



POLICY: 6Hx28:3E-02

Responsible Executive: Executive Vice President, Administrative Services; Executive Vice President, Academic Affairs and College Provost

Policy Contacts: Chief Human Resources Officer

Specific Authority: 1001.64, F.S.

Law Implemented: 1001.64, F.S.; 6A-14.0411 FAC

Effective Date: 05-07-2026

Date of Last Policy Review: 05-07-2026

Award of Continuing Contracts and Evaluation of Professors, Associate Professors, Counselors, and Librarians

Policy Statement:

- I. It is the policy of the Valencia College (“College”) District Board of Trustees to award continuing contracts to full-time faculty in accordance with State law and the procedures to be developed and approved by the College President or designee, in consultation with the Faculty Council.
- II. A continuing contract shall be awarded only by the affirmative vote of the District Board of Trustees, as decided in its sole discretion, and a continuing contract shall never be awarded in the absence of the affirmative vote of the District Board of Trustees for any reason, including without limitation, by default or procedural deficiency(ies).
- III. The award of a continuing contract indicates responsible professional performance at the College and carries with it an ongoing contract of employment with the institution, which shall entitle the employee to continue in a faculty position at the College without the necessity for annual nomination or reappointment and which can be terminated only in accordance with law and rules of the State Board of Education and policies, procedures and contracts of the District Board of Trustees.
- IV. In order to become eligible for the award of a continuing contract, a full-time faculty

member must:

- A. Complete at least five (5) years of satisfactory service at the College, based on the criteria established by the College, during a period not in excess of seven (7) years.
 - B. Successfully complete the continuing contract candidacy process, which includes demonstration of required performance criteria and fulfillment of the requirements outlined in this policy and its implementing procedures.
 - C. Receive the recommendation of the College President and approval by the District Board of Trustees for a continuing contract based on successful performance of duties, demonstration of professional competence pursuant to College policies and procedures, and the needs of the College.
- V. Criteria that must be met by a full-time faculty member before a continuing contract may be awarded shall include:
- A. Quantifiable measured effectiveness in the performance of faculty duties;
 - B. Continuing professional development;
 - C. Currency and scope of subject matter knowledge;
 - D. Relevant feedback from students, faculty and employers of students;
 - E. Service to the department, College, and community;
 - F. Relevant student success results, including demonstrated or documented learning gains and course completion rates;
 - G. Professionalism and character; and
 - H. Evidence that the faculty position supports ongoing educational needs of the College and community.
- VI. Professors, Associate Professors, Counselors, and Librarians shall be evaluated annually according to procedures approved by the College President or designee(s) in consultation with Faculty Council.
- VII. In order to contribute to the continual professional development of faculty, the College requires periodic post-award performance reviews for all faculty under continuing contract, which shall use, at a minimum, the criteria set forth in Policy Section V.
- VIII. Any employee holding a continuing contract who accepts an offer of employment at the College in a capacity other than that in which the continuing contract was awarded may be granted an administrative leave of absence from their continuing contract pursuant to the College's procedures.
- IX. Any employee who, as of the effective date of the policy, is a continuing contract

candidate and is in Year Four of their participation in the continuing contract award process shall comply with the following provisions of Policy 6Hx28: 3E-02 and its implementing procedures as in effect of July 1, 2025, as follows:

A. Policy Section V, which reads:

In order to become eligible to be considered for the award of the continuing contract, a full-time faculty member must prepare and submit a Portfolio determined to be acceptable by the College in accordance with standards, requirements and procedures established for the College's Teaching and Learning Academy; and

B. Procedures Section III. B. 5. II: *Advanced Practice Reflection*

Any such continuing contract candidate who advances to Year Five of the continuing contract award process shall be evaluated under the policy and procedures in effect as of the effective date of this Policy. To the extent necessary, those policy provisions and procedures may be applied in a conformed manner to align with the newly adopted requirements, while appropriately recognizing and accommodating prior process requirements that applied to the candidate before implementation of this Policy and its implementing procedures.

This subsection IX shall expire upon the conclusion of the continuing contract award process for all candidates subject to this subsection.

- X. The College President or designee(s) may establish procedures to implement this policy.

