The Board approves all employment contract arrangements and grants authority to the President or designee to issue contracts. Categories of employment shall be as follows: administrative, instructional, and professional. Contracts shall be of two types: annual or continuing.

I. Contracts

A. Annual Contracts

1. Annual contracts shall be issued to administrators, professional staff, and to instructional staff not on continuing contract status.

2. Upon the completion of the annual contract, if the individual indicates no interest in being considered for another contract, the contract between the Board and the employee shall expire at the end of the current contract period, provided all terms of the contract have been fulfilled.

3. In accordance with the terms of the annual contract no legal cause shall be required by the Board in the event the employee is not re-employed by the Board after the completion of the current contract.

B. Continuing Contracts

Continuing contracts will be granted by the Board and issued in accordance with Florida Statutes and SBE Rules to instructional personnel so qualifying. No administrator or professional employee may be issued a continuing contract.

II. Employment Classifications

A. Administrative Personnel
Administrative personnel are College employees whose designated duties involve the following:

1. Directing, scheduling or supervising other College employees.
2. Evaluating and recommending the employment or termination of other College employees.
3. Allocating, managing and scheduling resources and facilities.
4. Serving in positions involving planning, development, and utilization of personnel, resources and facilities.

B. Instructional Personnel

Instructional personnel are College employees whose designated duties involve teaching. Notwithstanding any other policies, this policy shall govern employment for full-time faculty and in accordance with SBE Rule 6A-14.0411.

1. Continuing Contract Approval

All faculty members hired after June 30, 2013, into a continuing contract position, must meet the following minimum requirements in order to be eligible for continuing contract:

a. Complete at least five (5) continuous years of satisfactory service at the College during a period not in excess of seven (7) years. All service shall be continuous except for leave duly authorized and granted.
b. Receive the recommendation of the President and approval by the Board for a continuing contract based on successful performance of duties, demonstration of professional competence, and the needs of the College.

2. Criteria for Award of Continuing Contract

In order to be considered for the award of continuing contract, full-time faculty members must present a portfolio of evidence in accordance with the faculty guidelines that contains verification of the following:

a. Quantifiable measures of effectiveness in the performance of faculty duties.

b. Continuing professional development.

c. Currency and scope of subject matter knowledge.

d. Relevant feedback from students, faculty, and employers of students through student and administrative evaluations, peer review, and input from advisory board members in cases where such feedback is available.

e. Relevant service to the department, College and community.

f. Educational qualifications, efficiency, compatibility, student learning outcomes, character, capacity to meet the educational needs of the community, length of time the duties and responsibility of this position are expected to be needed, and such other criteria as shall be included by the Board.
g. Credentialed in his/her teaching field according to the guidelines of the Southern Association of Colleges and Schools and in accordance with policy 6.15.

3. Continuing Contract Termination or Removal

a. The Board may, upon recommendation of the President, terminate a full-time faculty employee under continuing contract, or return the employee to an annual 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 President or his or her designee shall notify the full-time faculty employee in writing of the recommendation 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. 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 with the Board within twenty-one (21) days of receipt of the recommendation of the President.

b. Upon recommendation of the President, the Board may terminate a full-time faculty employee under continuing contract upon consolidation, reduction, or elimination of the College’s program, or restriction of the required duties of a position by the Board. The Board shall determine on the basis of the criteria set forth in subsections (1) and (2) of this policy, which full-time faculty employees to retain on a continuing contract and which shall be dismissed or returned to an annual contract. 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.
4. Board Criteria to Measure Student Success

In addition, the Board, after receiving a recommendation from the President and ensuring that input has been received from faculty, shall develop appropriate criteria to measure student success, which may include the following factors, where such feedback is available as appropriate to evaluate performance within the faculty member's discipline/program:

a. Demonstrated or documented learning gains;

b. Course completion rates;

c. Graduation and/or certification rates;

d. Continued success in subsequent and additional courses or educational pursuits;

e. Job placements in the appropriate field; and,

f. Other criteria as may be included in the policy by the Board. Such criteria shall be used, as appropriate, for the particular field of learning and the individual faculty member, as consideration in determining whether to grant a continuing contract pursuant to subsection (2) above. Such factors shall also be used, as relevant and appropriate to individual faculty members, in the review set forth in subsection (5) below.

5. Periodic Post-Award Performance Reviews

Periodic post-award performance reviews for faculty under continuing contracts shall be conducted annually and be based on the criteria set forth in subsection (2).
6. Non-Continuing Contract Status

The Board may approve annual contracts to full-time and temporary instructional personnel upon recommendation of the President in a non-continuing contract status.

C. Professional Personnel

Professional personnel are College employees whose designated duties are to provide support services to the College’s instructional and administrative functions and may include supervision of other personnel or highly technical services.

D. Appointment Schedule

The Board shall approve contracts for Administrative, Instructional, and Professional personnel. Reappointments shall be approved each year as follows:

1. President - June Board meeting or as designated by the Board.
2. Instructional Personnel - April Board meeting.
3. President’s Administrative Staff - April Board meeting.
4. Other Administrative Personnel and Professional Employees - May Board meeting.

Employees under Federal grant or other grant funds shall not be guaranteed any further employment beyond the duration of the particular grant. Employment of all personnel shall be upon recommendation of the President subject to rejection for cause by the Board.