

Title: Faculty Probationary Policy

Initial Action:

Board Agenda:

Last Revised: 7-11-2011

Policy:

Procedure:

Last Reviewed: 7-11-2011

Changes Effective: July 1, 2007

Next Review: As Needed

Responsibility: Director of Human Resources

POLICY: The purpose of a probationary period is to allow reasonable time for new faculty to establish their academic performance and for academic evaluations to be made concerning the productivity and continued employment of the faculty member. The maximum period of probationary service in full-time positions shall be one year. The establishment of a one year probationary period and quotation of an annual salary is for convenience only and does not imply or guarantee a set period of employment.

Employment with Cecil College is "at will" and can be terminated by the College at any time, with or without cause or notice.

The interest of the College and those it serves is best promoted when we provide the optimum circumstance for the initial learning and orientation for faculty appointed to new or replacement positions. Probationary and trial service periods allow academic program leadership, department chairs, and peers with opportunities to observe and evaluate the new faculty member's skills and abilities. The probationary period of one year also provides a new faculty member an opportunity for feedback and additional mentoring or training in order to meet the performance expectations of the position.

PROCEDURE: The Vice President of Academic Programs, the Dean of Academic Programs, and respective department chairs will ensure that new faculty:

- A. Participate in faculty orientation
- B. Are assigned a faculty mentor
- B. Understand and follow Policy #915.10 – Duties of Full Time Teaching Faculty
- C. Are observed in the classroom a minimum of one time per semester and receive written feedback.

Based on the recommendation of the department chair and Dean of Academic Programs, the Chief Academic Officer will recommend whether or not employment of new faculty member should be continued.