



## **Procedure 450-02 Terminations and Non-Renewal of Appointment**

**Sponsor: Human Resources**

### **Purpose**

Employees may leave employment with the College under a variety of circumstances which are described below.

### **Definitions**

None

### **Procedure**

#### Voluntary Termination

Voluntary Termination includes resignations, retirements, job abandonment, and failure to return to work following a leave of absence.

#### Dismissal

The College initiates the action to terminate the employee. This usually occurs when it is determined an employee does not possess the qualifications, skills, and ability to meet the requirements of the job. It can also apply when an employee violates the College's rules, regulations, or the terms of the Policy and Procedures Manual or conducts him/herself in a manner that adversely affects College activities, image, and/or other employees. Reason for dismissal may also include but is not limited to, termination for insubordination, acts of moral turpitude, criminal convictions, misrepresentation or falsification of application, credentials, or any other good and just cause. An employee who is dismissed for cause may not be considered for rehire. The notice of dismissal is given by the Vice President of Human Resources to the employee.

#### Non-Renewal

Non-renewal of a full-time faculty member is not punitive in nature and is not an action subject to the grievance process.

The contract of a full-time faculty member who is on continued status is renewed or promoted on the basis of excellent performance and the promise of continued excellence. The denial of renewal or promotion, however, need not be construed as due to failure or poor performance on the faculty member's part. Considerations such as the need for a different area of specialization or for new emphases; the lack of a continuing position; the need to shift a position or resources to another department; or the opportunity for an alternative program in teaching, research, or service may dictate that the individual is not renewed or promoted.

The Vice President of Human Resources will issue a written notice of non-renewal to the affected employee.

Contact Human Resources when processing a termination or non-renewal.

### **References**

None

**Procedure History**

01/1995	New
10/19/2004	Revised
04/08/2009	Revised and Approved by College Council
02/24/2011	Revised
09/20/2023	Revised and Approved by the District Governing Board
01/07/2025	Revised and Approved by President's Cabinet

**Legal Review**

03/23/2009