

## **NON RENEWAL OF EMPLOYMENT**

Chancellor's Office Policy  
Effective 07-01-97

### **Applicability**

All unclassified employees of the Chancellor's Office excluding the Chancellor, Vice Chancellor and the Presidents.

### **Process for Non Renewal**

1. If any appointment of an employee on a fixed-term contract is not to be renewed for reasons other than financial exigency, program or department reductions, or eliminations, timely notice of non renewal shall be given in writing thirty (30) days before the expiration of the appointment. The thirty (30) day notice referenced in this section is superseded by any contrary provision in the employee's notice of appointment.
2. Upon written request, the employee shall be given an opportunity to meet and confer with the appropriate Vice Chancellor or designee regarding the non renewal.