

# **FY 2021 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 2019-2020 are for contracts to be issued in FY2021**

❖ **Faculty who will complete three full years (or more) of full-time continuous service as of 06/30/2020:**

- Full-time faculty service began 7/1/2017 or earlier for fiscal year; 8/1/2017 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 9/1/2019

Fiscal: before 10/1/2019

**President’s Authorized Designee:**

- HR Faculty Support Services sends out report to respective areas in July 2019 (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.

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❖ **Faculty who will complete two full years of full-time continuous service as of 6/30/2020:**

- 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 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 12/1/2019

Fiscal: before 01/01/2020

**President’s Authorized Designee:**

- HR Faculty Support Services sends out report to respective areas in October 2019 (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.

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❖ **Faculty who will complete one full year of full-time continuous service as of 6/30/2020:**

- Full-time faculty service began between 7/2/2018-7/1/2019 for fiscal year; 8/2/2018-8/1/2019 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 03/1/2020

Fiscal: Before 04/01/2020

**President’s Authorized Designee:**

- Sends out report to respective areas in January 2020
- 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.