

## **Non-Renewal of Executive and Senior Administrators**

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An Executive or Senior Administrator\* who has completed less than two (2) consecutive years of employment as an Executive or Senior Administrator of the college may be non-renewed without any reason or reasons being given for such action. The written notice of intention to non-renew to such persons shall only be required to specify the date that the current contract will expire.

An Executive or Senior Administrator who has completed two (2) consecutive years of employment as an Executive or Senior Administrator of the college, receiving written notice of intention to non-renew, may request a meeting with the board by filing a written request with the clerk of the board within ten (10) days from the date of receipt of the written notice. The board shall hold such meeting with ten (10) days after filing of the request. The meeting shall be in executive session, and at such meeting, the board shall specify the reason or reasons for the board's intention to not renew the Executive or Senior Administrator's contract. The Executive or Senior Administrator shall be afforded the opportunity to respond to the board at the meeting. Neither party shall have counsel, legal or otherwise present. The board may include the president and an appropriate supervisor in the executive session meeting for the purpose of properly specifying reasons for non-renewal. There will be no formal record or recording made of the meeting in executive session. Within ten (10) days after the meeting, the board shall reconsider its reason or reasons for non-renewal, shall make a final decision as to the matter, and will notify the Executive or Senior Administrator of its decision in writing.

\*The term Executive and Senior Administrator shall not mean or include the president of the college.

*Adopted: 9/08*