

Article XII. ~~Tenure~~Continuing Contract, Promotion, and Rank

Section 1. General Provisions

- A. With the exception of lecturers, all established full-time Faculty ~~and Librarian~~ positions filled as a result of a competitive hiring process shall be eligible for continuing contract. ~~All initial full-time appointments shall be in a form approved by the State Commissioner of Education and shall specify in writing the appointment date, expiration date, and salary and whether the appointment is eligible or not for continuing contract. With the exception of lecturer positions, all initial full-time appointments shall be annual contracts.~~
- B. Faculty ~~and librarians~~ on an annual contract ~~shall~~will be ~~notified of~~advised whether the contract is being recommended for renewal or non-renewal for the next academic year no later than thirty (30) working days prior to in conjunction with the faculty member's last contracted duty day recommendation being submitted for consideration by the District Board of Trustees, which are typically submitted for approval at the Board's April meeting.
- C. Annual contracts shall not create an expectancy of employment beyond the term of the contract. Non-renewal of an annual contract shall not entitle the faculty member to the reason(s) for non-renewal. The decision to not renew an annual contract is not subject to grievance, arbitration, or hearing. ~~However, this shall not preclude the use of the grievance and arbitration procedures to determine whether the process and procedures were followed.~~

Section 2. ~~Tenure~~ (Continuing Contract)

All continuing contracts ~~issued~~, shall be upon recommendation by the President to the District Board of Trustees, and shall be issued based upon:

- A. Completion of five ~~(5)~~ years' satisfactory faculty service in a full-time position at Lake-

Sumter State College during a period not in excess of seven (7) years with services being continuous except for leave duly authorized and granted. ~~For the purposes of continuing contract application, an annual contract faculty member who does not receive a completed performance review will be considered satisfactory for that academic year.~~

B. Submission of a portfolio of professional achievement (“~~tenure continuing contract~~ portfolio”) which ~~shall demonstrates the following:~~

1. Quantifiable measured effectiveness in the performance of faculty duties;
2. Continuing professional development;
3. Currency and scope of subject matter knowledge;
4. Relevant feedback from students, faculty, and employers of students;
5. Service to the department, College, and community; and,
6. Satisfactory student success outcomes, which may include the following- factors:

- ~~1.— Educational and professional background to include a current curriculum vitae~~
- ~~2.— The _____ i. _____ Faculty Project Member’s Teaching Excellence Narrative;~~
- ~~3.— Demonstrated Service to College and Community~~
- ~~4.— Professional Development~~
- ~~5.— Faculty Project Final Report~~
- ~~6.— Recommendation Letter of Peer Review Committee~~

~~B. Faculty Project Guidelines and Timelines.~~

- ~~1.— During the first year of full-time employment, faculty will receive orientation to the faculty project. Faculty shall be introduced to the project’s guidelines, procedures and the rubric by which their faculty project shall be evaluated.~~
- ~~2.— By no later than 30 working days from their final contracted duty day of their first~~

~~full year, each full-time faculty member will submit a faculty project proposal to their immediate supervisor that includes the following.~~

- ~~a) Brief introduction to the project that shows some applicable research about the topic.~~
- ~~b) The three measurable outcomes.~~
- ~~e) A methods section that offers a detailed description of how the project will be executed and includes variables that will be measured, data gathering mechanisms, and statistical analyses to be utilized or qualitative methods planned to evaluate results.~~

~~3. After consulting the Vice President of Academic Affairs, immediate supervisors shall approve submitted projects no later than the 20 work days prior to the final contracted duty day of the employee's first full year. After supervisor approval, the proposal will be submitted to the Vice President of Academic Affairs, who shall issue a final decision on the project no later than 15 days prior to the start of the employee's second year.~~

~~4. Once the project has been approved by the faculty member's supervisor, the faculty member must complete the Research Review Application that can be found on the LSSC Institutional Review Board (IRB) webpage. This must be submitted prior to the end of the final contracted duty day of the employee's first year. IRB review of this form may lead to the need to do a full application through the internal protocols link from the LSSC IRB page.~~

~~5. Once the IRB board approves the project, the faculty member may begin implementing her/his project.~~

~~6. Each year, the faculty member will collect and analyze the data/results of their project and will meet with their immediate Supervisor to assess the strengths and weaknesses of the project and formulate a plan for possible improvement.~~

