



**Cochise College  
District Board Policy**

**Category: All Employee Groups  
Policy Number: 638  
Title: Non- Renewal of Contracts**

Regular, benefited employees shall be entitled to early notification of contract non-renewal. These provisions are applicable to current, non-probationary status employees and are not applicable to a reduction in force or to termination, demotion, or similar action which occurs during an existing contract period.

**Procedure 638.1  
Non-renewal of Employee Contract**

The governing board shall approve a new one-year appointment contract to each employee serving under an existing one year appointment unless:

1. The president informs an eligible employee in writing on or before February 1 of the existing contract period that the president is recommending against renewal of the employee's contract without criticism or specification of cause; and
2. The governing board, acting upon the president's recommendation, determines that the best interests of the college are served by non-renewal of the employee's contract.