PROCEDURE

PURPOSE:
Continuing Contract (often referred to as “tenure”) is vital in a free educational environment in order to ensure academic freedom of instructors to speak and write on matters directly related to their respective disciplines. This procedure provides the process for application, evaluation and recommendation for full time instructional faculty hired after August 18, 2005 to attain continuing contract status.

POLICY:

1. Instructional faculty hired prior to August 18, 2005
   During the third year, a faculty member may be recommended for continuing contract if the supervisor supports and can recommend that the faculty member has demonstrated successful performance. The faculty member may be recommended for an additional fourth or fifth year on annual contract to improve performance.

2. Instructional faculty hired on or after August 18, 2005 shall be provided the document “Continuing Contract Approval Process upon hire.

3. Department Chairs shall coach and mentor new faculty members in the evaluation process as well as in the development of a portfolio, which shall be used in evaluating faculty for attaining continuing contract.

4. Continuing Contract status shall be based on an evaluation of the faculty member using the criteria of:
   a. Annual evaluations;
      i. Teaching effectiveness;
      ii. Professional activity, development and scholarship (mastery of subject matter);
      iii. Service;
   b. Self-evaluation: Philosophy of Teaching, Individual Learning Plan, and Reflective Narration

5. Faculty may be awarded continuing contract upon completion of the third, fourth or fifth consecutive year of teaching at State College of Florida, Manatee - Sarasota. To be recommended for continuing contract after the completion of 3 years,
the faculty member must demonstrate a consistent average of at least 90% on student evaluation measures of instructional effectiveness for all the combined classes for five (5) previous semesters. For recommendation after 4 or 5 years, a faculty member must maintain a consistent average of 85% per semester for all combined classes for 5 previous semesters on student evaluation measures of instructional effectiveness.

6. Recommendations for the construction of the portfolio, forms for student and faculty evaluations, calendar with timelines, and the application form to be used are all included in the “Continuing Contract Approval Process” document.