

**Continuing Contract Application  
Documentation Guidelines (March 2021)  
humanresources@fscj.edu**

Reference: **Article 13 Continuing Contracts**, Documentation Guidelines, Collective Bargaining Agreement between the District Board of Trustees, Florida State College at Jacksonville and the United Faculty of Florida-Florida State College at Jacksonville (December 1, 2014).

The guidelines will be reviewed annually and distributed to annual contract faculty at the end of the spring term.

Note: In order to insure that the Continuing Contract Application process reflects current changes in the administrative organization of the College, references to Executive Chair/Campus President from the Collective Bargaining Agreement will be understood to refer to the Associate Provost.

## **OVERVIEW**

The guidelines for preparing the documents to be included in the continuing contract portfolio must be followed exactly. The documents must be relevant to performance for the College.

The faculty member **SHOULD NOT** include any academic information that could be in violation of the Family Education Rights and Privacy Act (FERPA). For example, any social security numbers or graded student quizzes or tests with the student's name present **SHOULD NOT** be included.

The documentation is to provide evidence of the following major criteria as measured by performance of the essential and specific responsibilities in the assigned faculty position.

Applicants for continuing contract must provide evidence of:

1. Excellence in teaching, counseling or librarianship through service that meets or exceeds the professional responsibilities that are an integral part of the faculty evaluation system.
2. Professional development that contributes to the applicant's expertise in his or her discipline or program at the College.
3. Any other representation of professional service at the College as may be appropriate.

## **ELIGIBILITY**

The Collective Bargaining Agreement states, "Faculty who have demonstrated successful performance as measured against the essential and specific responsibilities of their primary assignment, who meet the eligibility criteria within this Article, and who are in positions of continuing need by the College, and who apply shall be considered for continuing contract."

Any faculty member who meets these requirements will submit a continuing contract portfolio

to the immediate supervisor.

**The Collective Bargaining Agreement also states:** “Effective with the 2014-15 academic year, any faculty member hired August 14, 2013 and/or thereafter will be eligible to apply for continuing contract if they have completed five (5) years of continuous satisfactory service at Florida State College at Jacksonville over the previous seven (7) year period except for leave duly awarded and granted. A faculty member may apply after eight (8) or more years of continuous service at FSCJ as long as they meet the service criteria in the previous sentence.

Newly hired faculty will be given credit for documented continuous satisfactory service as a current continuing contract faculty member at another regionally accredited institution of higher education for a maximum of three (3) years to be credited toward continuing contract eligibility at the College.”

## GENERAL

Documentation should be concise. Volume of documentation will not be a factor in the committee’s decision. Documentation should be submitted electronically in a single PDF document with a cover page including the applicant’s name, department, and campus.

It is recommended that the following NOT be included in the Continuing Contract Portfolio:

1. Table of Contents
2. Copies of Faculty Evaluations
3. Conference Schedules and/or Registration Forms.

The continuing contract portfolio shall consist of the following sections:

1. **Cover Page (Required)** – Include the following information: Title (e.g., Continuing Contract Application), Name, Title/Department, Campus, Date of Submission.
2. **Information Verification (Required)** – Use the attached Information Verification form to provide evidence of eligibility to apply for Continuing Contract. To verify years of service, email this form to Human Resources at [humanresources@fscj.edu](mailto:humanresources@fscj.edu) for review and signature.
3. **Signature Forms (Required)** – Use the attached forms or download from website.
4. **Peer Letters (Required)** – Three (3) departmental peer letters from continuing contract faculty. If the department does not have three (3) continuing contract faculty, remaining peer letters from continuing contract faculty within division shall be obtained. If the division does not have three continuing contract faculty members, college-wide peer letters from continuing contract faculty who know the applicant shall be obtained. All peer letters must be submitted on Florida State College at Jacksonville letterhead. All peer letters must be original copies with original signatures.
5. **Syllabus (Required)** – One (1) syllabus used in the past two years. The syllabus included in the portfolio must be an original syllabus authored by the faculty member.
6. **Excellence in Teaching, Counseling or Librarianship (Required)** – A 500-750 word statement essay (double-spaced with Times New Roman, 12pt font, 1.5” margins) of what the candidate has done in his or her area to include a reflection of the essential responsibilities for all faculty, as appropriate. When writing the statement essay, do not use bullets to list activities and accomplishments. Be sure the entire essay is written in prose form. If hyperlinks are included in the statement essay, candidates are strongly encouraged to provide supporting

documentation as well.

