A. Original Appointment and Contract Type

Faculty members hired for an original appointment shall receive an annual contract. The contract shall specify whether or not the faculty member is eligible for continuing contract subject to conditions of College Policy and Procedure.

1. Established Positions Eligible for Continuing Contract
   Established faculty positions filled as a result of a competitive hiring process shall be eligible for continuing contract.

2. Temporary Positions not eligible for Continuing Contract
   Under the conditions described below, the President may recommend to the Board of Trustees a temporary faculty position for a semester, a year, or up to three years that is not eligible for continuing contract.
   a. In the case of an emergency situation due to extended illness, death, or unexpected resignation where adjunct faculty are not available or where no other full time faculty teach in the discipline. The temporary position will be terminated once the emergency situation is resolved.
   b. Grant supported short term programs intended to fill a temporary need,
   c. Other short term needs such as to complete a teach out plan for a discontinued program or degree,
d. Other emergency or temporary need situations.

3. If a temporary faculty position is needed beyond three years, a new established position shall be created. If interested in the established position, the employee serving in the temporary position must apply for the established position in a competitive hiring process.

B. Renewal

Faculty members holding an annual contract may have their contract renewed by the Board upon the recommendation of the President no later than April 1st preceding the academic year for which the contract is to be effective.

C. Non-renewal of Annual Contract

The President may determine not to recommend renewal of a faculty member on an annual contract in accordance with the following:

1. Expectancy of reemployment: the College owes no further contractual obligation to the faculty member at the expiration of an annual contract. The Board has no legal obligation to renew the contract of a faculty member on annual contract.

2. Notice of non-renewal: when a determination is made that a faculty member is not to be reappointed, that faculty member shall be notified in writing 30 to 45 days prior to the expiration date of the contract. This action does not release the College from the contractual commitment to compensation for the faculty member until the term of the contract expires nor does it release the faculty member from continuing to serve the college until the term of the contract expires.

3. Reasons for non-renewal: the reasons for the determination not to renew an annual contract will not be stated.

D. Award of Continuing Contract

A continuing contract is granted subject to the following provisions.

1. Beginning with the 2013-2014 academic year, a faculty member shall have served at the College in a probationary status in accordance with the provisions and intent of 6A-14.0411(2)(a)(b) of the Florida Administrative Code (FAC) for five (5) full years of satisfactory service at Tallahassee Community College during a period not in excess of seven (7) total years. In all cases, such service shall be continuous except for leave duly authorized and granted. After three full years of satisfactory service, a faculty member who had continuing contract in another regionally or nationally accredited institution of
higher learning may petition for two years of credit through the annual evaluation process. If accepted, the faculty member may apply for continuing contract at that time.

2. The probationary period may be continued upon recommendation of the President and approval by the Board for no more than seven (7) years total. The contract of a faculty member who is not awarded a continuing contract by the completion of seven (7) years will not be renewed.

3. Faculty hired for the 2012-13 academic year or earlier shall have served for three (3) full years during a period not in excess of five (5) years.

4. Continuing contract is recommended to the Board by the President for faculty members who have received satisfactory ratings during the probationary period on the evaluation of performance of their duties and responsibilities. Continuing contract may become effective at the beginning of an academic year only.

Continuing contract must be based on explicit judgment of qualifications and performance. In accordance with 6A-14.0411(3) FAC, the criteria shall include the following:

a. Quantifiable measured 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,
e. Service to the department, college, and community; and
f. Appropriate criteria measuring student success defined as retention, progression, completion, and matriculation or job placement.

Criteria may also include the following:

a. Educational qualifications, efficiency, compatibility, student learning outcomes, character,
b. Capacity to meet the educational needs of the community, and
c. The length of time the duties and responsibilities of the position are expected to be needed.

5. Prior to initial appointment to continuing contract, faculty members must be carefully evaluated by the immediate supervisor. The faculty member will provide to the supervisor a professional portfolio containing a factual description of the faculty member’s teaching, curriculum, service and professional development strengths and accomplishments. The portfolio will include empirical evidence as well as a self-assessment as detailed in Board of Trustees Policy 05-03. The dean/director shall consider all of the evaluation materials, including the immediate supervisor’s assessment in making a recommendation to the Provost and President.
a. If the President concurs with the dean/director that the faculty member be awarded continuing contract, the President shall recommend this action to the Board of Trustees. The decision of the Board is final.

b. If the dean/director fails to recommend the faculty member for continuing contract, the faculty member may appeal to the President.

c. If the dean/director recommends that the faculty member be given a continuing contract and the President does not concur in the recommendation, the faculty member may appeal to the Board of Trustees.

E. Continuing Contract Status

Continuing contract status entitles the faculty member to continue employment in the full-time faculty position at the College without annual nomination or reappointment.

Faculty on continuing contract shall be reviewed annually by the immediate supervisor and shall submit a post-award professional portfolio every five (5) years to be evaluated by the immediate supervisor and the dean/director for the purpose of demonstrating continued achievement of standards set at the initial award of continuing contract and for demonstrating continual growth and development.

The President shall present an annual report to the Board of Trustees summarizing the status of all annual and continuing contract faculty.

F. Dismissal or Return to Annual Contract

Upon recommendation of the President, the Board may dismiss or return to annual contract a faculty member on continuing contract for failure to meet post-award performance criteria or for cause, in accordance with Board of Trustees Policy 05-16 and in accordance with 6A-14.0411(7)(a)(b) FAC.

1. The President or designee shall notify the faculty member in writing of the recommendation, and upon approval by the Board, shall afford the employee the right to formally challenge the action in accordance with College policy 05-16.

2. As an alternative to the hearing rights provided by College policy, the faculty member may request an administrative hearing in accordance with the guidelines of Chapter 120 of the Florida Statute (FS) by filing a petition with the Board within twenty-one (21) calendar days of receipt of the recommendation of the President.

3. Upon recommendation of the President, the Board may terminate a full-time faculty employee under continuing contract upon consolidation, reduction, or elimination of an institution’s program, or restriction of the required duties of a position by the board in accordance with Board of Trustees Policy 05-16. In the evaluation of these factors, the decision of the board shall be final.
G. Administrators Holding Continuing Contracts as Faculty Members

Administrators who held continuing contracts as faculty members at the College before appointment to their administrative post are placed on leave-of-absence status from their continuing contract for the duration of their annual administrative appointment. Such persons may revert to their continuing contract status if otherwise eligible in the event that they are not reappointed to their administrative position or that they opt not to accept such annual appointment.

H. Supplemental Contracts

The President or designee is authorized to employ as needed any of the faculty members at the College on supplemental contracts.