PRESIDENT'S POLICY MEMORANDUM NO. 271

TO: All Administrative and Professional Faculty Members

FROM: Charles W. Steger

DATE: October 28, 2011

SUBJECT: Discontinue Annual Reappointment Letters for Regular Administrative and Professional Faculty

Approved by the Board of Visitors: March 28, 2011
Effective Date: Upon Approval

The Board of Visitors approved a resolution to discontinue annual reappointment letters for regular Administrative and Professional Faculty on the basis that it is an unnecessary duplication of effort.

Following is the text of the resolution.

WHEREAS, regular administrative and professional faculty members are annually evaluated by their supervisors and they collaboratively prepare an annual performance plan; and

WHEREAS, when funding is available, pay increases occur in the fall and are based upon the annual performance evaluation; and

WHEREAS, independent of the evaluation or performance planning process that occurs in the fall, administrative and professional faculty members are provided with reappointment letters in July; and

WHEREAS, it is an unnecessary duplication of effort for supervisors to write annual performance evaluations in the fall and annual reappointment letters in July; and

WHEREAS, the Task Force on Administrative and Professional Faculty recommends the elimination of an annual reappointment letter for regular administrative and professional faculty; and

WHEREAS, elimination of an annual reappointment letter does not affect the standards of notice required for non-reappointment as described in section 2.8.3.4 of the Faculty Handbook; and

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WHEREAS, elimination of an annual reappointment letter does not preclude the removal of an administrative and professional faculty member for just cause as described in section 7.6.2 of the Faculty Handbook; and

NOW, THEREFORE, BE IT RESOLVED, that section 7.3 of the Faculty Handbook be revised to omit language referring to an annual reappointment letter, as indicated in the attached text (deleted text is crossed out).

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