



## ADMINISTRATIVE PROCEDURE

### EMPLOYMENT OF CERTIFICATED PERSONNEL - TENURE

4118

Procedure No.

August 22, 2003

Date

- I. **PURPOSE:** To provide procedures related to the employment and tenure of certificated personnel.
- II. **POLICY:** It is the desire of the Board of Education of Prince George's County to have the best teachers possible in its public schools. Contracts of Employment of certificated personnel and issues of probation and tenure will be governed by the laws of Maryland and the regulations issued by the Maryland State Board of Education (Board of Education Policy 4118).
- III. **BACKGROUND:** State law states that the probationary period of employment is a one-year employment contract that may be renewed by a county board of education. State Board of Education bylaws prescribe the language to be used in the contract.
- IV. **PROCEDURES:**
  - A. If a teacher receives a satisfactory evaluation at the end of the first year of teaching, the teacher may return for a second year of teaching based upon a recommendation by the Chief Executive Officer.
  - B. If a teacher receives an unsatisfactory evaluation at the end of the first year of teaching, the Board of Education, upon the recommendation of the Chief Executive Officer, will determine whether the teacher's contract will be renewed.
  - C. If a teacher receives a satisfactory evaluation at the end of the second year of teaching, the teacher will be eligible for a recommendation by the Chief Executive Officer for tenure pending approval by the Board.
  - D. If the teacher receives an unsatisfactory evaluation at the end of the second year of teaching, the Board of Education, upon the recommendation of the Chief Executive Officer, will determine whether or not the teacher's contract will be renewed, or whether a third year of a probationary period should be extended.
  - E. The probationary period of employment of a certificated employee who holds a professional certificate and has signed a regular contract covers a period of two (2) years from the date of employment, and it may be extended for a third year from the date of employment if the certificated employee does not qualify for tenure at the end of the second year based on performance evaluation criteria established by the Board of Education, and if the employee demonstrates a strong potential for improvement.



## ADMINISTRATIVE PROCEDURE

### EMPLOYMENT OF CERTIFICATED PERSONNEL - TENURE

4118

Procedure No.

August 22, 2003

Date

- F. If the probationary period of a certificated employee is extended for a third year, a mentor will be assigned to the employee and the employee will be evaluated at the end of the third year, based on established performance evaluation criteria.
- G. The Board of Education may terminate a regular contract with a certificated employee holding a professional certificate at the end of the first and second school year, or the third year, if probation is extended. In the case of employees employed before January 1 of a given school year, written notice of termination must be given not later than May 1 of that school year, the next school year, or if probation is extended, the third school year. In the case of employees employed on or after January 1, notice must be given not later than June 15 of that year, or the second or third year, or not later than sixty (60) days prior to the second or third anniversary date of the employee, at the discretion of the Board of Education.
- V. **RELATED PROCEDURES:** None.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Chief Administrator for Human Resources and will be updated as appropriate.
- VII. **CANCELLATION AND SUPERSEDURES:** None. This is a new Administrative Procedure.
- VIII. **EFFECTIVE DATE:** August 22, 2003.

APPROVED BY:

André J. Hornsby  
Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11