

Academic Staff Terminal Contract Deadline for 2017-2018

This is a reminder that an HR Front End (HRFE) transaction must be routed to the UIC HR Service Center for any Academic Professional, Postdoctoral Research Associate and Faculty staff members whose appointment terms entitle them to a formal Notice of Non-Reappointment (NONR) from the Board of Trustees for the 2017-2018 academic year no later than **Friday, June 30, 2017**. This includes:

- Permanent full-time Academic Professionals on hard funds who have completed at least 4 years of service
- Permanent full-time Academic Professionals on soft funds who have completed at least 10 years of service
- Full-time Postdoctoral Research Associates on hard funds
- Assistant Professors in their first through fifth year of probation (tenure code “1” through “5”)
- Assistant Professors who did not attain promotion and tenure during the AY16-17 review cycle
- Full-time Teaching Associates, Clinical Associates, and Research Faculty (assistant, associate, and full professor) on hard funds

Terminal contracts will be effective for the new academic year cycle of August 16, 2017 through August 15, 2018. Service required will be August 16, 2017 through May 15, 2018 for an academic year service basis or August 16, 2017 through August 15, 2018 for a twelve month service basis. These dates apply to tenure track faculty, academic professionals or other academic staff who serve either on an academic year or twelve-month service basis.

Academic Professional terminal contracts can start and end at any time, as long as they cover the sufficient notice period to which they are entitled. However, Postdoctoral Research Associates who are paid from hard funding **and** who do not receive their notice 6 months prior to the end of their contract **must** be offered another full year appointment.

While certain employees may have been appointed on non-academic year dates due to business needs, the standard academic year is presumed if there is no end date on the employee’s job. You may confirm appointment dates by viewing an employee’s Notification of Appointment (NOA) on the NOA tab in the HRFE system.

To submit the NONR transaction, please complete an Employee Job Record Change transaction in the HRFE system, with the required terminal letter attached, and route to the UIC HR Service Center no later than **5PM, Friday, June 30, 2017**. The Job Comments section should confirm that the employee’s current mailing address information has been verified and is accurate. The amended Notification of Appointment (NOA) reflecting the initial notice of non-reappointment will be mailed to the employee’s mailing address from the Board of Trustees Office.

To alert UIC HR of pending NONR transactions, please email the HR Service Center at UICHRServiceCenter@uillinois.edu with the name and UIN of the employee(s) that you are submitting. Please also specify in the subject line if the NONR is for an Academic Professional,

Postdoctoral Research Associate or a Faculty employee. This will help ensure transactions are processed by the Board of Trustees deadline.

Please reference the [UIC Human Resources Website](#) for detailed information on the Academic Professional Notice of Non-Reappointment process, Policy Information and Job Aids.

Please refer to the [UIC Faculty Affairs WebGuide](#) and the [Faculty Handbook](#) specifically Policy 901: Notice of Non-Reappointment to Tenure Track and Non-Tenured Faculty for detailed information regarding notice rights for Faculty employees.

Appointments Where No Formal Notice of Non-Reappointment Is Required

Units should do their best to give a reasonable period of notice to the employee if the employee's contract will not be renewed. For contracts ending 8/15/2017, the HRFE Separation transaction to end the job should be submitted as soon as possible but no later than August 7, 2017. Prior to submitting the separation transaction, the Budget Profile Code should be updated to reflect "X." Adherence to the HRFE Due Date will avoid overpayments and exclude the employee from the Salary Planner process.

Faculty members covered by the Non-Tenure System Faculty Collective Bargaining Agreement should have received notification informing them that they were not being reappointed by the Agreement's deadline date of June 1st (or August 1st for specified situations). The June 1/August 1 non-reappointment notification letters must be attached to the HRFE Separation.