

137-0 **Policy**

It is the University's policy to provide written notice of an appointment or reappointment to each non-Senate academic appointee with a term appointment.

137-4 **Definition**

A term appointment is an appointment for a specific period which ends on a specified date. An appointment with an established ending date is self-terminating subject to the notice requirements of APM - 137-32.

APM - 137 does not apply to non-Senate academic appointees who have an appointment with no specific ending date.

The University has the discretion to appoint and reappoint non-Senate academic appointees with term appointments; reappointment is not automatic. For the purposes of this policy, a non-reappointment is a decision not to reappoint an individual beyond the established ending date.

137-14 **Eligibility**

This policy applies to all academic appointees of the University with term appointments who are not members of the Academic Senate. If an appointee also holds a Senate title, this policy applies to the non-Senate title only. For non-Senate academic appointees covered by a Memorandum of Understanding (MOU), this policy applies only to the extent provided for in the MOU.

137-17 **Written Notice of Appointment or Reappointment**

- a. When a non-Senate academic appointee is offered an appointment or reappointment that is a term appointment, the University should notify the appointee in writing of the following:
 - (1) the title of the position;
 - (2) the salary rate;
 - (3) the name of the department in which the appointment is located;

- (4) the beginning and ending dates of the appointment;
 - (5) the percentage of time;
 - (6) the general responsibilities; and
 - (7) the name of the individual to whom the academic appointee reports.
- b. The University shall not be required to provide written notice of the information specified in APM - 137-17-a to appointees who are offered appointments at less than 50 percent time or short-term appointments of no more than one quarter or semester.

137-20 Conditions of Employment

- a. Where aspects of an Academic Personnel policy pertaining to a specific non-Senate academic title or title series conflict with APM - 137, the policy governing the specific title or title series applies.
- b. A non-Senate academic appointee with a term appointment is considered to be separated from employment at the expiration of such an appointment. This is not a layoff.
- c. APM - 140 (Non-Senate Academic Appointees/Grievances) applies to non-Senate academic appointees with term appointments.
- d. APM - 145 (Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time) applies to non-Senate academic appointees with term appointments. Appointees may be subject to layoff or involuntary reduction in time before the expiration of their appointments.
- e. APM - 150 (Non-Senate Academic Appointees/Corrective Action and Dismissal) applies to non-Senate academic appointees with term appointments.

137-30 **Non-Reappointment**

a. **Appointments of Less Than 50 Percent Time or Short-Term Appointments of No More than One Semester**

The University shall not be required to give written notice of non-reappointment to appointees who hold appointments at less than 50 percent time or short-term appointments of no more than one quarter or semester.

b. **Fewer Than Eight Consecutive Years of Service**

For appointees who have served fewer than eight consecutive years in the same academic title or title series on a campus, the appointment terminates automatically on its specified ending date unless notice of reappointment is given. It is within the University's sole discretion not to reappoint an appointee under this section, so long as the reasons for non-reappointment are not unlawful or in violation of University policy.

c. **Eight or More Consecutive Years of Service**

For appointees who have served at least 50 percent time for eight or more consecutive years in the same academic title or title series on a campus, notice of non-reappointment shall be given in accordance with APM - 137-32. The University may decide not to renew a term appointment under this section, when, in its judgment, the programmatic needs of the department or unit, lack of work, the availability of suitable funding for the position, or the appointee's conduct or performance do not justify renewal of the appointment.

137-32 **Procedures for Non-Reappointment of an Appointee Who Has Served Eight or More Consecutive Years**

a. **Written Notice of Intent**

The University shall provide a written Notice of Intent not to reappoint at least sixty (60) days prior to the appointment's specified ending date. The appointment may be extended to provide the required notice, or appropriate pay in lieu of notice may be given. The Notice shall state: (1) the intended action is not to reappoint the appointee and the proposed effective date; (2) the basis for non-reappointment, including a copy of any materials supporting the decision not to reappoint; (3) the appointee's right to respond either orally or in writing within fourteen (14) calendar days of the date of

issuance of the written Notice of Intent; and (4) the name of the person to whom the appointee should respond.

b. **Response to Written Notice of Intent**

The appointee who receives a written Notice of Intent shall be entitled to respond, either orally or in writing, within fourteen (14) calendar days of the date of issuance of the written Notice of Intent. The response, if any, shall be reviewed by the administration.

c. **Written Notice of Action**

If the University decides not to reappoint a non-Senate academic appointee who holds a term appointment, following the review of a timely response, if any, from the appointee, and within thirty (30) calendar days of the date of issuance of the written Notice of Intent, the University shall issue a written Notice of Action to the appointee of the non-reappointment and its effective date. The Notice of Action also shall notify the appointee of the right to grieve the action under APM - 140.