

CONTRACT RENEWAL NOTIFICATION SCHEDULE

In accordance with Board of Regents Policy Manual 803.06 B Notice of Employment

Renewal Notifications Issued in 2007-2008 FY for Contracts to be Issued in 2008-2009 FY

803.06B 2.C Faculty Employed After Two or More Years as of 07/01/08 [Faculty Employed before 07/01/06]

President's Authorized Designee:

- Sends out report to respective areas in August 2007 (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:
 - Fiscal: before 10/1/2007
 - Academic: before 8/15/2007
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803.06B 2.B Faculty Employed One Year But Less Than Two Years as of 06/30/08 [Faculty Employed on or after 07/01/06 and on or before 06/30/07]

President's Authorized Designee:

- Sends out report to respective areas in November 2007 (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:
 - Fiscal: before 01/01/2008
 - Academic: before 11/15/2007
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803.06B 2.A Faculty Completing an Initial Year Contract as of 06/30/08 [Faculty Employed on or after 07/01/2007 and on or before *02/28/2008]

*Faculty that are not on the list due to an effective date of appointment that is greater than 02/28/2008 must be added in order for a renewal decision to be made.

President's Authorized Designee:

- Sends out report to respective areas in February 2008
 - Prepares letters based upon renewal decision
 - Notification Letters must be delivered to faculty members at least three months before the termination of a contract:
 - Fiscal: before 04/01/2008
 - Academic: before 02/15/2008
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Note: Copies of non-renewals designated for the Provost, should be forwarded Faculty Affairs, Division of Human Resources.