

POLICIES AND PROCEDURES

Employment (Professional): Renewal
Subject: and Non-Renewal of Contracts Reference: F-V-d, 3

Source: President Eff. Date: May 5, 2008

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated **October 30, 2007**.

Date: May 5, 2008

Recommendations regarding renewal and non-renewal of all professional contracts of employment are processed through regular administrative channels to the President, who makes recommendations for renewal to the Board of Trustees. Each Vice President shall prepare and submit to the President, by the designated date each year, a list of all personnel in his/her area for whom contracts are to be offered for the upcoming year.

Following are guidelines and time schedules for processing recommendations for renewal and non-renewal of contracts. Presentation to the President of persons, for whom renewal/non-renewal recommendations are delayed until after the designated date, may be made at any time prior to termination of the contract in force.

Category I

This category includes personnel on the tenure track in all but their last year of probationary service, and tenure eligible faculty.

Personnel have no property interest in a contract beyond its term. No cause is necessary for the college to non-renew a person's contract or not to offer further employment at the expiration of the term of the contract provided, however, that an employee may not be denied employment for an illegal or unconstitutional reason. Recommendations for renewal or non-renewal for a given school year should be submitted during the preceding year in accordance with

the following schedule:

<u>Recommendations To:</u>	<u>Date Due</u>
Vice President, Instruction	February 1
President	March 1

The President will usually present a list to the Board of Trustees in March for personnel within Category I. As per the tenure policy, persons on the tenure track in each of their first four years of probationary service, and tenure eligible faculty must be given notice of non-renewal by April 1 of each year.

Category II

This category includes tenured personnel and personnel in their fifth year of probation service on the tenure track. Except as provided in the policy of Academic Freedom, Responsibility, and Tenure, personnel have no property interest in a contract beyond its term.

Recommendations for renewal or non-renewal of contracts for a given school year should be submitted during the year preceding the last year of service, as follows:

<u>Recommendations To:</u>	<u>Date Due</u>
Vice President, Instruction	July 15
President	August 1

(E.g., for year beginning September, 1998, recommendations above are made in July and August, 1997. Per the Academic Freedom, Responsibility and Tenure policy, persons in this category must be given notice of non-renewal not later than August 15 of the year preceding the non-renewal.)

The President will usually present a list to the Board of Trustees in August for personnel within Category II.

Category III

This category includes administrative and other non-faculty contract personnel.

Personnel have no property interest in a contract beyond its term. No cause is necessary for the college to non-renew a person's contract or not to offer further employment at the

expiration of the term of the contract, provided, however, that an employee may not be denied employment for an illegal or unconstitutional reason. Recommendations for renewal or non-renewal for a given school year should be submitted during the preceding year in accordance with the following schedule:

<u>Recommendations To:</u>	<u>Date Due</u>
Appropriate Vice President	May 15
President	June 1

The President will usually present a list to the Board of Trustees in June for personnel within Category III, except for 9-month non-faculty personnel which will usually be presented in April or May. Recommendations regarding administrative and other non-faculty contract personnel with a contract length of more than 9 months can be delayed until the date of termination of the current contract. I.e., although advance notice is usually desirable, it is not necessary.

Relation of This Policy to Tenure Policy

This policy is in no way intended to conflict with any provision of the MCC policy, Academic Freedom, Responsibility and Tenure. This policy does interpret one aspect of the latter policy, in that it designates September as the first month of the academic year.