

Preparation and Distribution of Renewal Notifications for Contracts in FY 2019 (7/1/18 – 6/30/19)

Professorial Ranked Faculty (Instructor, Assistant Professor, Associate Professor, Professor) and Lecturer/Senior Lecturer

Faculty Employed One Year, but Less Than Two Years as of June 30, 2018 – referred to as **Contract Report B**

College / Unit Level Representatives

- Reviews reports for accuracy and notifies Human Resources - Faculty Support Services with questions pertaining to the reports.

Faculty Support Services

- Discusses with College / Unit Level Representatives and advises on submission of appropriate documentation to initiate changes in PSHRMS MFE (Manage Faculty Events) and appropriate action to notify faculty prior to processing changes.

Departmental Level Representatives

- Reviews and distribute reports to the appropriate Department Chair / Director to signify contract renewal decision by placing an “X” in the “Yes” or “No” column on report.
Note: When indicating the contract renewal decision on the report, please keep in mind that the question is not if the faculty member will be here for the next contract year; but, what is the contract renewal decision of the Department Chair/Director following the faculty evaluation process. Prior knowledge of voluntary resignations should not be reported as a “nonrenewal” of a contract.
- Returns completed and signed reports to College / Unit Level Representatives.

College / Unit Level Representatives

- Deans/Vice Presidents review reports for concurrence and sign in approval of the renewal decision.
- Dean/Vice Presidents provide the signed reports to the College/Unit Level Representative for appropriate action.
- Prepares the appropriate notification letter based upon the contract renewal decision. Templates can be found at www.augusta.edu/hr/faculty-support-ser/contractrenewal.php.
- Hand delivers on campus or sends registered mail to each faculty member receiving a Non-Renewal Notification Letter. Renewal Notification Letters are not required, but it is expected that the Department Chair/Director will at least verbally notify their faculty that they will be receiving a contract for the 2018-2019 fiscal/academic year.
- Distributes copies as indicated on the sample notification letter.