

BOARD OF TRUSTEES POLICY

Section: 400

Section Title: Administration and Finance

Policy Name: Contracts for Managerial Employees/Initial Appointment and Multi-Year

Policy Number: 449

Approval Authority: Board of Trustees

College Policy Executive: Chief Planning Officer

Responsible Executive: Vice President for Administration and Finance

Responsible Unit: Human Resources

Date Adopted: October 25, 1995

Date Revised: April 9, 1996, October 28, 1998, January 29, 2001, December 12, 2001, July 21, 2010, January 2014

1. **Policy :**

Managerial employees not holding concurrent academic rank may be appointed by a Board of Trustees for one-year terms for five consecutive academic years except for initial appointments made after July 1, but before July 1 of the following year.

The Board of Trustees may consider and approve the offer of a multi-year contract of no less than two (2) years and no more than five (5) years in length after an employee's fifth consecutive full academic year of service and only after a thorough review of all personnel records, including the reports of regular, systemic, and formal evaluations conducted during the employment of the individual. Employees may be reappointed to a one-year term as well.

2. **Reason for Policy:**
Terms of appointment for managerial employees not holding concurrent academic rank
3. **To Whom Does The Policy Apply:**
Managerial employees
4. **Related Documents:**
Procedure
5. **Contacts:**
Director of Human Resources
201-684-7506