



# NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> <del>Full-Time Faculty Contracts Employment Contracts</del> for Full-time Faculty	<b>NUMBER:</b> TL 14.00
<b>AUTHORITY:</b> Florida Statutes: <a href="#">FS 1012.83</a> State Board Rule: <a href="#">SBR 6A-14.0411</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>• SACSCOC Principles §§5(4)-(5); 6(1)-(3)</li><li>• <a href="#">TL 20.00, TL 21.00</a></li></ul>
<b>DATE ADOPTED:</b> 10/13 <b>REVISED:</b> 03/19; 08/21	<b>BOARD SECRETARY:</b> 

## PURPOSE OF POLICY

To govern issuance of, assessment for, and termination employment contracts for full-time faculty, including continuing contracts.

## LOCAL LANGUAGE

The Board directs and authorizes the College President or his/her designee to establish procedures related to appointment, employment, and regular evaluation of faculty members. Procedures will address frequency and methodology of assessment, designation of faculty rank, and award of or dismissal from continuing contract.

## Contract Types

The College offers two types of faculty contracts: 1) non-continuing contracts and 2) continuing contracts. All full-time faculty, irrespective of contract type or status, will receive an annual employee evaluation to provide them with feedback regarding their performance.

## Non-Continuing Contracts

The College may establish full-time faculty positions that may be issued contracts for a term of less than one (1) year, one (1) year, or up to three (3) years. The faculty positions eligible for a non-continuing contract are listed in TL 20.00 Academic Ranks. Non-continuing contracts are often referred to in College practice as “annual contracts,” because they are most regularly issued for one year to match the academic year.

The College may renew a non-continuing contract for a period that best serves the College (not to exceed three (3) years in a single renewal period) or may allow a non-continuing contract to terminate without renewal. Non-renewal of a non-continuing contract shall not entitle the person to the reasons for non-renewal or to a hearing. In accordance with the terms of their contract, faculty on non-continuing contract may be dismissed or the College may terminate the contract early. The College is not obligated to provide a reason for dismissal of a faculty member on a non-continuing contract.

## Continuing Contracts

A continuing contract award is a change in contract status. The faculty positions eligible for a continuing contract are listed in TL 20.00 Academic Ranks.

## Minimum Requirements

Beyond academic rank, to be eligible for a continuing contract, a full-time faculty member shall meet the following minimum requirements:

1. Complete at least five (5) years of satisfactory service, based on the below criteria, in the same college, except as provided below, during a period not in excess of seven (7) years. In all cases, such service shall be continuous except for leave duly authorized and granted. The College may also consider satisfactory service in other institutions of higher learning at the time of hire upon the recommendation of the VPAA and approval of the President.
2. Receive the recommendation of the President and approval by the Board for a continuing contract based on successful performance of duties and demonstration of professional competence under this policy and according to the needs of the College.

## Criteria for Continuing Contract Award

A full-time faculty member shall meet the following criteria before a continuing contract may be awarded:

1. Quantifiable measured effectiveness in the performance of faculty duties;
2. Continuing professional development;
3. Currency and scope of subject matter knowledge;
4. Relevant feedback from students, faculty, and employers of students;
5. Service to the department, College, and community;
6. Educational qualifications, efficiency, compatibility, student learning outcomes;
7. Capacity to meet the educational needs of the community;
8. The length of time the position is expected to be needed to align with anticipated, ongoing demand;
9. Advancement of student success at the institution; and
10. Demonstrated commitment to the mission of the College.

