

Human Resources

**AP 7215 ACADEMIC EMPLOYEES: PROBATIONARY CONTRACT
FACULTY**

References:

Education Code, Sections 87600 et seq.

The District shall employ a faculty member for the first academic year of his/her/their employment by contract. Any person who, at the time an employment contract is offered to him/her/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 his/her/their employment."

A faculty member shall be deemed to have completed his/her/their first contract year if he/she/they provides service for 75 percent of the first academic year.

Before making a decision relating to the continued employment of a contract employee, the following requirements shall be satisfied:

- The employee shall be evaluated in accordance with the evaluation standards and procedures established in accordance with law and the collective bargaining agreement.
- The Board of Trustees shall receive statements of the most recent evaluations.
- The Board of Trustees shall receive recommendations from the President/ Superintendent.
- The Board of Trustees shall consider the statement of evaluation and the recommendations in a lawful meeting of the Board.

First Contract (Year 1)

If a contract employee is working under his/her/their first contract, the Board of Trustees, at its discretion, shall elect one of the following alternatives:

- Not enter into a contract for the following academic year,
- Enter into a contract for the following academic year, or
- Employ the contract employee as a regular employee for all subsequent academic years.

Second Contract (Year 2)

If a contract employee is working under his/her/their second contract, the Board of Trustees, at its discretion, shall elect one of the following alternatives:

- Not enter into a contract for the following academic year,

- Enter into a contract for the following two academic years, or
- Employ the contract employee as a regular employee for all subsequent academic years.

Third Contract (Years 3 and 4)

If a contract employee is employed under his/her/their third consecutive contract, the Board of Trustees shall elect one of the following alternatives:

- Employ the probationary employee as a tenured employee for all subsequent academic years or
- Not employ the probationary employee as a tenured employee.

Notice of decision regarding continued employment of a probationary faculty employee shall be given to such employees in accordance with the provisions of Education Code Sections 87609 and 87610. The notice shall be by registered or certified mail to the most recent address on file with the District Human Resources Office. Failure to give the notice as required to a contract employee under his/her/their third consecutive contract shall be deemed a decision to employ him/her/them as a regular employee for all subsequent academic years.

Offices of Primary Responsibility: Vice President, Academic Affairs
Vice President, Human Resources

Date Approved: 12/10/08

Date Reviewed: 5/15/19; 11/17/25