

Term of Contract

All employment contracts for full-time faculty require approval by the District President.

No full-time faculty member will be placed on the College District's payroll in a regular full-time status without a fully executed contract on file with the human resources department, as well as appropriate documentation of credentials and other required personnel forms.

**Contract
Renewal**

Unless a full-time faculty member on a multi-year contract is otherwise notified in writing by the District President or designee by January 31, the faculty member will be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources department.

Unless a full-time faculty member on an annual contract is otherwise notified in writing by the District President or designee by March 1, the faculty member will be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources department.

The position and terms of employment for the forthcoming contract period will be determined by the College District, in its sole discretion, in the written approved contract. In no event will any full-time faculty member have any property right to continued employment with the College District beyond the term of his or her contract. No right to an initial or additional multi-year contract will exist. Additionally, in no event will any full-time faculty member have any property right beyond the additional one-year contract period identified above. Nonrenewal may result at the end of any term contract for any faculty member.

Notification will be completed upon hand-delivery of notification to the employee or to the employee's division mailbox, by placement of notification in the U.S. mail at the employee's last address of record with the human resources department, or by electronic communication.

Annual Contracts

Beginning with appointment to a full-time faculty position, a College District faculty member will serve three one-year contracts before becoming eligible to be considered for a multi-year contract.

If the appropriate campus provost and senior vice president of campus operations do not recommend a multi-year contract at the end of the third year, the faculty member may be issued up to two additional one-year contracts. The two additional one-year contracts need not be consecutive. In no event will a faculty member

receive more than a total of five one-year contracts. Following expiration of either or both of the two additional one-year contracts, if the employee is not recommended for a multi-year contract, nonrenewal may result. Nonrenewal may result at the end of any term contract for any faculty member.

Multi-Year Contracts

In order for a faculty member to secure a multi-year contract, a self-evaluation form and Board report will be completed and submitted by the faculty member for consideration by the council on excellence, in addition to the requisite annual associate dean, program director, or dean's evaluations, class visit forms, and student evaluations.

The council on excellence's written recommendation will be forwarded to the appropriate campus provost, who will review, prepare, and present written recommendations to the senior vice president of campus operations, who, in turn, will review and present recommendations to the District President for final approval.

A faculty member must be considered through the council on excellence peer review process a minimum of every six years.

Multi-Year Contract Extension

A faculty member completing a multi-year contract that was recommended through the council on excellence peer review process may be considered for one multi-year contract extension upon recommendation by the requisite associate dean, program director, or dean, who will consider the faculty member's prior multi-year contract Board report, the annual evaluations and performance documentation, class visit forms, and student evaluations. The appropriate dean or program director will prepare and present written recommendations to the appropriate campus provost. The campus provost will present the recommendations to the senior vice president of campus operations, who will prepare and present written recommendations to the District President for approval.

Personnel Report

All full-time faculty contracts approved by the District President are presented to the Board during the spring semester as part of the personnel report contained in the Board packet.