Policy History:

Formerly 6Hx28:5-07; Amended 12-11-74; Amended 1-19-83; Amended 10-23-91; Amended 11-18-92; Amended 7-17-01; Amended 7-16-13; Amended 5-07-26

Related Documents/Policies:

College Policy 6Hx28: 1-09 Policy Against Improper Activities; Whistleblower Protection

College Policy 6Hx28: 3E-05.2 Ethical Conduct and Performance

College Policy 6Hx28: 3E-08 Disciplinary Action

College Policy 6Hx28: 3E-09 Employee Dispute Resolution

College Policy 6Hx28: 3F-03 Suspension, Dismissal, Return to Annual Contract or Non-Renewal of Contracts

Procedures:

I. Definitions

- A. Associate Professor: A full-time instructional faculty with an annual contract that is eligible to earn a continuing contract, who may also be identified by the College with another job title, including but not limited to: Faculty Chair, Faculty Program Director, or Clinical Coordinator.

- B. Professor: A full-time instructional faculty with a continuing contract.
- C. Dean: A supervisor who supervises a Professor, Associate Professor, Counselor, or Librarian.
- D. Teaching & Learning Academy (“TLA”): The structured, articulated development program which provides scholarship and support for Associate Professors, Counselors, and Librarians during the continuing contract candidacy process.

II. Criteria for the Award of a Continuing Contract

- A. To become eligible for the award of a continuing contract, a candidate must complete five (5) years of satisfactory service at the College during a period not in excess of seven (7) years. Such service is continuous and includes leave duly authorized and granted in accordance with College policies and procedures. For more information, see College Policies 6Hx28: 2-02 Workplace Accommodations for Applicants and Employees and 6Hx28: 3D-06.1 Family and Medical Leave.
- B. In accordance with applicable laws, rules, policies and procedures, the candidate must successfully complete the process for earning a continuing contract, which includes:
 - 1. Annual performance evaluations providing documented evidence of effective performance of job duties, the demonstration of required performance criteria, and fulfillment of the requirements outlined in this policy;
 - 2. Completion of the TLA program; and
 - 3. Successful demonstration of practice as evidenced by the following criteria, documented in annual evaluations and via artifacts produced from the TLA program, without limitation.

Criteria	Measure	Evidence
1. Quantifiable measured effectiveness in the performance of faculty duties	Demonstration of a faculty member’s responsibilities as outlined in their job description, published faculty roles and responsibilities, and demonstration of the Essential Competencies of a Valencia Educator in alignment with the components of their roles and responsibilities.	Annual evaluation completed by the respective Dean.

2. Continuing Professional Development	Completion of TLA program professional development requirements. Completion of other professional development, licensure, or certification associated with currency or relevance in discipline or profession.	College professional development record and any other licensures, certifications, etc. associated with the faculty member's role and/or discipline.
3. Currency and scope of subject matter knowledge	Credentialed in discipline/field.	Documentation of faculty credentials.
4. Relevant feedback from students, faculty and employers of students	Feedback from students, faculty and employers of students.	Results from applicable surveys of student feedback (e.g., SFI), collegewide survey(s) to colleagues, and Dean feedback and evaluation; feedback received from employers if relevant to a specific faculty member.
5. Service to the department, College, and community	Acts of service in support of the department, College, and community.	Goals for service and reflections that detail contributions over time as part of TLA program. Evidence of service in each area as documented in annual evaluations.
6. Relevant student success outcomes, including demonstrated or documented learning gains and course completion rates	Demonstrated or documented learning gains and course completion rates, such as successful student learning via assessment of student learning outcomes and student course success data.	Evidence of successful student learning via assessment of student learning outcomes. Review of student course success data, including evidence or discussions as documented in annual evaluations.
7. Professionalism and character	<p>Character: Meeting deadlines, collegiality, adhering to the College's policies on ethical conduct and performance (See list of policies in "Related Documents/Policies" Section).</p> <p>Professionalism: Work ethics, oral and written communication, teamwork and collaboration skills, critical thinking and problem-solving skills.</p>	Documented as part of the faculty member's annual evaluation performed by their respective Dean. Evidenced in colleague survey feedback from year-2 and year-4 of the process to earn a continuing contract.

<p>8. The faculty position supports ongoing educational needs of the College and community</p>	<p>Data supports the demand for the faculty position with the College and/or community.</p>	<p>Evidenced such as:</p> <ul style="list-style-type: none"> • Enrollment data • Employer demand • Wage-earning potential for students
------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------

C. The candidate must receive a positive recommendation from the College President and approval by the District Board of Trustees to receive a continuing contract, based on successful performance of duties and demonstration of professional competence in accordance with the requirements and criteria set forth in Procedures Section II.B. above, adopted pursuant to Board policy and the needs of the College.

