



## **AP 7225 Academic Employees: Probationary Contract Faculty**

### **References:**

Education Code Sections 87600 et seq., 87610.1(a)

1. Contract Faculty refers to permanent faculty in the tenure process.
2. The District shall employ a faculty member for the first academic year of their employment by contract. Any person who, at the time an employment contract is offered to them by the District, is neither a tenured employee of the District nor a probationary employee then serving under a second or third contract shall be deemed to be employed for "the first academic year of their employment."
3. A faculty member shall be deemed to have completed their first contract contract year if they provide service for 75 percent of the academic year.
4. A faculty member shall be deemed to have completed their second, third, or fourth contract year if they provide service for 75 percent of the academic year and the evaluation process outlined in the applicable collective bargaining agreement has been completed.
5. Before making a decision relating to granting tenure to a contract faculty employee, the following requirements shall be satisfied:
  - a. The employee shall be evaluated in accordance with the evaluation standards and procedures established in accordance with law and included in the COCFA collective bargaining agreement.
  - b. The Board shall receive recommendations of the CEO.
  - c. The Governing Board shall consider the statement of evaluation and the recommendations in a lawful meeting of the Board.
6. When a contract employee is employed under his/her/their third consecutive contract, the Board shall elect one of the following alternatives:
  - a. Employ the probationary employee as a tenured employee for all subsequent academic years.
  - b. Not employ the probationary employee as a tenured employee.
7. The Governing Board shall give written notice of its decision and the reasons therefore

to the employee on or before March 15 of the academic year covered by the existing contract. The notice shall be by registered or certified mail to the most recent address on file with the District personnel office. Failure to give the notice as required to a contract employee under their first or second contract shall be deemed an extension of the existing contract without change for the following academic year.

8. The Governing Board shall give written notice of its decision under Education Code Section 87609 and the reasons therefore to the employee on or before March 15 of the last academic year covered by the existing contract. The notice shall be by registered or certified mail to the most recent address on file with the district personnel office. Failure to give the notice as required to a contract employee under their third consecutive contract shall be deemed a decision to employ them as a regular employee for all subsequent academic years.
9. Pursuant to Education Code Section 87610.1 subdivision (a), the faculty union must consult with the Academic Senate prior to bargaining the faculty evaluation procedure.

Endorsed by CPC: 10/24/23

Next Review Date: Fall 2029