## Process for Awarding Continuing Contract

The President directs the Vice President of Academic Affairs to memorialize the details of the criteria and process regarding the continuing contract evaluation procedures in the Faculty Handbook and to review them no less than annually. The process shall include no less than:

1. The faculty member shall successfully complete four annual performance evaluations.
2. In the fifth year, in preparation for the fifth annual performance evaluation, the faculty member shall submit to the department chair or program director no later than February 1 a portfolio as application for continuing contract evaluation. The VPAA may accelerate, pause, or delay, upon just cause, the continuing contract evaluation.
3. The department chair or program director will notify the dean of the faculty member's application for continuing contract.
4. The dean will appoint a continuing contract review committee, composed of no fewer than five and no more than seven employees, which shall include at least the department chair or program director and three full-time faculty members, at least one of whom is a continuing contract faculty member.
5. The committee will convene to review the portfolio materials and will make a recommendation to the dean regarding whether to award a continuing contract.

6. The dean will perform an independent review of the application and the committee's recommendation and make a recommendation to the VPAA regarding whether to award a continuing contract.
7. The VPAA will perform an independent review of the application, the committee's recommendation, and the dean's recommendation and make a recommendation to the President regarding whether to award a continuing contract.
8. The President, upon receiving the recommendation of the VPAA, will determine whether to make a recommendation to the Board of Trustees to award the continuing contract.

#### Post-Award Performance Reviews for Faculty Under Continuing Contract

Each full-time faculty member issued a continuing contract shall be entitled to continue in his or her respective full-time faculty position at the College without the necessity for annual nomination or reappointment until the individual resigns or retires from employment, except as outlined in the "Dismissal or Return to Annual Contract Status" subsection below.

After continuing contract status is awarded, faculty members will undergo a periodic post-award review annually in the form of an annual employee evaluation to provide them with feedback regarding their performance. Every fifth year after receiving a continuing contract, the Department Chair or Program Director will conduct a periodic post-award review that includes an annual evaluation and a review of the faculty member's portfolio with artifacts documenting performance over the past five years.

If any evaluation identifies insufficient performance, the Department Chair or Program Director must notify the Dean, and the supervisor will prescribe corrective action. If significant cause is determined at the time of any evaluation, the faculty member may be returned to annual contract status or dismissed according to the procedures outlined in this policy.

#### Dismissal or Return to Annual Contract Status

Upon recommendation of the President, the Board may terminate a full-time faculty employee under continuing contract or return the employee to an annual contract for any of the following reasons:

1. Failure to meet post-award performance criteria;
2. For cause in accordance with College policies and procedures;
3. Upon consolidation, reduction, or elimination of a program; or
4. Upon restriction of the required duties of a position.

The President's recommendation for consideration by the Board shall state whether the recommendation is to dismiss the employee or return the employee to a non-continuing contract. The President's recommendation and Board's decision shall be made on the basis of the criteria listed in this policy. The decision of the Board shall not be controlled by any previous contractual relationship. The decision of the Board shall be final.

If the President recommends a return to non-continuing contract based on failure to meet post-award performance criteria or for cause in accordance with College policies and procedures, and the Board accepts that recommendation, the Vice President of Academic Affairs will implement a Performance Improvement Plan for the faculty member's completion in consultation the Department Chair or Program Director and the appropriate Dean. The time between a return to non-continuing contract and reinstatement may not exceed two academic years. If the VPAA determines that the faculty member is unable to make effective corrections during this up to two-year period, the VPAA may recommend dismissal to the President, who may in turn recommend dismissal to the Board. The decision of the Board shall be final.

When the faculty member has satisfactorily met performance goals outlined in the plan, he or she may apply to the VPAA to have continuing contract status reinstated. If the VPAA concurs that the plan has been successfully completed, the VPAA may recommend reinstatement to the President, who may in turn recommend

reinstatement to the Board. The decision of the Board shall be final.

### Challenging Dismissal or Return to Non-Continuing Contract Status

If the President determines to recommend to the Board that a full-time faculty member under continuing contract should be dismissed or returned to non-continuing contract, the VPAA shall notify the full-time faculty employee in writing and shall afford the full-time faculty employee the right to formally challenge the action in accordance with the policies and procedures of the College.