III. Procedures for Annual Evaluations for Associate Professors, Counselors and Librarians on Annual Contract

A. General

1. At a minimum, Deans will evaluate Associate Professors, Counselors and Librarians on annual contract using annual performance benchmarks at the end of each year or more often, as deemed appropriate by the respective Dean, to determine the levels of overall performance achieved in each applicable area.
2. The levels of performance will vary in each of the benchmark categories and will provide feedback on and evidence of:
 - a. effective performance of job duties;
 - b. completion of professional development;
 - c. feedback from students, dean, and faculty, if received, or any feedback received from employers if relevant to a specific faculty member;
 - d. service to the department, College, and community;
 - e. relevant student success outcomes, including student learning via assessment of student learning outcomes and review of student course success data; and
 - f. professionalism and character.
3. Evaluation reports shall be provided to the Associate Professor/Counselor/Librarian and maintained in official College records, stating specific strengths as well as any areas in need of improvement, as applicable, with detailed recommendations for development.
4. These general procedures should promote appropriate uniformity and consistency of the evaluation processes among faculty within each

School/department, including, but not limited to, the use of uniform assessment and evaluation forms by faculty type.

B. Professional Performance for Associate Professors

1. Associate Professors will set annual goals aligned with the Essential Competencies of a Valencia educator, the components of the faculty roles and responsibilities, and if applicable, any areas recommended for improvement.
2. Associate Professors are expected to fully participate in TLA activities and complete and submit all TLA deliverables in observance of established deadlines.
3. Associate Professors will receive classroom observations by the Dean, or designee, at least once during each academic year. More frequent classroom observations may be conducted, as deemed appropriate by the Dean.
 - a. Observations will be planned in advance with evaluation criteria provided to the faculty member beforehand.
 - b. A post-observation meeting between the Dean and the faculty member should be conducted within two (2) weeks of the classroom observation, or as soon as possible thereafter.
 - c. A formal report will be prepared and provided to the faculty member stating specific strengths as well as any areas of concern and detailed suggestions for improvement, as applicable.
4. Associate Professors shall complete the required professional development activities associated with each year of the TLA program. Associate Professors may also complete, as an aspect of their professional development, any licensure, certifications, or development needed to maintain currency in their discipline or field.
5. The College administers Student Feedback on Instruction (SFI) surveys for each class section taught at the College. For Associate Professors, SFI surveys will be administered, at a minimum, following the normal schedule, or more frequently at any time during the candidacy period as deemed appropriate by the Dean. SFI data will be provided to the Associate Professor.
6. In the second year and fourth year of an Associate Professor candidate's assessment period, Provosts, in collaboration with Organizational Development and Human Resources (ODHR), shall collect written feedback from the campus community regarding the candidate's demonstration of applicable criteria listed in Procedures Section II.B. A synopsis of this feedback will be forwarded to the respective Dean for consideration and become part of the candidate's year-2 and year-4 annual

performance evaluations.

7. Associate Professors shall meet with their Dean, or designee, at least once each year, or more frequently as applicable or deemed necessary by the Dean, to discuss annual goals, progress towards goal completion, service activities, relevant student success outcomes, and feedback on professionalism and character.

C. Professional Performance for Counselors and Librarians in the Process for Earning a Continuing Contract

1. Counselors and Librarians shall set annual goals aligned with the Essential Competencies of a Valencia Educator, the components of their roles and responsibilities, and if applicable, any areas recommended for improvement.
2. Counselors and Librarians will receive observations at least once during each contract year, or more frequently as deemed appropriate by their Dean.
 - a. Observations will be planned in advance with evaluation criteria provided to the Counselor/Librarian beforehand.
 - b. A post-observation meeting between the Dean and the Counselor/Librarian should be conducted within two (2) weeks of the initial observation, or as soon as possible thereafter.
 - c. A formal report will be prepared and provided to the Counselor/Librarian stating specific strengths as well as any areas of concern and detailed suggestions for improvement, as applicable.
3. Counselors and Librarians shall complete the required professional development activities associated with each year of the TLA program. Counselors/Librarians may also complete, as an aspect of their professional development, any licensure, certifications, or development needed to maintain currency in their field.
4. Similar to procedures followed with regards to “classroom” SFIs for Associate Professors, appropriate evaluative instruments will be administered to gather student feedback on engagement with Librarians and Counselors.
5. In the second year and fourth year of a Counselor/Librarian candidate's assessment period, written feedback shall be collected from the campus community regarding the candidate’s demonstration of applicable criteria listed in Procedures Section II.B. A synopsis of this feedback will be forwarded to the respective Dean for consideration and become part of the candidate's year-2 and year-4 annual performance evaluations.
6. Counselors and Librarians shall meet with their Dean, or designee, at least

once each year, or more frequently as applicable or deemed necessary by the Dean, to discuss annual goals, progress towards goal completion, service activities, relevant student success outcomes, and feedback on professionalism and character.

