

TO: Local Association President

FROM: Doug Finkel, Vickie Walsh, and John Williams,  
NJEA Field Representatives

DATE: March 12, 2020

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 Superintendent, 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)**

Date

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

(obtain and use your district's  
Board Secretary's name and address)

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 200?-200? 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 yours,

\_\_\_\_\_  
(sign your name in full)

\_\_\_\_\_  
(your address)

\_\_\_\_\_  
(city, state, zip)

(NOTE: This letter must be written within 15 calendar days from receipt of your nonrenewal notice.)

## **NONTENURE/NONRENEWAL**

### **TEACHER'S RIGHTS**

#### **(DONALDSON TIMELINES)**

The time schedule in connection with the timely request for reasons for nonrenewal and the furnishing of such reasons by the Board of Education is as follows:

1. **Request for reasons** for nonrenewal – FIFTEEN DAYS after receiving notice of nonrenewal.  
(18A:27 – 3.2)
2. **Written statement of reasons** for nonemployment – THIRTY DAYS after receipt of request for reasons.  
(18A:27 – 3.2)
3. **Request for informal appearance** before Board of Education – TEN DAYS after receipt of Board's statement of reasons.  
(NJAC 6:3 – 1.20a)
4. **Informal appearance** – within THIRTY DAYS for receipt of Board's statement of reasons.  
(NJAC 6:3 – 1.20I)
5. **Board's final determination** – within THREE DAYS following informal appearance.  
NJAC 6:3 – 1.20I)

All of the time limits specified above are to be considered MAXIMUM.