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.

A. Recommendations for nonrenewal by appropriate officer of the district, to the chancellor, with a copy to the employee. 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.

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: CPRC July 14, 2015