

General Provisions

All term contracts shall be in writing on a form approved by the Board, setting forth the length of the contract and other terms and conditions of employment. In most circumstances, contracts shall not be for specific assignments but shall indicate employment as “faculty,” “administrator,” or other general employment category. No term contract shall be valid or binding on the Board until approved by Board action. The Board delegates to the College President the authority to issue contracts after employment approval is made by the Board and duly noted in Board minutes.

**Administrative,
Professional, and
Supervisory
Personnel**

Administrative personnel, professional personnel, and supervisory personnel on the College District’s administrative salary schedule shall be issued term contracts. These contract terms shall normally be for one year; however, the College President may recommend and the Board may approve terms of more than one year.

The College President shall be evaluated by the Board each February, and contract reappointment shall be considered at the March Board meeting. [See BFE]

Deans and associate deans shall be evaluated prior to March 1 each year. Recommendation for reappointment shall be submitted to the Board by the College President at the March Board meeting.

All other employees on the administrative salary schedule shall be evaluated by the appropriate supervisor, and recommendation for reappointment shall be made to the Board by the College President no later than 60 days prior to the last day of the current contract term.

Example: Twelve-month contract administrative, professional, and supervisory employee recommendations for reappointment shall be presented at the June Board meeting.

Faculty
Annual

Full-time faculty members and department chairpersons on the College District’s faculty salary schedule shall be issued term contracts for at least one academic year. The following types of contracts are offered to full-time faculty members:

1. Nine-month contracts based on 30 load hours; and
2. Twelve-month contracts based on 42 load hours.

Faculty teaching in the associate degree nursing program may be awarded a nine-month contract for 40 load hours or a 12-month contract for 56 load hours.

Multi-Year

A full-time faculty member shall be offered a multi-year contract, up to a period of three years, under the following conditions:

1. The faculty member has received and satisfactorily completed at least three consecutive one-year contracts with the College District and is recommended by the department chairperson and the appropriate dean of instruction.
2. The faculty member has at least a master's degree and has completed at least 18 graduate semester hours in his or her teaching area or holds a minimum of a master's degree with a major in the teaching discipline or meets all requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the Coordinating Board for teaching in vocational/technical/occupational programs and/or courses in which college transfer is not the goal.
3. During the three years of College District employment, the faculty member has satisfactorily complied with the educational standards, policies, and procedures of the College District and is not currently on performance, behavioral, or employment probation.
4. The faculty member serves in an instructional program or teaching discipline that is not currently on probation or experiencing enrollment problems as determined by the appropriate dean of instruction.

However, if special conditions warrant, e.g., a poor performance evaluation, the phasing out or anticipated termination of a program, or anticipated reduction in funds, another annual contract may be offered.

A faculty member who is offered a multi-year contract shall have the option of seeking a contract with a shorter term.

Review and
Extension

Multi-year contracts shall be reviewed annually. If the faculty member renders effective service in compliance with the terms of the contract and the standard policies and procedures of the College District, as well as appropriate "criteria" of the SACSCOC, the faculty member may, at the sole discretion of the Board, be offered a new multi-year contract.

A faculty member holding a multi-year contract who does not maintain satisfactory student enrollment in his or her classes (average annual enrollment of less than 12 students per class) shall have that contract reduced by one year until such time as adequate enrollment is reestablished. For example: A faculty member holds a multi-year contract. At the end of a particular year, class enrollment falls below the minimum level. The faculty member's contract the next year then goes from a three-year to a two-year contract. At the

end of that year, one of the following two things will occur. If satisfactory enrollment is met, then the faculty member's contract goes back to three years, but if enrollment is unsatisfactory, then the faculty member is now offered a one-year contract. At this point, the faculty member is required to have three consecutive years of satisfactory enrollment to again be offered a three-year, multi-year contract. If adequate enrollment has not been maintained, the College District reserves the right to either offer the faculty member an annual contract or terminate employment.

Recommendations for reappointment for faculty and division chairpersons with term contracts shall be submitted to the Board by the College President at the March Board meeting. A letter of reappointment will be sent to employees before or during the month of April.

Classified

Full-time employees in positions on the College District's classified salary schedule shall be issued annual term contracts. Employees on the classified salary schedule shall be evaluated by their supervisor, and recommendation for reappointment shall be made to the Board by the College President no later than 60 days prior to the last day of the current contract term.

Example: Twelve-month contract classified employee recommendations for reappointment shall be presented at the June Board meeting.

Contracts

A contract shall be offered to all Board-approved reappointed employees once state appropriations and salary determinations are known. Contracts shall be signed by the employee and the College President.