

**LAKE-SUMTER STATE COLLEGE  
BOARD RULE**

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**TITLE:** Instructional and Administrative Contracts **NUMBER:** 5.01

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**AUTHORITY:** Florida Statutes 1001.64 (18), (44); 1012.83 **PAGE:** 1 of 2  
State Board of Education Rules 6A-14.041; 6A-14.0411

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**HISTORY:** New - 8/1/68  
Amended - 9/12/73, 3/13/74, 9/15/92, 6/19/96, 1/18/05, 5/16/06, 2/25/14  
Reviewed – 3/2/09

**DATE ADOPTED:** 2/25/14

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**REFER TO PROCEDURE NUMBER:** PRO 5-15

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All contracts for full-time administrative personnel and full-time faculty are governed by SBE Rules. LSSC Procedure 5-15 details all specific requirements and procedures to be followed by personnel pertaining to contracts.

A. Full-time Administrative Personnel

1. Full-time administrative personnel, as defined in SBE Rules, shall sign a contract with the College as a condition of employment. All employment contracts shall comply with the provisions of SBE Rules.
2. Full-time administrative personnel may be offered an annual contract or multi-year contract, not to exceed three years, as detailed in PRO 5-15.
3. The contract period for full-time administrative personnel is detailed in the Classification and Salary Schedule and is approved annually by the District Board.
4. Full-time administrative personnel will be notified by the College if they are not to receive another contract.
5. Full-time administrative personnel must give thirty (30) days written notice of resignation.
6. Full-time administrative personnel may request in writing a temporary release (i.e., leave of absence) from a contract during any contract period. Such requests must meet all requirements as specified in PRO 5-515 and be sent to their supervisors and approved by the President and the District Board.

B. Full-time Faculty

1. Full-time faculty, as defined in SBE Rules, shall sign a contract with the College as a condition of employment. All employment contracts shall comply with the provisions of SBE Rules.
2. Full-time faculty may be offered a less than one year contract, an annual contract or a multi-year contract, not to exceed three years, as detailed in PRO 5-15.
3. After at least five (5) years of satisfactory service, during a period not in excess of seven (7) years, continuing contracts may be awarded to full-time faculty based on the Board criteria as outlined in # 4 below.
4. The District Board shall develop, maintain, and distribute a policy governing the issuance of continuing contracts and other employment contracts for employees serving in a full-time faculty capacity as determined by the College.
  - a. The criteria which must be met by a full-time faculty member before a continuing contract may be awarded shall include:
    1. Quantifiable measured effectiveness in the performance of faculty duties;
    2. Continuing professional development;
    3. Currency and scope of subject matter knowledge;
    4. Relevant feedback from students, faculty, and employers of students; and
    5. Service to the department, College, and community.
  - b. The criteria to measure student success will include the following factors, as appropriate:
    1. Faculty Learning Outcomes;
    2. Course completion rates, withdrawal rates, and persistence rates;
    3. Graduation and/or certification rates;
    4. Continued success in subsequent and additional courses or transfer to another institution;
    5. Job placements in the appropriate field.
5. Full-time faculty will be notified by the College if they are not to receive another contract.
6. Full-time faculty must give four (4) weeks written notice of resignation to their Chair or Dean prior to the end of the academic year.
7. Full-time faculty may request in writing a temporary release (i.e., leave of absence) from a contract during any contract period. Such requests must meet all requirements as specified in PRO 5-15 and be sent to their supervisors and approved by the President and the District Board.