

## Notice of Non-Reappointment/Terminal Contracts for 2011-2012

May

**26**

- 2011 -

For Immediate  
Release

This is a reminder that no later than Monday, June 20, 2011, an HR Front End (HRFE) transaction must be routed to either UICHR or Faculty Affairs HR (FAHR) for academic staff members whose appointment terms entitle them to formal notice of non-reappointment (NONR) from the Board of Trustees (BOT) accompanied by a terminal contract for the 2011-2012 academic year. This includes:

- Permanent full-time academic professionals on hard funds employed for 4 or more years
- Permanent full-time academic professionals on soft funds who have completed 10 years of service
- Full-time Postdoctoral Research Associates on hard funds
- Assistant Professors in their first and through their fifth year of probation (tenure code "1" through "5")
- Assistant Professors who did not attain promotion and tenure during the AY10-11 review cycle
- Full-time Teaching Associates, Clinical Associates, and Research Faculty (assistant, associate, and full professor) on hard funds

Terminal contracts will be effective for the new academic year date cycle of August 16, 2011 through August 15, 2012. Service required will be August 16, 2011 through May 15, 2012 for academic year service basis or August 16, 2011 through August 15, 2012 for twelve month service basis. These dates apply to tenure track faculty, academic professionals or other academic staff who serve either on an academic year basis or twelve-month basis.

While academic professional terminal contracts 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 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.

To submit a notice of non-reappointment, complete an HRFE Employee Record Change transaction, with the necessary letter attached, and route to Campus HR or Faculty Affairs HR no later than **5PM, Monday, June 20, 2011**. As a reminder, the Job Comments section should indicate that the current home address information has been verified as the BOT NONR will be sent to the employee's home address. A job aid regarding this process is available online at:

[http://www.uic.edu/depts/hr/support/jobaid/HRFE\\_NONR.pdf](http://www.uic.edu/depts/hr/support/jobaid/HRFE_NONR.pdf). (continued on page 2)

## Notice of Non-Reappointment/Terminal Contracts for 2011-2012

*(continued)*

To alert UICHR and FAHR of pending NONR transactions, please forward an email containing the names and transaction numbers to Odell Richmond ([odell@uic.edu](mailto:odell@uic.edu)) for academic professionals and [fahr@uic.edu](mailto:fahr@uic.edu) for faculty. This will help get the transaction processed more quickly.

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

Please refer to the FAHR website and the Faculty Handbook for information regarding notice rights for faculty: <http://www.uic.edu/depts/oaa/fahr/>.

For all positions where no formal notice of non-reappointment is required, units should do their best to give a reasonable period of notice to the employee if the employee's contract will not be renewed. For those contracts ending August 15, 2011, an HRFE separation transaction should be submitted as soon as possible but no later than August 22, 2011 in order to end the appointment and avoid over-payment.