

Policy IV.4002.D, Renewal and Non-Renewal of Contractual Employees

Purpose

This policy establishes a uniform practice for the renewal and non-renewal of contractual employees of San Jacinto College.

Policy

1. Decisions regarding contract renewal and non-renewal will be made without regard to the employee's race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender identity, genetic information, marital status, or veteran status. Additionally, the College will not discriminate or retaliate against employees who exercise rights guaranteed by the Constitution or rights conferred by statute, including, but not limited to, the Family Medical Leave Act (FMLA), the Uniformed Services Employment and Reemployment Rights Act, and the Texas Whistleblower Act.
2. Written notice of non-renewal for employees will be provided as soon as practicable prior to the expiration date of the contract.
3. Upon notification to an employee that their contract will not be renewed, or while a non-renewal proposal is under consideration, the Chancellor, or designee, may place the employee on paid administrative leave if the College administration determines that administrative leave is in the best interest of the College or its community.
4. In accordance with Texas Education Code § 51.960, full-time faculty may file an appeal and meet in person with the Chancellor, or designee, regarding a non-renewal decision in accordance with the procedures specified in Procedure IV.4002.D.a, Renewal and Non-Renewal of Contractual Employees.
5. Administrators and staff may not appeal a non-renewal decision; however, nothing in this policy precludes employees from appearing before the Board of Trustees during public comment.

Definitions

Non-renewal: Non-renewal of an employee contract occurs when the College declines to offer further employment at the expiration of the term of the contract. Non-renewal may occur with or without cause, except that, if a reason exists, it is not an unlawful reason.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure IV.4002.D.a, Renewal and Non-Renewal of Contractual Employees

Date of Board Approval	October 4, 2021
Effective Date	October 5, 2021
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources
