

TO: Local Association President

FROM: Luis Delgado, Ryan Edwish, and James McGuire
NJEA UniServ Field Representatives

DATE: April 26, 2018

RE: **NONTENURE/NONRENEWAL - IMPORTANT TIME LIMITS**
a.k.a. - "DONALDSON TIMELINES"

Please share the following information with your non-tenured teachers. They are entitled to notification of employment by **MAY 15**, and every board of education must provide either:

- a written offer of a contract for employment for the next year, or
- a written notice that employment will not be offered.

If any school board fails to take **either** action, then the nontenured teacher is entitled to continued employment for the next year.

If a nontenured teacher wishes to accept employment, he or she must notify the board **in writing on or before June 1**.

Any nontenured teacher members who have been notified by the board of their nonrenewal should be made aware of their rights and the following time lines.

WITHIN 15 CALENDAR DAYS OF RECEIPT OF NOTICE OF NONRENEWAL:

Teaching staff member may request of the Board of Education, in writing, a written statement of reasons for nonrenewal.

WITHIN 30 CALENDAR DAYS OF RECEIPT OF WRITTEN REQUEST:

Board must provide a written statement of reasons for nonrenewal.

WITHIN 10 CALENDAR DAYS OF RECEIPT OF WRITTEN STATEMENT OF REASONS:

Teaching staff member can make written request to the board for an informal appearance before the board.

WITHIN 30 CALENDAR DAYS OF RECEIPT OF THE REQUESTED STATEMENT OF REASONS BY TEACHING STAFF MEMBER:

Board must schedule an informal appearance.

WITHIN 3 DAYS FOLLOWING THE INFORMAL APPEARANCE:

Board must notify the affected teaching staff member, in writing, of its final determination.

SAMPLE LETTER ADDRESSED TO THE BOARD SECRETARY
(SIGNED BY THE EMPLOYEE)

Mr. John Jones, Board Secretary
Anytown Board of Education
Any Street
Anytown, New Jersey (zip code)

(obtain and utilize your district's
address for the Board Secretary)

Dear Mr. Jones:

I am in receipt of communication from the Board of Education dated (fill in date of your letter) which stated that my employment for the 201? – 201? school year will not continue.

I am requesting that written, specific, and detailed reasons for this action by the Board of Education be forwarded to the address below.

Sincerely,

(place full name here and sign above)

(street address)

(city, state, zip code)

(NOTE: This letter must be received by the Board Secretary within 15 calendar days from receipt of your nonrenewal notice.)