### Multi-Year Letters of Agreement

At its discretion, the University may award multi-year Letters of Agreement for terms of two and three years. The maximum number of faculty eligible for a two-year Letter of Agreement in a given school is 40% of the faculty of that school, and the maximum number of faculty eligible for a three-year Letter of Agreement in a given school is 30% of the faculty of that school. Faculty may apply for a two- or three-year Letter of Agreement upon meeting certain quantitative and qualitative criteria. All full-time faculty members are evaluated annually based upon their completion of the Faculty Evaluation Form (FEF). This evaluation tool becomes part of an ongoing evaluation process and is used in the decisions for the issuance of multi-year Letters of Agreement as well as for promotion.

* 1. **Procedures for Awarding Two- and Three-Year Letters of Agreement**

Faculty are annually reviewed following the process described below.

* + 1. Those faculty who meet the quantifiable criteria for multi-year Letters of Agreement listed in the chart that follows may apply to their Dean by submitting a “Letter of Application” according to the guidelines listed in the [Application for Multi-Year Letter of Agreement](https://my.pba.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=e26113d9-2e7e-49bc-b234-f7a369d51ab3).
    2. Included with this letter, the faculty member must prepare a portfolio which conforms to the criteria in the [Portfolio Guidelines](https://my.pba.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=36a2de29-facc-41b3-89c5-ae720c779bcd) and the [Application for Multi-Year Letter of Agreement](https://my.pba.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=e26113d9-2e7e-49bc-b234-f7a369d51ab3).
    3. The Dean reviews the Portfolio and forwards his/her recommendation to the Faculty Promotion and Evaluation Committee (FPEC) of the Faculty Senate for review and recommendation.
    4. The chair of the Faculty Promotion and Evaluation Committee forwards the Committee’s recommendation to the Provost, who reviews the Portfolio and makes a recommendation to the President.
    5. The President reviews the Portfolio and determines whether to make a favorable recommendation to the Board.
    6. The Board of Trustees is the ultimate decision-making entity for multi-year Letter of Agreement.
  1. **Eligibility for Multi-Year Letters of Agreement**
     1. Faculty at the instructor level are eligible to receive only one-year Letters of Agreement that may be re-issued each year.
     2. New faculty are appointed to an initial one-year Letter of Agreement, whatever their rank.
     3. This may be followed by a second one-year Letter of Agreement.
     4. In their second year, faculty at the level of professor may begin the application process for a two-year multi-year Letter of Agreement, which may be granted following the successful completion of two years of employment. This two-year Letter of Agreement may be rolled-over each year for an ongoing, two-year Letter of Agreement. Re-application is not necessary for a rolled-over Letter of Agreement.
     5. In their third year, faculty at the associate professor level may begin the application process for a two-year Letter of Agreement, which may be granted following the successful completion of three years of employment. This two-year letter may be rolled-over each year for an ongoing, two-year Letter of Agreement. Re-application is not necessary for a rolled-over Letter of Agreement.
     6. In their fourth year, those at the assistant level may begin the application process for a two-year Letter of Agreement, which may be granted following the successful completion of four years of employment. This two-year letter may be rolled-over each year for an ongoing, two-year Letter of Agreement. Re-application is not necessary for a rolled-over Letter of Agreement.
     7. In their fifth year, faculty at the rank of professor may begin the application process for a three-year multi-year letter, which may be granted following the successful completion of five years of employment. This three-year Letter of Agreement may be rolled-over each year for an ongoing, three-year Letter of Agreement. Re-application is not necessary for a rolled-over Letter of Agreement.
     8. In their sixth year, faculty at the associate professor level may begin the application process for a three-year multi-year Letter of Agreement, which may be granted following the successful completion of six years of employment. This three-year Letter of Agreement may be rolled-over each year for an ongoing, three-year Letter of Agreement. Re-application is not necessary for a rolled-over Letter of Agreement.
     9. In their tenth year, faculty at the assistant professor level may begin the application process for a three-year Letter of Agreement, which may be granted following the successful completion of ten years of employment. This three-year Letter of Agreement may be rolled-over each year for an ongoing, three-year Letter of Agreement. Re-application is not necessary for a rolled-over Letter of Agreement.
     10. Faculty members should be eligible to apply for any multi-year Letter of Agreement as long as they have met the stipulated number of years of service at PBA as set forth in this Handbook. Faculty members must reapply if going from a two-year to a three-year multi-year Letter of Agreement.
     11. The following chart summarizes eligibility for multi-year Letters of Agreement by rank and years of service at PBA:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| RANK | YEAR  ONE | YEAR TWO | YEAR THREE | YEAR FOUR | YEAR FIVE | YEAR SIX | YEAR SEVEN | YEAR EIGHT | YEAR NINE | YEAR TEN | YEAR ELEVEN | YEAR TWELVE | YEAR THIRTEEN | YEAR FOURTEEN |
| INSTRUCTOR | Receive one-year LOA | May  receive one-year LOA | May  receive one-year LOA | May  receive one-year LOA | May  receive one-year LOA | May  receive one-year LOA | May  receive one-year LOA | May  receive one-year LOA | May  receive one-year LOA | May  receive one-year LOA | May  receive one-year LOA | May  receive one-year LOA | May  receive one-year LOA | May  receive one-year LOA |
| ASSISTANT PROFESSOR | Receive one-year LOA | May  receive one-year LOA | May  receive one-year LOA | May  receive one-year LOA | May receive two-year LOA | May roll or receive two-year LOA | May roll or receive two-year LOA | May roll or receive two-year LOA | May roll or receive two-year LOA | May roll or receive two-year LOA | May roll or receive three-year LOA | May roll or receive three-year LOA | May roll or receive three-year LOA | May roll or receive three-year LOA |
| ASSOCIATE PROFESSOR | Receive one-year LOA | May  receive one-year LOA | May  receive one-year LOA | May receive two-year LOA | May roll or receive two-year LOA | May roll or receive two-year LOA | May roll or receive three-year LOA | May roll or receive three-year LOA | May roll or receive three-year LOA | May roll or receive three-year LOA | May roll or receive three-year LOA | May roll or receive three-year LOA | May roll or receive three-year LOA | May roll or receive three-year LOA |
| PROFESSOR | Receive one-year LOA | May  receive one-year LOA | May  receive two-year LOA | May roll or receive two-year LOA | May roll or receive two-year LOA | May roll or receive three-year LOA | May roll or receive three-year LOA | May roll or receive three-year LOA | May roll or receive three-year LOA | May roll or receive three-year LOA | May roll or receive three-year LOA | May roll  or receive three-year LOA | May roll or Receive three-year LOA | May roll or Receive three-year LOA |

