

# Polk State College

## District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 3.05	Contracts for Administrative, Instructional, and Professional/Technical	FS 1001.65	FS 1001.02 FS 1001.64 FS 1001.65 FS 1012.83 FS 1012.855	6A-14.041 6A-14.0411	11/25/2013

Full-time administrative, instructional and identified professional/technical personnel, as defined by the State Board of Education Rules, shall sign a contract with the college as a condition of initial and continuing employment. Employment contracts will comply with the provisions of the State Board of Education Rules, and will be approved by the District Board of Trustees.

### 1. Issuance of Contracts

- a. Contracts for personnel will be issued in contract form prescribed by the District Board of Trustees.
- b. A contract shall not create the expectancy of employment beyond the term of the contract. The Board of Trustees owes no further contractual obligation to the employee at the expiration of a current annual contract.
- c. Continuing contracts will only be issued to instructional staff. Therefore, administrative or identified professional/technical personnel will be limited to an annual contract only. Contract lengths for instructional staff are defined in procedure 1006.
  - i) The evaluation criteria and process for instructional staff is defined in Procedure 6012. Issuance of continuing contracts shall be based on the following criteria:
    - (1) Professional Performance of Duties
    - (2) Instructional Responsibilities
    - (3) Student Learning
    - (4) College Compatibility
    - (5) Professional Development
    - (6) Service to the College
  - ii) Once a continuing contract has been awarded, it will be reviewed every three years. The procedure for review is defined in Procedure 6012.
  - iii) Any full time faculty holding a continuing contract who accepts an offer of annual employment in a capacity other than in which the continuing contract was awarded may be granted an administrative leave of absence pursuant to the college's administrative rule.

- d. Days of service for contractual periods for those contracts that are expressly stated in length by days shall include all days in which a person is assigned responsibilities for the program of Polk State College in accordance with those dates adopted in the official College Calendar. Special work periods shall be approved annually by the District Board of Trustees. Graduation days are not necessarily considered work days.

## **2. Non-Renewal of an annual Contract**

- a. A notice of non-renewal shall be transmitted in writing to Administrative, Instructional or identified Professional/Technical Personnel on or before April 1. Such notice does not relieve the institution of its contractual obligation to compensate the employee until the date the contract expires.
- b. The non-renewal of a contract shall not entitle the person to the reasons for non-renewal or to a hearing.

## **3. Suspension, Dismissal or Return to Annual Contracts**

The Board authorizes the President to establish procedures relating to the suspension, dismissal and return to annual contract for cause pursuant to the provisions of State Board of Education Rule 6A-14.0411.

### **History**

Formerly Rule 3.06

Adopted: December 23, 1974.

Revised: June 28, 1999; December 20, 1999; March 28, 2005; July 25, 2005; February 22, 2010, June 27, 2011, and November 25, 2013

### **Distribution**

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