

# **UIC** FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

**SECTION: FPPG 900 – Retirement, Resignation, and Terminations**  
**NUMBER: 901**

**SUBJECT: Notice of Non-reappointment to Tenure-Track and Non-Tenured Faculty**

**APPROVED BY: Provost**                      **EFFECTIVE DATE: February 2008**

**AUTHORITY: Provost/Vice Chancellor for Academic Affairs**

**CONTACT: Faculty Affairs HR**      **PHONE: 355-2412**    **E-MAIL: FAHR@uic.edu**

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**OBJECTIVE:** The University of Illinois *Statutes* require formal notice of non-reappointment from the Board of Trustees (BOT) for the various groups of faculty employees. Policies and procedures regarding the notice of non-reappointment requirements for these faculty groups are outlined below. All units should familiarize themselves with the rules affecting each type of faculty employee.

**POLICY:** Notices of non-reappointment from the BOT must be sent prior to the beginning of the non-reappointment notice period of August 16<sup>th</sup>. For all positions where no formal notice of non-reappointment is required, units should do their best to give a reasonable period of notice if an employee's current contract will not be renewed.

**APPLICABILITY:** The following provisions apply to tenure-track assistant professors at 51% or more (all fund sources) and non-tenured faculty at 100% time and paid 100% from "hard" funds.

A. Assistant Professors on the Tenure Track (must be 51% or more of full-time service)

Written notice of non-reappointment from the Board of Trustees is required as follows:

1. In the first year of employment (tenure code "1")
  - a) Written notice of non-reappointment must be given no later than March 1 and need not be accompanied by an offer from the Board of Trustees of a terminal contract for one additional year.
  - b) If written notice of non-reappointment is given after March 1 it shall be accompanied by an offer from the Board of Trustees of a terminal contract for one additional year of service.
2. During the second through the sixth year of probation

- a) Written notice of non-reappointment shall be given not less than twelve months before the expiration date of the appointment.
- b) If written notice of non-reappointment is given less than twelve months before the expiration of the appointment, it shall be accompanied by an offer from the Board of Trustees of a terminal contract for one additional year of service.

B. Assistant Professors on Appointments Requiring 50% or less of Full-time Service:

Formal notice of non-reappointment is not required.

C. Associate Professors or Professors on "Q" Contracts:

"Q" contracts may be for 1, 2, or 3 years, with the contract duration being determined at the time of the initial appointment. The campus requires a formal review of employees on such contract in the fall of the last year of the "Q" appointment. If the department wishes to grant the employee tenure, the promotion and tenure process must be followed. If circumstances warrant the extension of a current "Q" contract, the Department Head and the Dean must make a written request to the Provost and Vice Chancellor for Academic Affairs for any extension of 1, 2, or 3 years. Extensions beyond a total of 6 years must be reviewed by the Vice President for Academic Affairs.

If the department does not wish to continue the appointment of an employee beyond the full term of the "Q" contract, no formal notice of non-reappointment is required.

D. Assistant Professors, Associate Professors or Professors on "W" Contracts:

Notice of non-reappointment must be given by the Board of Trustees in accordance with the terms specified in the "Special Agreement to Accept Academic Appointment and Reappointment for Definite Terms."

E. Assistant Professors, Associate Professors or Professors on "Multi-Year" Contracts:

If notice is required, the notice of non-reappointment must be given by the Board of Trustees in accordance with the terms specified in the "Special Agreement to Accept a Multi-Year Contract."

F. Lecturers, Instructors, and positions where the title includes "Adjunct," "Visiting," "Acting," "Interim", or "Clinical"(for Clinical Associates, see F below):

Notice of non-reappointment is not required.

G. Full-time Teaching Associates, Clinical Associates, Postdoctoral Research Associates, and Research faculty {assistant, associate and full professor}

Written notice of non-reappointment from the Board of Trustees is required as follows:

- If notice is given not later than six months before the end of an annual appointment or by March 1 in the case of an academic year appointment, no terminal contract need be offered.
- If the notice is given later than six month before the end of the annual contract, or after March 1 in the case of an academic year appointment, it shall be accompanied by an offer of a terminal contract for one additional year of service.
- If the appointment is conditional upon the receipt of funds and this is specified on the Notification of Appointment notice of non-reappointment or terminal contract is not required.
- Notice is not required for this group of employees whose full-time appointment is partially comprised of a percentage appointment that would not on its own merits qualify for notice; e.g., a contract that is part “visiting” research assistant professor and permanent research assistant professor or a clinical associate contract funded on part “soft” money and part “hard” money.

**PROCEDURE:** Colleges should contact Faculty Affairs HR for the yearly established deadline dates from the Board of Trustees Office regarding when the required paperwork is needed. The required paperwork should consist of a Human Resources Front End transaction along with the required letter to the Board of Trustees Office requesting that a notice be issued.

**REFERENCES:**

University of Illinois [Statutes](#), Article X, Section 1a (6)

University of Illinois [Statutes](#), Article X, Section 1b (3) (4) (5)

American Association of University Professors (AAUP), *Policy Documents and Reports*, <http://www.aaup.org/AAUP/pubsres/policydocs/contents/nonreapp-stmt.htm#b1>

Policy on Multi-Year Contracts for Non-Tenured Faculty FPP 102