Scope and Definitions
This policy applies to individuals employed by the College as Faculty members, other than provisional Faculty members.

The term “Faculty” or “Faculty member” is as established under applicable Kansas law and generally means full-time employees who hold appointments in the Academic Affairs Division of the College and who teach or instruct as their principal duty.

A “provisional Faculty member” is any Faculty member other than: (A) a Faculty member who has completed not less than three consecutive one-year letters of appointment with the College and has been offered a fourth letter of appointment with the College; (B) a Faculty member who has completed not less than two one-year letters of appointment with the College and has been offered a third letter of appointment with the College, if, at any time prior to the Faculty member’s employment with the college, the Faculty member has completed the employment requirement of subpart (A) in any school district, area vocational-technical school, or community college in Kansas; or (C) a Faculty member for whom the board has waived, in whole or in part, the employment requirement of subpart (A) or (B).

Notwithstanding the foregoing, a Faculty member will continue to be a provisional Faculty member if, after completing not less than three one-year letters of appointment with the College, the Board elects to apply the provisions of K.S.A. 72-5445(c).

Policy Statement
Department administrators have the delegated responsibility for initiating administrative action related to the dismissal or non-renewal of assigned, non-provisional Faculty members as defined above.

Implemental Procedures:

Prior to dismissal or non-renewal of a non-provisional Faculty member, the College will:

1. Take precautions to assure that proper evaluative procedures have been followed.
2. Maintain supportive data for recommendations.
3. Hold appropriate communication at the administrative level in an effort to resolve the problem(s).
4. If appropriate under the circumstances, give reasonable opportunity for improvement prior to making a recommendation for dismissal or for non-renewal of an non-provisional Faculty member’s appointment.
5. Observe statutory requirements applicable to a dismissal proceeding (if any).