

## Non-Renewal Procedure\*

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Employment for all probationary employees, part-time employees, temporary employees, or employees with a contract that has a definite ending date may be terminated, demoted, suspended, non-renewed or not extended without any reason or reasons being given for such action. The notice to such persons shall only be required to specify the date of the termination.

The board of trustees has accepted the following policy as a basis for dealing with non-probationary instructors whose work is not satisfactory.

1. The instructor has a right to be warned that his/her work is not satisfactory or up to expectations and to have a reasonable period to correct the situation. The warning should deal with specific items and state the consequences if improvement is not forthcoming. The warning shall be in writing.
2. The administrative staff has an obligation to try to help faculty become good instructors, and they will closely supervise with frequent visits and conferences. Administrators will provide the instructors with detailed memos of suggestions and incidents with the goal in mind of bringing about satisfactory improvement. Every effort should be made to obtain objective data in order to determine the effectiveness of the instructor.
3. Transfer to another teaching situation should be considered as a solution only in the event that the instructor shows qualities that would predict success in the new situation.

\*Covered by PEA Negotiated Agreement