**Issuance**

Faculty members are offered contracts, the first one at the time of initial appointment and annually thereafter (except for multi-year contracts) on or about March 15 of the year in which the next academic year begins. The contract is issued by the designated institutional officer (normally the school dean or Vice Provost) in consultation with the department chairperson/coordinator. When signed by the faculty member and received by the institution, the contract is binding upon both parties, except as otherwise provided herein.

Contract offers shall be valid for 30 days from the date of the offer. Faculty members may request from their dean that the offer remain open for a reasonable time beyond 30 days. Any such extensions of time must be in writing signed by the school dean; the written extension shall specify the last day that the contract offer shall remain open.

Faculty members shall return their signed original contract to the issuing officer no later than 30 days from the issue date (or not later than the last day of any extension). Failure to return the signed contract within the 30-day period (or before the expiration of any written extension) shall result in the revocation of the contract offer and shall be construed as terminating the faculty member's relationship with the university.

**Termination within Contract Period**

Termination of employment of any faculty member, tenured or non-tenured, within a contract period may occur as a result of the following:

- Violation of, or inability to work in harmony with, the university's stated ideals, theological and ideological principles, or standards of conduct;
- Immoral behavior;
- Incompetence;
- Insubordination; or
- Neglect of duty.

**Non-Renewal of Non-Tenured Faculty Contracts**

Renewal of contracts for non-tenured faculty members is at the sole discretion of the university. A contract may also be issued with the clear understanding that it is for a specific time period and that it will not be renewed. In cases of non-renewal of contract (other than where the contract specifies that it will not be renewed), after consulting the department chairperson, the dean or other appropriate university administrator will give the faculty member written notice of non-renewal as follows:

- For faculty members in their first year of service not later than March 1 of the current contract year.
- For faculty members with more than 1 year of service not later than January 15 of the current contract year.
When notice of non-renewal is given, the faculty member may request a review with the department chairperson and the dean of the instructional school successively. If satisfaction is not attained, the faculty member may have recourse to the Grievance and Appeal Procedure, Section 8.5.

**Non-Renewal of Tenured Faculty Contracts**

Non-renewal for a person who is tenured is considered unlikely; however, non-renewal is possible on the grounds listed above for termination within a contract period or may result from any one or more of the following reasons:

- Changes in program or curriculum;
- Enrollment decline either university-wide or within a particular discipline;
- Serious institutional financial difficulties such that the institution in good faith determines that personnel terminations are necessary either University-wide or within a particular discipline.

When notice of non-renewal is given, the faculty member may request a review with the department chairperson and the dean of the instructional school successively. If satisfaction is not attained, the faculty member may have recourse to the Grievance and Appeal Procedure, Section 8.5.