

Polk State College Procedure

Subject	Reference	Date	Number
Faculty Continuing Contract	6A-14.0411	6/14/11	1022

I. Purpose:

The purpose of this procedure is to establish guidelines for awarding continuing contract to faculty.

II. Procedure:

In order to be eligible for a continuing contract, faculty members must meet the following minimum requirements:

A. Completion of three (3) years of satisfactory service as a faculty member at PSC during a period not in excess of five (5) years with such service being continuous except for leave duly authorized and granted.

B. Satisfactory Service Policy

Satisfactory service will be determined by satisfactory classroom observations carried out by his/her supervisor, student satisfaction surveys, satisfactory supervisor evaluations, and satisfactory compatibility with the institution.

Satisfactory compatibility* will be determined by an annual survey of the campus faculty. Confidential surveys will be distributed by the Academic Dean to the continuing faculty on the appropriate campus. Faculty members are asked if they would recommend the person in question for continuing contract. They may answer YES, NO, or NO OPINION. If NO, a reason must be given. Recommendations are signed. Surveys are confidential and kept in the Academic Dean's office. (See Attachment A for Compatibility Form.)

C. Continuing Contract Award Policy

The appropriate Dean or Director will submit to the Vice President by March 15, a recommendation on the status of all those who will meet the minimum of 3 years of satisfactory service. All faculty members who meet the 3 year minimum requirement in mid-academic year will be considered for continuing contract using the March 15th deadline after the semester they finish the 3 year requirement.

- D. The Vice President will recommend to the President for Board approval prior to the issuance of the next academic year contract.
- E. All eligible faculty members will be notified in writing of their continuing contract status by April 1.
- F. The continuing contract shall be effective at the beginning of the annual college contractual periods.
- G. Unsatisfactory Service Policy:

If continuing contract is not awarded as the result of unsatisfactory service, the appropriate Dean or Director will recommend to the Vice President one of the following actions:

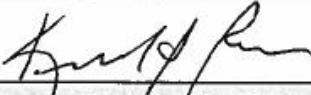
- a. With written consent of the faculty member, continue on annual contract for one year submitting an action plan to address deficiencies. The annual contract may be repeated an additional year.
 - b. Do not renew contract.
- H. Each employee issued a continuing contract shall be entitled to continue in a faculty position at the college without the necessity for annual nomination or reappointment until the employee resigns except as otherwise provided in DBOT Rule 3.05.
 - I. The college may dismiss an employee under continuing contract or return the employee to an annual contract upon recommendation by the President and approval by the Board as stated in DBOT Rule 3.05. The President shall notify the employee in writing of the recommendation, and upon approval by the Board, shall afford the employee the right to a hearing in accordance with the policies and procedures of the college. As an alternative to the hearing rights provided by college policies and procedures, the employee may elect to request an administrative hearing in accordance with the guidelines of Chapter 120, Florida Statutes, by filing a petition with the Board within twenty one (21) days of receipt of the recommendation of the President.
 - J. Upon consolidation, reduction, or elimination of a community college program or restriction of the required duties of a position by the Board. The Board may determine on the basis of the criteria set forth in DBOT Rule 3.05, which employees should be retained on a continuing or annual contract and which dismissed. The decision of the Board shall not be controlled by any previous contractual relationship. In the evaluation of these factors, the decision of the Board shall be final.
 - K. Any employee holding a continuing contract who accepts an offer of annual employment in a capacity other than that in which the continuing contract was awarded may be granted an administrative leave of absence pursuant to the college's administrative rules.

*Compatibility means that the faculty member has demonstrated genuine concern for and interest in the function of the college and has worked collaboratively to achieve the college, campus, and academic goals.

Attachment A: Compatibility Form

History: Adopted: November 15, 2005
 Revised: November 28, 2006; June 14, 2011

Distribution: All Holders of PSC Procedures Manual
 All Faculty

	6/14/11		6/14/11
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			6/14/11
President's Approval			Date