

# **Procedure for Implementing and Evaluating Rolling Contracts for Faculty at Texas A&M University at Qatar**

May 2010

References: System Policy 12.07 Fixed Term Academic Professional Track Faculty  
System Policy 12.01 and University Rule 12.01.99M2 Academic Freedom,  
Responsibility and Tenure

## **I. Background:**

Texas A&M University at Qatar, located in Doha, Qatar, is a branch campus of Texas A&M University in College Station, Texas. Under an agreement between Texas A&M and Qatar Foundation (QF) dated May 25, 2003, Texas A&M at Qatar provides Bachelor of Science Degree programs in chemical, electrical, mechanical and petroleum engineering. It does so such that the curricula offered at the Qatar campus is materially the same as that offered at the main campus and the degree and diploma issued to its graduating students are identical in all material aspects to the degree and diploma awarded to graduates in these fields in College Station.

The faculty appointments at Texas A&M at Qatar are non-tenure track. In order for Texas A&M at Qatar to recruit and retain faculty and to provide stable, long-term employment, it is essential to implement rolling contracts of three- to five-year durations, depending on the rank of the faculty member. System Policy 12.07 addresses these issues and provides the necessary framework. Texas A&M at Qatar has adopted a three-year rolling contract for associate professors and a five-year rolling contract for professors. The decision to roll the contract will be determined at the time of the annual review.

## **II. General Provisions:**

Hiring and promotion procedures will follow the established Texas A&M-Texas A&M at Qatar processes. Generally, faculty will be evaluated for eligibility for a rolling contract after serving a probationary period set *a priori* according to pre-specified guidelines and with the concurrence of the faculty member and designated administrators. The mandatory year for the review of a faculty member's merit toward promotion should occur no later than the next-to-last year of the probationary period. Faculty members who have worked for Texas A&M at Qatar for longer than 18 months must be given 12-month notice of non-reappointment.

Each faculty member's multi-year, rolling contract is evaluated at the time of his/her annual review. A satisfactory (meet expectations) annual review will result in validating the multi-year term of the rolling contract. In the event of an unsatisfactory (does not meet expectations) annual review, the contract is deemed not to roll. The rolling nature of the contract can then be restored only after obtaining two successive years of satisfactory (meet expectations) annual reviews.

If a faculty member receives two annual reviews with an unsatisfactory rating (does not meet expectations) within a five-year window, then his/her rolling contract is deemed not to roll and the

faculty member becomes ineligible for a rolling contract. In all such cases, the faculty member will be notified that his/her appointment will not be renewed and the faculty member will be allowed to finish the remainder of the rolling contract or given a 12-month notice of non-reappointment whichever is longer.

All faculty annual review letters (starting from fiscal year 2011, FY11) for associate professors and professors will have a statement that clearly specifies the status of their rolling contract and its end date. The annual review letters will also include faculty member's progress towards promotion and rolling contract eligibility.

In the event of a bona fide financial exigency or the reduction or discontinuance of institutional programs at Texas A&M at Qatar, faculty rolling contract terminations will be carried out in accordance with TAMU rule 12.01.99.M2, Section 7 "Reduction or discontinuance of institutional programs."

### **III. Evaluation procedure for all current Texas A&M at Qatar faculty**

Texas A&M at Qatar will begin the process of applying the procedures outlined below to all faculty members with professorial titles as of January 2010.

1. Assistant Professors
  - a. All assistant professors currently holding this title as of January 2010 will be moved into a probationary period as a path to promotion to associate professor.
  - b. This probationary period duration is to be decided individually, but shall not exceed a maximum of seven years.
  - c. The suggested rule of thumb to set the duration of the probationary period is to reduce the seven years by one year for every two years of time served as a faculty member at Texas A&M at Qatar (see Table 1).
  
2. Associate Professors and Professors
  - a. Faculty Reviewed and Promoted in 2008-2009
    - i. Move associate professors to three-year and professors to five-year rolling contracts starting on July 1, 2010.
    - ii. Faculty who have applied for promotion in 09-10 will be reviewed for promotion and rolling contract.
  
  - b. Faculty Directly appointed to ranks prior to January 2010
    - i. Place on a probationary period not to exceed five years, with their first year of the probationary period starting on July 1, 2010.
    - ii. May request out-of-cycle consideration to be placed on rolling contract on July 1, 2010. In all such cases, a one-time, "fast track" process will be implemented and the candidate's teaching, research and service will be reviewed by the Texas A&M at Qatar promotion process. A rolling contract will be proposed by the Texas A&M at Qatar Dean and CEO to the Texas A&M Provost and Executive Vice President for Academics provided there is a positive recommendation.
    - iii. Associate professors and professors in this category can request consideration to be moved to a rolling contract at any time before the end of their probationary period.

