

## **THE COLLEGE OF THE FLORIDA KEYS BOARD RULE**

<b>Subject</b>	<b>Faculty Contracts</b>	<b>Number: 5.115</b>
<b>Authority</b>	<b>S.B.E. 6A-14.0411</b>	<b>Approved Date: 07/22/2013</b>
<b>Amended</b>	<b>01/11/2021</b>	

The College adheres to State Board of Education Administrative Rule 6A-14.0411 with regard to the issuance and administration of faculty contracts.

**A. Original Appointment**

Faculty members hired for an original appointment shall receive an annual contract.

**B. Renewal**

Faculty members holding an annual contract may have their contract renewed by the Board upon the recommendation of the President.

**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. 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 may be granted subject to the following provisions:

1. Beginning with the 2013-14 academic year, a faculty member shall have served at the College in accordance with the provisions and intent of F.A.C. 6A-14.0411(2)(a)(b) for five (5) full years of satisfactory service at The College of the Florida Keys 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.

2. The contract of a faculty member who is not awarded 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 five (5) year 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 F.A.C. 6A-14.0411(3), 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.

Criteria may also include the following:

- a. Educational qualifications, efficiency, compatibility, student learning outcomes.
  - b. Capacity to meet the educational needs of the community.
  - 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 Peer Review Committee (PRC). The faculty member will provide to PRC 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 College Procedure 56.3. Recommendations for continuing contract will be made by the PRC to the appropriate Dean for recommendation to the Vice President, Academic Affairs and President.
    - a. If the President concurs with the Dean that the faculty member be awarded continuing contract, the President shall recommend this action to the Board. The decision of the Board is final.
    - b. If the Dean fails to recommend the faculty member for continuing contract, the faculty member may appeal to the President.
    - c. If the Dean 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.

#### 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 PRC and the Dean 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 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 Rule 6.430 and in accordance with F.A.C. 6A14.0411(7)(a)(b).

Upon recommendation of the President, the Board may terminate a full-time faculty member under continuing contract upon consolidation, reduction, or elimination of an institution's program, or restriction of the required duties of a position. In the evaluation of these factors, the decision of the Board shall be final.