Items the candidate might wish to address could include:

- teaching or counseling techniques used which seem particularly effective
- use of technology to enhance the pedagogical process
- student outcomes
- interaction with students
- promotion of library to faculty and students
- student success workshops and other presentations
- acquiring library material, response to library users' informational needs
- response to student counseling needs
- interaction with colleagues (i.e., mentoring, sharing materials, examples of collegiality, etc.)

7. **Professional Development Appropriate to the Applicant's Discipline (Required)** – a 500-750 word statement essay (double-spaced with Times New Roman, 12pt font, 1.5" margins) detailing activities in this area from the previous five (5) years. When writing the statement essay, do not use bullets to list activities and accomplishments. Be sure the entire essay is written in prose form. If hyperlinks are included in the statement essay, candidates are strongly encouraged to provide supporting documentation as well. Activities and accomplishments addressed might include:

- formal course work
- self-study
- other professional development activities, and how the enhanced learning is being applied in the classroom
- official representation of the College to outside groups that relate to the faculty member's area of expertise
- conferences
- publication of pedagogical or content-related material.

8. **Service to the Department and to the College (Required)** – A 500-750 word statement essay (double-spaced with Times New Roman, 12pt font, 1.5" margins) detailing the candidate's participation in activities that go beyond teaching duties. When writing the statement essay, do not use bullets to list activities and accomplishments. Be sure the entire essay is written in prose form. If hyperlinks are included in the statement essay, candidates are strongly encouraged to provide supporting documentation as well.

Activities that could be addressed include:

- committee work, course and program development (In the case of committees, the chair of the committee should be listed in the citation.)
- workshop development
- student club sponsorship
- other College related activities

9. **Professional Curriculum Vitae (Required)** – Document not to exceed four pages in length Vitae Form Templates are available through Microsoft Office at:

<http://office.microsoft.com/en-us/templates/CT010144935.aspx?tl=2#ai:TC010169559>

(The first option at this site is recommended for persons in the Teaching Profession.)

The Curriculum Vitae must include the candidate's date of hire.

10. **Student Evaluations (Optional)** – Maximum of five (5) examples of feedback from students. For the purpose of privacy, all student email addresses must be removed from email messages submitted as student comments. It is recommended that faculty obtain the permission of students before using their emails for inclusion as student comments.

11. **Appendix (Optional)** –Additional information that can include a maximum of five (5) documents.

## **PRESENTATION OF THE PORTFOLIO AND RESPONSE TO THE APPLICANT**

To ensure timely routing of the portfolio, the faculty member must send an e-mail notification to the campus continuing contract committee chairperson and copy the Chief Human Resources Officer at [humanresources@fscj.edu](mailto:humanresources@fscj.edu), stating the date the portfolio was submitted. This should be done within one week of the portfolio being submitted to the supervisor. Do NOT attach your portfolio to this e-mail.

The faculty member should be prepared to present any supporting documentation requested by anyone in the review process.

To ensure proper presentation of the portfolio, the faculty member’s supervisor will:

1. Ensure the documentation guidelines are followed.
2. Act as a mentor for the content of the faculty member’s continuing contract including verification of completeness and accuracy.
3. Ensure a timely response by providing a copy of the endorsement/non-endorsement letter back to the applicant. As per the contract, “The immediate supervisor will review the application for completeness and forward the package to the appropriate dean by **September 15th, with a letter of endorsement or non-endorsement** based on the consensus of the department members.”

The “Essential and Specific Responsibilities for Faculty” are found in Appendix A of the Collective Bargaining Agreement between the District Board of Trustees of Florida State College at Jacksonville and the United Faculty of Florida - Florida State College at Jacksonville. The collective bargaining agreement may be accessed from the Human Resources web site.

## **STEPS IN THE REVIEW PROCESS**

The information that follows is from Article 13 of the Collective Bargaining Agreement:

“The review process for the application requires letters of endorsement or non-endorsement at each step in the process. If an endorser concurs with the endorsement of the applicant expressed by a subordinate, he or she may simply add his or her signature to the subordinate’s letter. If the recommendation at any level is non-endorsement, the individual or committee not endorsing the application must provide specific reasons, in terms of the major criteria, for the non-endorsement. In any case, the applicant will be provided with a copy of the resultant letter at each step in the process. Non-endorsement at any step does not stop the process.

