Multiyear Contracts - Frequently Asked Questions

Who is eligible to be considered for a multiyear contract?

- All adjunct faculty members are eligible to be considered for a multiyear contract.
- Lecturers are eligible if they have taught at least one class per academic year in a degree program at SAIC for at least four out of the last five academic years immediately preceding the academic year in which the multiyear contract would start.
- Senior Lecturers are not eligible to be considered for a multiyear contract.

What is the length of a multiyear contract?

- For adjuncts, the term of the multiyear contract is three years.
- For lecturers, the term of the multiyear contract is two years.

What does the multiyear contract guarantee?

- Adjuncts who receive a multiyear contract will be offered three three-credit courses or the equivalent number of credit hours (9 credits) per academic year for three years. Adjuncts who wish to teach only two courses per academic year may request a three-year contract with a guarantee that they will be offered two three-credit courses or the equivalent number of credit hours (6 credits) per academic year for three years.
- Lecturers who receive a multiyear contract will be offered two three-credit courses or the equivalent number of credit hours (6 credits) per academic year for two years.

Can a part-time faculty member on a multiyear contract teach more than the guaranteed number of courses during the contract term?

Yes, a multiyear contract does not limit a part-time faculty member’s ability to teach more than the guaranteed number of courses. However, these additional courses are not part of the guarantee. All institutional limits for the number of courses that a part-time faculty member may teach still apply as outlined in the table below.

Faculty Course Load Guidelines

<table>
<thead>
<tr>
<th>Rank</th>
<th>Maximum Course Load (Teaching)</th>
<th>Maximum Course Load (non Teaching)</th>
<th>Maximum Total Course Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Full</td>
<td>5</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>Adjunct Associate</td>
<td>5</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>Adjunct Assistant</td>
<td>5</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>Lecturer</td>
<td>3</td>
<td>0*</td>
<td>3</td>
</tr>
<tr>
<td>Lecturer (hired before Fall 2017)</td>
<td>5</td>
<td>2</td>
<td>7</td>
</tr>
</tbody>
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*An exception may be made for elected representatives.
What is the process for determining who will receive a multiyear contract?

Beginning in the summer, and no later than October 15th of each year, the chair/program head of the faculty member’s primary department will recommend to the Dean or their designee whether a multiyear contract should be granted to each eligible faculty member, based on the multiyear contract criteria. This recommendation process takes place in the year prior to when the multiyear contract would begin. The multiyear contract criteria are set out in full in the Policy and Procedures for Multiyear Contracts, and are summarized as follows:

- Performance
- Quality of syllabi
- Compliance with SAIC policies and the terms of prior contracts
- Any record of serious misconduct or neglect of duties
- Prior course cancellations due to low enrollment and reasons for cancellations
- Department or program need and/or curricular flexibility
- Rank, but only when all other factors are equal
- Other demonstrated reason affecting SAIC’s needs

What performance may be considered in evaluating whether a faculty member will receive a multiyear contract?

Student evaluations and comments from the past three years, at a minimum, will be considered in evaluating performance, as well as any evaluations by the department chair or program head, Faculty Chair, or Faculty Liaison. Performance will also include a failure to correct a performance problem identified by the chair/program head through prior discussion. The consideration of performance will take into account factors such as:

- Demonstrated knowledge of the course material
- Ability to organize and present course materials
- Effectiveness of the faculty member’s communication skills in the classroom
- Respect for and encouragement of the diversity of opinions and expressions of students and colleagues

Besides performance issues, what other reasons may be considered in determining whether a part-time faculty member is recommended for a multiyear contract?

- Full-time faculty search: The department must maintain flexibility regarding course assignments in anticipation of one or more new hires.
- Curricular Flexibility: The department must maintain curricular flexibility due to reasons such as
  - A revision of the department or program’s curriculum
The department does not have a curricular need for the faculty member to teach the minimum number of courses needed for a multiyear contract.

- Faculty chooses to teach less than the minimum number of courses required for a multiyear contract
- Compliance: The part-time faculty member has not complied with SAIC policies; for example, the mandatory Title IX training has not been completed.

What is a primary department, and how does it relate to the multiyear contract process?

SAIC’s unique interdisciplinary curriculum means that we have many faculty who teach in multiple departments. However, from an administrative perspective, each faculty member must have a primary department designation. This designation ensures that each faculty member has a “home” where various processes pertinent to a faculty member’s life-cycle happen. For more information about primary departments, please see Primary Departments at SAIC - Frequently Asked Questions on the Part-time Faculty Dashboard.