D. Performance Concerns

1. In the event of a determination of below-acceptable performance on the part of the candidate, the Dean, in partnership as appropriate with ODHR, will make specific recommendations for improvement, using a performance improvement plan or other documented means, and will include specific recommendations for performance improvement.
2. The Dean will continue observations and evaluations each term until an acceptable level is achieved/exceeded or until it is determined that appropriate action needs be taken, including but not limited to disciplinary action as outlined in College Policy 6Hx28: 3E-08 Disciplinary Action and/or the determination to not issue a future employment contract.

IV. Procedures for Completion of the Teaching and Learning Academy (“TLA”) Program

- A. As a component of the process for earning a continuing contract, candidates must successfully complete the TLA Program. This includes, but is not limited to:
 1. Active participation in all required TLA program activities and events;
 2. Completion of the required professional development activities associated with each year of the TLA program; and
 3. Producing satisfactory artifacts that are required to be submitted each year of the TLA program.
- B. Each year, completion of the required activities and artifacts will be documented by the Dean in the candidate’s annual evaluation. If activities or artifacts are incomplete or unsatisfactory, the candidate will receive specific recommendations for improvement from the Dean to be completed before the beginning of the subsequent academic year.
 1. In circumstances when a candidate’s approved sick leave has been granted in accordance with applicable College Policy(ies), and established deadlines fall within the leave, the Dean, in consultation with the respective provost and ODHR may grant an extension to the deadline as appropriate. Any extension provided must still fall within the time period described in Procedure Section II. A.
- C. If no improvement is made or a candidate fails to make satisfactory progress in more than one year of the program, the Dean will determine the appropriate action to be taken, including but not limited to disciplinary action as outlined in College Policy 6Hx28: 3E-08 Disciplinary Action and/or the determination to not

issue a future employment contract.

- D. At the completion of the TLA program, a final summative evaluation of the candidate's performance in the program will be completed by the Dean in collaboration with ODHR.

V. Procedures for the Recommendation of a Continuing Contract

- A. Upon completion of the TLA program (as outlined in Procedures Section IV.), which is typically in the spring term of the fifth (5th) year of the program, a final evaluation will be made by the eligible Associate Professor/Counselor/Librarian's Dean, as appropriate. The final evaluation will be completed (based on criteria specified in Policy Statement V.) as evidenced by annual evaluations over the eligible candidate's five (5) year process; TLA performance and completion; feedback from students, faculty, staff; and as appropriate, community members, and will contain the following:

1. Indication of demonstrated evidence of all criteria required through the TLA program as verified by ODHR.
2. Evaluation of the eligible candidate's measured effectiveness in the performance of their faculty duties, professionalism, and character.
3. Record of professional development completed during the continuing contract process.
4. Evaluation of the currency and scope of the candidate's applicable subject matter expert knowledge.
5. Successful demonstration of service to the department, College, and community.
6. A summary of available relevant student success outcomes, including documented learning gains and/or course completion rates.

- B. The eligible candidate will submit to their Dean a summative reflection and self-assessment of the above stated criteria in Procedures Section V.A. The candidate's reflection and self-assessment will also be considered in and attached to the Dean's final evaluation.

- C. The Dean will make a formal recommendation in writing based on their summative evaluation of the candidate's demonstrated ability to meet the criteria as outlined in this policy. All recommendations will be presented to the Continuing Contract Review Committee ("CCRC"), inclusive of candidates recommended or not recommended for award of the continuing contract.

