

Subject: Non-Renewal of Contract

Board Policy Reference: DMAB (LOCAL) Term Contracts – Non-Renewal

NON-RENEWAL OF CONTRACT

If the College intends not to renew the contract of a non-tenured, probationary member of the faculty or other contracted employee, the staff member shall be notified of the nonrenewal in writing.

If an employee's contract will not be renewed, he/she will receive written notification of nonrenewal from the President at least three (3) months in advance of the contract's expiration. If the staff member is a part-time faculty member, there is no presumption that employment will be continued and no advance notice is required.

Any staff member who has been notified of nonrenewal will be continued in his/her duties for the contracted period unless, at the discretion of the College, he/she is granted a leave of absence with pay.

Non-renewal of contract in a timely manner, as defined above, does not constitute dismissal.