


# PROCEDURE

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| <b>Subject</b>   | <b>Continuing Contract</b>  | <b>Number:</b><br>2.14.01              |
| <b>Source</b>  | Human Resources   | <b>Reference (Rule#)</b><br>6HX14-2.14 |
| <b>President's Approval/Date:</b><br><b>02/25/2014</b> |  |  |

## **PURPOSE:**

This procedure provides the process for application, evaluation and recommendation for full time instructional faculty to attain continuing contract status.

## **POLICY:**

1. Continuing Contract status shall be based on an evaluation of the faculty member using the criteria of:
  - a. Annual evaluations;
    - i. Teaching effectiveness;
    - ii. Professional activity, development and scholarship (mastery of subject matter);
    - iii. Service;
  - b. Self-evaluation: Philosophy of Teaching, and Reflective Narrative.
2. Department Chairs shall coach and mentor new faculty members in the evaluation process as well as in the development of a portfolio, which shall be used in evaluating faculty for attaining continuing contract.
3. Instructional faculty hired into positions eligible for continuing contract shall be provided the document "Continuing Contract Approval Process" upon hire.
4. Recommendations for the construction of the portfolio, forms for student and faculty evaluations, calendar with timelines, and the application form to be used are all included in the "Continuing Contract Approval Process" document.
5. Instructional faculty hired prior to August, 17, 2013:

Full-time faculty in the process of being considered for continuing contracts prior to August 17, 2013, shall receive an exemption from the time requirements set forth in paragraph 6 of this rule for full-time faculty being considered for an award of a continuing contract during the 2012-13, 2013-14 and the 2014-15 fiscal years. During the third year, a faculty member may be recommended for continuing contract if the supervisor supports and can recommend that the faculty member has demonstrated successful performance. The faculty member may be recommended for an additional fourth or fifth year on annual contract to improve performance.

6. Faculty hired after August 17, 2013 may be awarded continuing contract upon completion of at least 5 years of successful full time teaching during a period of not more than 7 years at State College of Florida, Manatee - Sarasota. Such service must be continuous except for leave duly authorized and granted. Any faculty member who is not awarded continuing contract after 7 years is no longer eligible for continuing contract status and will not be considered for further employment. To be recommended for continuing contract after the completion of 5 years, the faculty member must demonstrate a consistent average of at least 80% on student evaluation measures of instructional effectiveness each semester, and meet all other eligibility criteria.