Continuing Contract and Promotion
Content and Procedures

Note: This process is governed by all relevant college procedures and policies and all pertinent state rules and laws, particularly SBE Rules 6A-14.041 and 6A-14.0411. References to “faculty members” and “teaching” refer to everyone who holds faculty rank.

THE CONTINUING CONTRACT AND PROMOTION PROCEDURE

The Continuing Contract and Promotion Procedure defines a process to report on individual effectiveness in one’s primary responsibility, such as teaching or librarianship (for those librarians who hold faculty positions), and secondary responsibilities, such as service, pedagogy and scholarship. It offers an opportunity for self-reflection, planning, and evaluation, facilitated by ongoing mentoring, and culminating in an interview with colleagues who have the opportunity to develop an in-depth understanding of the candidate’s work. The process is composed primarily of three elements: selection of areas of specialization, selection of a Committee of Three, and the application (see Appendix B) for continuing contract or promotion.

AREAS OF SPECIALIZATION

All faculty members must fulfill their primary responsibility in a satisfactory manner. For classroom faculty, this evaluation would include examination of syllabi, classroom observation, and discussions. They also must engage in appropriate ongoing professional development. Specialization allows for choices to be made in secondary responsibilities. While everyone must provide service to the college, faculty may also choose to direct their energies toward pedagogy and/or scholarship.

Specialization allows faculty members the flexibility to focus on secondary responsibilities that best meet their individual needs and interests. The three areas are service, pedagogy, and scholarship. These can be mixed and matched in several ways:

100% Service
66% Service and 33% Pedagogy or Scholarship
33% Service and 66% Pedagogy or Scholarship
33% Service and 33% Pedagogy and 33% Scholarship

Details on primary and secondary responsibilities are provided in Appendix A.

An area of specialization will be declared when a faculty member submits a Declaration of Intent and Tracking Form for continuing contract or promotion. However, the area of specialization may be modified at a later time with the approval of the CO3 and the Chair via the submission of a new declaration of intent with all appropriate signatures.
THE COMMITTEE OF THREE (CO3)

The Committee of Three (CO3) is a group of advisers at the core of the process. This group guides, encourages, and eventually evaluates each faculty member participating in the continuing contract and promotion process. One member is selected by the chair, one member by the faculty member, and one member by the College-Wide Continuing Contract and Promotion Committee.

The first member of the CO3, the mentor, is chosen during the first year of a faculty member’s candidacy. The candidate should nominate three possible committee members from among the continuing contract faculty of the candidate's own department. The chair may not be nominated. Nominees may be selected from other departments when chairs of those departments approve. Candidates may nominate faculty members who have already served on a CO3 at a previous stage in the candidate’s career. The chair selects one of the faculty members nominated by the candidate and this person becomes the first member of the CO3.

A second member of the CO3 is chosen two years before the candidate applies for promotion. The chair of the candidate’s department nominates three faculty members who hold continuing contract and emails these names to the candidate, the candidate selects one to serve as the chair’s representative on the CO3.

The final member of the CO3 is assigned by the chair of the CC&P Committee. This assignment occurs at the start of the academic year during which the candidate applies for continuing contract or promotion. Except under extraordinary circumstances, a faculty member should not serve simultaneously on more than three (3) CO3s.

If a member of the CO3 becomes unable to serve, or if a candidate or department chair wants to replace a member, a new member will be selected following the same process described previously.

Time will be made available during Spring Planning each year for all candidates to meet with their CO3s to discuss the candidate’s recent activities and overall progress toward continuing contract or promotion. This meeting, scheduled by the candidate, represents the minimum expectation for interactions between a candidate and the CO3; additional meetings may be scheduled as desired on the part of either candidates or committee members.

Note: Any faculty initially turned down for continuing contract but granted a 6th or 7th year of Annual Contract MUST resubmit the following year for Continuing Contract. Faculty who are not recommended for promotion will work with their CO3 to correct any documented deficiencies and determine when to resubmit an application.

TIME IN RANK
The new State Board Rules for Continuing Contract require 5 continuous years of employment before being eligible for a Continuing Contract. Beginning with all new hires as of July 2013, the Assistant Professor and Associate Professor ranks will match this new 5-year time frame. Basically, Time in Rank will be 5 years for each promotion. This system is designed around a multi-year process, it essentially has “time in rank” built in. See Appendix D.

DECLARING CANDIDACY

During a faculty member’s first year of employment, or when a faculty member with Continuing Contract is ready to seek promotion, he/she will complete a Declaration and Tracking Form. This form indicates the faculty member’s intention to seek continuing contract or promotion and will define the faculty member’s Area of Specialization. This form officially starts the process and can be made as soon as the faculty member receives continuing contract and/or a promotion. Once a faculty member is granted continuing contract, he/she is not required to seek further promotion. However, if the candidate changes his/her mind, the 5-year process begins when he/she submits the Declaration and Tracking Form (See Appendix D). (Note: exemptions to this 5-year process will be granted to those in the current system as part of the transition).

THE APPLICATION FOR CONTINUING CONTRACT OR PROMOTION

The application is the document submitted in the fall of the academic year in which a faculty member seeks continuing contract or applies for promotion (the final year of the 5 year process).

Use of the Application
- To determine continuing contract. Faculty members on annual contract must submit an application in the fall of the year they are seeking continuing contract.
- To determine promotion. Only faculty members on continuing contract who wish to apply for a promotion need to submit the application.
- To improve individual performance by allowing candidates to summarize and communicate their key work as a member of Daytona State’s faculty.
- To provide a structure for goal setting and planning.
- To present an overview of work in primary and secondary responsibilities.
- To provide the CQ3 a point of reference for reviewing and interviewing the candidate.
- To provide the department and candidate’s chair an overview of the candidate’s work.
- To provide the College-wide Promotion and Continuing Contract Committee an overview of the candidate’s work and a starting point for review of disputed applications, if necessary.