The faculty member shall have twenty-one (21) days to challenge the President's recommendation by responding in writing to the Vice President of Academic Affairs. The VPAA shall consider the response and make a recommendation to the President. The President will then decide whether to make a recommendation to the Board to dismiss or return the faculty member to non-continuing contract status. The Vice President of Academic Affairs shall memorialize the details of the appeal process in the Faculty Handbook and will review them no less than annually.

As an alternative to the hearing rights provided by College policies and procedures, the employee may request an administrative hearing in accordance with Chapter 120, F.S., by filing a petition within twenty-one (21) days of receipt of the recommendation of the President.

If the faculty member does not challenge the President's recommendation within twenty-one (21) days, the President's recommendation will be submitted to the Board.

### Accepting Employment in a Capacity other than the Continuing Contract Position

Any full-time faculty employee under continuing contract who accepts an offer of annual employment in a capacity other than that which the continuing contract was awarded may be granted an administrative leave of absence pursuant to the College's administrative rules. If administrative service is discontinued by either the faculty member or the administration, with or without cause, the faculty member may return to continuing contract status and resume full-time teaching responsibilities. No loss of rank, seniority, or privilege shall result from such an appointment.

~~To define the structure, initial award process, and post award processes relating to continuing contracts for full-time faculty members~~

## ~~LOCAL LANGUAGE~~

~~The Board directs and authorizes the College President or his/her designee to establish procedures related to appointment, employment, and regular evaluation of faculty members. Procedures will address frequency and methodology of assessment, designation of faculty rank, and dismissal or return to annual contract status.~~

### ~~Definition of Terms~~

~~Review: annual assessment of faculty members' performance, conducted in every year before the Continuing Contract Evaluation.~~

~~Evaluation: the assessment of faculty members' performance is conducted every five years. The first five-year Evaluation determines whether the faculty member is recommended to the College President and Board for continuing contract.~~

~~Continuing contract: a contract that, in accordance with the terms of this policy, is awarded to certain faculty members and that renews annually.~~

### ~~Annual Contract Status~~

~~The College may offer full-time faculty members an annual contract. An annual contract may be renewed each year, or it may be allowed to terminate without renewal. Faculty on annual contracts may be dismissed in accordance with the~~

terms of their contract. The College is not obligated to provide a reason for dismissal of a faculty member on an annual contract prior to the award of continuing contract.

### **Continuing Contract Status**

A continuing contract award is a change in contract status. A continuing contract is a contract that renews annually, except as provided in this policy.

The award of continuing contract status expresses that the College President and Board have trust and confidence in a faculty member's performance and an expectation that satisfactory performance will continue in the future. This expectation of excellence does not end with the continuing contract award. After the award, faculty members must formally demonstrate a continued commitment to the welfare of students, their own professional development, and the advancement of the College mission.

Candidates for continuing contract status are required to present quantifiable and measured evidence of effectiveness in all areas of the faculty job description. Continuing contracts are awarded to full-time faculty members who exhibit excellent performance, successfully complete annual reviews, and pass a continuing contract evaluation. The President will verify continued performance through post-award evaluations occurring at five-year intervals after the initial award and through reviews occurring annually after continuing contract is awarded. The award and post-award evaluation process are described in detail below.

The purpose of continuing contract awards is to create an environment of trust, cooperation, and collegiality between faculty members and College administration. This relationship is vital to the growth and development of the College. Honest debate and critique without fear of reprisal or negative repercussions are crucial to the continued enhancement of all aspects of the College's mission. Continuing contract also reinforces the integrity of the teaching and learning process. Faculty members may proceed with academic freedom to develop course content, present it in the classroom, and hold students to the highest standards.