With respect to multiyear contracts, it is the primary department that is responsible for the reviews and considers the faculty member for a multiyear contract.

What happens when an eligible part-time faculty member teaches in multiple departments, but does not teach the minimum number of courses needed for a multiyear contract in a single department?

If the primary department recommends the faculty member for a multiyear contract, but does not have enough courses to offer in order to meet the minimum number of courses needed for a multiyear contract, the Dean or their designee may reach out to the other departments in which the faculty member teaches to determine whether the total number of courses offered by all departments adds up to the minimum.

What happens when an eligible part-time member is promoted?

If a faculty member applies for and is granted promotion, either from lecturer to adjunct or within the adjunct rank, they will automatically be considered for a new multiyear contract at the same time. The School will issue the two decisions (promotion and, if promotion is granted, whether it will be with a new multiyear contract) at the same time.

What is the relationship between part-time faculty reviews and multiyear contracts?

The part-time review process is one component of the multiyear contract recommendation process. Eligibility for a multiyear contract is the point at which a part-time faculty member is reviewed by their primary department. The primary purpose of the part-time review is to provide performance and professional development feedback. The review will also be used to inform decisions about multiyear contracts; however, it is only one factor in the multiyear contract

09/2019
decision. Multiyear contracts are not based solely on this review. Additional considerations for awarding multiyear contracts are discussed elsewhere in this FAQ document and can be found in full on the Part-Time Faculty Dashboard in the documents Policy and Procedures for Multiyear Contracts for Adjuncts and Policy and Procedures for Multiyear Contracts for Lecturers.

If a part-time faculty member had a part-time review and was not recommended for a multiyear contract due to non-performance-related reasons (Curricular Flexibility, Full-Time Faculty Search), must the part-time faculty member undergo a part-time faculty review again the following year because they are again eligible to be considered for a multiyear contract?

No, in these cases, the part-time faculty members will still be considered for a multiyear contract in the following year's summer meeting with the Dean, but they do not need to undergo another part-time review if no performance issues were noted. Adjuncts will only undergo a part-time review once every three years, and lecturers will undergo a part-time review once every two years, unless there are performance issues as discussed above.

Questions?
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School of the Art Institute of Chicago
igarc1@saic.edu | 312-629-1879

See the chart on the next page for a timeline of the Part-Time Faculty Reviews and Faculty Contract Processes.
<table>
<thead>
<tr>
<th>AY</th>
<th>Contracts beginning 2020-21</th>
<th>Contracts beginning 2021-22</th>
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| 2018-19  | Spring 2019 (Jan-May): SPRING PT FACULTY REVIEWS  
Departments conduct part-time faculty reviews of adjuncts and lecturers who are eligible for a multiyear contract that will begin in 2020-21. Some departments may opt to begin reviews earlier, in the fall semester.  
Summer 2019 (May-August): MYC RECOMMENDATION MEETINGS  
Department Heads meet with the Dean of Faculty to discuss their recommendations for MYCs that will begin in 2020-21 |  |
| 2019-20  | Fall 2019 (August-September): HR REVIEW OF MYC DECISIONS  
MYC decisions are finalized and submitted to the HR department for their review.  
Fall 2019 (early November): CONTRACT NOTICES SENT  
Contract notices are sent to all eligible faculty members from the Dean of Faculty. This notifies faculty on whether they received a MYC, and if not, it explains the reason why they were not given a MYC. Those who were not approved for a MYC will be considered for a one-year contract per the usual process. In addition, those who were not approved for a MYC but are still eligible will be reviewed again next year for MYCs that begin in 2021-22.  
Summer 2020 (July): CONTRACTS AND LETTERS OF APPOINTMENT SENT  
Contracts (either one-year or multiyear) are sent to faculty, along with their annual Letter of Appointment. | Spring 2020 (Jan-May): SPRING PT FACULTY REVIEWS  
Departments conduct part-time faculty reviews of adjuncts and lecturers who are eligible for a multiyear contract that will begin in 2021-22. Some departments may opt to begin reviews earlier, in the fall semester.  
Summer 2020 (May-August): MYC RECOMMENDATION MEETINGS  
Department Heads meet with the Dean of Faculty to discuss their recommendations for MYCs that will begin in 2021-22 |
| 2020-21  | Fall 2020 (Aug 16): CONTRACTS BEGIN  
Approved one-year and multiyear contracts begin. | Fall 2020 (August-September): HR REVIEW OF MYC DECISIONS  
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<table>
<thead>
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