



Santa Fe College Rules Manual

Title: **Employment Contracts** **Rule 3.9**

General Authority: FS 1001.02(6), 1012.83

Law Implemented: FS 1001.64(18); 6A-14.041, 6A-14.0411, FAC

Effective Date: June 20, 2018

Purpose: To state the general requirements and conditions relating to employment contracts for full-time employees.

Form of Contracts and General Provisions

Contracts are provided in a written form approved by the District Board. Contracts may include, but are not limited to, annual contract of employment for full-time faculty, administrative, and professional employees, and continuing contract for faculty. Copies of the official contract forms are available at the Human Resources Office.

No contract shall create the expectancy of employment beyond the stated term of the contract. Non-renewal of an annual or other non-continuing contract shall not entitle the person to the reasons for non-renewal or to a hearing.

Annual Contracts

Recommendations for initial appointments and beginning salaries for annual contract positions are made by the relevant Vice President to the designated Human Resources official. Offers of employment and appointments are made by the designated Human Resources official, subject to approval by the President and the District Board, and in accordance with all applicable laws, rules, and policies.

Recommendations for reappointments of annual contract positions are made to the designated Human Resources official by the appropriate College official and are subject to approval by the President. Notice of non-renewal of annual contract will be made in writing from the College to the employee. The President shall make final determinations regarding the non-renewal of any annual employment contract. Non-renewal of a contract shall not entitle the person to the reasons for non-renewal or to a hearing.

Continuing Contracts

In order to be eligible for continuing contract consideration, a full-time faculty member must complete at least five years, during a period not in excess of seven years, of satisfactory annual contract service at the College, based on the criteria and considerations set forth below. Such service must be continuous except for leave duly authorized and granted.

Any employee accepting an annual assignment in a capacity other than that in which continuing contract status was granted shall automatically be given administrative leave of absence from the continuing contract status, which shall have the effect of maintaining the continuous service conditions with the District Board unless otherwise stipulated by action of the District Board.

The District Board may consider satisfactory service in other accredited institutions of higher learning for purposes of awarding continuing contract.

Faculty not yet awarded continuing contract shall participate in an annual self-evaluation process that provides the means for faculty to describe and evaluate their performance and professional development for the previous year. Progressive evaluation should occur over each annual contract period leading up to the year of continuing contract eligibility with administrative review including meaningful feedback from the academic chair or director.

The faculty members' self-evaluations must include the following criteria, as applicable (FAC 6A-14.0411(3) and (8)):

- quantifiable measured effectiveness in the performance faculty duties;
- continuing professional development;
- currency and scope of subject matter knowledge;
- relevant feedback from students, faculty, and where applicable, employers of students;
- service to the department, college, and community;
- criteria to measure student success as made available by the College and as appropriate for the position: demonstrated or documented learning gains; course completion rates; graduation and/or certification rates; continued success in subsequent and additional courses or educational pursuits; and job placements in the appropriate field.

A faculty member who has been awarded continuing contract may continue employment in the full-time faculty position at the College without annual nomination or reappointment subject to satisfactory periodic post-award performance reviews using the criteria specified above. Performance reviews will occur periodically as determined by the Provost, and unless special permission has been granted and documented by the Provost, in no event will a period be longer than a three-year cycle for faculty holding continuing contracts.

Upon recommendation of the President, the District Board may return to annual contract or terminate a faculty member for failure to meet post-award performance criteria or for cause.

Grant-related service generally is not applicable toward continuing contracts. However, at the discretion of the College with adequate documentation approved by the Provost, the time spent in a grant position may be counted towards service for continuing contracts.

Positions Funded by Grants and Other Outside Sources

Employment contracts issued under terms and conditions specified in a grant or other funding source are deemed terminated upon cessation of funding for the grant position. Positions funded by special sources, including grants, shall be permitted to participate on committees and in shared governance and other College activities subject to supervisor approval.

Procedures Authorized

The President is authorized to adopt specific guidelines and procedures regarding the issuance and termination of continuing contracts and other types of employment contracts in College Procedure 3.9P.

Rule History

June 2018 (410.545)
August 1982 (410.98)
March 1974 (410.44)
October 1972 (410.28)
June 1969 (410.10)