

**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.

For full-time faculty, the length or term of a faculty contract is either one year or a different term as explained below.

If the faculty member opted into the faculty rank process, the contract term will be multi-year based on the rank the faculty member attained.

If the faculty member does not apply for or receive a faculty rank, then the faculty member will receive the title of "Teaching Faculty."

If the faculty member opted out of the faculty rank process or was unable to complete the faculty rank process for any reason, the contract term length will be one year.

**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 teaching 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.

**Notification of  
Nonrenewal**

Notification of non-renewal of the faculty member's contract will occur in a face-to-face meeting. Thereafter, formal notification of non-renewal of the faculty member will be completed upon: (1) the date of hand-delivery to the faculty member in a meeting; (2) the date of delivery to the faculty member's division or department mailbox; (3) the date of placement of the notification in the U.S. mail to be sent by registered, certified, or tracked mail to the employee's last address of record on file with the human resources department; or (4) the date of an email containing the notification is sent to the faculty member.

**Renewal Terms**

The renewal contract term will be determined by the College District, in its sole discretion, in the written approved faculty contract.

In no event will any full-time faculty member have any property right to continued employment with the College District beyond the term specified by the College District in faculty member's contract.

If the term of the contract is for one year, the faculty member will not have a property right to continued employment beyond the one-year period specified in the contract.

If the faculty member has attained faculty rank and a multi-year contract, the faculty member will not have a property right to continued employment beyond the specific term specified in the contract (for example, 3, 4, or 5 years) or a shorter term if notified by the College District. If the College District sends such a notification of termination, then the faculty member may receive the applicable buyout specified in the faculty contract.

If the full-time faculty member is not notified of nonrenewal as required above, the faculty member will not have any property right beyond the additional one-year contract period identified above.

For Teaching Faculty, nonrenewal may result at the end of any term contract. Additionally, nonrenewal may also result if, after peer review by the Council on Excellence if applicable, the campus provost or the senior vice president of campus operations does not recommend the Teaching Faculty for another contract, and the District President does not approve another contract.

For Ranked Faculty, nonrenewal may result at the end of the term specified in the contract or at the end of a shorter term if notified by the College District.

### **Annual Contracts and Faculty Rank**

Beginning with appointment to a full-time faculty position, a College District faculty member will serve three (3) one-year contracts before becoming eligible to be considered for promotion through the faculty rank process. The initial designation of a faculty beginning employment at the college will be Teaching Faculty unless hired into a rank based on established procedures.

### **Teaching Faculty**

After three (3) one-year contracts, the Teaching Faculty may: (1) opt into the faculty rank process; or (2) opt out of the faculty rank process and remain in the role of Teaching Faculty.

A Teaching Faculty member may continue to receive one-year contracts by maintaining teaching requirements and meeting standards set by the College District.

A Teaching Faculty member must undergo the peer review process conducted by the Council on Excellence during their third (3) year and every three (3) years thereafter. The Council on Excellence is focused primarily on reviewing teaching excellence.

Contracts for Teaching Faculty will be submitted each year based on recommendations from the campus provost and then from the senior vice president of campus operations, who, in turn, will present recommendations to the District President for final contract approval.

Additionally, in those years where a Teaching Faculty member undergoes peer review by the Council on Excellence, the review process will also include the Council on Excellence's recommendation regarding meeting standards of teaching excellence (all four pillars) which will be forwarded to the appropriate campus provost, then to the senior vice president of campus operations, who, in turn, will present recommendations to the District President for final contract approval.

A Teaching Faculty member's one year contract may be nonrenewed if notified by the College District as specified in this policy.

### **Faculty Ranks**

A faculty member may seek promotion through the faculty rank process. The College District may approve placement of a faculty member in the following three ranks:

1. Assistant Professor;
2. Associate Professor; or
3. Full Professor.

Placement in any of the ranks listed above will result in the award of a multi-year contract with a length or term as specified in the faculty contract awarded (for example, 3, 4, or 5 years).

### **Multi-Year Contracts for Ranked Faculty**

In order for a faculty member to secure a multi-year contract, the faculty must submit their intent to apply for promotion through the faculty rank process.

Those faculty members who have submitted their letter of intent for promotion, and portfolio with required documents and forms, will be reviewed by the Faculty Rank Ad-Hoc Committee for recommendation for promotion or non-recommendation. The faculty rank process will be outlined in the Faculty Handbook.

The written recommendation of the Faculty Rank Ad-Hoc Committee for faculty promotion 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.

After receiving the rank of Assistant Professor, the faculty member undergoes contract extension reviews and peer reviews by the

Council on Excellence according to criteria and procedures specific to the rank.

After receiving the rank of Associate Professor, the faculty member undergoes contract extension reviews and peer reviews by the Council on Excellence according to criteria and procedures specific to the rank.

After receiving the rank of Full Professor, the faculty member undergoes contract extension reviews and peer reviews by the Council on Excellence according to criteria and procedures specific to the rank.

At any time after attaining Assistant or Associate Professor rank, a faculty member may opt-out of further promotion in rank. A faculty member opting out of further promotions will undergo contract extension reviews and peer reviews by the Council on Excellence according to criteria and procedures specific to the respective rank.

**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. The personnel report will also contain the rank awarded to the faculty member in the prior or the upcoming academic year, depending on the status of the rank process at the time.