

NON-REAPPOINTMENT PROCEDURE

Related Board of Trustees Policy: BP 2.21

Approval: May 2012

Revision:

The Board authorizes the President to exercise the option of non-reappointment of College employees.

- Any contractual employee may be subject to non-reappointment following a contract period, depending upon program changes, financial exigency, reduced enrollment and other factors deemed relevant to total institutional interest.
- All non-reappointment determinations will be based on the best interest of the College and shall be made in accordance with applicable law and applicable College policies.
- The College will notify contractual employees whose contracts will not be renewed of their non-reappointment at least 30 days prior to the effective date of their non-reappointment.
- The decision not to reappoint a contractual employee at the end of a contract period is committed, without further recourse and may not be appealed through the College's Grievance Procedure.
- Employees, who receive a non-reappointment notification, will also be notified by Human Resources of the process for ending employment at the College. The notification will include:
 - A letter notifying the employee of benefit coverage and COBRA options.
 - An Employee Check-out sheet, which lists the various departmental signatures required to terminate computer access rights, return keys, and all other College issued materials.

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