~~7. As part of the application for Continuing Contract, a final report on the Faculty Project will be submitted as the final appendix in the Continuing Contract Portfolio. This report must include the following sections.~~

~~a) Abstract~~

~~b) Introduction~~

~~e) Methods~~

~~d) Results~~

~~e) Conclusions~~

~~f) Literature Cited~~

~~C. Recommendation by the candidate's Peer Review Committee (PRC).~~

~~1. The PRC will consist of four (4) members. These members will be selected by the faculty member, though he or she is encouraged to seek recommendations from the appropriate academic administrator. Two members should be from the same discipline or department as the candidate while the remaining two should be from another discipline. Faculty may not choose anyone who is currently on the Faculty Rank and Promotion Committee or who will serve on the Faculty Rank and Promotion Committee when the portfolio is evaluated. The faculty member will select one of the four PRC members to serve as the Chair. The Chair should have~~

~~continuing contract and be someone who deeply understands the candidate and his or her role at the college. The committee shall be constituted by the end of the faculty member's third year of employment of LSSC.~~

- ~~2. The Faculty's PRC shall advise the member regarding the format and substance of the member's portfolio. The PRC shall meet with the faculty member, as a committee, at least once during the employee's third and fourth years of employment at LSSC.~~
- ~~3. The PRC may review copies of administrative evaluations, student opinion surveys, and tenure portfolio.~~
- ~~4. A simple majority of the Committee must be present in order to take action.~~
- ~~5. If the Committee recommends tenure, then the Chair will prepare a letter to the Vice President of Academic Affairs containing the recommendation.~~
- ~~6. By May 1 of the candidate's fourth year, the candidate must notify the Administration of his/her intent to apply for tenure during the Fall Term of the fifth year. The candidate shall attend a tenure timeline/process orientation meeting.~~
- ~~7. The tenure candidate will be considered for tenure during the Spring Term following the Fall Term in which application for tenure is indicated.~~
- ~~8. The candidate must submit an application for tenure and an authorization for the Peer Review Committee to review limited access files to the immediate supervising administrator by October 1 of the year of tenure consideration.~~
- ~~9. The Peer Review Committee must tender their recommendation to the candidate by December 1st.~~
- ~~10. The candidate must submit the tenure portfolio to the Vice President of Academic~~

~~Affairs by the first Friday in January that falls on a duty day.~~

~~11. The Vice President of Academic Affairs, Associate Vice President of General Studies, and Associate Vice President of Workforce and Baccalaureate Programs shall review the portfolio by the first Friday in February.~~

~~12. The Immediate Supervisor/Dean shall present the candidate by the third Friday in February. Within a week of the presentation of the candidate, the candidate shall be informed of feedback from administrators regarding the contents of the tenure portfolio. Said feedback shall identify in writing any deficiencies with the portfolio and the documentation necessary to address such deficiencies.~~

~~—The tenure candidate will provide any additional documentation to their immediate supervisor to address any questions or deficiencies raised by administrators by the first Friday in March.~~

~~13. The Vice President of Academic Affairs shall communicate his or her recommendation to both the President of the College and the tenure candidate by the second Friday in March~~

~~13. The Vice President of Academic Affairs shall present the names for Continuing Contract to the board at their March meeting.~~

~~13. Continuing Contract becomes effective August following Board of Trustees approval.~~

~~E. General Provisions:~~

~~1. Candidates not approved for Tenure must be notified in writing within five (5) work days of the non-renewal of their contract. Candidates who are approved by the~~

~~District Board of Trustees for Tenure shall be notified in writing within five (5) work days of the Board's decision.~~

~~2. The non-renewal of an annual contract or denial of tenure~~ ii. Course

completion rates, withdrawal rates, and persistence rates;

iii. Graduation and/or certification rates;

iv. Continued success in subsequent and additional courses or transfer to another institution; and,

v. job placements in the appropriate field.

C. The decision to grant or deny continuing contract status shall not be subject to the grievance procedure ~~except where there is a specific violation and arbitration provisions~~ of this Agreement.

