



Operating Protocol & Procedure

Details:

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Title: Provisional to Non-provisional Faculty Status

Category: Instruction

Office of Primary Responsibility: Vice President of Academic Support

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Purpose:

To establish the guidelines for a faculty member to move from a provisional status to a non-provisional status.

Applicability:

Faculty

Definitions:

Provisional: a status under which a faculty is hired that is effective for a provisional period from the date of hire until the completion of three consecutive* full year regular contracts (Limited contracts, Perkins and other grant positions do not count towards the three years).

Non-Provisional: a status to which a faculty may transition upon approval of the College President after three consecutive* full years of regular contract. Once non-provisional, a faculty member's "contract may be non-renewed only once there are Needs Improvement evaluations for two consecutive years. A non-provisional Faculty Member whose contract is non-renewed shall have the right to request, within ten calendar days of service of notice, a peer review" (SP 3-20c).

Non-Provisional Faculty Application: A portfolio notebook that includes the annual performance evaluations of a faculty member's provisional period as well as a letter from the faculty member outlining their accomplishments, letters of recommendation from the faculty's supervisors, and signed yearly checklists.

References:

State Board for Community Colleges and Occupational Education System Procedures and Board Policies:

- SP 3-20a
- SP 3-20b
- SP 3-20c
- BP 3-20

Attachments or Related Forms/Documents:

These documents are available on the PCC Portal:

Non-Provisional Faculty Application: Standard Presentation Process

Non-Provisional Faculty Application: Checklists for Year One; Year Two; Year Three

Operating Protocol:

A faculty member shall serve a provisional period from the date of employment until the completion of employment under three consecutive* full year regular contracts. Before the end of the third year, the faculty member must either be approved for non-provisional status or have their provisional status extended for one year. If the faculty member's status has not been changed to non-provisional or been extended for one year, then their contract will not be renewed. Provisional status cannot exceed four years.

** "Faculty who are appointed to an administrator position and subsequently return to a faculty position in the same Program Area shall have any Service Credit they earned in their previous faculty assignment reinstated. Faculty who are on an interim assignment as an administrator shall continue to accrue Service Credit in their designated Program Area during the period of the interim assignment up to a maximum of two years" (SP 3-20b).*

On an annual basis, the Human Resources Office (HR) will provide for the department chairs, division deans, campus administrators, and the Vice President of Academic Support (VPAS) a list of all provisional faculty and their years of service by October 1 and again by February 28th.

Provisional Period: Years One and Two

A non-provisional faculty member's Department Chair, Division Dean, and Branch Campus Administrator, when appropriate, will meet with the faculty member before March 15th for a progress review during Years One and Two of their provisional period:

- to ensure the faculty member is making adequate progress on their Non-Provisional Faculty Application
- to provide fair and reasonable, clearly written, published expectations
- to sign the Non-Provisional Faculty Application Checklists for Years One and Two

Provisional Period: Year Three

A non-provisional faculty member's Department Chair, Division Dean, and Branch Campus Administrator, when appropriate, will meet with the faculty member before March 15th of Year Three of their provisional period to let them know what recommendation they will give to the College President regarding their Non-Provisional Faculty Application:

- The Department Chair and Division Dean will provide separate letters of recommendation that offer justification for Non-Provisional, an Extension, or Non-Renewal
- Branch campus faculty may request an additional letter from their Campus Administrator
- All supervisors must sign the Non-Provisional Faculty Application Checklist for Year Three
- The Division Dean must provide relevant board policies, system procedures, and/or college protocols regarding non-provisional status, extensions, and/or non-renewals so that the faculty member understands their options, next steps, and timeline

By March 15th, the Division Dean must submit the faculty member's completed Non-Provisional Application to the College President, with their recommendations that the faculty member's status be either changed to non-provisional, remain at provisional status for an additional year, or recommend non-renewal of the contract. After reviewing the faculty member's Non-Provisional Faculty Application, the College President will provide final approval on the faculty member's status, offering written justification if the decision differs from the recommendation of the Division Dean.

A faculty member may choose to request a non-provisional status review during their third year on a provisional status contract even if the Department Chair and/or Division Dean and/or Campus Administrator are recommending a one-year extension or non-renewal of the contract.

All provisional faculty members must follow the guidelines in the Non-Provisional Faculty Application *Standard Presentation Process* to request a non-provisional status review.

The College President's decision will be sent to the faculty member before the end of April each year.

Non-renewal, limited non-renewal, and renewal offer letters must be sent no later than April 30th.

The College President will forward a copy of the decision to HR for inclusion in the faculty member's personnel file.

The College President's decision is final and may not be appealed by the provisional faculty member.

Procedure:

All faculty requesting provisional to non-provisional status review must adhere to the presentation process outlined in the Non-Provisional Faculty Application *Standard Presentation Process* and timeline established by the division deans.