

## **6Hx19-2.55 EMPLOYMENT CONTRACTS FOR FULL TIME FACULTY**

The purpose of this Board Rule is to establish the District Board of Trustees policy for employment contracts for full-time faculty, in accordance with State Board of Education Rule 6A-14.0411.

### **Issuance of Continuing Contract**

All faculty members hired after June 30, 2013, into a continuing contract position, must meet the following minimum requirements in order to be eligible for continuing contract:

- (1) Complete at least five (5) years of satisfactory service at Pasco-Hernando State College during a period not in excess of seven years. All service shall be continuous except for leave duly authorized and granted.
- (2) Receive the recommendation of the President and approval by the District Board of Trustees for a continuing contract based on successful performance of duties, demonstration of professional competence, and the needs of the college.

### **Criteria for Placement on Continuing Contract**

In order to be considered for placement on continuing contract, full-time faculty members must present a portfolio of evidence that contains verification of the following:

- (1) Quantifiable measured effectiveness in the performance of faculty duties as indicated by successful faculty and student learning outcomes
- (2) Continuing professional development, as measured by additional coursework, licensure, industry certifications, or other confirmation of advancement in one's field
- (3) Currency and scope of subject matter knowledge, as evidenced by coursework, attendance and/or presentation at professional conferences, publication in professional journals, or other proof of educational qualifications within one's area of expertise
- (4) Relevant feedback from students, faculty, and employers of students through student and administrative evaluations, peer review, and input from advisory board members in cases where such feedback is available
- (5) Satisfactory completion of the following two graduate level courses:
  - The Community College in America
  - Seminar in College Teachingor an equivalent graduate level course approved by the Vice President of Academic Affairs and Faculty Development/College Provost,;

or

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Satisfactory completion of the following two undergraduate level courses:

- EDH 1930 Seminar in College Teaching
- EDH 2930 Seminar in Community and State College in Higher Education

or

an equivalent undergraduate level course approved by the Vice President of Instruction/Provost, West Campus

or

A combination of two of the previously identified graduate and undergraduate courses or equivalent courses approved by the Vice President of Academic Affairs and Faculty Development/College Provost,

and

The College's NCC 0091 E-Certification for Online Teaching and Model Course Development course offered by the Department of Academic Technology.

(6) Co-curricular service to the department, college, and community

Verification of the above criteria may be demonstrated through such evidence as additional educational qualifications, documented learning gains of students in the faculty member's courses, continued success of those students in subsequent courses, and/or graduation and/or certification rates.

### **Portfolio Requirements**

Before their consideration for continuing contract, faculty members hired during and after the 2013-2014 academic year must demonstrate the above criteria through the presentation of a portfolio of accomplishments to be submitted to their academic dean for examination by a peer review committee in the middle of their fourth year of employment at the college. **Faculty members hired prior to the 2013-2014 academic year are only required to complete three years of satisfactory service before being considered for continuing contract. In addition, faculty members hired prior to the 2013-2014 academic year will be required to fulfill the following portfolio requirements beginning with the 2013-2014 academic year, in accordance with the provisions of**

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**State Board of Education Rule 6A-14.0411.** The portfolio must contain the following elements:

- Educational & Professional Background
  - Updated curriculum vitae
- Individualized Learning Plan
  - This is the candidate's professional development plan, which is written by the candidate in collaboration with his or her dean and/or provost. The plan should spell out what the faculty member expects to achieve during the pre-tenure process. The plan should also contain a "roadmap" of coursework and other requirements the candidate should complete prior to the granting of continuing contract. Such plan should be completed during the first semester of employment with the college.
- Supporting Documentation for Four Faculty Learning Outcomes (FLO), as follows:
  - Adequate Preparation
    - Faculty learning outcome statement
    - Explanation of what the faculty candidate did to achieve the outcome (e.g. workshops, articles, etc.)
  - Appropriate Methods
    - Specific teaching methods, student learning activities, and assessment methods used and the procedures/steps followed to achieve the FLO
  - Significant Results
    - Supporting documentation (e.g. official transcripts, conference agendas, copies of published articles, etc.)
    - Copies of student and administrative evaluations
  - Reflective Critique
    - General Reflection: In general, candidate reflects on what was learned while completing the FLO and how this might improve future work (approximately ½ to 1 page)

### **Term of Continuing Contract**

Each employee issued a continuing contract shall be entitled to continue in his or her respective full-time faculty position at the college without the necessity for annual nomination or reappointment until the individual resigns from employment, except as provided in this Rule and/or District Board of Trustees Rule 6Hx19-2.23, *Dismissal, Return*

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*to Annual Contract – Continuing Contract Personnel.*

Successful completion of all requirements for being placed on continuing contract within the first five years of employment will simultaneously meet requirements for recertification credit. All faculty placed on continuing contract will be required to recertify every five (5) years thereafter, in accordance with the procedures set forth in Internal Management Memorandum (IMM) 2-7 *Guidelines for Receiving Recertification Credit.*

**Non-Continuing Contract Positions**

The District Board of Trustees may establish full time faculty positions that are not eligible for continuing contract. Such positions will be eligible for one year or multiple-year contracts as the Board may determine.

Rule Adopted: 12/17/79; 5/19/80; 10/19/81; 9/13/82; 12/16/85; 3/17/86; 6/15/87;  
11/16/87; 3/20/89; 1/22/91; 10/17/95; 10/21/97; 5/15/01; 2/17/09;  
07/16/13

Effective Date: 12/17/79; 5/19/80; 10/19/81; 9/13/82; 12/16/85; 3/17/86; 6/15/87;  
11/16/87; 3/20/89; 1/22/91; 10/17/95; 10/21/97; 5/15/01; 2/17/09;  
07/16/13

**Reviewed:**

**President’s Administrative Leadership Team – Non-Substantive/Editorial: 6/11/18**

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1012

Other References: Florida Administrative Code: 6A-14.041; 6A-14.0411

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18)(43)(44);  
1001.65(1)(3)(16)(4); 1012.83

Proposer: Timothy L. Beard, President