ARTICLE _____

INITIAL FACULTY APPOINTMENT LETTERS AND ANNUAL CONTRACTS

A. Initial Faculty Appointment Letters: The Director of Human Resources will send the faculty candidate an appointment letter that will include a description of duties, expectations regarding work load when appropriate, departmental and divisional assignments, initial base hourly rate based on years of professional teaching experience (level 1: 1-8 years; level 2: 7-14 years; level 3: 13-20 years; level 4: 19 years and above), and other professional qualifications. Faculty members will sign two copies of these letters and return one to the President by the deadline stated in the letter.

B. Annual Contracts: All faculty members will receive annual contracts by July 15 and summer term contracts by January 30 for summer activity not included in the annual contract. Contracts will include the faculty member's description of duties, expectations regarding work load when appropriate, minimum and maximum enrollments for classes and ensembles, departmental and divisional assignments, years of professional teaching experience, their Teaching Observation and Evaluation year, Compensation Increase Petition year, and base hourly rate, which will in turn flow through to all other pay amounts according to the compensation ratio system for all duties during the next academic year and summer term. Faculty members will sign two copies of these agreements and return one to the Director of Human Resources within thirty days of issuance. A signed contract must be on file for Longy to make payment to faculty members for services rendered. In the same mailing, the School will also provide a comparison chart of Base Hourly Rates along with Median Years of Professional Teaching Experience for the previous fiscal year.

C. Termination of Annual Contracts: Termination of services through non-issuance of an annual contract of a faculty member may be made only for just cause, voluntary resignation, retirement, or layoff.