



Category	
POLICY # 5-31 Faculty Appointments	
Approval	
LT Approval	11/13/18
Effective Date:	07/01/18
Revised:	n/a
Responsible Party:	Academic Vice Presidents, Executive Director Human Resources

Annual Appointment Notice:

Faculty appointments are formalized by an appointment notice that states the term of appointment, salary, position, and appointment status. Appointment notices are issued annually by the President in June, to be effective for the following fiscal year.

Term of Appointment & Pay:

Faculty appointments are issued each fiscal year beginning July 1st and ending June 30th.

New 9-month faculty who start working after July 1st but prior to September 1st will be issued a notice of appointment with effective date of July 1st. New 9-month faculty starting September 1st or later will be issued their first notice of appointment the following July 1st.

9-Month faculty pay, as reflected on the appointment notice, is based on working a specific number of duty days each academic year. The annual pay is spread over a 12 month fiscal year (26 pay periods). If a new 9-month faculty member has a start date after July 1st but before September 1st, their annual salary as offered upon hire will be paid in totality over the number of bi-weekly pay periods left on their appointment (as long as they continue to actively work and fulfill their required duty days).

Appointment Status:

Faculty appointments include: Provisional and Non-Provisional. 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). Faculty who meet the guidelines outlined in (A), (B), or (C) above are Non-provisional.

Non-renewal or non-issuance of Provisional Faculty Appointment:

No provisional faculty member may grieve any non-renewal or non-issuance of his/her appointment.