



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Employment (Professional): Granting of Contracts	DCA - II	1	8/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Employment Practices: Term Contracts	DCA	8/26/2025

PROCEDURE

Recommendations regarding specific contracts of employment are processed through regular administrative channels to the President, who will approve all contracts.

Following are guidelines and time schedules for processing recommendations for the granting of contracts. Presentation to the President of persons, for whom recommendations are delayed until after the designated date, may be made at any time prior to termination of the contract in force.

Personnel on tenure track in all but their last year of probationary service, and non-tenured faculty may be recommended for a contract. Personnel have no property interest in a contract beyond its term. Recommendations for granting a contract for a given school year should be submitted during the preceding year in accordance with the following schedule:

Recommendations To:	Date Due
Vice President, Instruction & Student Engagement	July 1
President	August 1

Per the tenure policy, persons on the tenure track in each of their first four years of probationary service, and tenure eligible faculty must be given notice if they are not receiving a contract, typically by August 15 of each year.