full-time faculty when making reappointments under the terms of this policy. A multi-year agreement is intended to retain the faculty member for three years, subject to continued, satisfactory performance and subject to the early termination provisions explained below. A multi-year agreement is not intended to create an expectation of tenure, permanent employment, or continued multi-year agreements.

Eligibility –

- Eligible academic faculty are full-time faculty who have: (a) achieved the rank of Associate Professor or Professor,
 - been continuously employed at Goodwin for a minimum of five (5) years, and (c) been recommended for re-appointment by their Dean, and approved by the Provost and Dean of Faculty, based on continuous satisfactory performance in quality of teaching, service, and scholarship.
 - If an eligible faculty member has not met expected performance standards, the Dean may choose to offer a one-year re-appointment or to not offer a re-appointment.
 - Approved leaves of absence are counted for purposes of 5-year eligibility requirement (e.g., FMLA, LOA, Sabbaticals, etc.) and do not count against the faculty member.
 - Approved leave, *with or without pay*, during any period of the three-year commitment will not prolong the original period of the Letter of Agreement to account for the period of the leave. The original beginning and end dates specified within the commitment will remain in effect.
 - If a faculty member separates from the University and returns, the 5-year clock restarts.
 - If formal, written disciplinary action on file with Human Resources has been imposed on the faculty member, the 5-year clock starts over.
 - In special circumstances, and with approval of the Provost and Dean of Faculty, a three-year Letter of Agreement may be offered at the time of hire, subject to all of the same conditions and terms as three-year letters of agreement that are offered during employment at the University.

Relationship to Review, Promotion, and Compensation –

The promotion process and salary/compensation review process are separate.

- All full-time faculty members participate in a yearly evaluation process.
- The Dean will notify faculty of any increase in salary using the same procedure as used for University staff (i.e., a Final Compensation Statement, which is one piece of paper, and a new Letter of Agreement is not issued).
- A multi-year agreement does not affect the evaluation process or determination of compensation.

- A faculty member's job responsibilities may change during the three-year period; the Letter of Agreement does not guarantee a static title, role or responsibility. The Dean, with approval of the Provost, may alter teaching and administrative assignments as the needs of the University change.
- A multi-year Letter of Agreement does not prevent faculty from applying for promotion.

Early Termination of Multi-Year Agreements –

- A multi-year agreement may be terminated at any time by the University, if it determines it would be in the best interest of the University to do so. For example, the University may terminate a multi-year agreement for performance or disciplinary reasons, financial exigency, discontinuance, or reduction of a program.
 - In most circumstances, the University will provide a faculty member with written notice of termination at least thirty (30) calendar days in advance, and the University expects that a faculty member would provide similar notice to the University. Whenever possible, the separation date should coincide with the conclusion of a University semester.
- Multi-year agreements are not subject to automatic renewal, although they may be renewed at the discretion of the Dean, in conjunction with the Provost. Renewal requires completion and approval of a new Letter of Agreement.
- If a faculty member is disciplined during the course of a multi-year agreement, and the agreement is terminated early as a result, the faculty member will not be eligible for a multi-year agreement.

PROCEDURE DETAILS:

This procedure describes the cross-department activities needed for the University to offer three-year Letters of Agreement to eligible, full-time faculty.

Areas of Responsibility:

Faculty

- Review and sign the Letter of Agreement

Deans

- Complete the yearly faculty evaluation and recommend faculty for reappointment
- Submit recommendations to the Provost regarding extended Letters of Agreement
- Manage the distribution and collection of signed Letters of Agreement

Provost and Dean of Faculty

- Approves Dean's recommendation prior to Administration and the President's review
- Approves, and signs all full-time Letters of Agreement
- Submits copies of signed letters to Human Resources by the fall class start
- Approves any exceptions at point of hire or at point of faculty termination (note: Human Resources generates the initial full-time faculty offer letters and provides the Dean of Faculty with new hire employment data once a semester for entry into the faculty database)
 - As explained in the Handbook, a faculty member's employment with the University is considered at-will, which means either the faculty member or the University may terminate a faculty member's employment during the appointment for any reason or at any time. In most circumstances, the University will provide a faculty member with written notice of termination at least thirty (30) calendar days in advance, and the University expects that a faculty member would provide similar notice to the University. Whenever possible, the separation date should coincide with the conclusion of a University semester.

