

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 303.4

Title Administrative Operations

Administrator Contractor and Contract Nonrenewal

Only administrative positions requiring administrative licensure by the Department of Education shall receive an employment contract. The length of the contract for employment between an administrator and the Board shall be determined by the Board and stated in the contract. The contract shall also state the terms of the employment.

The first two years of a contract issued to a newly employed administrator shall be considered a probationary period. The Board may waive this period provided the administrator has previously served a probationary period in another college or school district. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the Board shall afford the administrator appropriate due process, including notice by May 15. The administrator and Board may mutually agree to terminate the administrator's contract.

If an administrator's contract is not being renewed by the Board, the contract will be extended automatically for additional one-year periods beyond the end of its term except and until it is modified or terminated as mutually agreed to by the parties or until the administrator's contract is terminated consistent with statutory termination procedures.

It shall be the responsibility of the President to create a contract for each eligible administrative position.

Administrators who wish to resign, to be released from a contract, or to retire must comply with Board policies regarding the areas of resignation, release, or retirement.

Date of adoption 1/8/96

Legal Reference: (Code of Iowa)

Date of last revision _____

260C.14; 279.8, .24, .25.

Date of current revision 1/8/96

Related Administrative Procedures and Cross References _____
