



**BOISE STATE UNIVERSITY**

University Policy 4740

## Faculty Multiple Year Appointments

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### Effective Date

June 09, 2025

### Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-1202  
Human Resources and Workforce Strategy, (208) 426-1616

### Scope and Audience

This policy applies to lecturer, clinical, teaching, and research faculty.

### Additional Authority

- Idaho State Board of Education Policy, Section II.G. (Policies Regarding Faculty - Institutional Faculty)  
University Policy 7000 (Position Definitions)
  - University Policy 4000 (Faculty Code of Rights, Responsibilities, and Conduct)
  - University Policy 4250 (Lecturer Faculty)
  - University Policy 4290 (Faculty Performance Evaluation)
  - University Policy 4460 (Nonreturnees - Faculty)
  - University Policy 4490 (Clinical Faculty)
  - University Policy 4720 (Faculty Due Process)
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## 1. Policy Purpose

To define the conditions under which non-tenure-eligible faculty may be given Multiple-Year Appointments.

## 2. Policy Statement

Boise State University recognizes that lecturer, clinical, teaching, and research faculty play an essential role in the University's ability to provide the breadth and quality of educational experience expected of a public university. Such faculty also allow the university to adjust its educational opportunities more rapidly to meet student needs and preferences that can't always be accommodated by the tenured and tenure-track faculty alone. By utilizing non-tenure-track faculty, the University can better address its scholarly and teaching missions. Standardized definitions and principles for the roles, appointment, evaluation, reappointment, and promotion of non-tenure-track faculty in teaching and clinical roles contribute to such recognition.

## 3. Definitions

### 3.1 Annual Appointment

An appointment period of one (1) academic or fiscal year or a portion thereof that may be renewed.

### 3.2 Multiple-Year Appointment

An appointment of more than one (1) academic or fiscal year but not more than three (3) academic or fiscal years.

## 4. Conditions for Multiple-Year Appointments

- a. Multiple-Year Appointments are generally made for one (1) or more of the following reasons:
  - To provide appropriate expertise and unit support that is needed for more than one (1) year
  - To provide appropriate expertise for a grant/contract-funded project
  - To provide the unit with flexibility
  - To enable the unit to respond to market forces
  - To enable departments to retain quality non-tenure-eligible employees for longer periods, or
  - To enhance recruitment efforts

- b. Multiple-Year Appointments may be for a fixed period of two (2) or three (3) years (academic or fiscal year) and may be renewed. In no case may a Multiple-Year Appointment exceed three (3) years.

## 5. Eligibility for Multiple-Year Appointments

- a. A Faculty member must have completed five (5) years of full-time, professionally relevant experience, the equivalent at Boise State University or the equivalent at another accredited institution. However, at the time of initial appointment as faculty, the department chair, in accordance with departmental policy, may make a written recommendation to the dean of the college determining whether service at another institution or in a position that is less than full-time at Boise State University will apply toward the years of service required for a Multiple-Year Appointment. Professional (nonacademic) experience of two (2) years or more in the relevant discipline may be substituted for a maximum of two (2) years of the required total experience.
- b. A Faculty Member must have consistently demonstrated effectiveness in their assigned responsibilities.
- c. There is a reasonable assessment that stable financial support is available for the position.

## 6. Responsibilities of Departments/Units

Consistent with university policy, the department/unit will specify the type of academic work, performance expectations, the evaluation and review process, and salary range.

## 7. Initial Request for Multiple-Year Appointment

### 7.1 Request/Approval Process

- a. Generally, the approval process should occur during the spring semester prior to the issuance of faculty employment contracts.
- b. For conversion to or renewal of Multiple-Year Appointments, the department chair or unit head should submit the following items to the dean for review and approval. The dean will act as the President's designee for the approval of Multiple-Year Appointments:
  - One (1)-page justification highlighting the reasons for the Multiple-Year Appointment focusing on the faculty member's teaching and/or research effectiveness as appropriate for the appointment.

- Evaluation and description of administrative duties, if applicable.
- The faculty member's curriculum vitae.
- Previous performance reviews, if available.
- Once approved, the formal letter of reappointment will be sent directly to the faculty member by the dean through Human Resources and Workforce Strategy.
- If the appointment renewal is not approved, the faculty member will remain on an Annual Appointment.

## **7.2 Appointment Letter and Contract**

- a. Non-tenure-eligible faculty on Multiple-Year Appointments must have an appointment letter that outlines the expectations and responsibilities for the position in the areas of teaching, scholarship/research/creative activity, and/or institutional, professional, and/or community service. Individual faculty members will have different percentages of effort in each category but may not have responsibilities in each category.
- b. Multiple-Year Appointment contracts must state that the contract may be terminated for adequate cause and that unsatisfactory performance noted at the time of the annual evaluation can constitute adequate cause.
- c. Multiple-Year Appointment contracts must be approved in writing by the President, or designee.

