

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Non-Renewal of Faculty Appointments**

**DATE: March 1, 1993**

**NUMBER: 2.13**

**REVISION(S): 12/19/94, 06/05/07**

**Regular Faculty**

The action of non-renewal for regular faculty appointments may be taken for disciplinary and performance reasons, or for other reasons affecting the need for the position such as: declining enrollments in a specific program, reduction in staff because of budgetary constraints, elimination, reduction, modification of program offerings, etc. The Vice President of Instruction shall inform faculty members, in writing, of the non-renewal of their appointment by April 15. Included within this written notice shall be a statement of the reason(s) for non-renewal. If the non-renewal of a regular faculty appointment is due to disciplinary concerns, it should be supported by prior disciplinary action(s) as explained in **COPP 2.32**.

For those faculty who have a twelve-month contract or a nine-month contract that starts on a date different from the standard mid-August date, the Vice President of Instruction shall inform them, in writing, of the non-renewal of their appointment at least thirty (30) calendar days before the expiration of their contract.

**Associate Faculty**

Associate faculty appointments are at the convenience of the College on a need basis. The receipt of an associate appointment shall in no way obligate the College to renew or continue the appointment beyond the appointment date.

AUTHENTICATION (Signature):

COPP

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President

06/05/07  
(Date)

**2.13**