1. The applicant will electronically submit the portfolio containing all relevant materials to his or her immediate supervisor, according to the guidelines of the Collegewide Continuing Contract Committee, no later than **September 1<sup>st</sup>** of the eligible year.
2. The immediate supervisor will review the application for completeness and forward the package to the appropriate dean by **September 15<sup>th</sup>, with a letter of endorsement or non-endorsement** based on the consensus of the department members.
3. The dean will review the application and forward it to the Campus Continuing Contract Committee by **October 1<sup>st</sup>, with a letter of endorsement or non-endorsement**.
4. The Campus Continuing Contract Committee will review the application and recommendations, and may interview the candidate. The committee will add its consensus recommendation to the application packet. In the event a consensus is not reached, the recommendation shall follow majority vote. Other than the committee recommendation, the deliberations and voting of the committee shall remain confidential. The committee will forward the application to the College-wide Continuing Contract Committee by **November 1<sup>st</sup>**.
5. The College-wide Continuing Contract Committee will review the application and recommendations, and may interview the candidate at its discretion. The committee will add its consensus recommendation to the application packet. In the event a consensus is not reached, the recommendation shall follow majority vote. Other than the committee recommendation, the deliberations and voting of the committee shall remain confidential. The committee will forward the application to the Executive Chair/Campus President [Associate Provost] by the **end of the fall term**.
6. The Associate Provost will review the application package and recommendations and may choose to interview the candidate. The application will be forwarded to the College President or designee by **January 31<sup>st</sup> with a statement of endorsement or non-endorsement**. The Associate Provost shall also provide evidence of continuing need for the position in compliance with Board Rule 6Hx7-3.6.
7. The College President or designee will notify the candidate of the disposition of the application by the last day of February. Successful applications will be recommended to the District Board of Trustees (DBOT) at the first Board meeting following the College President's notification. The successful candidates are subject to Article 12: Issuance of Annual Contracts and will remain in active annual contract status until Board action on continuing contracts.

In the event an applicant is not successful, the application may be re-submitted one (1) calendar year after the previous submission.”

Attachments: Information Verification  
Signature Forms

**FACULTY CONTINUING CONTRACT APPLICATION**

**\* \* \* INFORMATION VERIFICATION \* \* \***

Faculty Member Name: \_\_\_\_\_ EMPL ID: \_\_\_\_\_

FSCJ Full-time Hire Date: \_\_\_\_\_ Application Status: \_\_First Time \_\_Reapplying

Years of Continuous Satisfactory Service at FSCJ: \_\_\_\_\_

\* \* \* \* \*

If you are requesting credit for documented continuous satisfactory service as a current continuing contract faculty member at a regionally accredited institution of higher education, please provide the name and address of the institution below:

Name/address of institution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates served as a continuing contract faculty member: \_\_\_\_\_

Name while working at the institution above, if different: \_\_\_\_\_

\_\_\_\_\_

Faculty Member's Signature

Date

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**For Human Resources' Use:**

The information provided above has been confirmed by the undersigned. The faculty member  
\_\_\_MEETS \_\_\_DOES NOT MEET the application eligibility criteria.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Signature Form – Faculty

Faculty Member's Signature and Date \_\_\_\_\_

Signature Form – Immediate Supervisor

Comments: _____ _____ _____ (Attach additional comments as needed) Recommend for endorsement (Y/N) _____ *Immediate Supervisor Signature _____ Immediate Supervisor Printed Name and Date _____
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\*Signature may be the appropriate dean (in the case of librarians, the campus structure may be different).



Signature Form – Dean

Comments: \_\_\_\_\_

\_\_\_\_\_

(Attach additional comments as needed) Recommend for endorsement (Y/N) \_\_\_\_\_

Dean Signature \_\_\_\_\_

Dean Printed Name and Date \_\_\_\_\_

Signature Form – Campus Committee Chairperson

Comments: \_\_\_\_\_

\_\_\_\_\_

(Attach additional comments as needed) Recommend for endorsement (Y/N) \_\_\_\_\_

Campus Committee Chairperson Signature \_\_\_\_\_

Campus Committee Chairperson Printed Name and Date \_\_\_\_\_

Signature Form – College Committee Chairperson

Comments: \_\_\_\_\_

\_\_\_\_\_

(Attach additional comments as needed) Recommend for endorsement (Y/N) \_\_\_\_\_

College Committee Chairperson Signature \_\_\_\_\_

College Committee Chairperson Printed Name and Date \_\_\_\_\_

Signature Form – Associate Provost

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional comments as needed) Recommend for endorsement (Y/N) \_\_\_\_\_

Associate Provost Signature \_\_\_\_\_

Associate Provost Printed Name and Date \_\_\_\_\_