

# ACADEMIC\_Rolling Contract Policy\_013

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## Purpose

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This policy defines the basis for awarding a rolling contract to a faculty member at QU, and its procedures.

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## Source / Authority

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This policy was developed by the Office of the Vice President for Academic Affairs and endorsed by the University President. The Office of the Vice President for Academic Affairs Officer is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

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## Who Should Know This Policy

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- President
- Vice President
- Legal Advisor
- Dean
- Director/ Department Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees



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## Policy Description

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The rolling contract policy defines the rules and regulations of awarding rolling contract to faculty members of extraordinary academic record at Qatar University.

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## Policy Statements

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1. QU considers rolling contracts as an important investment in institutional excellence.
2. Rolling contracts serve to provide stability for faculty members whose expertise is deemed essential for promoting the university's strategic objectives.
3. QU offers rolling contract (in line with section 3.4.2.2 in the QU Academic Bylaws at the end of his/her regular contract term.
4. Faculty may be placed on rolling contract appointment subject to the following criteria:
  - (a) Completed two cycles of regular three years contracts;
  - (b) Recommended for a third contract renewal;
  - (c) Achieved no less than "expected" rating on the annual performance review in the last 6 years
  - (d) Has no disciplinary actions on his record.
  - (e) Holding the rank of Associate Professor or higher
  - (f) Meet at least one of the following:
    - I. Achieved "Above Expected" rating on their annual performance review, four times during the last five years.
    - II. Outstanding performance evidenced by volume of research and/or a national/international outstanding achievement award.
    - III. Achieved academic promotion within the last 5 years.
5. With the approval of the VPAA, rolling contracts can be used to entice and recruit high caliber faculty in areas of strategic importance to Qatar University.
6. Rolling contract shall be renewed annually for four years
7. In case of non-renewal, 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.
8. Rolling contract is renewed annually and for faculty to maintain their rolling contract status, the following must apply:
  - (a) Score no less than "expected" on their annual performance review system and at least one score of "above expected" in the previous two years
  - (b) Not to be subject to any disciplinary action
9. Rolling contract holders are eligible to apply for sabbatical leave and summer research grants as per governing policy.
10. The triggers for terminating a rolling contract type are as follows:
  - (a) If the outcome of the annual evaluation of a faculty member holding a four-year rolling contract is "less than expected" for two consecutive years or twice in three years.
  - (b) Disciplinary action.
  - (c) Program termination.
  - (d) Budget freezing or budgetary considerations.

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## Procedures

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The following process outline the steps through which faculty is awarded rolling contract appointment:

1. List of faculty who are nominated for contract renewal for a third time after completing two cycles of three-years regular contract are sent to the VPAA for review and verification that applicable criteria for awarding rolling contract. The following documentations must be sent with the list:
  - a. College/unit retention policy and processes
  - b. Renewal of contract recommendation
  - c. Updated CV for renewed faculty member
  - d. Sample of students evaluation
  - e. Summary of faculty activities
  - f. Faculty annual evaluations (the last 6 years with no less than expected in any of these years)
2. Upon approval of the VPAA, faculty will receive 4 years rolling contract including explanation of the rolling contract mechanism; criteria for the annual renewal and contract maintenance; benefits and entitlements that comes with the rolling contract.
3. For newly recruited faculty members, colleges must submit the following:
  - a. Complete approval to Hire on a Rolling Contract Form
  - b. Documented evidences benefits to QU on the following dimensions:
    - i. **Teaching:** How will this faculty member contribute to the teaching mission and quality of instruction (i.e., class size, lower/upper division) of the department? Will he/she teach undergraduate and/or graduate students? Please indicate the expected teaching load for each of the first three years.
    - ii. **Research and Collaboration:** What will this faculty member bring to the research/scholarship program? Describe collaborations this person will have in your department and, if applicable, other departments and any possible research equipment sharing possibilities. Estimate how this will increase scholarship, funding, and visibility to QU