

Continuing Contract Application Documentation Guidelines (August 2005)

Reference: **Article 13 Continuing Contracts, Documentation Guidelines**, Collective Bargaining Agreement Between the District Board of Trustees, Florida Community College at Jacksonville and the Florida Community College Faculty Federation, United Faculty of Florida, August 16, 2005-August 15, 2007.

The guidelines will be reviewed annually and distributed to annual contract faculty at the end of the spring term.

OVERVIEW

The guidelines for preparing the documents to be included in the continuing contract notebook must be followed exactly. The documents must be relevant to performance for the college and be restricted to the past two years of college service.

The faculty member **SHOULD NOT** include any academic information that could be in violation of the Privacy Act. For example, **DO NOT** include any social security numbers or graded student quizzes or tests with the student's name present.

The documentation will be to provide evidence of the following major criteria as measured by performance of the essential and specific responsibilities in the assigned faculty position during the preceding two (2) years.

Applicants for continuing contract must provide evidence of:

1. Excellence in teaching, counseling or librarianship through service that meets or exceeds the professional responsibilities that are an integral part of the faculty evaluation system.
2. Professional development that contributes to the individual's professional knowledge in his or her discipline or program at the College.
3. Any other representation of professional service at the College as may be appropriate.

ELIGIBILITY

The Union contract states, "Faculty who have demonstrated successful performance as measured against the essential and specific responsibilities of their faculty assignment, who are in positions of continuing need by the College, and who apply shall be considered for continuing contract."

Any faculty member who meets these requirements will submit a continuing contract notebook to the Instructional Program Manager or Associate Dean.

GENERAL

Documentation should be concise and to the point. Volume of documentation will not be a factor in the committee's decision. Documentation should be contained in a three-ring 1/2" binder that can have a single sheet of paper inserted into the front. The applicant's name, department, and campus should appear on the cover. Individual pages should not be enclosed in plastic or any other material. The first page will be the routing and endorsement sheet (see attached), followed in order by the documents specified below.

The continuing contract notebook shall consist of the following:

1. Required - Signature form Use the attached form or download from website.
2. Required - Three (3) departmental peer letters from continuing contract faculty. If the department does not have three full-time faculty members, college-wide peer letters from the same area may be obtained. If the college has fewer than three (3) faculty members in this field, place a note to this effect in the notebook and obtain letters from all faculty members in the faculty member's field.
3. Required - One (1) syllabus used in the past two years.
4. Required - **Excellence in Teaching, Counseling or Librarianship**: A two page narrative (double-spaced with a 10 to 12pt font, 1.5" margins) of what the candidate has done in his or her area to include a reflection of the essential responsibilities for all faculty, as appropriate. Items the candidate might wish to address could include:
 - teaching or counseling techniques used which seem particularly effective
 - use of technology to enhance the pedagogical process
 - student outcomes
 - interaction with students
 - promotion of library to faculty and students
 - student success workshops and other presentations
 - acquiring library material, response to library users' informational needs
 - response to student counseling needs
 - interaction with colleagues (i.e., mentoring, sharing materials, examples of collegiality, etc.)
5. Required - **Professional Development appropriate to the applicant's discipline**: A two page narrative (double-spaced with a 10 to 12pt font, 1.5" margins) detailing activities in this area that might include:
 - formal course work
 - self-study
 - other professional development activities, and how the enhanced learning is being applied in the classroom
6. Required - **Service to the Department and to the College**: A two page narrative (double-spaced with a 10 to 12pt font, 1.5" margins) detailing the candidate's participation in this area. Activities that could be addressed include:
 - committee work, course and program development (In the case of committees, the chair of the committee should be listed in the citation.)
 - workshop development

- official representation of the college to outside groups that relate to the faculty member's area of expertise
 - conferences, student club sponsorship
 - other College related activities
7. Required - Professional Curriculum Vitae Form (see attached)
 8. Optional - Maximum of five (5) student comment sheets or evaluations
 9. Optional - An appendix of additional information that can include a maximum of five (5) comments or letters from other collegial, departmental, or external sources that are relevant to the past two years.

PRESENTATION OF THE NOTEBOOK AND RESPONSE TO THE APPLICANT

To ensure timely routing of the notebook, the faculty member should send an e-mail to the campus continuing contract committee chairperson and copy the Vice President of Human Resources stating the date the notebook was submitted. This should be done within one week of the notebook being submitted to the supervisor.

The faculty member should be prepared to present any supporting documentation requested by anyone in the review process.

