



## 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 evaluation, contract, and nonrenewal deadlines.*

### EVALUATIONS OF TEACHERS AND ADMINISTRATORS

First **three** years after hired: Evaluations must be made available on or before December 15 and on or before April 15

Fourth **year** or more: Evaluations must be made available on or before April 15  
NDCC 15.1-15-01

### TEACHER 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. NDCC 15.1-15-04 (2)
Offering contracts to newly hired teachers and administrators	No deadline in law. Give new hires a reasonable timeframe to consider offer and return contract (e.g., 10 days).
Contract issuance during negotiations	Issuance suspended until negotiations are complete. NDCC 15.1-15-04 (4)

### NONRENEWAL DEADLINES FOR TEACHERS AND ADMINISTRATORS

Notice of contemplated nonrenewal	In writing and no earlier than March 1 and no later than April 15 NDCC 15.1-15-05 (1)
Nonrenewal hearing deadline	No later than April 21 NDCC 15.1-15-05
Notice of nonrenewal decision	In writing and no later than May 1 NDCC 15.1-15-06 (10)

### EXCEPTIONS TO NONRENEWAL DEADLINES (FIRST-YEAR TEACHERS & ADMINISTRATORS IN POSITIONS FOR LESS THAN TWO YEARS)

First-year teacher (defined as an individual teaching for the first school year since obtaining a license to teach)	After March evaluation is complete, board meets with teacher in executive session to discuss reasons for contemplated nonrenewal. Notice of nonrenewal decision must be provided no earlier than April 15 and no later than May 1. NDCC 15.1-15-02 (4)
Administrators employed in that position by a district for less than 2 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. NDCC 15.1-15-05.1