Contents of the Application
- Cover letter. A one- to two-page letter from candidates addressed to those reviewing their application that points out what the candidates believe are the key reasons they should be granted continuing contract or promotion in relation to their primary
responsible (teaching, librarianship, counseling, etc.) and the area(s) of specialization chosen for secondary responsibilities.

- C.V. A summary of the faculty member's accomplishments, akin to what is generally used by professors nationally and is kept updated with HR every year.
- Summary Faculty Activity Report. A collection of all pertinent reports from each year's FAR under consideration for continuing contract/promotion, pared down to the key accomplishments as necessary to stay within the 10-page limit for CV and FAR combined.

**Format of the Application** (not to exceed 12 pages)
- Part I Cover Letter 1-2 pages
- Part II Curriculum Vita
- Part III Summary Faculty Activity Report

**Frequency of Application Submissions**
- Faculty members on annual contracts will be required to submit their application in the fall of the year in which they are seeking continuing contract.
- Faculty members on continuing contract wishing to seek promotion need to submit an application in the fall of the year in which they are seeking promotion.

**Record Keeping**
It is the responsibility of faculty members to keep documentation of all accomplishments listed in the application for review as requested during the continuing contract and promotion application process. A copy of the Declaration and Tracking form will be maintained by the faculty member, the Chair or supervisor of their department, and the Chair of the Continuing Contract and Promotion Committee.

**Evaluation of the Application**
Each candidate's department chair and mentor will provide the faculty member with appropriate advice and commentary on the application progress each year. Each member of the CO3 is responsible for assisting and advising the candidate on appropriate progress. In the candidate's evaluation year, the application will be evaluated according to the faculty member's overall teaching effectiveness, accomplishment in area(s) of specialization, and the Guidelines for Appointment and Promotion to Academic Ranks. This review will be conducted by the CO3 (in conjunction with the interview), the candidate's department, the candidate's chair, and the College-wide Continuing Contract and Promotion Committee, all of which will make recommendations.

**Guidelines for appointment and promotion to academic ranks remain unchanged and can be found on Section VI, Page 9 of the Faculty Handbook.**

**Evaluation for Faculty Seeking Continuing Contract**
- Faculty members on annual contract must submit an application for evaluation every year to be reviewed by the members of their CO3 and Chair annually. To achieve
continuing contract, faculty members must demonstrate performance consistent with the rank for which they were hired.

- When faculty members apply for continuing contract, they will submit the application to their CO3, their school/department, their Chair, and the college-wide Continuing Contract and Promotion Committee.
- Faculty members on annual contract generally receive continuing contract by the end of the fifth year of employment. However, the Chair, Committee of Three or CC&P Committee, with the approval of the Vice-President of Academic Affairs, may recommend a sixth year on annual contract. (These are based on new FLDOE standards; those grandfathered into the old timeline will use the pertinent parts of the transition plan).

**Review Process for Applications**

1. Committee of Three
2. Department Vote
3. Chair Recommendation
4. College-wide Committee Recommendation
5. Administrators Committee Recommendation (Joint Committee if required)
6. Vice President for Academic Affairs (Appeals Committee if required)
7. President
8. Board of Trustees

### 1. Committee of Three

For a candidate who has applied for continuing contract or promotion, the spring planning meeting will include a formal interview followed by a CO3 discussion of the candidate’s work and a vote on whether to support the candidate or not. Additional information or documentation of activities may be requested from the candidate prior to the CO3 vote. Candidates must be granted a minimum of forty-eight hours to satisfy a CO3 request, and additional time may be granted by the CO3 as long as time permits a vote no later than January 31.

### 2. Department Vote

By the end of Spring Planning, candidates’ applications will be posted online by the Faculty Senate Nominating Committee. The Nominating Committee will then provide the appropriate continuing contract faculty the information about where to review these materials and how to submit their votes regarding candidates. **Voting faculty should take special note of the professionalism, collegiality, department and college fit** of the candidate they are evaluating, as this vote will be seen as the primary judgment on those issues. Department voting will be concluded no later than January 31st of each year.

*Voting will occur within the same groups and through the same methods employed by the senatorial elections for Faculty Senate. This senatorial apportionment joins some smaller
schools together for the purposes of electing a senator to represent them, and those same
groups will vote together on candidates going up for continuing contract or promotion.

3. Chair Recommendation

Chairs will write a letter with their recommendation which they will forward to the CC&P
Committee by January 31st.

4. College-wide CC&P Committee

The primary role of the College-wide CC&P Committee as a full group is to manage the logistics
of the system and to resolve any disputes in the application process. CC&P Committee
members from each CO3 will present their candidates’ application to the full CC&P Committee
for a final review before sending the applications on to the Administrators Committee.

If any of the previous votes for a candidate have been negative in their overall judgment, the
CC&P Committee may request information from the candidate. The CC&P Committee reviews
all disagreements and then makes their recommendation to the Administrators Committee (See
Appendix C for more information about logistics and role of the CC&P Committee).

5. Administrators Committee

The Administrators Committee will review all recommendations from the College-wide
Committee and make recommendations for CC&P to the Vice President of Academic Affairs.

6. Vice President for Academic Affairs

The Vice President of Academic Affairs will review all recommendations and inform faculty
members of final continuing contract or promotion recommendations. At the request of
individual faculty members, the vice president may convene an appeals committee.

7. President

The President will make recommendations to the Board of Trustees for approval of continuing
contract and promotion.

8. The Board of Trustees

The Board of Trustees will vote on the President’s recommendations for continuing contract and
promotion.