

## Extended Contract Procedure

The Associate Vice President (AVP) for Academic Affairs, and academic Deans shall review institution-wide priorities that require faculty expertise during the summer months. AVP/Deans shall submit division plans and/or objectives that require extended faculty support during summer months by December 1\* each year. The Vice President for Academic Affairs /Provost will review request(s) by January 15. The VPAA shall determine number of faculty required, and departments essential to meet the need. If the VPAA determines there is institutional need, the dean will communicate openings for extended contract to all department and/or division faculty to which it applies. All faculty in good standing with the college are eligible, however, they are under no obligation to accept an extended contract. All 9-month contract faculty interested in an extended contract shall submit their request to their Dean by January 30. The Dean shall submit faculty recommendations to the VPAA by February 15.

The Vice-President of Academic Affairs/Provost will use his/her best judgment to maintain a fair distribution of extended contracts amongst the various disciplines, divisions and faculty at the college. Final decisions will be made by February 28 each year.

Extended contracts are based on College priorities and need and carries no expectation of continuation to the next academic year. The vice-president will assign the extended contract on a rotating basis. Extended contract assignments require six to eight contact hours of teaching within the division assigned. Faculty who desire to teach outside their primary discipline and are qualified will have their request considered on a case-by-case basis. All other workload requirements shall apply (college service, professional development and faculty to student advising).

\* dates are subject to change