- D. The CCRC will be convened annually by the Executive Vice President, Academic Affairs and College Provost ("EVP, AA/CP"), and the Executive Vice President, Administrative Services ("EVP, AS"). The CCRC members will be as follows:

1. Provost, General Education
 2. Provost, Workforce Education
 3. AVP, Holistic Support (in applicable years)
 4. Chief Human Resources Officer
 5. Faculty Association President
 6. Two (2) Faculty representatives on a continuing contract selected by Faculty Council.
- E. The CCRC shall review the recommendations of the Deans regarding all candidates eligible for the award of a continuing contract in the given academic year. The CCRC will determine whether to support or reject the recommendations of the Deans in consideration of the final evaluations and supporting documentation.
1. The names of all candidates recommended for award of a continuing contract by the CCRC will be forwarded to the College President. The College President will review the supporting information for all candidates and will make a final recommendation to the District Board of Trustees regarding the award of a continuing contract.
 - a. The College President has the discretion to withhold or deny the recommendation of any candidate at their sole discretion. The decision of the College President is final.
 2. When the decision by the CCRC is to decline to recommend the issuance of a continuing contract to a candidate(s), these candidate name(s) will be forwarded to the EVP, AA/CP and the EV, AS. After final review of the supporting information, the unsuccessful candidate(s) will be notified in writing of the determination and the rationale for the decision. The candidate can request a formal appeal of the decision within five (5) College business days by submitting the request in writing to the EVP, AA/CP and the EVP, AS.
 3. Upon receipt of the appeal, the EVP, AA/CP and the EVP, AS will attend a review meeting with the candidate, their Dean, respective Provost, Director of Faculty & Instructional Development, Chief Human Resources Officer, and Faculty Association President. This meeting will occur in person or online and will afford the candidate an opportunity to refute the determination.
 - a. If the appellate is a Counselor, this appeal meeting shall include the EVP, AS; Vice President of Student Affairs; the candidate; their supervisor; the AVP of Holistic Support; the Director of Faculty & Instructional Development; the Chief Human Resources Officer; and

the Faculty Association President.

4. Following the appeal meeting, the EVP, AA/CP (or Vice President, Student Affairs, as appropriate) and the EVP, AS, will make a decision to uphold or modify the determination. This decision will be communicated to the candidate within five (5) College business days. This decision is the final action of the College and no further appeals are available.
5. Upon the determination by the District Board of Trustees to issue a continuing contract, the eligible faculty member's new contract will be effective on the date their continuing contract is issued by ODHR and executed by the faculty member.

VI. Maintaining a Continuing Contract

- A. The award of a continuing contract indicates responsible professional performance at the College. Maintaining a continuing contract carries the expectation of ongoing demonstration of the criteria specified in Policy Statement V. as evidenced by responsible performance of the faculty member's job description and faculty roles and responsibilities in alignment with the Essential Competencies of a Valencia Educator. Evidence of meeting this ongoing expectation will be assessed via annual evaluations and periodic post-award performance reviews.
- B. Annual Evaluations for Professors, Counselors, and Librarians on Continuing Contract
 1. At a minimum, Deans will evaluate Professors, Counselors and Librarians on continuing contract on an annual basis using performance benchmarks, to determine the levels of overall performance in each applicable area. These evaluations shall follow the same general procedures as annual evaluations for Associate Professors, Counselors and Librarians on annual contract, as set forth in Procedures Section III. A. of this policy.
 2. Annual evaluations of professional performance will include, but are not limited to, an observation by their respective Dean or designee with formal report, discussion initiated by their Dean regarding specific strengths as well as any areas in need of improvement, as applicable, with detailed recommendations for development, as set forth in Procedures Section III. B, C, and D of this policy, excluding requirements described above that are specific to candidate participation in the TLA program.
- C. Post-Award Performance Reviews
 1. In accordance with state law, post-award performance reviews for faculty under continuing contract will be conducted for faculty on a continuing contract every five (5) years or more frequently if deemed necessary by the Dean based on information gathered through the annual evaluation process.