Human Resources

- Generates approved one-year and three-year Letters of Agreement templates along with an approved salary worksheet every summer
- Manages the reappointment process, including the generation of Letters of Agreement
- Maintains the faculty database; tracks eligibility and renewal data

Details:

General Procedures for the Determination of Multi-Year Letters of Agreement

1. At the end of five years of continuous employment at Goodwin University, the Dean may recommend eligible full-time faculty members for a three-year Letter of Agreement, based on continuous, satisfactory performance in quality of teaching, scholarship, and service to the University. If a faculty member has not met expected standards as documented in the yearly faculty evaluation process, the Dean may either limit the appointment to one-year or not offer a re-appointment.
2. The Office of Human Resources in collaboration with the Office of the Provost and Dean of Faculty will manage the re-appointment process, including: (a) approving Dean recommendations, (b) generating the Letters of Agreement, and (c) maintaining the faculty database. The Provost obtains the President's approval and oversees signing of all full-time faculty Letters of Agreement. The Dean also ensures that the original, signed letters are submitted to Human Resources.
3. The Deans distribute and collect the signed Letters of Agreement.

Table 1 illustrates when a faculty member is eligible for a multi-year contract (after completion of the fifth and start of the sixth employment year). Table 2 illustrates the consequences of formal, disciplinary actions documented in Human Resources on the eligibility cycle.

Table 1: Eligibility Cycle Example

Employment Year	Letter Type	Rank
1	1 Year	May Apply for Promotion in Rank, but not yet eligible for 3-year offer letter
2	1 Year	
3	1 Year	
4	1 Year	
5	1 Year	
6	3 Year	Associate or Full Professor, and now eligible for 3-year offer letter
7	3 Year	
8	3 Year	

Table 2: Formal Disciplinary Issue Example

Employment Year	Letter Type	Rank
1-5	1 Year	Associate or Full Professor, and now eligible for 3-year offer letter
6	3 Year	
7	3 Year	
8	3 Year	Formal Disciplinary Issue Documented in Human Resources
9	1 Year	
10	1 Year	
11	1 Year	Eligible for 3-year offer letter
12	1 Year	
13	1 Year	
14	3 Year	

Procedure for Notice of Reappointment:

Every three years, the Deans will provide a reappointment letter generated in collaboration with the Office of Human Resources and the Office of the Provost and Dean of Faculty at the conclusion of the annual Faculty Evaluation Process (summer semester).

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☒ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

DEFINITIONS:

Three-year letters of agreement: a letter establishing a commitment of continued employment for recommended eligible faculty.

Eligible academic faculty: are full-time faculty, who have: (a) achieved the rank of Associate Professor or Professor, (b) been employed continuously at Goodwin for a minimum of five years, and (c) been recommended for reappointment by their Dean, and approved by the Provost and Dean of Faculty and President, based on continuous, satisfactory performance in quality of teaching, scholarship, and service to the University.

EXCLUSIONS:

N/A

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Deans

Provost/Dean of Faculty

VP for Human Resources

HISTORY:

Approved by Cabinet November 2013

Discussed at Faculty Senate November 2013

Reviewed February 2016

Re-formatted February 2017

Reviewed December 2017

Reviewed and Revised December 2019

Updated logo and University February 2020

Revised July 2025

EFFECTIVE DATE:	Fall Semester 2013
RESPONSIBLE OFFICE (ONLY ONE):	Office of the Provost
REVIEW DATE:	Annually

APPENDIX:

1. The University's Three-Year Letter of Agreement template

Appendix 1 The University's Three-Year Letter of Agreement template



August 18, 2025

«Sal» «Firstname» «Lastname»
«Street»
«City», «State» «Zipcode»

Dear «Sal» «Lastname»:

I am pleased to renew your appointment at Goodwin University as «Position», with the rank of «Rank», for the three academic years beginning September 2025 and ending August 2028. This letter of agreement is provided to you along with access to the Goodwin University Faculty Handbook, which lists benefits, holidays, and other policies and procedures for faculty. The Handbook can be found on the Human Resources page of the Goodwin University Website, and at <https://www.goodwin.edu/files/docs/hr/2024-25-faculty-handbook.pdf>. As explained in the Handbook, your employment with the University is considered at-will and may be terminated during your appointment in accordance with the terms described below in this letter.

