

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	1/27/2020

Full-time Administrative, Instructional Faculty, and identified Professional/Technical personnel, as defined by the *State Board of Education Rules*, must sign a contract with the College as a condition of initial and continuing employment. Employment contracts must comply with the provisions of the *State Board of Education Rules*, and must be approved by the District Board of Trustees.

I. Issuance of Contracts

- A. Contracts for personnel must be issued in contract format as prescribed by the District Board of Trustees.
- B. A contract must not create an expectancy of employment beyond the term of the contract. The District Board of Trustees owes no further contractual obligation to the employee at the expiration of a current annual contract.
- C. Continuing Contracts are only issued to Instructional Faculty; therefore, Administrative or identified Professional/Technical personnel are limited to an Annual Contract. Contract lengths for Instructional Faculty members are defined in Procedure 1006: *Faculty Workload*.
 1. The Instructional Faculty evaluation criteria and process are defined in Procedure 6012: *Teaching Faculty Evaluation System*. Issuance of a Continuing Contract must be based on the following criteria:
 - a. Professional Performance of Duties
 - b. Instructional Responsibilities
 - c. Student Learning
 - d. College Compatibility
 - e. Professional Development
 - f. Service to the College
 2. Once a Continuing Contract has been awarded, it must reviewed every three years. The process of review is defined in Procedure 6012.
 3. Any full-time faculty member 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 rule.

- D. Days of service for contractual periods (for those contracts based on a prescribed number of days) must include all days in which a person is assigned responsibilities for a Polk State College program in accordance with the dates adopted in the official College Calendar. Special work periods must be approved annually by the District Board of Trustees. Graduation days are not necessarily considered work days.

II. Non-Renewal of an Annual Contract

- A. A notice of non-renewal of an Annual Contract must be transmitted in writing to Administrative, Instructional Faculty, 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 does not entitle the person to review the reasons for non-renewal or to a hearing.

III. Suspension, Dismissal, or Return to an Annual Contract

The District Board of Trustees authorizes the President to establish procedures relating to employee suspension, dismissal, and return to an 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; November 25, 2013; and January 27, 2020