Any employee may request an administrative review of his or her evaluation if he or she disagrees with the content of the evaluation, or believes that it was conducted in a manner that violates this policy.

_LSCS Policy Manual Section adopted by the Board of Trustees on August 7, 2008_

**IV.F.8. Change in Contract Status**

**IV.F.8.01 Policy**

The College has various types of employment contracts with many of its employees. The policy below addresses the modification, extension, and non-renewal of employment contracts in a fair manner that complies with local, state, and federal law.

**IV.F.8.02 Definitions**

(a) **Change in Contract Status:** A change in contract status occurs when a President, Vice Chancellor, or Chief Area Officer reporting directly to the Chancellor, recommends a change in a subordinate’s employment contract status. It can also occur when the Chancellor recommends a change in a direct-report’s employment contract status. Change in contract status can take one of three forms:

1. The return to an annual contract in the subsequent academic year in the case of a faculty member or administrator on a multiple-year contract.

2. The continuation of an annual contract in the subsequent academic year in the case of a faculty member or administrator on an annual contract but who has, since execution of that annual contract, become eligible for a multiple-year contract.

3. The non-renewal of either an annual or multiple-year contract in the subsequent academic year.

(b) **Notice:** Notice of intention to effectuate a change in contract status as defined in the section above shall be given by the Chancellor on or before March 1st preceding the end of the contract term fixed in the current contract—provided the employee was employed before March 1st. The Board may employ the contractual employee in the same capacity for the succeeding academic year if the Chancellor fails to provide the March 1st notice. This process is not valid in the event that the Board of Trustees takes action for a reduction in force.
IV.F.8.03 Appealing a Contractual Change of Status Recommendation

The appeal of a Notice depends on the employee’s position at the time the contractual employee received the Notice.

(a) Vice Chancellor, President, or Chief Area Officers.

An employee who has received notice of a proposed change of status will have up to 20 working days to appeal a contractual change of status recommendation made by the Chancellor to the Board of Trustees. The request for an appeal presentation must be made to the Board Liaison.

The affected employee will have 30 minutes to explain his/her basis for why the change in status should not be upheld. The Chancellor will also have 30 minutes to explain the basis for the recommendation. No cross-examination will be permitted by either side, although the Board members may ask questions of the affected employee and the Chancellor. The Board will decide whether to uphold the Chancellor’s recommendation. Such decision will be made at the meeting at which the presentation is made or at a subsequent meeting which has been properly posted in accordance with the Open Meetings Act.

(b) All Other Contractual Employees.

From the date of receipt of the Notice the affected employee will have up to 20 working days to appeal a contractual change of status recommendation to the Office of the Chancellor.

The Chancellor’s review will include a personal meeting with the affected employee and the recommending President, Vice Chancellor, or Chief Area Officer reporting directly to the Chancellor. The President, Vice Chancellor, or Chief Area Officer will have 30 minutes to explain the basis for the initial recommendation and provide any documentation.

The affected employee will then have 30 minutes to explain his/her basis for why the change in contract status should not be upheld by the Chancellor and will also have the opportunity to provide supporting documentation. Neither the supervisor, nor the affected employee, may cross-examine or question each other during their respective 30 minutes.

The Chancellor will notify the affected employee no later than 15 working days following receipt of the appeal of the Notice. The employee may directly appeal to the Board if the employee alleges a violation of the Lone Star College Board Policy Manual as defined in Section IV.F.10.06. The Chancellor will forward to the Board of Trustees all accepted recommendations and recommendations not appealed.

The process permitted by this policy constitutes a grievance for purposes of Texas Education Code Section 51.960.
IV.F.9. Resignation by Contract Employee

IV.F.9.01 Resignation

Any contractual employee may relinquish his or her position, and leave the employment of the System at the end of the contract term, without penalty, so long as the letter of resignation is submitted prior to August 1 of the academic year in which the employee resigns. A letter of resignation is submitted as of the date of mailing, if sent to the Chancellor by United States certified mail, with sufficient postage.

The employee may resign with the consent of the Board at any time mutually agreeable.

The Chancellor shall have authority to accept resignations. Exceptions to the deadline requirement may be granted in extenuating circumstances.

IV.F.10. Employee Grievance and Review Process

IV.F.10.01 Policy

This policy establishes a fair and uniform process for resolving employee grievances that exceeds state and federal laws. Employees who use this process may do so without facing discrimination or retaliation. This policy nurtures an employee culture that values and respects all employees by encouraging early collaboration and resolution of employee concerns.

IV.F.10.02 Definitions

(a) **Grievant.** Grievant means the employee who initiates the procedures set forth in this policy.

(b) **Working Days.** Working days means the College’s business days. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”

IV.F.10.03 Who May Bring A Grievance

Individual employees may submit grievances on behalf of themselves or multiple affected employees as an associational grievance.

IV.F.10.04 Serial Grievances