### **Eligibility Process for Awarding Continuing Contract**

1. — At the end of each academic year during the initial five-year service period\*, a review of the faculty member's performance will occur. This review is conducted by the Department Chair or Program Director and approved by the appropriate Dean.
2. — Full-time faculty members in continuing contract-track appointments become eligible for consideration for a continuing contract award during their fifth year of service after successfully completing four annual reviews.\*
3. — During the fifth year of service\*, after successful completion of four yearly reviews, a faculty member applies for the award of continuing contract. Upon receipt of the application, the Department Chair or Program Director will coordinate with the appropriate Dean and the Vice President of Teaching and Learning (VPAA) to form a continuing contract evaluation committee. A faculty member may opt to forgo or delay application for continuing contract status. In so doing, the faculty member will remain on an annual appointment and receive annual performance evaluations.
4. — If the evaluation committee concurs that the faculty member has shown excellent progress and performance in the yearly reviews and in the continuing contract evaluation, a recommendation to award continuing contract will be made to the President.
5. — If the President concurs with the recommendation, he or she will recommend to the Board of Trustees that a continuing contract be awarded.
6. — If the Board of Trustees concurs, the Board and President will formally notify the faculty member that the award has been made.

7. ——— Each employee issued a continuing contract shall be entitled to continue in his or her respective full-time faculty position at the College without the necessity for annual nomination or reappointment until the individual resigns from employment, except as described in this policy.

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\*Three years for those hired prior to July 1, 2013.

### **Yearly Review Process**

At the end of each academic year, full-time faculty members in a continuing contract track appointment will participate in a review of their performance conducted by their Department Chair or Program Director. A full-time faculty member's primary duties fall into five broad categories: teaching, professional development, advising students, service to the College, and community outreach. Teaching is considered the faculty member's primary responsibility at the College. The ratio of each remaining area is intended to be flexible as appropriate to the discipline and will be determined upon consultation among faculty members, the Department Chair or Program Director, the Dean, and the VPAA. The VPAA will ensure that details of annual review procedures and assessment instruments are published in the Faculty Handbook.

At the time of the yearly review, faculty members will describe and document their activities and discuss their performance in the following areas:

1. ——— **Quantifiable and measured effectiveness in the performance of the primary teaching responsibility.** The measurement of a faculty member's teaching performance may include demonstrated learning gains, student success rates in courses taught by the faculty member, observations made by the supervisor, student evaluations, course completion rates, continuing success in subsequent and additional courses or educational pursuits, and, where necessary and applicable, graduation and/or certification rates, job placement rates, applicable assessments from colleagues, and employer surveys.

This data may be assessed in relationship to department, College, and system performance metrics. If student learning outcomes and student evaluations of the faculty member are below department, College, and system norms for an extended period, the Department Chair or Program director will notify the Dean and determine the cause. If the cause is determined to be deficiencies in teaching, preparation, or behavior toward students and colleagues, this determination will be conveyed in good faith to the VPAA, who will decide what action should be taken.

2. ——— **Continuing professional development and currency in the subject matter.** Faculty members are expected to participate in activities that advance their knowledge and skills in ways that enhance student learning. These may include research, participation in conferences and other continuing education opportunities related to the faculty member's subject area, or other relevant projects undertaken in coordination with the Department Chair or the Program Director. These activities should be documented and presented at the time of review.

3. ——— **Service to the College.** Full-time faculty members are expected to serve on College committees and/or in activities that advance the achievement of the mission of the College. Service activities will be determined to be appropriate by the Department Chair or Program Director upon review.

4. ——— **Student advising.** Faculty members are expected to participate in the process of advising students as they pursue their academic goals. A faculty member's experience and advice can prove invaluable to students as they chart a course for their lives.

5. ——— **Community engagement.** Faculty members are expected to provide service to the community. Outreach activities help the College form valuable relationships with the community. These relationships can lead to many enhanced learning opportunities for students, help faculty to develop professionally, and greatly improve the public's understanding of and appreciation for all the College has to offer. Similar reviews occur following award of continuing contract. See below.

### **Continuing Contract Evaluation**

After successful completion of four annual reviews, during the fifth academic year following appointment to a continuing contract track position, the faculty member applies for the continuing contract award. To apply, the faculty member will present a professional portfolio of materials collected for each of the previous yearly reviews conducted by the Department Chair or Program Director. Additional materials supporting the application may be required as determined by each department. The VPAA will ensure that details of continuing contract evaluation procedures and assessment instruments are published in the Faculty Handbook.

