

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STAFF PERSONNEL

Teacher Contract Renewal and Non-Renewal

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all teachers should be notified on or before the date stated in the Diocesan Personnel Handbook of the intent of the pastor to renew or refrain from renewing a teacher's contract for the next academic year.

Notification of non-renewal of a teacher's contract should:

- a) be delivered by registered mail or in person by the administrator
- b) be signed by the pastor (president) and principal

Prior to non-renewal of a teacher contract, the administrator or pastor/canonical administrator must contact the Superintendent, Diocese of Des Moines Human Resources, and diocesan legal counsel.

Policy Adopted: May 21, 1984

Policy Revised: January 21, 2019
July 30, 2021