Purpose:
To develop criteria for terminating an employment contract and/or extending a courtesy appointment for a funding-contingent NTTF faculty member who does not have any effort on a funded grant, contract, or other account.

Issue Summary:
We do not have clear criteria for whether or not to renew funding-contingent NTTF faculty member annual contracts when they have no funding. Currently, when funding-contingent NTTF no longer have funding they are given an hourly contract – but submit “0” hours worked for the month. Accordingly, they do not receive a paycheck. However, employment contracts require administrative oversight and effort, including contract set-up, submission and tracking of timesheets even when no hours are accrued, annual performance review tracking, and merit review tracking. In addition, the college and university assume some legal responsibilities for faculty on contract. Faculty who do not have an employment contract may still be eligible to submit grants if they have a courtesy faculty appointment and are approved by the associate dean for research and faculty development to submit grants through the COE.

Options:
Option 1: Continue current model of no universally-applied criteria for discontinuing funding-contingent NTTF contracts after a period of inactivity.

Option 2: Apply the following criteria for two types of previous employment:
(1) Funding-contingent NTTF research professor ranks, research associate ranks, and research assistant ranks: Discontinue funding-contingent contracts when grant or contract funding ends. The faculty member may receive a courtesy appointment for the remainder of the fiscal year if they submit grants in the coming year that have sufficient funding to support the administrative...
workload costs. Any grant submission by a faculty member must still be approved by the unit director and, in turn, the sponsoring GMU would need to absorb any pre-award costs. Courtesy appointments may be renewed annually by the unit head in collaboration with the associate dean for research and faculty development.

(2) Hourly funding-contingent NTTF: Discontinue funding-contingent hourly contract after a period of 4-months of employee payroll inactivity (submitting zero hours on a timesheet) and no procurement of a new source of funding.

**Limitations, Concerns, Issues:**
Some hourly NTTF faculty may have a planned hiatus of more than 4 months (e.g., maternity leave, medical leave). In such instances, contracts should remain in place, per FMLA and OFLA requirements. Some NTTF may have accrued sick time or vacation time that would need to be drawn down before the 4-month count down begins.

**Recommendations:**
Option 2

**Timing Issues and/or Next Steps:**
Funding-contingent faculty contracts have historically been renewed even when there are no funds identified for the NTTF. There is some time sensitivity if we would like to apply Option 2 for FY18.

**Items for Future Research:**
If Option 2 is implemented, affected employees will need to be notified.

**Attachments:**
None

**Decision by the Dean (including decision date):**
Option 2 approved, June 13, 2017