

## Guidelines for Processing Faculty Reappointments

When reappointing faculty members in the Research or Clinical Title Series, the Chair has the following options:

### Option #1

A terminal appointment/reappointment can be given each year, with reappointment possible if the funding is continued.

### Option #2

A regular appointment/reappointment can be given each year, provided that proper notice of non-renewal of the appointments is given, according to the faculty member's length of service.

Notice that must be provided, according to length of service, is as follows:

Three months' notice is required for faculty in their first year of service. The first year of service is considered as the effective date of the faculty appointment no longer than through June 30th of that fiscal year. For these faculty, notice must be given no later than March 1st of the fiscal year of their initial appointment (which is also the first year of service if the appointment expires on June 30th (or three months in advance if the one-year appointment terminates other than on June 30th).

Six months' notice is required for faculty in their second year of service. The second year of service is the second fiscal year of the faculty appointment. For these faculty, notice must be given no later than December 15th of the fiscal year of their second year of appointment if the appointment expires on June 30th (or six months in advance if their appointment expires during the year).

One year's notice is required for faculty after they have been at the University for more than two years. Notice not to renew the appointment must be given at the time the faculty is considered for reappointment for the next fiscal year. The faculty member can only be notified that they will not be reappointed during the reappointment process, must be given a full year's notice of non-renewal, and must be given a full year's employment after notice is given. The department must provide full salary support for the entire period of appointment for the faculty member, whether or not external funding is available.

### Option #3

A terminal appointment/reappointment can be given for the period of funding from the contract, grant, or other designated funds.

### Option #4

A regular appointment/reappointment can be given for a period up to three years for Assistant Professors or five years for Associate Professors or Professors (for example, for the period of funding from the contract, grant, or other designated funds), with the proper notice given, according to the faculty member's length of service, that their appointment will end (see notice information under Option #2)

If the department decides a terminal reappointment is appropriate, please have your Chair notify the Dean in writing. The Dean will send the terminal reappointment form and a letter notifying the faculty of the department's decision to the faculty member.