

# Letter Of Intent

Full-time faculty employed for three (3) consecutive academic years as a faculty member shall receive a Notice of Intent following approval of the Board for the next academic year. The President or his/her designee will present to the Board a list of faculty for which they intend to renew for the next academic year. Following the Board's approval notice of intents will be issued.

The notice of intent serves as notification that the College anticipates offering the faculty member a contract (if probationary, will be specified in notice). The notice of intent does not guarantee a faculty member a position or contract for the next academic year.

---

**Policy Number:** 305-02-00BP

**Adopted:** April 1965

**Amended:** May 1984; November 1986; November 1987; November 1989; July 1993; August 2005; August 8, 2006; May 24, 2011

[Download a PDF of this policy](#)