

**Cochise College
District Board Policy**

Category: All Employee Groups

Policy Number: 637

Title: Contract Renewal

Contracts are issued to all eligible faculty and staff following the governing board's approval of the annual personnel listing. Contracts are generally issued in May to ensure faculty and those who work less than 12 months receive their contract prior to the end of the academic year. Human Resources shall issue contracts specifying salary or wage rate, position status, and conditions of employment. A total compensation statement is also generally included with contracts.

**Procedure 637.1
Contract Renewal Process**

1. A listing of eligible faculty and staff to be provided contracts shall be presented to the governing board for approval.
2. Human Resources shall mail or hand deliver contracts to eligible employees.
3. All employees shall return signed contracts to Human Resources within 15 days of the date of the contract or the return date as stated on the contract, whichever is later. Failure to return a signed contract as required shall be considered a declination of the contract offer.
4. An employee who anticipates not being able to meet the deadline shall provide written notice to Human Resources of their intent to accept the contract offer and advise of the anticipated date they will sign the contract offer in advance.
5. The president shall sign all contracts.