

DIVISION II. College Employees	REFERENCE NO. 2.32.1
CATEGORY 2.32 Professional Staff	DATE Adopted: 6/07

2.32.1 PROFESSIONAL STAFF CONTRACTS

Upon initial employment, each full-time Professional Staff member shall receive a rolling one-year contract upon the recommendation of the President. Each contractual year shall be based upon the fiscal year of the College. Each Professional Staff member shall receive a written mid-year and year-end performance assessment by his or her supervisor prior to the roll-over of a contract. Roll-over contracts will be renewed automatically when the year-end performance assessment has an overall rating of at least “Meets Expectations” for each fiscal year.

A Professional Staff member whose services are not being continued shall be notified by March 1 before the ending date of his or her rolling contract. If the Professional Staff member does not intend to renew his or her contract, the Professional Staff member is expected to notify the President within 30 days prior to departure. All Professional Staff contracts must receive approval of the Board of Trustees in the normal course of contract approvals.