- iv. During the 2013-14 fiscal year (FY14) or upon earlier request by faculty member, the faculty record will be reviewed following the established Texas A&M at Qatar promotion process.
- v. If the outcome of the review (described in step 2.b.iv) is a positive recommendation, then move associate professors to three-year and professors to five-year rolling contracts starting next fiscal year.
- vi. If the outcome of the review (described in step 2.b.iv) is negative and it is the mandatory year of their probationary period (FY14), the contract will not be renewed and the faculty member's last year at Texas A&M at Qatar will be the FY15.
- vii. If the outcome of the review (described in step 2.b.iv) is negative but the review occurs prior to the mandatory year, then the faculty member can apply for subsequent reviews.

#### **IV. Procedure for offering rolling contracts to newly hired faculty members at Texas A&M at Qatar**

**Summary of hiring procedure (see Texas A&M-Texas A&M at Qatar MOU for further details):**

The Texas A&M at Qatar Dean and CEO has final authority regarding faculty employment offers at Texas A&M at Qatar. Salary, contract length, startup package, etc. will be negotiated in communication with the Texas A&M deans and department heads before the offer is finalized. The Texas A&M at Qatar Dean and CEO will decide on the length of the probationary period offered to the candidate, which will not exceed seven years for faculty hired as assistant professors and five years for faculty hired at the associate or full professor ranks. The Dean and CEO can approve exceptions to this policy and offer rolling contracts to exceptional candidates. In all such cases, the candidate's teaching, research and service will be reviewed by the Texas A&M at Qatar promotion process. A rolling contract will be proposed by the Texas A&M at Qatar Dean and CEO to the Texas A&M Provost and Executive Vice President for Academics provided there is a positive recommendation.

#### **V. Procedure for implementing rolling contracts during the Texas A&M at Qatar promotion process**

Faculty who are promoted through the established Texas A&M at Qatar promotion process will be put on a rolling contract. Associate professors will be placed on a three-year rolling contract and full professors will be granted a five-year rolling contract.

Table 1  
Guidelines for calculating probationary period and rolling contract effective date for Assistant Professors  
currently serving at Texas A&M at Qatar (as of January 2010)

Hiring year	
If hired in year 2006 or earlier	Mandatory review starts Jan 2012 Promotion to associate title with three years rolling contract: effective date July 1, 2013
If hired in year 2007 or 2008	Mandatory review starts Jan 2013 Promotion to associate title with three years rolling contract: effective date July 1, 2014
If hired in year 2009	Mandatory review starts Jan 2014 Promotion to associate title with three years rolling contract: effective date July 1, 2015
If hired in year 2010	Mandatory review starts Jan 2015 Promotion to associate title with three years rolling contract: effective date July 1, 2016

Table 2  
Example rolling contract illustration timeline

TAMUQ fiscal year	TAMUQ fiscal year	Comments
FY11	July 1, 2010 to June 30, 2011	<ul style="list-style-type: none"> <li>• All associate professors who underwent a rolling contract review process in FY10 and received a positive recommendation will start their three-year rolling contracts. The rolling contract validity is until June 30, 2013 (FY13)</li> <li>• All professors who underwent a rolling contract review process in FY10 and received a positive recommendation will start their five-year rolling contracts. Their rolling contract validity is until June 30, 2015 (FY15)</li> </ul>
FY12	July 1, 2011 to June 30, 2012	<ul style="list-style-type: none"> <li>• Upon satisfactory (meet expectations) annual review in FY11: all associate professors with three-year rolling contracts validity extends by one year to June 30, 2014 (FY14)</li> <li>• Upon satisfactory (meet expectations) annual review in FY11: all professors five-year rolling contracts validity extends by one year to June 30, 2016 (FY16)</li> </ul>
FY13	July 1, 2012 to June 30, 2013	<ul style="list-style-type: none"> <li>• Upon satisfactory (meet expectations) annual review in FY12: all associate professors three-year rolling contracts validity extends by one year to June 30, 2015 (FY15)</li> <li>• Upon satisfactory (meet expectations) annual review in FY12: all professors five-year rolling contracts validity extends by one year to June 30, 2017 (FY17)</li> </ul>
FY14	July 1, 2013 to June 30, 2014	<ul style="list-style-type: none"> <li>• Upon satisfactory (meet expectations) annual review in FY13: all associate professors three-year rolling contracts validity extends by one year to June 30, 2016 (FY16)</li> <li>• Upon satisfactory (meet expectations) annual review in FY13: all professors five-year rolling contracts validity extends by one year to June 30, 2018 (FY18)</li> </ul>
FY15	July 1, 2014 to June 30, 2015	<ul style="list-style-type: none"> <li>• Upon satisfactory (meet expectations) annual review in FY14: all associate professors three-year rolling contracts validity extends by one year to June 30, 2017 (FY17)</li> <li>• Upon satisfactory (meet expectations) annual review in FY14: all professors five-year rolling contracts validity extends by one year to June 30, 2019 (FY19)</li> </ul>
FY16	July 1, 2015 to June 30, 2016	<ul style="list-style-type: none"> <li>• Upon satisfactory (meet expectations) annual review in FY15: all associate professors three-year rolling contracts validity extends by one year to June 30, 2018 (FY18)</li> <li>• Upon satisfactory (meet expectations) annual review in FY15: all professors five-year rolling contracts validity extends by one year to June 30, 2020 (FY20)</li> </ul>