All full-time faculty members are expected to teach 15 credit/contact hours per semester. If the teaching load is less than 15 credits, faculty will be assigned additional administrative or leadership responsibilities with expected deliverables by the end of the semester. If the teaching load is more than 15 credits (or its equivalent in other assignments), faculty will be compensated for the credit overload.

While you are not required to be on campus each day, you must be accessible Monday through Friday between 8:00 a.m. to 4:00 p.m., and available for scheduled meetings and other University events as needed during that time. You will be informed of your teaching assignments prior to the commencement of each semester. The Dean may alter such assignments as the needs of the University may change. Additionally, you are expected to commit to working with students outside of scheduled class time. Goodwin faculty post and maintain a minimum of six office hours per week, which are listed on the course syllabus and published in the school's administrative office. Faculty meet students where they are in a combination of drop-in and by appointment office hours. These meetings occur virtually or on campus.

The University values and rewards teaching excellence, service to the University and community, and participation in scholarly activities and professional growth. Instructional and other duties are outlined in the Handbook. These duties include, but are not limited to:

- Facilitating ground or online classes based on best practices that promote student learning (e.g., use Canvas, respond to student inquiries promptly, provide prompt feedback, communicate high expectations, respect diversity, use a variety of teaching strategies);
- Updating syllabi according to the master course syllabus, uploading syllabi to Canvas before classes start, and sending electronic copies to the school by Census Day;
- Adhering to instructional procedures and deadlines (e.g., Census Day, end of term deadlines)
- Notifying the Dean, Program Director or Administrative Assistant immediately if your class is cancelled due to an emergency;
- Supporting the ongoing assessment and development of the curriculum;
- Participating in professional learning that promotes teaching excellence and expertise in one's career field;

- ▢ Advising students as appropriate;
- ▢ Attending graduation ceremonies;
- ▢ Participating in the accreditation process as appropriate;
- ▢ Participating in Community Day and required school and program meetings such as, pinning and department retreats;
- ▢ Supporting efforts to involve local education and commerce members in the University community;
- ▢ Engaging in service and scholarship activities appropriate to the expectations related to your academic rank;
- ▢ Participating in special projects as assigned by the Dean.

In accepting this appointment, the faculty member agrees to abide by and accept the University's employment policies, faculty policies, and rules and regulations of the University as are outlined in the Goodwin University Faculty Handbook. Your annual compensation will be \$«New_Salary», less applicable state and federal tax deductions, and shall be paid in bi-weekly installments, in accordance with the University's regular payroll practices. Should a payday fall on a weekend or holiday, you will be paid on the preceding weekday. Overload assignments beyond the standard course load, when deemed necessary by the University, will be paid above the agreed-upon yearly salary at the appropriate adjunct faculty rate.

This agreement may be terminated by either party at any time and for any reason by providing thirty (30) calendar days' written notice to the other party. Should you resign, we ask that you give the supervisor as much notice as possible and include the effective date and the reasons for separation on the written resignation statement. Whenever possible, the departure should coincide with the conclusion of a university semester. Failure to comply with the resignation policy results in significant problems for students. Should Goodwin University provide such notice, it shall have the option of requiring the faculty member to continue to provide services during this thirty (30) day period or of terminating the faculty member's services immediately and paying his/her bi-weekly salary during this thirty (30) day period. Goodwin University may immediately terminate this Agreement during its term for poor performance, neglect of duties, or misconduct.

Enclosed are two copies of this Agreement. We ask that you please acknowledge your acceptance of the terms of this offer by signing one of the letters and returning it to your Human Resources by August 29, 2025.

Sincerely,
Mark E. Scheinberg
President

I acknowledge and agree to the terms of this offer and understand this offer letter does not constitute an employment contract between Goodwin University and me. I further understand that Goodwin University is an at-will employer and either Goodwin University or I may terminate employment at any time for any reason.

«Firstname» «Lastname» Date