



CATEGORY: Faculty Contracts, Termination and Resignations

POLICY NUMBER: 3.5.2

POLICY: Non-renewal of Contract

ADOPTED DATE:

REVIEWED/REVISED DATE: 10/14/2021

Administered by: *Vice President of Administration and Finance*

POLICY: Faculty members/ professional librarians are evaluated annually to determine renewal of their contract.

PROCEDURES:

1. All faculty members and employees with faculty status should receive an annual performance evaluation by April 30.
2. If as a result of the evaluation process, non-renewal of a faculty member's/ professional librarian's contract is recommended and decided, the faculty member/ professional librarian shall be notified in writing by the President no later than May 15.
3. The May 15 deadline does not apply to new faculty members/professional librarians. The probationary period for new faculty/professional librarians concludes at the end of their first year of employment.
4. In all cases involving non-renewal of a faculty member's/professional librarian's contract, said faculty member/professional librarian shall have the right to appeal this decision as outlined in the *Due Process and Grievance* procedure section of this manual. The notice of right to appeal the decision will be included in the President's notification of contract non-renewal.
5. In the event of non-renewal for Nine (9), Ten (10), and Eleven (10) month faculty employees, the employee's salary will continue to be paid for the remaining months of the twelve (12) month spread for May, June, and July. Benefits will continue through July.