Upon receipt of this application, the department chair will coordinate with the appropriate Dean and the VPAA to form a continuing contract evaluation committee. The continuing contract evaluation will proceed as follows:

1. The faculty member applies for a continuing contract award and submits required professional portfolio materials to the Department Chair or Program Director.
2. The Department Chair or Program Director notifies the Dean of the application.
3. The Dean forms a continuing contract evaluation committee (the Dean does not participate on the committee). This committee will include up to seven members:
  - a. The Department Chair or Program Director chairing the committee.
  - b. At least two full-time, continuing contract status faculty members from outside the candidate's own department.
  - c. If possible, two continuing contract status faculty members from inside the candidate's
  - d. own department for peer review.
  - e. One faculty member on annual appointment from outside the candidate's own
  - f. department.
  - g. A senior staff representative.

One of the committee members will be an equity representative trained to maintain equity and fairness in all aspects of the process. If the integrity of the process is breached in any way, the equity representative shall report the nature of the breach to the Director of Human Resources immediately.

4. Members of the committee evaluate the application materials.
5. A continuing contract evaluation interview may occur with the faculty member present to respond to any questions or concerns from committee members.
6. An anonymous vote is taken. If the committee believes that the faculty member has demonstrated excellent performance and the Dean concurs, the Dean will notify the VPAA and the President that the faculty member is recommended for continuing contract award. The committee's vote is confidential and will only be revealed to the appropriate Dean. The committee and its members are not authorized to discuss their decision or their rationale for that decision with the candidate or others until a final decision regarding continuing contract status has been made by the Board of Trustees. Upon Board action, the President will notify the faculty member of the decision. If the committee's vote indicates that a continuing contract should not be awarded, this result is transmitted to the Dean. The committee's vote is confidential and will only be revealed to the appropriate Dean. The committee and its members are not authorized to discuss their decision or their rationale for that decision with the candidate or others until a final decision regarding continuing contract status has been made by the Board of Trustees. The Dean will notify the VPAA and the President that the committee has declined to recommend the faculty member for continuing contract. Upon Board action, the President will notify the faculty member of the decision.

7. — If the Dean does not concur with the vote, written notice will be given to the VPAA and the President of the committee's vote, and the Dean will identify his or her concerns. Upon Board action, the President will notify the faculty member of the decision.

8. — If the Dean recommends the award of continuing contract status, and the VPAA and President concur, the President will recommend to the Board of Trustees that the faculty member be awarded continuing contract status.

9. — In the case of a continuing contract evaluation committee vote against awarding a continuing contract, the VPAA and President may elect either to extend the faculty member's annual contract for up to two years, or not to reappoint the faculty member at the end of his or her current annual appointment. If the annual contract is extended, the faculty member will receive one opportunity to re-apply for continuing contract status. If the faculty member is unsuccessful in this second attempt, or if he or she chooses not to re-apply, the faculty member's employment will cease at the end of the extension period.

10. — When the President recommends awarding continuing contract, a continuation of annual contract status, or termination, and the Board concurs, the President will officially notify the faculty member of the Board's decision in writing. The candidate for continuing contract status shall not seek to influence the deliberations of the review committee or unduly influence any of the individuals on the evaluation committee outside of the bounds of the deliberation process. The candidate's application portfolio is the proper avenue for the candidate to present his/her case. Improper contact with the committee or one of its members may result in denial of continuing contract status.

The faculty member may appeal the decision as outlined below.

#### **Post-Award Assessment of Faculty**

After continuing contract status is awarded, faculty members will continue to participate in annual reviews of their activities with their Department Chair or Program Director. These will follow the same process as yearly reviews prior to the continuing contract award.

A post-award evaluation will be conducted by the Department Chair or Program Director and the Dean during the fifth year of the cycle. If performance problems are observed, the Department Chair or Program Director may notify the Dean of these problems, and corrective action may be prescribed. If significant cause is determined at the time of a post-award evaluation or before, the faculty member may be returned to annual contract status or dismissed according to the procedures outlined below.

