



Gujarat National Law University
Administrative Directive
GNLU/AD/14/11

Subject: CONTRACT EXTENSIONS

1.0 Introduction

The attention of all staff members is drawn to GNLU Regulation xxx.

2.0 Purpose

The purpose of this directive is to set out the procedure for extension or renewal of the fixed term contracts of staff members.

3.0 Procedure

- (i) At least three months prior to the expiry of a staff member's contract, the Head of Personnel will notify the head of the department to which the staff member is assigned, that the staff members' contract is due to expire, and requesting a recommendation as to whether or not an extension should be offered.
- (ii) The head of department shall submit to the Head of Personnel the recommendation within 15 days of such notification, and provide a copy to the staff member. All recommendations, either to extend or not to extend a staff member's contract must be properly substantiated, including by means of the relevant documentation.
- (iii) Head of Personnel will refer the recommendation and accompanying documentation to the Director, who will make the decision within his discretion and in the interests of the GNLU. Such decision will take into account, *inter alia*, the criteria contained in relevant provisions of GNLU Regulations and Interim Staff Rules, and the decisions of the Executive Council as appropriate.
- (iv) If the Director decides that a staff member's contract should be extended, the staff member will normally be offered an extension of five years. However, the Director may decide to offer a staff member an extension of a different duration if this is considered to be in the interests of the GNLU.
- (v) The staff member will be informed of the Director's decision by the Head of Personnel, in the manner provided in subparagraphs (a) and (b) below, at least one month prior to the expiry date of his or her contract.
 - a) In cases in which an extension is offered, the staff member will be provided with a letter of extension for his or her signature.
 - b) In cases in which no extension is offered, the staff member will be informed of the reason(s) in writing and advised of the administrative arrangements which he or she needs to follow prior to his or her separation from service. These arrangements may include a special extension or renewal, if so decided by the Director, for a period as determined by the Director following the date of notification of non-renewal.