

## Preparation and Distribution of Renewal Notifications for Contracts in FY 2020 (7/1/19 – 6/30/20)

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, 2019 – 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](http://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 2019-2020 fiscal/academic year.
- Distributes copies as indicated on the sample notification letter.