

Process for awarding continuing contract

- At the end of each academic year during the initial five-year service period, a review of the faculty member's performance will occur. This review is conducted by the Department Chair or Program Director and approved by the appropriate Dean.
- Full-time faculty members in continuing contract-track appointments become eligible for consideration for a continuing contract award during their fifth year of service after successfully completing four annual reviews.
- During the fifth year of service, after successful completion of four yearly reviews, a faculty member applies for the award of continuing contract. Upon receipt of this application, the Department Chair or Program director will coordinate with the appropriate Dean and the vice president of Academic Affairs to form a continuing contract evaluation committee.
- If the evaluation committee concurs that the faculty member has shown excellent progress and performance in the yearly reviews and in the continuing contract evaluation, a recommendation to award continuing contract will be made to the President.
- If the President concurs with the recommendation, he or she will recommend to the board of Trustees that a continuing contract be awarded.
- If the Board of Trustees concurs, the board and president will formally notify the faculty member that the award has been made.
- 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, unless the employee is dismissed or returned to annual contract status as described in Section F. (Dismissal or return to annual contract status) attainment of continuing contract status.
- At the end of each academic year, full-time faculty members in a continuing-contract track appointment will participate in a review of their performance conducted by their Department Chair or Program Chair.