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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: ADMINISTRATIVE AND FACULTY CONTRACTS

NUMBER: PRO 5-15

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REFERENCE: Rule 5.01 and 5.03  
Florida Administrative Code 6A-14.041, .0411

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**I. GENERAL CONTRACTS**

- a. Annual contracts and multi-year contracts will not create an expectation of employment beyond the term of the contract. The employee is not entitled to an explanation for non-renewal or to a hearing per FAC 6A-14.041 (3).

**II. ADMINISTRATIVE CONTRACTS**

- a. Annual contracts for administrative employees are approved by the President.
- b. Multi-year contracts not to exceed three years may be given to only full-time administrative personnel at the discretion of the President as approved by the District Board.

**III. FACULTY CONTRACTS**

- a. Continuing contracts are recommended to the District Board of Trustees for approval by the President in April.
- b. Effective May 1, 2011, for instructional faculty submitting application for the Deferred Retirement Option Program (DROP) paperwork, the last day of DROP (employment) shall be the last faculty duty day of the last full academic semester within the faculty member's DROP period. For example, if the faculty member's official DROP date is March 15th, then the official termination day would be the last day of the previous fall semester.
- c. Faculty hired before August 31, 2011:
  - 1. Annual Contracts will exist until continuing contracts are awarded to faculty who (according to Rule 6A-14.0411, FAC):
    - i. have fulfilled completely four years of satisfactory service during a period not in excess of five years with service being continuous except for leave duly authorized and granted; submitted a professional portfolio of achievement formatted to Academic Affairs standards for review of accomplishments; and such service has been determined to meet the successful performance criteria of duties and demonstration of professional competency by the College;
    - ii. have been recommended by the President to the District Board for continuing contract.

- d. For Faculty hired after the 2011 Fall Term and beyond:
1. Less than annual, annual, or multi-year contracts will exist until continuing contracts are awarded to faculty who (according to Rule 6A-14.0411, FAC):
    - i. have fulfilled completely five years of satisfactory service during a period not in excess of seven years with service being continuous except for leave duly authorized and granted;
    - ii. have submitted a professional portfolio of achievement formatted to Academic Affairs standards for review that demonstrates the following (Complete information on submission requirements for the portfolio are found in the college's Faculty Handbook):
      - Quantifiable measured effectiveness in the performance of faculty duties;
      - Continuing professional development;
      - Currency and scope of subject matter knowledge;
      - Relevant feedback from students, faculty, and employers of students; and,
      - Service to the department, College, and community in compliance with Florida Statute 6A-14.0411.
    - iii. In addition, the professional portfolio will include the following factors to measure student success, as appropriate:
      - Faculty Learning Outcomes;
      - Course completion rates, withdrawal rates, and persistence rates;
      - Graduation and/or certification rates;
      - Continued success in subsequent and additional courses or transfer to another institution;
      - Job placement in the appropriate field.
    - iv. Have been recommended by the President to the District Board for continuing contract.

#### **IV. NON-RENEWAL OR TERMINATION OF APPOINTMENTS/CONTRACT**

- a. Any employee who is under continuing contract may be dismissed or returned to an annual contract status upon recommendation by the President and approval by the District Board for failure to meet post-award performance criteria or for cause in accordance with College policies and procedures (according to Rule 6A-14.0411).
1. The employee is duly notified in writing by the President of the recommendation.
  2. Upon approval by the District Board the employee shall be afforded the right to a hearing in accordance with the policies and procedures of the College. As an alternative to the hearing rights provided by the College, the employee may elect to request an administrative hearing in accordance with the guidelines of Chapter 120 of the Florida Statutes. The employee who elects to request an administrative hearing must file a petition with the District Board within 21 days of receipt of the recommendation of the President.

- b. Faculty on continuing contract may be suspended or dismissed at any time during the College year for unsatisfactory performance and/or charges of inappropriate behavior which may include, but are not limited to: immorality, misconduct in office, incompetency, gross insubordination, willful neglect of duty, alcohol/substance abuse, or conviction of a crime involving moral turpitude.
- c. Suspension, termination, and non-renewal on contracts must adhere to the protection of academic freedom as stated in Policy 3.01.

New: 10/29/99

Revised: 10/05, 9/8/09, 4/4/11, 3/15, 5/1/19