- a. Current faculty on continuing contract at the time of policy adoption will be notified by their Dean as to what year they will receive their post-award evaluation. To accommodate operational limitations, Deans, in consultation with their Provost and ODHR, will create a staggered timeline to begin and implement this process.
 2. The Post-Award Performance Review process will include an opportunity for self-reflection and assessment by the faculty member and a comprehensive review of the previous years' annual evaluation based on the same criteria used to award the continuing contract as set forth in Policy Statement V.
 3. In addition to the summative post-award evaluation in the given year, the Dean may choose to also complete an annual evaluation.
- D. The District Board of Trustees may terminate a full-time faculty employee under continuing contract for failure to meet post-award performance criteria, or, for cause in accordance with college policies and procedures upon recommendation by the College President and approval by the Board of Trustees.
1. Actions taken for not meeting performance criteria: State law requires that periodic post-award performance reviews be based upon the same criteria used to determine award of the continuing contract, as specified in Policy Statement V. Faculty are expected to demonstrate continued responsible performance of their roles and responsibilities included in the faculty member's job description and faculty roles and responsibilities in alignment with the Essential Competencies of a Valencia Educator as evidence of the criteria specified in Policy Statement V. Annual evaluations will provide an opportunity for formative feedback on areas in need of improvement. A summative evaluation which shall be completed at least every fifth year will be based upon the expectation that reasonable efforts were made to improve on such areas of concern from year to year. If a faculty member fails to meet annual evaluation criteria over multiple years and measurable improvement is not timely realized, other action may be taken as outlined in relevant College policy, including but not limited to, College Policies 6Hx28: 3E-08 Disciplinary Action; 6Hx28: 3E-09 Employee Dispute Resolution; and 6Hx28: 3F-03 Suspension, Dismissal, Return to Annual Contract or Non-Renewal of Contracts.
 2. Actions taken for cause: In the event that a faculty member on continuing contract violates college policy, disciplinary action may be taken in accordance with relevant College policy, including but not limited to, College Policies 6Hx28: 3E-08 Disciplinary Action; 6Hx28: 3E-09 Employee Dispute Resolution; and 6Hx28: 3F-03 Suspension, Dismissal, Return to Annual Contract or Non-Renewal of Contracts.

VII. Administrator or Executive Employee Return to Continuing Contract

- A. An eligible employee, defined as a faculty member holding a continuing contract who accepts an offer of administrative, executive, or alternate faculty employment and is granted

administrative leave to work at the College in an administrative/executive/ alternate faculty capacity other than the faculty position for which the continuing contract was awarded, may submit a request to ODHR to end the administrative leave from continuing contract and return to duties under their continuing contract. No such request is required in the case of an eligible employee returning to continuing contract from an alternate faculty appointment, which process is initiated by the College upon successful completion of requirements identified by the College in their annual contract of employment to effectuate such return to continuing contract. In any event, the College can choose to terminate or not renew administrative/executive/ alternate faculty duties, end the administrative leave, and initiate the process to reactivate the continuing contract of the eligible employee in the absence of a request.

1. The following procedures shall apply to eligible employees who are administrative/executive employees:
 - a. The eligible employee must submit their request to ODHR to terminate their administrative leave and return to their continuing contract. The request should be submitted one year in advance of the academic year they propose to return to their continuing contract (by the start of the Fall term). In the alternative, the College may decide to terminate the employee's administrative leave from continuing contract and return them to faculty duties under their continuing contract, as may be deemed appropriate by the College.
 - b. If the request is submitted by the eligible employee, the eligible employee is encouraged to consult with ODHR to clarify the process for the employee to return to duties under continuing contract status. The College President shall then evaluate the request and either approve or deny the request. The request may be denied if the eligible employee's contract is terminated for cause, or if any professional development requirements established by the College for return to instructional duties under the continuing contract are not satisfied by the eligible employee before such return, or other reasons as deemed appropriate by the College President.
- B. If the administrative/executive employee's request is approved or if the College initiates the return of an administrative/executive/alternate faculty employee to duties under their continuing contract the College shall evaluate college-wide continuing contract faculty position vacancy needs and determine an appropriate assignment for the returning faculty member.
 1. Once an assignment has been determined, the returning faculty member shall meet with the respective Dean to:
 - a. discuss the faculty member's reinstatement process to a continuing contract; and
 - b. collaboratively determine immediate professional development needs to prepare the faculty member to effectively resume their instructional duties.

- C. The professional development needs, as may be required by the College to be satisfied by the returning faculty member, shall be completed by the returning faculty member prior to the end of the administrative leave and reissuance of the continuing contract.
- D. Upon the written approval to return to a continuing contract status, the eligible employee's Contract of Employment for Administrative/Executive/ Alternate Faculty Personnel of Valencia College on Administrative Leave from Continuing Contract shall be allowed to expire or shall be terminated, the administrative leave shall be terminated, and the continuing contract shall resume and be in force and effect.

Procedure History:

Adopted 1-19-83; Amended 10-23-91; Amended 11-18-92; Amended 7-17-01; Amended 4-17-07; Amended 1-21-11; Amended 7-16-13; Amended 1-27-15; Amended 9-19-18; Amended 2-24-20; Amended 12-15-22; Amended 5-0-26; Formerly 6Hx28:08-10

Date of Last Procedure Review: 05-07-2026