PROCEDURE MANUAL

ARIZONA WESTERN COLLEGE			PROCEDURE 475.2
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			Last Revision Date: 04-11-11
			Effective Date: 04-10-02
Section:	Personnel	**Subject:**	Intention Not to Renew Contract of Contractual Employee

PURPOSE

To outline the process for nonrenewal of a contractual employee.

PROCEDURE

1. Definitions
   - 1.1. *Nonrenewal* occurs when a contractual employee or the College gives written notice of intent not to enter into a contractual agreement for the next contractual period.
   - 1.2. A *contractual* employee includes any employee who holds a contract for defined length of time. Probationary full-time contractual employees, continuing full-time contractual employees, and administrators, are examples of contractual employees.
   - 1.3. A *probationary full-time contractual employee* is a faculty member, counselor, librarian or professional (non-administrative) employee who is within the first 3 years of consecutive full-time, non-temporary employment and has not been offered a fourth full-time, non-temporary contract.
   - 1.4. A *continuing full-time contractual employee* is a faculty member, counselor, librarian or professional (non-administrative) employee who has been offered and accepted a full-time contract as a faculty member, counselor, librarian or professional (non-administrative) employee for a fourth consecutive year.
   - 1.5. An *administrator* is an employee who performs administrative functions.
   - 1.6. Classified employees are at-will employees, not contractual employees (see Procedure 475.4 Termination of Classified Employees).

2. Notification
   - 2.1. The College will give a **probationary full-time contractual employee** written notification of nonrenewal no later than April 15. The notice of nonrenewal will either be mailed certified or delivered to the employee in person.
   - 2.2. The College will give a **continuing full-time contractual employee** written notification of nonrenewal no later than April 15. The notice of nonrenewal will include the reason(s) for nonrenewal and will either be mailed certified or will be delivered to the employee in person.
   - 2.3. The College will give an **administrator** written notification of nonrenewal no later than April 15. The notice of nonrenewal will either be mailed certified or delivered to the employee in person.
   - 2.4. Except for a continuing full-time contractual employee, a probationary full-time contractual employee, or an administrator, a **contractual employee** has no right to receive notice of nonrenewal by a certain date, and renewal of employment of any such employee for the next contractual period is at the discretion of the College.

3. Appeal
   3.1. A continuing full-time contractual employee may appeal the College's decision to non-renew within 14 calendar days of receiving the notice. Failure to submit a written request for appeal to the Human Resources Office within the time limit results in forfeiture of any appeal rights. The appeal will be conducted pursuant to Procedure 450.1 Due Process Hearing Panel.
   3.2. An employee other than a continuing full-time contractual employee has no right to appeal a nonrenewal.