

MAY 28

- 2009 -

**For Immediate
Release**

Terminal Contracts

for 2009-2010

This is a reminder from the Board of Trustees Office that any request to issue an academic staff member a terminal contract for 2009-2010 must arrive in Campus Human Resources for Academic Professionals no later than June 19, 2009.

Please note that these terminal contracts will be effective for the new academic year date cycle of 08-16-09 through 08-15-10. Service required will be 08-16-09 through 05-15-10 for academic year service basis or 08-16-09 through 08-15-10 for twelve month service basis. These dates apply to academic professionals or other academic staff who serve either on an academic year basis or twelve-month basis.

Also, it is important that the supporting documentation include the staff member's current home address.

If you have any questions on Academic Professionals, contact Odell Richmond at Odell@uic.edu or ext 6-6356.

A separate e-mail communication outlining the specific requirements for notice of non-reappointment for tenure-track and non-tenured faculty will be forthcoming by Angela Yudt, Director, Faculty Affairs HR. Should you have questions regarding faculty notices in the interim, please contact fahr@uic.edu or ext 5-2412.

Thank you.