



**COLLEGE ADMINISTRATIVE PROCEDURE MANUAL**

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

**BASED ON BOARD POLICY**

<b>Section</b>	<b>Policy Title</b>	<b>Policy Number</b>	<b>Date Adopted:</b>
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 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:

<b>Recommendations To:</b>	<b>Date Due</b>
Vice President, Instruction & Student Engagement	July 1
President	August 1

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