**CCRC Guidelines**

**Continuing Contract Review Committee and Chair**

**The primary mission of the CCRC is to oversee an efficient and fair process for Initial Granting of Continuing Contract (IGCC) consistent with the Collective Negotiations Agreement (CNA) and all documents created to support and clarify that process (The CCRC Guidelines and the Faculty Evaluation Plan Handbook).**

* The CCRC is a standing committee per 4.3 and 10.2.5.C.i (CNA, 2019).
* As a standing committee, the CCRC will generate meeting minutes for submission to the Senate for any meetings held throughout the year.
* The CCRC will ideally consist of six persons: one Chair and one member from each of FSW’s five schools and/or the Library.
  + Every effort should be made to include representation of the schools or the division from which faculty are up for initial granting.
* the Chair must be on Continuing Contract per 10.2.5.C.ii.
* CCRC members will serve 3-year terms, and membership will be determined through Faculty Senate per 10.2.5.C.ii.
* The Chair shall be elected by faculty senate in the Fall and will serve a 3-year term.
* The Chair shall receive a list from the Deans by the third Friday in April of any faculty member intending to apply for Initial Granting during the following year and communicate that list to the administrator of the Faculty Evaluation ePortfolio (see FEP Handbook).
  + That list should also contain the names of the faculty member’s supervisor responsible for his or her ePortfolio review.
* The CCRC will ensure that all files on the Document Manager related to the IGCC process are and remain consistent with each other and with the CNA.
* Under the direction of the Chair, the CCRC shall support the IGCC Review subcommittees to complete their interview tasks by the third Friday of November per 10.2.6.A.iii.
* The Chair shall convene the CCRC as needed throughout the academic year.
* Near the end of the Spring semester, the CCRC will conduct an annual review of the process and suggest changes as necessary to the Provost’s Office, FSWSCFF (Union) leadership and Faculty Senate leadership.