

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Nonrenewal, Suspension, and Dismissal of Contract Employees	Section D: Personnel	
Policy Title: Term Contracts	Policy: DMAB	
Subtitle: Nonrenewal	Date Adopted: 09/01/2026	

Purpose

This administrative procedure describes the process for nonrenewal of contract employees.

Procedure

A. Nonrenewal of Contract Employment

1. Employees may be non-renewed at the end of the contract term. Nonrenewal shall not be based on an employee's exercise of rights guaranteed by the Constitution or be based unlawfully on an employee's race, color, religion, sex, national origin, handicap, or age.
2. Contract renewal shall not be offered to any employee prior to completion of their six-month employee appraisal. Following completion of the six-month appraisal, the President may make a recommendation to the Board regarding renewal or dismissal of that employee.

B. Notification

1. Written notification of intent to non-renew a contract for Faculty shall be made by April 1 of each year.
2. Written notification of intent to non-renew Administrators shall be made by July 1 of each year.

C. Dismissal of Contract Employees: Due Process Procedures

1. WCJC recognizes the need to provide procedures to ensure a fair hearing for any employee who believes their property interests or other rights protected by law are being threatened by the proposed action of the College.
2. When the College proposes dismissal or demotion of a contract employee during the term of employment, or when any employee alleges that the action proposed by the College violates the employee's legally and constitutionally protected rights, the employee may file an employee grievance.

D. Suspension

1. The Board reserves the right to immediately suspend from duties any contract employee charged with moral turpitude or nonperformance of duties.
2. Salary will continue until the investigation of the charges is complete and the Board makes a final determination regarding employment status.

E. Dismissal of Noncontract Employment

1. Noncontract employees are employed on an at-will basis.
2. Noncontract employees who are dismissed shall receive an amount equal to two weeks' pay upon the date of termination.
3. Noncontract employees who are dismissed may request review of that decision through the employee grievance process.

F. Financial Exigency as Cause for Dismissal of Employees

Cases of bona fide financial exigency or the phasing out of instructional programs that require the reduction of staff shall be sufficient cause for dismissal during the term of the contract.