

TERM CONTRACTS:
NONRENEWAL

DFBB (REGULATION)
(EXHIBIT)

The following pages include forms that have been designed to assist administrators in the nonrenewal process related to term contracts:

- Exhibit A: Recommendations for Nonrenewal of Term Contracts Checklist – 1 page
- Exhibit B: Recommendations for Nonrenewal of Term Contracts Worksheet – 1 page

TERM CONTRACTS:
NONRENEWAL

DFBB (REGULATION)
(EXHIBIT)

EXHIBIT A

Northwest Independent School District

Recommendations for Nonrenewal of Term Contracts Checklist

Process to initiate and process a recommendation for nonrenewal:

- Principal/Supervisor identifies an employee for whom performance has been documented unsatisfactory.
 - Principal/Supervisor reviews Board policies in code DFBB to determine whether there are grounds for nonrenewal.
 - Principal/Supervisor contacts the Assistant Superintendent for Administrative Services regarding an employee being recommended for nonrenewal and the documented reasons for proposed actions.
 - Principal/Supervisor reviews documentation with an appropriate administrator designated by the Assistant Superintendent for Administrative Services.
 - Principal/Supervisor submits copies of employee's evaluations and supporting documentation to the Assistant Superintendent for Administrative Services.
 - Assistant Superintendent for Administrative Services notifies the Superintendent that there is documentation to support a recommendation for proposed non-renewal.
 - Principal/Supervisor notifies the employee of the recommendation for nonrenewal.
 - Superintendent proposes recommendation for nonrenewal to Board at a properly posted Board meeting
- NOTE: If the position proposed for nonrenewal is likely to have high public interest (i.e. principal, coach, central administrator), the posted agenda must identify the position being considered for nonrenewal.
- Board adopts or rejects the proposed nonrenewal based upon evaluation data.
 - Effected employee is notified of proposed nonrenewal on or before the 45th calendar day before the last day of instruction.

If the employee requests a hearing no later than the 15th day after receipt of notification of the proposed action:

- A hearing must be held no later than the 15th day after receipt of the employee's written request for a hearing unless a different date has been agreed to in writing.
- Board conducts hearing to determine if there is sufficient evidence to support the stated reason(s) for nonrenewal.
- Board takes vote on nonrenewal proposed by Superintendent in open session.
- Board notifies employee of decision within 15 days of hearing.

If the employee does not request a hearing:

- Board takes vote on nonrenewal proposed by Superintendent in open session.
- Board notifies the effected employee in writing.

TERM CONTRACTS:
NONRENEWAL

DFBB (REGULATION)
(EXHIBIT)

EXHIBIT B

Northwest Independent School District

Recommendations for Nonrenewal of Term Contracts Worksheet

An administrator or supervisor recommending nonrenewal of a term contract employee should complete the following chart to establish appropriate rationale and documentation to support the recommendation for nonrenewal. For each specific reason listed in the left-hand column, complete the remaining two (2) columns based on that reason.

Specific Reason(s) for Nonrenewal, as listed in Board Policy DFBB (LOCAL)	Supporting Reason(s) from Code of Ethics, as listed in Board Policy DH (EXHIBIT)	Supporting Document(s)

(Use additional pages if necessary.)