



THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	Number:	201.88
SUBJECT:	Notice of Non-reappointment	Revised:	06/18/08
		Date Issued:	03/01/78
		Review Date:	06/18/11
APPLIES TO:	Instructional Staff	Attachment(s)	1
ISSUED BY:	University Human Resources and the Office of the Provost and Executive Vice President for Academic Affairs		

I. Policy

These procedures for Notice of Non-reappointment are minimum requirements and, therefore, a school or college may establish written procedures to provide for earlier notice.

Instructional activities by their nature require planning and commitments for a reasonable period of time into the future. Neither the interests of the University nor those of the individual instructional staff member are well served by unplanned abrupt changes in the mutual commitment implicit in an instructional appointment. To this end, the University provides the following commitments as to the Notice of Non-reappointment that it will provide to instructional appointees, and would expect that individuals deciding to end their instructional relationship with the University would provide their department or unit appropriate notice.

II. Standards

All term appointments are considered terminal upon the completion of the terms and conditions of the appointment. However since for tenure track appointments, there is an expectation of possible reappointment, it is the intent of the University to notify individuals who are not to be reappointed, except as noted in paragraph 4 below, in accordance with the following guidelines.

- A. Individuals who have held non-tenured regular full or part-time instructional staff appointments for more than two academic or fiscal years, expiring at the end of Term II, will be notified of non-reappointment no later than September 15 of that academic year. If the appointment expires at a time other than the end of Term II, notice will be given no later than a date which would provide nine (9) months advance notice of the termination date. This section will apply not only where the individual has had a single term appointment for more than two years, but also where he or she has had continuous multiple terms appointments of shorter duration which aggregate to more than two years of service with the University.¹
- B. Individuals holding regular non-tenured full or part-time instructional appointments from one to two academic or fiscal years, expiring at the end of Term II, will be notified of non-reappointment no later than December 15 of that academic year. In cases of appointment terminating at other times, notice will be given no later than a date which would provide five (5) months advance notice of the termination date.

¹ For tenure-track faculty in their sixth year of appointment, see also SPG 201.50, Guidelines Related to Tenure Reviews and Reappointment Reviews.



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- C. Appointees with non-tenured regular full or part-time instructional appointments for less than one academic or fiscal year will be notified of non-reappointment no later than three months preceding the expiration date of the current appointment.
- D. Appointments as supplemental instructional staff (i.e., Visiting Instructional Staff, Adjunct Instructional Staff, and Clinical Instructional Staff) are considered to be terminal and notice of non-reappointment will not be provided.
- E. Notice of non-reappointment should be explicitly stated in writing from the appropriate Department Chair or Dean. The letter should not be conditional, nor state reasons for the non-reappointment. (See Example A)

III. Procedure

RESPONSIBILITY

ACTION

Dean, Director or Department Head

1. Periodically review the appointment status of all instructional staff holding term appointments in accordance with any internal reappointment procedures established by the school or college.
2. If a non-tenured regular instructional staff member whose term appointments with the University aggregate less than eight consecutive years as a full-time Instructor or higher or a Lecturer is not to be reappointed, prepare a letter of non-reappointment. The letter should not be conditional, nor state reasons for the non-reappointment. (See Example A). The letter of non-reappointment will be mailed to the individual affected within the appropriate time limits indicated in Section II of this SPG.

NOTE: If a non-tenured regular instructional staff member (excluding Lecturers) whose term appointments with the University aggregate eight years or more as a full-time regular Instructor or higher is not to be reappointed or if a termination date is to be established during the appointment period of a regular instructional staff member, contact the Office of the Provost and Executive Vice-President for Academic Affairs.

3. Upon appropriate notification to the staff member of non-reappointment, complete Appointment Change Request form (#36701) indicating effective date of termination of appointment and funding. Also indicate in the "Remarks" section of the form that the action is a terminal appointment.
4. Send a properly completed Appointment Change Request form (#36701) with an attached copy of the non-reappointment letter through normal appointment channels to



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- HRRIS
- the Human Resource Records and Information Services (HRRIS).
5. Review Appointment Change Request form and non- reappointment letter for conformity to policy and regulations.
 6. If in order, complete processing of Appointment Change Request form and distribute appropriate notices to departments and staff member.
- Dean, Director or Department Head
7. Thirty days prior to end of appointment period, prepare a Lay-Off/Termination Form (#36605) indicating "Appointment Not Renewed" as reason for termination. In the "Remarks" section indicate copy of Notice of Non-reappointment forwarded previously with terminal appointment dated _____.
- Send through normal appointment channels to HRRIS.
- HRRIS
8. After Non-reappointment Notice procedure has been verified, complete termination process.

EXAMPLE A

Date

Name
Address

Subject: Notice of Non-reappointment

Dear _____:

This is to notify you that your appointment as _____ in _____
_____ will not be renewed upon completion of your appointment
which ends _____.

If you desire I would be most willing to discuss your non-reappointment further at your
convenience.

Very truly yours,

Chair

Department of _____