
Chapter: Human Resources

Modification No. 003

Subject: **Non-renewal of Administrative Appointment**

- I. It is the policy of the Board of Trustees that the efficient operation of the institution mandates that all administrative staff be employed pursuant to written employment agreement generally with a one-year term. The agreement should contain a provision for timely notice of non-renewal.
- II. The President is authorized to establish procedures to implement this policy.

Board Approval: September 21, 1987; January 25, 2005 (editorial); April 28, 2014.

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All administrators are employed pursuant to a written employment agreement which generally expires at the end of each fiscal year of the College. At least sixty calendar (60) days prior to the end of the employment term, the President, shall notify the administrator whether the administrator will be appointed for the next fiscal year, and, if so, provide the administrator with the employment agreement governing the terms and conditions of the appointment. The administrator may accept the appointment by signing and returning the employment agreement within fifteen (15) calendar days. The administrator's failure or refusal to sign the employment agreement applicable to the new appointment shall not be deemed a non-renewal or create any right to the payment of severance. In the event that the administrator does not receive either notice of appointment for the following fiscal year or notice of non-renewal for the next fiscal year, at least sixty (60) calendar days before the end of the term, the employment agreement will renew on the same terms and conditions for the following fiscal year. The procedures specified below shall apply in the event of non-renewal of an administrative appointment.

II. Procedures for Non-renewal

- A. Except for an administrator who reports directly to the President, a recommendation that the appointment of an administrator should not be renewed shall be made in writing by that administrator's immediate supervisor and submitted to and reviewed by the President. The recommendation should include the specific reasons for the non-renewal. A copy of that recommendation shall be sent simultaneously to the affected administrator. In the case of an administrator who reports directly to the President, the President will notify the administrator of his/her impending non-renewal.
- B. An administrator recommended for non-renewal may, at the administrator's request, meet with the President to discuss the matter. This meeting is for the purpose of providing the affected administrator an opportunity to state their position. Any such meeting shall be requested within ten (10) working days of the date of the recommendation.
- C. The President shall subsequently notify the administrator whether or not their appointment is being renewed. An administrator whose appointment is not being renewed shall also be notified of the terms of implementation of the non-renewal.
- D. At the request of the affected administrative staff employee, the President shall set forth, in writing, the reasons for non-renewal.
- E. An administrator notified of non-renewal may submit a written statement explaining their position on the non-renewal to the President and request that a copy of that statement be placed in their personnel file.
- F. Nothing in these procedures should be construed to mean that an administrator has a right to appeal non-renewal of a contract.

III. Effect of Notice of Non-renewal

- A. If notice of non-renewal is given, the notice shall state the terms of implementation of the non-renewal.
- B. Nothing in these procedures shall be construed to prevent an employee notified of non-renewal from resigning prior to the specified effective date of non-renewal. In such case, unless otherwise specified, the College shall have no further obligation to the employee after the effective date of the resignation.

Administrative Approval: September 21, 1987; September 27, 1990; January 25, 2005 (editorial); April 11, 2017.