MUST BE PROVIDED AT LEAST SIXTY (60) DAYS PRIOR TO THE APPOINTMENT’S SPECIFIED END DATE

«Date»

ADMINISTRATIVE CONFIDENTIAL

«Name»

«Title», «Step»

«Department»

RE: Notice of Intent of Non-Reappointment

This is to inform you that it is the intention of the Department/Unit of «Name», in the «School/Division/College» of «Name», not to renew your position as «Title», «Step», beyond your current appointment end date of «End Date», with a proposed effective date of «Effective Date» due to «Reason for non-reappointment, e.g., programmatic needs of the lab/hiring unit, lack of work, the availability of appropriate funding for the position, or conduct or performance do not justify renewal of the appointment. Include a copy of any materials supporting the decision not to reappoint».

As an Academic Researcher who has an appointment of more than 50% with eight (8) or more consecutive years in the «Title» series on this campus, you have the right to respond either orally or in writing within fourteen (14) calendar days of the date of issuance of this written Notice of Intent. If you choose to respond, please direct your responses to «Name», «Title», «Department Name» by «14 calendar days from the date of Notice of Intent». Your response will be reviewed by the appropriate level of administration.

If the University decides not to reappoint following the review of your timely response, if provided, then within thirty (30) calendar days of the date of issuance of this written Notice of Intent of Non-Reappointment, you will receive a written Notice of Action advising you of the non-reappointment and its effective date.

Sincerely,

«Department Chair»

cc: Dean

 PI/Supervisor

CPO

 Labor Relations

 Academic Personnel