

## **PROBATIONARY STATUS**

Probation is a trial-period of employment for the employee and the College. Faculty and staff are placed on probationary status upon initial hire, transfers and promotions. During period of probation, the employee or the College may end employment at any time without cause or notice.

### **I. Length of Probationary Period**

- A. The probationary period for full-time faculty who begin employment at the start of an academic year or during the fall semester is five years. Faculty who begin later during the academic year are on probation the remainder of that academic year plus an additional four years. Faculty must apply for tenure during fifth teaching year. The tenure application and process can be found in the Instructional and Student Affairs employee portal or office.
- B. The probationary period for administrators and staff is six (6) months from the initial date of hire, transfer or promotion.
- C. There is no probationary employment for part-time temporary employees. The nature of employment for these employees is at-will and may be terminated at any time for any reason and without the right of appeal.

### **II. Extension or Reinstatement of Probation**

The probationary period may be extended for a fixed period, not to exceed six months for staff or one year for full-time faculty.

### **III. Termination of Probation**

At the end of the probationary period, performance will be evaluated to determine if the probationary period will be concluded or extended. If performance in the position fails to meet the acceptable standards, the employee will be terminated from employment with the College.