

January

20

- 2011 -

For Immediate
Release

Terminal Contract Deadline

This is a reminder from the Board of Trustees Office that any request to issue an employee a formal Notice of Non-Reappointment ending August 15, 2011 must arrive at central Human Resources no later than January 25, 2011.

This includes:

- Permanent full-time academic professionals on hard funds employed for less than 4 years
- Permanent full-time academic professionals on soft funds who have completed 4 but less than 5 years of service
- Full-time Postdoctoral Research Associates on hard funds
- Faculty in year 1 of their tenure-track probationary period
- Faculty who are entitled to formal notice based on their appointment percent time and source of funds. Please review policy 901 Notice of Non-Reappointment for Tenure-Track and Non-Tenured Faculty to determine whether formal notice is due.

While academic professional terminals can start and end any time, as long as they cover a period that includes the period to which they are entitled, Postdocs who do not receive their notice 6 months before the end of their contract must be offered another full year. We do also understand that not all contracts run on the academic year, but if there is no end date on the job, the standard academic year date is presumed. You may confirm dates by viewing an employee's NOA in DART.

Notice rights information can be found on the UICHR campus website at <http://www.uic.edu/depts/hr/ahr/index.shtml>

Notice rights for faculty can be found on the Faculty Affairs HR website at <http://fahr.vcaa.uic.edu>.

Please process the Employee Record Changes to reflect the initial notice of non-reappointment and the 8/15/2011 terminal date and route no later than **5:00 PM, January 25, 2011**. For employees who hold joint appointments, please allow enough time to route so that the transaction is received at the campus level by the above deadline. After verifying with the employee, job comments in the HRF transaction must indicate that the current home address information has been verified as the Board of Trustees notice of non-reappointment will be sent to the employee's home address. *(Continued on page 2)*

Terminal Contract Deadline *(continued)*

A job aid regarding the process for academic employees is available online at http://www.uic.edu/depts/hr/support/jobaids/HRFE_NONR.pdf.

Once the HRFE transaction has been submitted, please notify Odell Richmond (odell@uic.edu) for academic professionals and fahr@uic.edu for faculty the names and transaction numbers of the NONRs that you are submitting. This will help ensure transactions are processed by the Board of Trustees deadline.