#### **Dismissal or Return to Annual Contract Status**

After continuing contract has been awarded, the VPAA may determine that termination is warranted for a full-time faculty member's continuing contract for failure to meet post-award performance criteria or for cause in accordance with College policies and procedures upon recommendation by the President and approval by the Board. The VPAA will send a written recommendation to the President for termination of continuing contract, inclusive of the reason(s) for termination. The President may then consult with any relevant parties at his or her discretion. The President may then make a recommendation for termination to the Board of Trustees. If the Board of Trustees agrees that termination is warranted, the President will notify the faculty member in writing.

In situations where failure to meet post-award performance criteria or other cause in accordance with College policies and procedures are less severe but still demonstrably significant, the VPAA may consider a return to annual contract status for a faculty member using the review process outlined above. The VPAA will implement a professional development plan with input from the faculty member, the Department Chair or Program Director, and the appropriate Dean. When the faculty member has completed the activities outlined in the plan, he or she applies to the VPAA to have continuing contract status reinstated by the Board of Trustees. The time between a return to annual contract status and reinstatement will not exceed two academic years. If the VPAA determines that the faculty member is unable to make effective corrections during this two-year period, the VPAA may recommend dismissal to the President.

Upon recommendation of the President, the Board may also terminate a full-time faculty member under continuing contract upon consolidation, reduction, or elimination of a program or restriction of the required duties of a position by the Board. In this event, the Board shall determine on the basis of the educational and financial goals of the College and the criteria set forth in the State Board of Education Rule 6A-14.0411, as amended, which full-time faculty employees to retain on a continuing contract and which shall be dismissed or returned to an annual contract. The President and Board may consider all or any relevant number of these criteria in making the determination. 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. The President will notify the faculty member in writing with as much advance notice as possible.

### **Appeals**

Faculty members have the right to appeal a decision resulting in denial of continuing contract status, dismissal, or a return to annual contract status within twenty-one calendar days of being notified of the decision, as set forth in this policy. The faculty member will appeal in writing to the VPAA and the President. In the case of denial of continuing contract status, an internal appeal may be made. In the case of a return to annual contract status or termination, the faculty member may choose either an internal appeal to the President or a formal administrative hearing in accordance with Florida Statutes 120.

Internal appeals to the President will be heard by an appeal committee within twenty-one calendar days of receipt of the written appeal. The committee membership will be similar to that of an evaluation committee. An equity representative will preside as chair of the internal appeal process. The faculty member may present evidence to the appeal committee, and the VPAA and/or President may present a rebuttal. The appeal committee will deliberate in private.

The committee will convey its written opinion to the faculty member, the VPAA, and the President. The Board of Trustees will make a final determination of the status of the faculty member upon receipt of the opinion of the appeal committee. The President has the right to provide a supplemental opinion to the Board of Trustees. In the case of a return to annual contract status or termination, faculty may request a formal administrative hearing in accordance with Florida Statute 120, by filing a petition with the Board within twenty-one (21) days of receipt of the recommendation of the President.

### **Other Faculty Contract Considerations**

Upon hiring, faculty members are notified whether or he or she is eligible for continuing contract status subject to conditions of College policy and procedure.

1. — Faculty positions filled as a result of a competitive hiring process may be eligible for continuing contract.
2. — Temporary positions shall not be eligible for continuing contract. Under the conditions described below, the President may recommend to the Board of Trustees a temporary faculty position for a semester, a year, or up to three years:
  - a. — In the case of an emergency situation due to extended illness, death, or unexpected resignation where adjunct faculty members are not available or where no other full-time faculty members teach in the discipline. The temporary position will be terminated once the emergency situation is resolved.
  - b. — Grant-supported, short-term programs intended to fill a temporary need.
  - c. — Other short-term needs, such as completing a teach-out plan for a discontinued program or degree
  - d. — Other emergency or temporary situations.
3. — If a temporary faculty position is needed beyond three years, a new continuing contract track position may be created upon the recommendation of the VPAA and approval by the President. If interested in this position, the employee serving in the temporary position must apply for the continuing contract track position in a competitive hiring

process. The years in the temporary position may be counted toward the probationary five-year time period leading to a continuing contract award at the discretion of the President.

