

## **Non-renewal Notice for Executive Administrators, Senior Administrators and Administrators**

(added 9/08) (revised 6/14/12)

Written notice of the board's intention to not renew the contract of employment of an Executive Administrator\*, Senior Administrator\* or Administrator\* (all referenced to as "Administrator" in this section) shall be given to the Administrator on or before the third Friday in May of the year in which the term of the Administrator's contract expires. An Administrator shall give written notice to the board within ten (10) days of the Administrator's rejection of renewal of a contract of employment. Terms of a contract may be changed at any time by mutual consent of both an Administrator and the board.

"Not renew the contract" or "non-renewal of the contract" means that an Administrator remains on duty to complete the term of a current contract but is not offered a contract for the subsequent contract, calendar or fiscal year. The board reserves the right of the President or President's designee to relieve or suspend the Administrator of any or all contractual duties, with pay for the balance of the term of the Administrator's contract.

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