

Contracts for Managerial Employees/Initial Appointment and Multi-Year Procedure

1. Managerial employees not holding concurrent academic rank may be appointed by the Board of Trustees for one-year terms for five consecutive academic years. For the purposes of this section, the academic year shall be defined as July 1 to June 30. Managerial employees whose initial appointment is after July 1, but before December 31, shall be given a term from the date of appointment to June 30 of the following year, and this appointment shall be considered as one full academic year of service for the purpose of this policy. Eligible managerial employees whose initial appointment is after December 31 shall be given an appointment until June 30 of the following year, but this appointment shall not be considered as a full academic year of service for the purpose of this section. Managerial employees serving under such initial one-year contracts shall be notified of reappointment or non-reappointment to a succeeding one-year contract by May 30 of each academic year.
2. A managerial employee shall be eligible for, but not entitled to, reappointment to a multi-year term of two to five years, as well as reappointment to a one-year term, after such employee's fifth consecutive full academic year of service.
3. The College shall notify the managerial employee by December 15 of the fifth consecutive contract year of the determination to reappoint or non-reappoint and, in the instance of reappointment, of the duration of said reappointment. During the period of any multi-term contract after five consecutive years of service, employees shall be subjected to dismissal only consistent with appropriate statutory provisions.
4. Subsequent to the fifth consecutive contract year managerial employees who are appointed to one-year contracts after five consecutive years of service shall be notified of reappointment or non-reappointment to a succeeding contract by May 30 of each academic year.
5. Subsequent to the fifth consecutive contract year managerial employees shall be notified of non-reappointment to a succeeding contract, by May 30, one year before the expiration of such contracts.
6. A managerial employee who has served longer than five consecutive academic years and whose contract, whether for a one-year term or a multi-year term, is due to expire at the end of the academic year may, in accordance with the provisions of this policy, be reappointed to a one-year term, a multi-year term, or not reappointed, regardless of the duration of his or her current contract.
7. Managerial employees serving under a multi-year contract may be assigned by the president to any professional position within their competence during the term of the contract, but their salary may not be reduced during the duration of the contract below that which they would have received had they continued in their original position, and they may be dismissed from the college during the term of the contract only for cause consistent with appropriate statutory provisions.