

ROCKY MOUNTAIN COLLEGE

FACULTY POLICY

SECTION: Faculty

NUMBER: F-001-01-0010

SUBJECT: Regular Renewal and Non-Renewal of
Tenurable and Non-Tenable Contracts

DATE: 4/2009

I. POLICY

- A. Yearly Evaluations of Tenurable Appointees Prior to Renewal Decisions
 - 1. Each tenurable appointee is entitled to an evaluation each year before a decision on contract renewal is made for the next year. This yearly evaluation is described in F-001-01-0006.
 - 2. The division chair will consult with tenurable faculty members about the evaluation procedure.

- B. Notification of Non-Renewal of Tenurable Contracts
 - 1. Whenever a decision is made not to renew a tenurable appointee's contract, the president will notify the individual in writing of this decision.
 - 2. In the individual's first academic year of service, notice of non-renewal will be given no later than March 1st. In the second year of service, notice of non-renewal will be given no later than December 15th. In any subsequent year of service, a year's notice of non-renewal will be given no later than May 1st.

- C. Recourse upon Receipt of Notification of Non-Renewal of a Tenurable Contract
 - 1. A tenurable faculty member whose contract is not renewed who believes the decision was not preceded by the yearly evaluation procedure outlined in F-001-01-0006 may indicate this concern in writing to the president and may ask the personnel policies committee to determine whether or not the prescribed yearly evaluation procedure was in fact followed.
 - 2. The personnel policies committee will investigate and make its findings known in writing to both the faculty member and the president within 15 class days.
 - 3. If it is established that the yearly evaluation procedure was not carried out prior to the non-renewal decision, the personnel policies committee will recommend to the president that the matter be held in abeyance until an adequate remedy can be devised by the personnel policies committee.
 - 4. The faculty member must ask the personnel policies committee to review the yearly evaluation procedure within 120 calendar days after receiving notice of non-renewal in the case of third-year or longer appointees, or within 21 calendar days after receiving notice of non-renewal in the case of first- or second-year appointees. Otherwise, the matter will be considered closed.

- D. Renewal and Non-Renewal of Non-Tenable Appointees

1. Although non-tenurable appointees undergo evaluation, they are not entitled to notification of non-renewal.

II. REVIEW AND RESPONSIBILITIES

Responsible Parties: Faculty

Review: Bi-annually on or before May 31st

III. APPROVALS

Approved:

Faculty Chair _____

Date: _____

Approved:

Chair, Board of Trustees _____

Date: _____