

CONTRACT AND AT-WILL EMPLOYMENT
TERM CONTRACTS

DDA-R
(LOCAL)

ADMINISTRATIVE
STAFF

Upon recommendation of the College President and approval by the Board, administrative staff personnel shall be given contracts for a specified term of service. A staff member who has received five consecutive annual appointments shall be eligible for a two-year term contract. Extension of contracts for administrative staff personnel shall be approved by the Board of Regents. Effective date of contracts of administrative staff personnel shall be September 1.

INITIAL DATE OF
CONTRACT

The effective date of the initial contract shall be established upon employment.

ANNUAL
APPOINTMENT OF
TEACHING
PERSONNEL

Annual appointment for tenure track and non-tenure track personnel shall be an appointment to teach for a minimum period of nine months. The appointment shall be made by contract and shall terminate automatically at the end of the contract period or upon dismissal for cause. New annual appointments will be made prior to the beginning of the academic year for which the appointment is valid. Appointments shall be made upon recommendation of the College President and approval by the Board.

DAYS OF SERVICE

Personnel employed on a nine month basis shall perform 180 days of service; personnel employed on a ten and one-half month basis shall perform 210 days of service; personnel employed on a 12-month basis shall perform 240 days of service.

RESIGNATIONS
AND
RETIREMENTS

The College President is authorized to accept written letters of resignation on behalf of the Board. Employees may resign by submitting a written letter of resignation to the College President and/or designee.

Upon receipt and acceptance by the College President and/or designee, a resignation or retirement cannot be revoked without the written consent of the College President.

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