

## TEACHER AND ADMINISTRATOR

### EVALUATION, CONTRACT, AND NONRENEWAL DEADLINES

**Note:** Administrator is defined as principal, assistant superintendent, and associate superintendent. It excludes the superintendent. See reverse side for superintendent evaluations, contract, and nonrenewal deadlines.

EVALUATIONS OF TEACHERS AND ADMINISTRATORS	
<b>First three years individual holds the position:</b> Two evaluations must be conducted on or before December 15 and April 15.	
<b>Fourth year or more individual holds the position:</b> One evaluation must be conducted on or before April 15. <i>NDCC 15.1-15-01(2)</i>	
TEACHERS AND ADMINISTRATOR CONTRACT ISSUANCE & RENEWAL	
Offering contracts to teachers and administrators currently employed	No earlier than March 1 and no later than May 1. Provide at least 14 calendar days to return contracts. <i>NDCC 15.1-15-04(2)</i>
Offering contracts to newly hired teachers and administrators	No deadline in law. Give new hires a reasonable timeframe to consider offer and return the contract (e.g., 10 days).
Contract issuance during negotiations	Issuance suspended until negotiations are complete. <i>NDCC 15.1-15-04(4)</i>
NONRENEWAL DEADLINES FOR TEACHERS AND ADMINISTRATORS	
Notice of contemplated nonrenewal	Must be in writing and no earlier than March 1 and no later than April 15. <i>NDCC 15.1-15-05(1)</i>
Nonrenewal hearing deadline	No later than April 21. <i>NDCC 15.1-15-05(1)(b)</i>
Notice of nonrenewal decision	In writing and no later than May 1. <i>NDCC 15.1-15-06(10)</i>
EXCEPTIONS TO NONRENEWAL DEADLINES FOR PROBATIONARY TEACHERS AND ADMINISTRATORS IN POSITIONS FOR LESS THAN TWO YEARS	
Probationary teacher (an individual teaching in your district for less than two years)	After April evaluation is complete, the board meets with the teacher in executive session to discuss reasons for contemplated nonrenewal. Notice of Nonrenewal must be provided no earlier than April 15 and no later than May 1. <i>NDCC 15.1-15-02(4)</i>
Administrators employed in that position by a district for less than two years	Provide written notice of nonrenewal decision before May 1. Board shall meet with administrator in executive session to convey reasons for nonrenewal if requested. <i>NDCC 15.1-15-05.1(1)</i>

## SUPERINTENDENT

### EVALUATION, CONTRACT, AND NONRENEWAL DEADLINES

SUPERINTENDENT EVALUATIONS	
<b>NDCC 15.1-14-03(1)</b> requires that each school board conduct two evaluations:	
<ul style="list-style-type: none"> <li>• On or before November 15</li> <li>• On or before March 15</li> </ul>	
SUPERINTENDENT CONTRACT ISSUANCE & RENEWAL	
Contract duration	No more than three years. <i>NDCC 15.1-09-33(25)</i>
Renewal deadline	Automatically renews for one year unless board provides notice of contemplated nonrenewal on or before April 15 or superintendent provides written resignation on or before June 1. <i>NDCC 15.1-14-11</i>
Offering contract to newly hired superintendent	No deadline in law. Ensure contract of former superintendent has been terminated before issuance. Give new hire a reasonable timeframe to consider offer and return a contract (e.g., 10 days).
NONRENEWAL DEADLINES FOR SUPERINTENDENT WITH A DISTRICT LESS THAN TWO YEARS (count only years employed as superintendent)	
Notice of nonrenewal	Provide written notice of nonrenewal decision before May 1. Board shall meet with superintendent in executive session to convey reason for nonrenewal if requested. <i>NDCC 15.1-14-12(1)</i>
NONRENEWAL DEADLINES FOR SUPERINTENDENT WITH A DISTRICT TWO OR MORE YEARS	
Notice of contemplated nonrenewal	In writing and on or before April 15. <i>NDCC 15.1-14-09(1)</i>
Nonrenewal hearing deadline	On or before April 21. <i>NDCC 15.1-14-09(1)(b)</i>
Notice of nonrenewal decision	In writing and no later than May 1. <i>NDCC 15.1-14-10(8)</i>
<b>Questions? Contact NDSBA at 800-932-8791</b>	