

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 or her employment by contract. Any person who, at the time an employment contract is offered to him or her 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 or her employment."

A faculty member shall be deemed to have completed his or her first contract year if he/she 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 Palomar Faculty Federation collective bargaining agreement.
- The Governing Board shall receive statements of the most recent evaluations.
- The Governing Board shall receive recommendations from the Superintendent/President.
- The Governing Board shall consider the statement of evaluation and the recommendations in a lawful meeting of the Board.

If a contract employee is working under his or her first contract, the Governing Board, 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
- Employ the contract employee as a regular employee for all subsequent academic years

If a contract employee is working under his or her second contract, the Governing Board, 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
- Employ the contract employee as a regular employee for all subsequent academic years

34 If a contract employee is employed under his or her third consecutive contract, the
35 Governing Board shall elect one of the following alternatives:

- 36 • Employ the probationary employee as a tenured employee for all subsequent
37 academic years
- 38 • Not employ the probationary employee as a tenured employee

39 The Governing Board shall give written notice of its decision and the reasons therefore
40 to the employee on or before March 15 of the academic year covered by the existing
41 contract. The notice shall be by registered or certified mail to the most recent address
42 on file with the Human Resource Services Office. Failure to give the notice as required
43 to a contract employee under his or her first or second contract shall be deemed an
44 extension of the existing contract without change for the following academic year.

45 The Governing Board shall give written notice of its decision under Education Code
46 Section 87609 and the reasons therefore to the employee on or before March 15 of the
47 last academic year covered by the existing contract. The notice shall be by registered
48 or certified mail to the most recent address on file with the Human Resource Services
49 Office. Failure to give the notice as required to a contract employee under his or her
50 third consecutive contract shall be deemed a decision to employ him or her as a regular
51 employee for all subsequent academic years.

52 Office of Primary Responsibility: Human Resource Services