

## Standard Operating Procedure for Terminal Reappointments

Created 4/11/2019; Revised 5/11/2022

*This process is completed for faculty in non-tenurable faculty lines including Lecturer, Research Title, and Clinical Title Series*

### Overview

Because of the lack of assured funding in these positions, faculty members receive terminal reappointments following their initial appointment. Terminal reappointments may be granted in subsequent years based on faculty performance, funding, and needs of the educational unit. A terminal reappointment dossier is required at least one time in the tenure of a faculty member, and every 3-4 years if employment continues. The following procedures apply:

- 1) Administrative Assistant in Office of Faculty Advancement (OFA) will create electronic dossiers for each faculty member during the year of full Terminal Reappointment Review (end of year one and then each three to four years thereafter)
  - a. Faculty to be reviewed will be given access to the electronic dossier and offered the opportunity to update, correct, or add information
- 2) Chair obtains written judgment from all tenured and tenure-track faculty in the unit regarding terminal reappointment
  - a. OFA will prepare Terminal Reappointment memo from the Chair for each department with the following information:
    - i. Name and title of all Clinical Title, Research Title, and Lecturers
    - ii. Due date for completed forms
      1. Forms are to be completed by all tenured and tenure-eligible faculty
      2. Forms will include information on funding source or if it is performance based
  - b. Associate Dean of Faculty Advancement will email instructions to Department Chairs with the Terminal Reappointment memos attached or provided as a web form.
  - c. Completed forms will be sent to the Chair and to the OFA for retention in the Standard Personnel File (SPF).
    - i. If any faculty are not supportive of any terminal reappointments, the Department Chair will consult with the Associate Dean for Faculty and Advancement and with faculty to determine if appointment will be renewed or if the process for non-renewal will be followed. If the latter, the process for non-renewal will be followed in consultation with the Dean (see below)
  - d. Chair will draft a memo to the Dean (OFA to provide template) requesting reappointment
  - e. OFA will forward memo and access to dossiers to Appointment, Promotion and Tenure Committee (APT)
  - f. APT will render a memo supporting or not supporting

## Standard Operating Procedure for Terminal Reappointments

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- 3) Administrative Assistant (GK) will forward Chair request memo and APT recommendation to the Dean along with access to the dossier.
- 4) The Dean will provide a memo with recommendation.
- 5) Administrative Assistant (GK) will add all supporting documents to the dossier and move the Terminal Reappointment Dossier to the SPF.
- 6) Once Terminal Reappointment process is completed, OFA will move forward with Reappointment process as outlined in the SOP for Reappointments.
  - a. OFA will send Notice of Academic Appointment (E02) to the faculty member for signature (include in the comment section the date of Terminal Reappointment Review)
  - b. Subsequent Terminal Reappointment will be processed without full review as noted above except each 3-4 years). Date of full review will be included on E02.

### **Additional Information about Process:**

- 1) The Terminal Reappointment dossier process shall occur in year 1 of employment and each 3-4 years thereafter.
- 2) When annual terminal reappointment does not include a review, the E02 generated will include the date the dossier review was conducted,

### **Overview for non-renewal**

The terms “decision not to reappoint” and “non-renewal of appointment” have the same meaning – i.e. an employment decision that terminates a faculty person’s employment as of the last day of the individual’s current appointment, thereby foreclosing the possibility of reappointment for a subsequent year. The terms are used interchangeably in the regulations.

For a decision **not to reappoint (non-renewal)**, the Dean has final decision-making authority.

*Notification of non-renewal of appointment at the end of the first year of service shall be given not later than March 1 if the appointment expires at the end of that year or three (3) months in advance if the one-year appointment terminates during the academic year. (GR X.B.1.e.) If in the second year, a memo for non-renewal must be sent not later than December 15 or six (6) months in advance if the appointment terminates during the academic year.*

- 1) The Chair initiates the process for a decision not to reappoint. (AR 2:1-1.VII.A.1.)
- 2) The Chair is responsible for assembly of a dossier associated with a faculty personnel recommendation. (AR 2:1-1.VII.E.1.) (See checklist for Non-renewal/Terminal Reappointments)
- 3) The necessary contents for faculty personnel actions are specified in Appendix II (Dossier Contents) to AR 2:1-1. (AR 2:1-1.VII.E.1.)
- 4) The required dossier contents for a decision not to reappoint are:
  - a. Educational Unit Administrator’s recommendation

## Standard Operating Procedure for Terminal Reappointments

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- b. Approved description and criteria of special title series position or other assignment that differs from a position in the regular title series.
  - c. Copies of DOEs since the date of hire, tenuring or most recent promotion.
  - d. Copies of faculty merit reviews since the date of hire, tenuring or most recent promotion.
  - e. Copies of all tenure progress reviews conducted by the department.
  - f. Approved unit statement, if any, for use in guiding evaluations for promotion and tenure.
- 5) The Chair obtains written judgments from consulted individuals. (AR 2:1-1.VII.E.2.)
  - 6) For a decision not to reappoint, the Chair must consult with each tenured professor and each tenured associate professor in the department. (GR VII.F.2.e.; AR 2:1-1.VII.G.1. and its Appendix I - Matrix of Consultation and Written Judgment)
  - 7) The Chair must notify the consulted faculty employees when the dossier is available for their review. (AR 2:1-1.VII.G.3.)
  - 8) The Chair must add to the dossier all written judgments received from the unit faculty, and his or her written recommendation. (AR 2:1-1.VII.H.)
  - 9) The Chair forwards the dossier to the dean. If there is disagreement between the chair and the unit faculty regarding the recommendation, the chair must report the difference to the dean with documentation and also notify the consulted faculty.
  - 10) The Dean must review the dossier for completeness. (AR 2:1-1.VIII.A.)
  - 11) The Dean must provide the dossier to the college advisory committee and obtain its written recommendation. (AR 2:1-1.VIII.B.2.)
  - 12) The Dean makes the final University decision for decisions not to reappoint. (AR 2:1-1.VIII.C.1., and Appendix III - Matrix of Authority of the Dean)
  - 13) The Dean must notify the faculty employee in writing of the action taken, which a copy to the Chair. (AR 2:1-1.VIII.C.1.)
  - 14) Notification of non-renewal of appointment at the end of the first year of service shall be given not later than March 1 if the appointment expires at the end of that year or three (3) months in advance if the one-year appointment terminates during the academic year. (GR X.B.1.e.)