Faculty members holding continuing contract status who are appointed to administrative positions may be granted a leave of absence from their faculty positions during the time they are serving in the administration. If administrative service is discontinued by either the faculty member or the administration, with or without cause, the faculty member may return to continuing contract status and resume full-time teaching responsibilities. No loss of rank, seniority, or privilege shall result from such an appointment.

### **Academic Rank**

Academic ranks exist to define a faculty member's status in the hierarchy of the profession. Academic rank specifications represent a faculty member's progression through major landmarks in his or her career. The College recognizes and awards the following academic ranks:

1. ——— **Adjunct Instructor:** A faculty member appointed to a part-time, non-continuing contract-track teaching position.
2. ——— **Visiting Instructor:** A faculty member appointed to a temporary, non-continuing contract-track appointment.
3. ——— **Instructor:** A faculty member appointed to a non-continuing contract-track appointment.
4. ——— **Assistant Professor:** A faculty member appointed to a full-time, continuing contract-track eligible teaching position.
5. ——— **Associate Professor:** A faculty member who has been awarded a continuing contract.
6. ——— **Professor:** A faculty member who has been awarded a continuing contract, and who has successfully completed two post-award reviews.\* Faculty may not hold the rank of Professor with fewer than seven years of full-time teaching experience.

\*Faculty members hired before July 1, 2013, who have achieved the rank of Professor shall retain this rank following implementation of this policy.

### **Other, Special Academic Ranks Recognized and Awarded by the College:**

**Distinguished Professor:** A rank given to a faculty member by the President in recognition of significant achievements.

**Professor Emeritus:** Academic rank awarded at Board discretion to faculty members who have retired holding the rank of Professor in expression of appreciation for their years of service and continuing commitment to the College mission.

### **Timeframe of Implementation of Policy and Procedures**

A schedule of implementation shall be produced that staggers post-award reviews and establishes the timeline for continuing contract evaluations of faculty currently appointed to continuing contract-track positions. Generally, the timeframe of continuing contract evaluations and post-award evaluations and reviews will be based on the date a faculty member was hired.

1. ——— For those hired before July 1, 2013, who have not yet had a continuing contract evaluation, this evaluation will occur three years from the date of initial appointment to a continuing contract-track eligible position. The continuing contract evaluation portfolio for these faculty members will only be required to include artifacts collected after July 1, 2013.
2. ——— For those hired after July 1, 2013, the process described above will be followed with the continuing contract evaluation occurring during the fifth year after initial appointment to a continuing contract-track position. Post-award reviews will occur annually.

3. ——— For those who were awarded a continuing contract prior to July 1, 2013, post-award evaluations will occur at no more than five-year intervals based upon the date of initial appointment to a continuing contract-track position. Post-award reviews will occur annually. The VPAA will create a schedule of post-award evaluations using the following process:

a. ——— Determine the date of initial appointment to a continuing contract-track position.

b. ——— Set a date five years from initial award of continuing contract for the first post-award evaluation. Subsequent evaluations would occur every five years after that. In the case of a faculty member who had completed ten years of service immediately prior to July 1, 2013, this faculty member would have a post-award evaluation in April 2018.

The VPAA reserves the right to request an evaluation of a faculty member at a date earlier than the maximum five-year interval. This may be the result of:

1. ——— A concern regarding the ongoing performance of the faculty member.

2. ——— A need to stagger a Department Chair or Program Director's evaluation workload because of the timing of reviews and evaluations

3. ——— Consideration of prior years of experience from another institution in the computation of a faculty member's total years of service.