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
or 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 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 or her 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 or her 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 or her 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 or her third consecutive contract shall be deemed a decision to employ him or her as a regular employee for all subsequent academic years.

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

**Date Approved:** December 10, 2008