**Schedule**

The schedule below will be followed in applying for multi-year Letters of Agreement:

By the first week in September Formal Application and Portfolio presented to the Dean

By October 15 Formal Application and Portfolio with Dean’s recommendation presented to

the Faculty Promotion and Evaluation Committee

By January 15 Formal Application and Portfolio with Faculty Promotion and Affairs

Committee’s recommendation presented to the Provost

By February 15 Formal Application and Portfolio being recommended and presented to the President

April Board Meeting Recommendation of President to Board of Trustees

April 30 Applicant Notified

* 1. **Faculty Appeal**

Should the School Dean or the Faculty Promotion and Evaluation Committee not recommend a multi-year Letter of Agreement, the faculty member may appeal to the Provost, who may uphold or reverse such recommendation. No further appeal of such recommendation shall be available. If a conflict of interest exists between the faculty member and the Provost, the Associate Provost shall conduct the review on appeal.

* 1. **Authority to Award Multi-Year Letters of Agreement**

The Board of Trustees holds the sole authority to grant multi-year Letters of Agreement based upon the recommendation of the President. The President relies on the recommendations of the Provost, and the President’s own review of the application in arriving at a recommendation to the Board. The awarding of multi-year Letters of Agreement is contingent upon the ability of the University to adequately fund the particular academic program in response to student enrollment and continued program viability.

The awarding of multi-year Letters of Agreement is not automatic upon the attainment of minimum criteria; if the multi-year Letter of Agreement is not granted, the faculty member may apply again the following year, provided all minimum requirements are met.

* 1. **Duration of Multi-Year Letters of Agreement**

Once granted, a multi-year Letter of Agreement will roll over automatically for a total of six academic years, unless the faculty member is notified in writing by the Provost that the rollover is being discontinued. In the seventh year, a two-year or three-year Letter of Agreement will automatically revert to a one-year Letter of Agreement. During this year, the faculty member may reapply for the Multi-Year Letter of Agreement for another six years.

Example: A faculty member is awarded a three-year Letter of Agreement during the 2020-2021 academic year to begin in the 2021-2022 academic year.

Year One (21-22) – Three Year LOA

Year Two (22-23) – Three Year LOA

Year Three (23-24) – Three Year LOA

Year Four (24-25) – Three Year LOA

Year Five (25-26) – Three Year LOA

Year Six (26-27) – Three Year LOA

Year Seven (27-28) – One Year LOA

The faculty member may reapply for his or her Multi-Year LOA during Year Seven.

In the event that a faculty member is notified in writing by the Provost that the rollover is being discontinued before the seventh year, the faculty member’s new Letter of Agreement will reflect only the time remaining from the previous Letter (for instance, a three-year Letter would be reduced to a two-year Letter and a two-year Letter could be reduced to a one-year Letter). A three-year Letter reduced to a two-year Letter could be automatically rolled over as a two-year Letter, or could be further reduced to a one-year Letter, abiding by the February 15 notification deadline. A faculty member who has had a multi-year Letter reduced to a one-year Letter may apply for a new multi-year Letter upon satisfactory completion of three years of service.