

UIC Human Resources

January 20, 2010 HR News Flash

Terminal Contract Deadline

This is a routine notice that is distributed every year and is not directly a result of furlough plans.

This is a reminder to Supervisors regarding those entitled to formal notice from the Board of Trustees that their appointments will not be renewed after August 15, 2010. 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.

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>

Please refer to the Faculty Affairs HR website for information regarding Notices of Non-Reappointment for faculty: <http://www.uic.edu/depts/oa/fahr/>.

Please process the Employee Record Change and submit to Campus HR or Faculty Affairs HR no later than 5PM January 25, 2010. A job aid regarding this process is available online at http://www.uic.edu/depts/hr/support/jobaid/HRFE_NONR.pdf.

Also, forward an email to Odell Richmond (odell@uic.edu) for academic professionals and fahr@uic.edu for faculty that contains the names and transaction numbers of the NONRs that you are submitting. This will help get the transaction processed more quickly.

