

Continuing Contract for Faculty - Procedures

(Also See Policy 2.01)

(VP Submits Completed Form to President's Office by **November 15th**)

Faculty Member Name: _____

Area of Instruction: _____

Division: _____

Dean: _____

RECOMMENDATIONS/APPROVALS

Faculty Member's Dean: _____
Signature Date

**VP for Inst. &
Student Development:** _____
Signature Date

President: _____
Signature Date

Date Notification Letter Sent by President: _____

Date of District Governing Board Meeting: _____

Upon receipt of final recommendation by Vice President for Instruction and Student Development, the President's Office will send a notification of the decision letter to the new Continuing Contract Faculty and their Dean. The letter will also invite them to be honored guests at the February or March District Governing Board meeting.