

FY 2020 CONTRACT RENEWAL NOTIFICATION SCHEDULE

In accordance with Board of Regents Policy Manual 8.3.4 Notice of Employment and Resignation

Renewal Notifications Issued during fiscal year 2018-2019 are for contracts to be issued in FY2020

❖ **Faculty who will complete three full years (or more) of full-time continuous service as of 06/30/2019:**

- Full-time faculty service began 7/1/2016 or earlier for fiscal year; 8/1/2016 for academic year.
- Faculty member must have been issued at least three (or more) one-year contracts.
- The reference to “year” applies to the academic year for those on academic contract and the fiscal year for those on fiscal year contracts.

Nine months’ notice before the date of termination of the contract:

Academic: before 8/10/2018

Fiscal: before 10/1/2018

President’s Authorized Designee:

- HR Faculty Support Services sends out report to respective areas in July 2018 (or earlier at the discretion of the Department Chair and/or Dean)
- Letters are prepared based upon renewal decision
- Notification letters must be delivered to faculty members prior to the appropriate deadline.

❖ **Faculty who will complete two full years of full-time continuous service as of 6/30/2019:**

- Full-time faculty service began between 7/2/2016-7/1/2017 for fiscal year; 8/2/2016-8/1/2017 for academic year.
- Faculty member may have more than two years of full-time continuous service but would not have been issued a third one-year contract.
- The reference to “year” applies to the academic year for those on academic contract and the fiscal year for those on fiscal year contracts.

Six months’ notice before the date of termination of the contract:

Academic: before 11/10/2018

Fiscal: before 01/01/2019

President’s Authorized Designee:

- HR Faculty Support Services sends out report to respective areas in October 2018 (or earlier at the discretion of the Department Chair and/or Dean)
- Letters are prepared based upon renewal decision
- Notification letters must be delivered to faculty members prior to the appropriate deadline.

❖ **Faculty who will complete one full year of full-time continuous service as of 6/30/2019:**

- Full-time faculty service began between 7/2/2017-7/1/2018 for fiscal year; 8/2/2017-8/1/2018 for academic year.
- Faculty member may have more than one full year of full-time continuous service but would not have been issued a second one-year contract.
- The reference to “year” applies to the academic year for those on academic contract and the fiscal year for those on fiscal year contracts.

Three months’ notice before the date of termination of the contract:

Academic: Before 02/10/2019

Fiscal: Before 04/01/2019

President’s Authorized Designee:

- Sends out report to respective areas in January 2019
- Prepares letters based upon renewal decision
- Notification letters must be delivered to faculty members prior to the appropriate deadline.

Note: Copies of non-renewals designated for the Executive Vice President for Academic Affairs & Provost, should be forwarded to Human Resources - Faculty Support Services.