

METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

3.40020 DP

FACULTY AND ADMINISTRATOR CONTRACTS

3.40020 DP

In order to provide for adequate lead time regarding activities and events involving contract renewal and nonrenewal and the return of contracts by employees in each category, the following time schedules will be adhered to. In all instances where a date specifically stated in the preceding time schedules falls on a Saturday, Sunday, or holiday, the next immediate day will prevail.

- I. Contracts for personnel employed under the full-time administrative personnel salary schedule.

	<u>DATE DUE</u>
A. Recommendations for nonrenewal by appropriate officer of the district, to the chancellor.	3/15
B. Contract administration forms for contract renewal by the appropriate officer of the district with a copy to the employee.	4/1
C. Final decision for renewal and non-renewal of contract by the chancellor and notification to employee.	4/15
D. Recommendations for contract renewal from the chancellor to the board	April board meeting
E. Contracts mailed to employees	Within two (2) working days after board meeting
F. Contracts to be returned by employees	Within fifteen (15) days after date of contract

II. Contracts for personnel employed under the full-time faculty salary schedule.

	<u>DATE DUE</u>
A. Recommendation for nonrenewal of probationary faculty by appropriate supervisor to the college president, with a copy to the employee.	3/1
B. Recommendation by the college president to the vice chancellor of administrative services for nonrenewal of probationary faculty.	4/1
C. Recommendation by the college president to the vice chancellor of administrative services for renewal of probationary faculty.	4/1
D. Final decision for renewal and non-renewal of contracts by the chancellor and notification to employees.	4/15
E. Recommendations for contract renewal from the chancellor to the board.	April board meeting
F. Contracts mailed to employees.	Within two (2) working days after board meeting
G. Contracts due to be returned by employees.	Within fifteen (15) days after date on contract

Approved: Chancellor
April 1, 1975
(Editorial Corrections 7/10/06)

Revised: May 19, 2016