

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 5070

TITLE: REAPPOINTMENT AND TERMINATION PROCEDURES FOR ANNUAL
CONTRACT EMPLOYEES

BASED ON POLICY: 5.07 EMPLOYMENT AGREEMENTS

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE
SERVICES/HUMAN RESOURCES

I. Purpose:

To define the process for recommending reappointment and termination of annual contract employees

II. Procedure:

- A. Annual contracts are issued to full-time administrative employees.
- B. Annual contracts are issued to full-time faculty who have not met continuing contract requirements or whose positions are funded through grants or special programs.
- C. Continuing contracts are issued to faculty who meet the requirements for continuing contract status as specified in State Board of Education Rule 6A.-14.0411 and in accordance with SFSC Board Policy 5.07.
- D. Recommendations for reappointment of administrators and faculty who are employed under annual contracts will be facilitated annually by the Office of Human Resources. Recommendation instruments will be distributed according to the following guidelines:
 - 1. Vice presidents: Early January with an expected return date no later than January 20.
 - 2. Faculty on annual contract and administrators: Early February with an expected return date no later than February 20.
- E. Faculty who do not wish to be re-employed the following year should discuss their intentions with their immediate supervisor, who will inform the division dean. Administrators should discuss their intentions with their immediate supervisor, who will inform the appropriate executive administrator (president or vice president) as applicable.

- F. In the event a dean does not recommend reappointment of a faculty member, the dean will discuss the matter with the vice president for academic affairs and student services (VPAA/SS). The VPAA/SS will discuss recommendations for non-renewal with the president. Upon the president's decision to not reappoint, appropriate written notice will be provided to the faculty member as directed by the president (see Procedure 1090).
- G. Exercise of academic freedom will not be the basis for nonrenewal of an instructional contract, in accordance with the provisions of SFSC Board Policy 3.01.
- H. In the event an administrator is not recommended for reappointment, the supervisor and/or the appropriate vice president will discuss the matter with the president. Upon approval, appropriate written notice will be provided to the administrator.
- I. Career service and professional staff employees are appointed annually and are subject to nonrenewal of contract each year. The president must approve recommendations for nonrenewal.
- J. Approved reappointments of annual contract employees (subject to position continuation) should be submitted to the DBOT for approval as follows: (see Procedure 5043, Employee Reappointments and Evaluations).
 - 1. Vice presidents: February DBOT meeting
 - 2. Faculty and administrators: March DBOT meeting
 - 3. Career service and professional staff: April DBOT meeting
 - 4. Individuals not recommended for reappointment during the respective month above that are later recommended will be submitted for DBOT approval during either the month of May or June, prior to the individual's current reappointment end date.

HISTORY: Last Revised: 10/6/20

Adopted: 8/1/89

Reviewed: 11/5/19

Revised: 12/4/01, 6/1/05, 12/1/09, 3/31/15, 1/25/17, 10/6/20