


Procedure Owner:	Provost			 <p>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY عضو في مؤسسة قطر Member of Qatar Foundation</p>
Responsible Unit:	Provost Office			
Procedure Name:	Rolling Contract			
Procedure ID Code:	AC FA.02.001.01	Rev. 00	Page 1 of 3	

ROLLING CONTRACT PROCEDURE

Ver.	Approval Date	Effective Date	Type of Change	Approved by	Description of Change
00	20/02/2023	28/02/2023	Initial Release	President	

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1. Purpose

This procedure outlines the process by which a faculty member can apply and be awarded a rolling contract under the existing Academic Faculty Employment Policy.

2. Scope

This procedure is for faculty members wishing to apply for rolling contract and for the university to establish and ensure a standardized application, review, and approval process. It supplements the Academic Faculty Employment Policy but any revisions to that policy will supersede the procedures herein if there is any conflict between the two.

3. Terms, Abbreviations, and Definitions,

Term/Abbreviation	Definition
Rolling Contract	To retain and provide stability for high-performing faculty members, rolling contracts of three-year duration may be issued for Associate Professors and Professors who have served as a faculty member for at least one year at HBKU, although significantly longer service would be expected in most circumstances.
Rolling Contract Committee	The purpose of the Rolling Contract Committee (RCC) is to evaluate rolling contract applications and to recommend the issuance of rolling contracts. The Provost shall appoint the RCC chair and members annually. The RCC shall include one full professor from each college.

4. Roles and Responsibilities

Applicants are faculty members wishing to apply for a rolling contract. The recommendation to offer a rolling contract to faculty will be based on the evaluations of the dean and the RCC. The Rolling Contract Committee makes a recommendation to the Provost, who submits his own recommendation to the President. The President makes the final decision.

5. Procedure

The application and review process of rolling contract applications is as follows:

1. The Provost appoints the RCC.
2. Applicants submit their electronic applications to college Deans for evaluation and endorsement based on the evaluation criteria and established deadlines. It is the applicant's responsibility to document all claims made regarding the nature of her/his performance. Applicants are to provide the following:
 - a. A cover letter that details the significance and impact of the applicant's work;
 - b. Current Curriculum vitae (CV);
 - c. Teaching statement and evidentiary documentation of the applicant's excellence in teaching;
 - d. Research statement and evidentiary documentation of the applicant's excellence in scholarly/creative work; and
 - e. Evidentiary documentation of the applicant's excellence in service at the college, university, and professional community levels.
3. Endorsed applicants are notified, and their applications are forwarded electronically to the Office of the Provost along with the Deans' recommendations and reflections on the applicant's portfolio
4. The Office of the Provost forwards received submissions electronically to the RCC for review
5. The RCC reviews all nominated applicants and submits a detailed report for each applicant to the Provost that reflects on the applicant's portfolio and evidence of excellence in teaching, research, and service. The RCC shall also rank deserving candidates, though it has the latitude to recommend none.

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6. The Provost makes the final recommendation to the President
7. The President makes the final decision and notifies the successful candidates

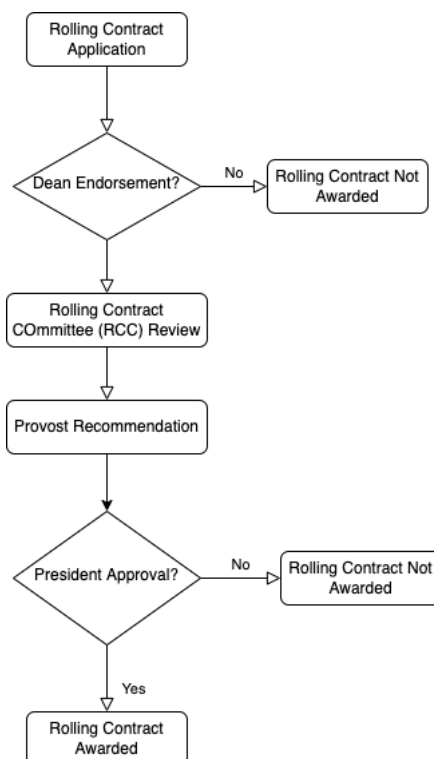


Figure 6.1: Rolling Contract Procedure.

The timeline for internal rolling contract applications is as follows:

- Announcement: Late September
- Appointment of RCC: Late October
- Application submission to college Dean: Third Sunday of February
- Deadline for Colleges to notify endorsed applicants: Third Sunday of March
- Deadline for Colleges to submit endorsed applications to the RCC: Third Sunday of March
- Deadline for RCC to submit recommendations to the Provost: Third Sunday of April
- Deadline for Provost to submit recommendations to the President: Third Sunday of May
- President's Decision and Notification of Candidates: Late June
- Rolling contracts shall be effective on July 1st.

6. Associated Guidelines, Forms, Templates, and other Supporting Documents

- Term of Reference of the Rolling Contract Committee
- Guidelines for Faculty Rolling Contracts

7. References and Related Procedures

AC FA.02.001 - Academic Faculty Employment Policy

8. Source, Responsible Office, Authority

This procedure was developed by the Office of the Provost, reviewed by College Deans, reviewed and endorsed by the University Policy Officer and the Provost and approved by the University President. The Office of the Provost is responsible for overseeing and monitoring the implementation of this procedure.