




NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

TITLE: Full-Time Faculty Contracts	NUMBER: TL 14.00
AUTHORITY: Florida Statutes: FS 1012.83 State Board Rule: SBR 6A-14.0411	SEE ALSO: <ul style="list-style-type: none"> • SACSCOC Principles §§5(4)-(5); 6(1)-(3) • TL 20.00, TL 21.00
DATE ADOPTED: 10/13 REVISED: 03/19; 08/21; 5/23	BOARD SECRETARY: 

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-four~~ (54) years of satisfactory service and be in at least the fifth year of service, based on the ~~below criteria, in the same college, except as provided below, during a period not in excess of requirements below, in the same college, except as provide below, during a period not in excess of over~~ 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 lead processthe process~~ regarding the continuing contract evaluation procedures as outlined in the

Faculty Handbook and to review them no less than annually. The VPAA may accelerate, pause, or delay, upon just cause, the continuing contract evaluation process. The process shall include no less than:

1. The faculty member shall successfully complete four annual performance evaluations.
2. In the faculty member's fifth year of employment, 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 a portfolio to the department chair or program director no later than February 1~~ 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. The dean will provide the committee with information about the continuing contract review process, rules, guidelines, timeline and objectives.
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~~ recommend 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~~ recommend 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.

If either the VPAA or the President decide not to award continuing contract, the decision is final, and may result in dismissal from the College. A faculty member who is denied continuing contract may apply for continuing contract in the sixth (6) year of employment upon the recommendation of the VPAA to the President. If continuing contract is denied in the sixth year, the faculty member will be dismissed from the College.

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 (PAR) 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 ~~d~~Department ~~c~~Chair or ~~p~~Program ~~d~~Director will conduct a periodic ~~post-award review~~ PAR that includes ~~an annual an~~ evaluation

and a review of the faculty member's portfolio with artifacts documenting performance over the past five years. Once reviewed, the portfolio will be submitted to the dean for final approval or disapproval.

If ~~any evaluation~~ the PAR identifies insufficient performance, the ~~d~~Department ~~c~~Chair or ~~p~~Program ~~d~~Director must notify the ~~d~~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 ~~d~~Department ~~c~~Chair or ~~p~~Program ~~d~~Director and the appropriate ~~d~~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.