

Polk State College Procedure

Subject	Reference	Date	Number
Faculty Continuing Contract	6A-14.0411	11/03/2015	1022

I. Purpose:

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

II. Procedure:

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

A. Completion of five (5) years of satisfactory service as a faculty member at Polk State College during a period not in excess of seven (7) years with such service being continuous except for authorized and granted leave.

B. Satisfactory Service Policy

Satisfactory service will be determined in accordance with criteria outlined in DBOT Rule 3.05 and Procedure 6012.

C. Continuing Contract Award Policy

By March 15, the appropriate dean or director will submit to the Vice President for Academic Affairs a recommendation on the status of all those who will meet the minimum 5 years of satisfactory service. All faculty members who meet the 5-year minimum requirement in mid-academic year will be considered for continuing contract, using the March 15 deadline, after the semester they finish the 5-year requirement.

D. The Vice President for Academic Affairs will submit continuing contract recommendations 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 for Academic Affairs 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 without the necessity for annual nomination or reappointment until the employee resigns except as otherwise provided in DBOT Rule 3.05.
- I. Employees issued a continuing contract are subject to post-award review once every three years. Such review shall be in accordance with criteria outlined in DBOT Rule 3.05 and Procedure 6012.
- J. Based on the results of the post-award review, 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 college policies and procedures. 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.
- K. Upon consolidation, reduction, or elimination of a 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.
- L. Any full-time faculty 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.

Attachment A: Compatibility Form

History: Adopted: November 15, 2005
 Revised: November 28, 2006; June 14, 2011; October 25, 2013;
 November 3, 2015

	11/3/15		11/3/15
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			11/2/15
President's Approval			Date