

To: Deans, Directors, and Department Heads/Chairs

**From: Mo-Yin Tam
Interim Vice Provost for Faculty Affairs and Professor**

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Subject: Policies/Procedures for Notices of Non-reappointment to Tenure-Track and Non-Tenured Faculty

Formal notice of non-reappointment from the Board of Trustees (BOT) is required 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.

Notices of non-reappointment from the BOT must be sent prior to the beginning of the non-reappointment notice period. Required forms and documents should be submitted to Faculty Affairs Human Resources approximately four weeks prior to the beginning date of the non-reappointment notice period. Current home address information must be verified as the BOT notice of non-reappointment will be sent to the employee's home address.

For all positions where no formal notice of nonreappointment is required, units should do their best to give a reasonable period of notice if an employee's contract will not be renewed.

The following provisions apply to tenure-track and non-tenured faculty. Any questions regarding these guidelines should be directed to the office of Faculty Affairs Human Resources, 312-355-2412. For questions regarding academic professional or post-doctoral research associates non-reappointment guidelines, please refer to UIC HR, Academic Human Resources website at: <http://www.uic.edu/depts/hr/ahr/Notice%20of%20Non-reappointment.pdf>.

A. Assistant Professors on the Tenure Track (must be more than 50% 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 nonreappointment 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 and through the sixth year of probation
 - a) Written notice of nonreappointment shall be given not less than twelve months before the expiration date of the appointment.
 - b) If written notice of nonreappointment 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 nonreappointment 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 nonreappointment 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. 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.

F. 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:

1. If the 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.
2. 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.
3. 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.
4. 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.