To ensure proper presentation of the notebook, the faculty member's supervisor will:

1. Ensure the documentation guidelines are followed.
2. Act as a mentor for the content of the faculty member's continuing contract including verification of completeness and accuracy.
3. Ensure a timely response by providing a copy of the endorsement/non-endorsement letter back to the applicant. As per the contract, "The Instructional Program Manager or Associate Dean will review the application for completeness and forward the package to the appropriate dean by **September 15th, with a letter of endorsement or non-endorsement** based on the consensus of the department members."

The "Essential and Specific Responsibilities for Faculty" are found in Appendix A of the Collective Bargaining Agreement between the District Board of Trustees of FCCJ and the Florida Community College Faculty Federation. The collective bargaining agreement may be accessed from the Human Resources web site.

STEPS IN THE REVIEW PROCESS

The information that follows is from Article 13 of the Union contract:

“The review process for the application requires letters of endorsement or non-endorsement at each step in the process. If an endorser concurs with the endorsement of the applicant expressed by a subordinate, he or she may simply add his or her signature to the subordinate’s letter. If the recommendation at any level is non-endorsement, the individual or committee not endorsing the application must provide specific reasons, in terms of the major criteria, for the non-endorsement. In any case, the applicant will be provided with a copy of the resultant letter at each step in the process.

1. The applicant will submit all relevant materials to his or her Instructional Program Manager or Associate Dean no later than the **September 1st** prior to the fourth year of employment (third year for faculty previously on continuing contract) or after three consecutive years of satisfactory service in any five-year period. Adult Studies faculty and counselors will submit their materials directly to their dean.
2. The Instructional Program Manager or Associate Dean will review the application for completeness and forward the package to the appropriate dean by **September 15th, with a letter of endorsement or non-endorsement** based on the consensus of the department members.
3. The dean will review the application and forward it to the Campus Continuing Contract Committee by **October 1st, with a letter of endorsement or non-endorsement.**
4. The Campus Continuing Contract Committee will review the application and recommendations, and may interview the candidate. The committee will add its consensus recommendation to the application packet. In the event a consensus is not reached, the recommendation shall follow majority vote. Other than the committee recommendation, the deliberations and voting of the committee shall remain confidential. The committee will forward the application to the College-wide Continuing Contract Committee by **November 1st.**
5. The College-wide Continuing Contract Committee will review the application and recommendations, and may interview the candidate at its discretion. The committee will add its consensus recommendation to the application packet. In the event a consensus is not reached, the recommendation shall follow majority vote. Other than the committee recommendation, the deliberations and voting of the committee shall remain confidential. The committee will forward the application to the Campus President by the **end of the fall term.**
6. The Campus President will review the application package and recommendations, and may choose to interview the candidate. The application will be forwarded to the Executive Vice President by **January 31st.** The Campus President shall provide evidence of continuing need for the position in compliance with Board Rule 6Hx7-3.6.
7. The Executive Vice President and College President will notify the candidate of the disposition of the application. Successful applications will be recommended to the District Board of Trustees at the **March meeting.**

In the event an applicant is not successful, the application may be re-submitted one calendar year after the previous submission.”

Attachments: (1) Signature Form (2) Continuing Contract Curriculum Vitae Form

Signature Routing Form

Faculty Member's Signature and Date _____

Comments: _____

(Attach additional comments as needed) Recommend for endorsement (Y/N) _____

*Program Mgr/Associate Dean Signature _____

Program Mgr/Associate Dean Printed Name and Date _____

Comments: _____

(Attach additional comments as needed) Recommend for endorsement (Y/N) _____

Dean Signature _____

Dean Printed Name and Date _____

Comments: _____

(Attach additional comments as needed) Recommend for endorsement (Y/N) _____

Campus Committee Chairperson Signature _____

Campus Committee Chairperson Printed Name and Date _____

Comments: _____

(Attach additional comments as needed) Recommend for endorsement (Y/N) _____

College Committee Chairperson Signature _____

College Committee Chairperson Printed Name and Date _____

Comments: _____

(Attach additional comments as needed) Recommend for endorsement (Y/N) _____

Campus President Signature _____

Campus President Printed Name and Date _____

*Signature may be the appropriate dean (in the case of librarians, the campus structure may be different).

CONTINUING CONTRACT CURRICULUM VITAE FORM

Directions: **This form is a sample; add or delete lines as necessary.** ONLY include information that (1) is relevant to the college and (2) has occurred within the past **two years**.

List certificates, certifications, and licenses relevant to your discipline with corresponding dates:

1. _____

2. _____

3. _____

List any professional development training courses and dates from the past two years that are relevant to the college:

1. _____

2. _____

3. _____

List any college committees and role served:

1. _____

2. _____

3. _____

List any publications, presentations, books, etc. that you have done since being hired:

1. _____

2. _____

3. _____