

CONTRACT AND AT-WILL EMPLOYMENT PERSONNEL POSITIONS
TERM CONTRACTS QUALIFICATIONS AND DUTIES

DDA
(LOCAL)

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~~TERM OF CONTRACT~~

~~The District President or designee shall define the qualifications, duties, and responsibilities for all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.~~

~~All full-time faculty members shall be issued term employment contracts as approved by the Board. A full-time faculty member who is assigned to teach classes prior to approval by the Board is considered to be in temporary employment status until such approval is granted by the Board. This temporary status shall not extend past the date of the next regularly scheduled Board meeting.~~

~~No full-time faculty member shall be placed on the College District's payroll in a regular full-time status without a fully executed contract on file with the human resources office, as well as appropriate documentation of credentials and other required personnel forms.~~

~~CONTRACT
RENEWAL~~

~~Unless a full-time faculty member on a multi-year contract is otherwise notified in writing by a College President or designee by January 31, the faculty member shall be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources office.~~

~~Unless a full-time faculty member on an annual contract is otherwise notified in writing by a College President or designee by March 1, the faculty member shall be employed by the College District for the forthcoming one-year contract period, subject to a written approved contract being timely filed with the human resources office.~~

~~The position and terms of employment for the forthcoming contract period shall be determined by the College District, in its sole discretion, in the written approved contract. In no event shall any full-time faculty member have any property right to employment with the College District beyond the term of his or her contract. No right to an initial or additional multi-year contract shall exist. Additionally, in no event shall any full-time faculty member have any property right beyond the additional one-year contract period identified above.~~

~~Notification shall be completed upon hand-delivery of notification to the employee or to the employee's division mailbox, by placement of notification in the U.S. mail at the employee's last address of record with the human resources office, or by verifiable electronic communication.~~

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~~ANNUAL CONTRACTS~~

~~Beginning with appointment to a full-time faculty position, the College District faculty member shall serve three one-year contracts before becoming eligible to be considered for a multi-year contract. If the appropriate vice president/provost does not recommend a multi-year contract at the end of the third year, the faculty member may be issued up to two additional one-year contracts. Following expiration of either or both of the two additional one-year contracts, if the employee is not recommended for a multi-year contract, non-renewal may result. Nonrenewal may result at the end of any term contract.~~

~~MULTI-YEAR CONTRACTS~~

~~In order for a faculty member to secure a multi-year contract, a self-evaluation form and Board report shall be completed and submitted by the faculty member for consideration by the council on excellence, in addition to the requisite annual dean's evaluations, class visit forms, and student evaluations.~~

~~The council on excellence's written recommendation shall be forwarded to the appropriate vice president/provost, who shall prepare and present written recommendations to the College President. If approved by the College President, the vice president/provost's recommendations shall be submitted to the Board for consideration during the spring semester.~~

~~MULTI-YEAR CONTRACT EXTENSION~~

~~A faculty member completing a multi-year contract that was recommended through the council on excellence peer review process may be considered for one multi-year contract extension upon recommendation by the requisite dean, who shall consider the faculty member's prior multi-year contract Board report, the annual evaluations and performance documentation, class visit forms, and student evaluations. The appropriate dean shall prepare and present written recommendations to the appropriate vice president/provost, who shall prepare and present written recommendations to the College President. If approved by the College President, the recommendations of the vice president/provost shall be submitted to the Board for consideration during the spring semester.~~

~~A faculty member must be considered through the council on excellence peer review process a minimum of every six years.~~