## **7.3 Performance Evaluations**

- a. Per Idaho State Board of Education Policy, Section II.G.1.b., the performance of non-tenure-eligible faculty on Multiple-Year Appointments must be evaluated informally at the end of each semester and formally each year by the immediate supervisor or designee in accordance with the department/unit's established criteria (see University Policy 4290 - Annual Faculty Performance Evaluation).
- b. The workload for each faculty member must be established during the annual performance evaluation period and recorded in the electronic system used for that purpose.

Terms (If Applicable)	End of Fall Semester	Spring Semester	End of Summer Term(s)
<b>Type of Evaluation</b>	Informal review	Formal annual evaluation	Informal review
<b>Materials to be Reviewed</b>	Materials related to the faculty member's primary responsibilities. For most faculty, this will include materials related to teaching effectiveness, as defined by unit policies.	(Annual Faculty Performance Evaluation) and department/unit policies.	Materials related to the faculty member's primary responsibilities. For most faculty, this will include materials related to teaching effectiveness, as defined by unit policies.
<b>Documentation</b>	Electronic evaluation system	Electronic evaluation system	Electronic evaluation system

## 8. Renewal of Multiple-Year Appointment

- a. Faculty on a Multiple-Year Appointment have no expectation of employment beyond the end of the current appointment period. Renewal of Multiple-Year Appointments is conditional upon satisfactory job performance, the continued availability of funds, and the needs of the department/unit and the university. There is no limit to the number of times a Multiple-Year Appointment may be renewed.
- b. If the Multiple-Year Appointment is renewed, the faculty member will receive a new appointment letter confirming the renewal from the office of the dean during the last semester of their three (3)-year appointment.
- c. The faculty member will receive a contract annually while on the Multiple-Year Appointment, and if approved by the Idaho State Legislature (see University Policy 7650 - Compensation), a change in employee compensation (CEC). The Multiple-Year Appointment contract must be approved in writing by the President, or designee.

## **8.1 Department/Unit and College Responsibilities**

### **8.1.1 Initial Evaluation**

- a. At the beginning of the second year of a faculty member's three (3)-year appointment, the college, with input from the department/unit, determines whether the faculty member is eligible for renewal.
- b. Eligibility is determined by the availability of funds, satisfactory performance, and the needs of the university. Based on these factors, the faculty member may be eligible for another three (3)-year term. The process for determining whether to support a faculty member's renewal is determined by the college.

## **8.2 Department/Unit Responsibilities**

### **8.2.1 Request Form**

The department/unit completes the Request for Multi-year Renewal Form with appropriate department/unit-level signatures. The request must demonstrate that both informal semester reviews and annual evaluations have been completed and include a brief justification for the renewal. Requests must be submitted during the spring annual evaluation process.

### **8.2.2 Submission to the College**

The department/unit must submit the renewal form to the college by the deadline established by the supervising college.

## **8.3 College Responsibilities**

### **8.3.1 Dean's Approval**

If the Dean or designee approves the request, an intent-to-renew letter will be initiated. If the Dean or designee does not approve the request, a nonrenewal letter will be initiated (see section 9). The intent-to-renew or non-renewal letter will then be forwarded to the Provost and Vice President for Academic Affairs.

## **8.4 Final Approval by the Provost**

If the Provost or designee approves the intent-to-renew letter, it will be forwarded to the faculty member with a copy to the department chair/unit head and included in the faculty member's personnel file. The Provost will act as the President's designee for the approval of the Multiple-Year Appointment renewal.

## 9. Non-Renewal

- a. A faculty member on a Multiple-Year Appointment whose annual performance is unsatisfactory in one category may be put on a performance improvement plan for the succeeding year and placed on an Annual Appointment. Such unsatisfactory performance may result in nonrenewal.
- b. A faculty member who is placed on a performance improvement plan and whose performance returns to a satisfactory level may be reappointed to an Annual Appointment or a Multiple-Year Appointment.
- c. If the faculty member's performance does not improve to a satisfactory level by the next annual evaluation, the faculty member may receive a notice of nonrenewal.
- d. Non-tenure-eligible faculty on an Annual Appointment or a Multiple-Year Appointment whose contracts will not be renewed will be notified according to the timelines in University Policy 4460 (Nonreturnees - Faculty).

## 10. Notification to the Idaho State Board of Education

- a. By August 1, the college must submit the Summary of Multi-year Renewal Decisions, which lists all multi-year non-tenure-eligible faculty in the college who are currently being reviewed to the Provost's Office. The summary must include the candidate's name, current title, department/unit, multi-year term, and the dean's decision regarding renewal.
- b. Prior to the October meeting of the Idaho State Board of Education, the Provost's Office will provide the Board with a sample contract and a list of faculty members who have been approved for Multiple-Year Appointments for inclusion on the October Business Affairs and Human Resources (BAHR) Committee meeting agenda.

## 10. Related Information

University Policy 7650 (Compensation)

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