

D.02.02.02 (Procedure) Entry Probation

Responsible Department: Talent, Organization and Strategic Innovation

Based on Board Policy: D.02.02 Hiring Practices

Approved: 2-6-26

The Board seeks to employ only the most outstanding personnel available. The Alamo Colleges District shall seek qualified persons for each position based on job-related standards of education, training, experience and personal qualifications.

All full-time and part-time staff, faculty and administrators hired on or after March 1, 2026, will serve a 120-day entry probation period during which time the new employee's job performance, skills and conduct will be assessed to ensure alignment with the requirements of the position, policies of the college district, and other requirements for continued employment. Employees that are transferred to regular full-time status from part-time, adjunct or temporary part-time/visiting lecturer status will also serve a 120-day entry probation period.

The entry probation period may be extended by the employee's President or Vice Chancellor if evaluation at the end of the 120-day probationary period shows promising progress, but further improvement is required to perform successfully as a non-probationary employee. If sufficient progress is noted, an extension of 30 to 120 additional days of probation may be approved to provide the employee the opportunity to fully meet expectations for a new employee in the position.

If job performance, skills or behavior during entry probation/extended entry probations do not approach the minimum required to succeed in the position, and/or improvement is not sufficient during extended entry probation, employment may be discontinued immediately for cause. If entry probation is not successfully completed, eligibility for rehire will be determined by the nature of the issue(s) leading to separation.