

Proposed Changes to University Handbook, Section C162.3 and Appendix A
Approved by Faculty Affairs on February 6, 2018
Approved by Faculty Senate on March 13, 2018

University Handbook

Appendix A

The Standards for Notice of Non-Reappointment (Endorsed by the AAUP at its Fiftieth Annual Meeting, 1964)

Because a probationary appointment, even though for a fixed or stated term, carries an expectation of renewal, faculty members should be explicitly informed of a decision not to renew their appointments, in order that they may seek a position at another college or university. Such notice should be given at an early date, since a failure to secure another position for the ensuing academic year will deny faculty members the opportunity to practice their profession. The purpose of this statement is to set forth in detail, for the use of the academic profession, those standards for notice of nonreappointment which the association over a period of years has actively supported and which are expressed as a general principle in the 1940 Statement of Principles on Academic Freedom and Tenure. (See [Appendix C.](#))

The Standards for Notice

(BOR 3-21-68; amended 9-21-79, 4-16-82)

Notice of non-reappointment should be given in writing to a faculty member by the dean of the college in accordance with the following standards; however, such standards shall not be applicable to any administrative assignments (see [C170.1 to C170.3](#)).

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1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination. The intent here is to provide at least a six-month evaluation period for the faculty member newly appointed at the beginning of the academic year. Accordingly, persons who are appointed at mid-year (that is, January or February) must also be notified by March 1 of the following calendar year if not reappointed for the next academic year.
2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least 12 months before the expiration of an appointment after two or more years in the institution. With one-year notice of non-reappointment, in accordance with Appendix A, there is no date, but simply a directive to provide one-year notice. The reason there are no specific dates is that there are faculty who have 9-month appointments, and there are faculty on 12-month appointments.
4. If the faculty member is not to be continued in service beyond the expiration of the probationary period, notice shall be given at least one year prior to the expiration of the probationary period.
5. Appointments designated as term teaching faculty do not require notification of non-reappointment.

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These statements (i.e., the foregoing) shall apply even during periods of declared financial exigency, unless impossible, in which case notice shall be provided as early as feasible.

University Handbook

Section C

C162.3 For faculty members whose services are to be terminated before tenure is attained, written notice shall be given to them by the dean of their college, according to the standards and following schedule specified in Appendix A. A faculty member on a regular appointment who has been employed less than one year shall be notified by March 1 if services are to be terminated at the end of that academic year. The intent here is to provide at least a six-month evaluation period for the faculty member newly appointed at the beginning of the academic year. Accordingly, persons who are appointed at mid-year (that is, January or February) must also be notified by March 1 of the following calendar year if not reappointed for the next academic year. A faculty member on a regular appointment employed for more than one year shall be given the same written notice by December 15 if services are to be terminated at the end of that academic year. Any time after December 15, a faculty member on a regular appointment employed one or more years shall be given the same written notice at least 12 months before the expiration of an appointment. If the faculty member is not to be continued in service beyond the expiration of the probationary period, notice shall be given at least one year prior to the expiration of the probationary period. Appointments designated as term teaching faculty do not require notification of non-reappointment.

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