



# Brownsville Independent School District

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*Dr. René Gutiérrez*  
 Superintendent of Schools

## Recommendation for Contract Non-Renewal/Termination Timeline 2023-2024

Contract Recommendations List submitted to Human Resources via Employee Records	
<b>Recommendations for Termination/Non-Renewal:</b> <ol style="list-style-type: none"> <li>1. A Recommendation for <b>Termination/Non-Renewal</b> form should be completed</li> <li>2. A timeline of events and documentation must be submitted to Human Resources</li> <li>3. Evaluation/Appraisal should be completed prior to the recommendation</li> </ol>	Campuses and Departments January 26, 2024
Human Resources Coordinator will assist you in reviewing your documentation	January 29-February 2, 2024
Review Termination/Non-Renewal documentation and timeline with HR and the Staff Attorney (Provide 3 copies)	February 5-9, 2024 (Campus professional staff and Department professional staff)
Proposed <b>Non-Renewal</b> Recommendation to the Board of Trustees for Term and Continuing Contracts	April 2, 2024
Final <b>Non-Renewal</b> Recommendation submitted to the Board of Trustees for Term and Continuing Contracts.	May 7, 2024
Final <b>Termination</b> Recommendation to the Board of Trustees for Probationary Contracts	

7/13/2023

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