

**DIOCESE OF DES MOINES**

**Catholic Schools Policies/Regulations**

**ADMINISTRATION**

**Contract Renewal/Non-Renewal**

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that if a pastor/canonical administrator contemplates the non-renewal of a contract for the administrator (president, principal, or assistant principal), the Diocesan Superintendent of Schools, Diocese of Des Moines Human Resources, and diocesan legal counsel must be consulted in advance of such action.

Administrators (presidents, principals, assistant principals) shall be notified on or before February 1, as stated in the Diocesan Personnel Handbook by the pastor/canonical administrator with the intent to renew or not renew the administrator's (president, principal, assistant principal) contract for the next academic year. Non-renewal shall done be in collaboration with the Bishop, Superintendent of Schools, and Pastor/Canonical Administrator.

Notification that the administrator's (president, principal, or assistant principal) contract will not be renewed shall be delivered to the administrator by registered mail or in person by the canonical administrator or pastor. The notification shall be signed by the canonical administrator or pastor.

Policy Adopted: March 15, 1971

Policy Revised: May 21, 2018

Policy Approved by Bishop Pates: May 30, 2018

Policy Revised: July 30, 2021