

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

8.3.4. Faculty Employed After Two or More Years as of 06/30/2019 [Faculty Employed before 07/01/17]

President's Authorized Designee:

- Sends out report to respective areas in July 2018 (earlier distribution may be warranted and will be 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 at least nine months before the date of termination of a contract:
 - Academic: before 8/10/2018
 - Fiscal: before 10/1/2018

8.3.4 Faculty Employed One Year but Less Than Two Years as of 06/30/2019 [Faculty Employed on or after 07/01/17 and on or before 06/30/18]

President's Authorized Designee:

- Sends out report to respective areas in October 2018 (earlier distribution may be warranted and will be 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 at least six months before the date of termination of a contract:
 - Academic: before 11/10/2018
 - Fiscal: before 01/01/2019

8.3.4. Faculty Completing an Initial Year Contract as of 06/30/2019

[Faculty Employed on or after 07/01/2018 and on or before *01/16/2019]

*Faculty that are not on the list due to an effective date of appointment that is greater than 01/16/2019 must be added in order for a renewal decision to be made.

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 at least three months before the termination of a contract:
 - Academic: Before 02/10/2019
 - Fiscal: Before 04/01/2019

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