~~3. All continuing contracts issued shall be based on satisfactory service performed in a full-time faculty position and shall be subject to all other requirements and provisions imposed by law or regulation.~~

~~4. Standards for portfolio requirements shall also be published in the Faculty Handbook and shall include the following:~~

~~) A clear, complete list of formatting requirements for the portfolio~~

~~) A timeline of required meetings and due dates for tenure candidates and administrators for that academic year's tenure process~~

~~) Rubrics for each portfolio section along with standards for length and evidence requirements~~

Section 3. Post-tenureaward review for maintenance of continuing contract and termination of continuing contract

- A. The parties recognize the desirability of faculty continuing professional development throughout their employment at the College. ~~Although the College and UFF LSSC shall jointly set the minimum professional standards for the maintenance of continuing contract, the responsibility for meeting these standards rests solely with the individual faculty member. These standards shall be studied and recommended by the Faculty Rank and Promotion committee, but the committee's recommendations shall be subject to negotiation.~~
- ~~B. Faculty will be observed in the classroom at least once every three years.~~
- ~~C. The College agrees to sponsor internal faculty development programs and seminars.~~
- ~~D. The College agrees to fund Staff and Program Development so faculty can attend external state and national events pertinent to their discipline or courses that earn graduate credit or institutional credit. Procedures for applying for said grants are contained in Article [X], Compensation.~~
- ~~E. Activities that qualify for funding under other college programs (such as tuition reimbursement or sabbatical) may be used for credit.~~
- ~~F. The College supports efforts by faculty members to complete advanced degrees and participate in academic activities such as conferences. The granting of professional leave, when requested in advance by faculty members to take examinations, defend dissertations, or make presentations, will not be unreasonably denied~~
- B. Faculty on continuing contract shall be subject to periodic reviews to maintain his or her continuing contract status using the criteria set forth in Section 2 of this Article.
- C. On recommendation of the President, the District Board of Trustees may terminate an employee under continuing contract, or return the employee to an annual contract, for

failure to meet post-award performance criteria, or, for cause in accordance with College policies and procedures. The College will notify the employee in writing of the recommendation and will afford the employee the right to formally challenge the action in accordance with the policies and procedures of the college or in accordance with Chapter 120 of the Florida Statutes. The termination of continuing contract status shall not be subject to arbitration.

D. Upon recommendation of the president, the board may terminate a full-time faculty employee under continuing contract upon consolidation, reduction, or elimination of an institution's program, or restriction of the required duties of a position by the board.

Section 4. Rank and Promotion

A. The College recognizes the faculty ranks of Instructor or Staff Librarian, Assistant Professor or Assistant Librarian, Associate Professor or Associate Librarian, Professor or Librarian, and Senior Professor or Senior Librarian.

B. ~~All~~Except for employees hired as lecturers, all annual, full-time faculty and librarians will be placed in an initial rank based on years of full-time postsecondary teaching experience. ~~hold the rank of Instructor or Staff Librarian respectively upon initial hiring. Once a faculty member earns~~The award of continuing contract, ~~he/she will be~~include the awarded of the next highest the rank ~~of Assistant Professor or Assistant Librarian.~~

C. Faculty must have earned continuing contract status and served a minimum of five years in the rank awarded with continuing contract to be ~~attained the rank of assistant professor/librarian to be~~ eligible to apply for promotion. ~~Faculty shall not~~To be required to apply an eligible candidate for or participate in the rank promotion ~~process. The decision to not engage in the~~, a faculty member must apply for promotion ~~process cannot~~, be poorly

~~reflected in the faculty member's~~ on a continuing contract, have a satisfactory rating on their last three performance review. ~~reviews, and be in or beyond the last required year in the current rank.~~

- D. Faculty shall be eligible to be promoted to the next rank after completing a minimum of five years in rank. However, faculty seeking promotion ~~shall~~may submit the application for promotion ~~during~~ as early as the fall semester of the fourth year at current rank.
- E. The parties recognize and subscribe to the LSSC Rank and Promotion Plan, adopted February 2018, as the basic policy and procedure for administration of faculty rank and promotion, as it pertains to unit members, ~~provided that any conflicts with this Agreement shall be resolved in favor of the latter. The policy shall be incorporated by reference into this contract and embodied in this contract as Appendix [X]. Future changes to the Faculty Rank and Promotion Plan shall be proposed by the Faculty Rank and Promotion Committee. The proposed changes are subject to negotiation between the parties.~~
- F. Up to a maximum of 10 applications for promotion will be processed in any one academic year, with faculty in their first year of eligibility guaranteed first consideration. Remaining slots will be available for other applicants on a first-applied, first-considered basis.