

UIC POLICIES AND PROCEDURES

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SUBJECT Notices of Non-Reappointment and Terminal Contracts for Academic Professional Employees		EFFECTIVE 04/01/1997 REVISED 09/01/2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

PURPOSE

To set out University policy relating to the notification requirements for non-reappointment of full-time academic professional employees, to establish responsibility and authority of University personnel in the notification of non-reappointment of academic professional employees, and to ensure compliance with University of Illinois Statutes and Board of Trustees guidelines.

SOURCES AND BACKGROUND

University of Illinois Statutes

APPLICABILITY

Full-time, permanent academic professional employees

POLICY

Full-time Academic Professional Employees - Written notice of non-reappointment from the Board of Trustees is required as follows:

- If the length of full-time service (contract specifies 100% time service as an academic professional employee) to the University is less than four years (in full appointment years completed) and the appointment is not subject to the receipt of funds, a six-month notice of non-reappointment is required.
- If the length of full-time service (contract specifies 100% time service as an academic professional employee) to the University is four years or more (in full appointment years completed), a twelve-month notice of non-reappointment is required.
- If the appointment is subject to the receipt of funds, as specified on the Notification of Appointment form, the following rules apply:

Length of Full-time Service to the University in Full Appointment Years Completed	Minimum Notice of Non-reappointment
Less than 4 years	2 months
4 years	6 months
5 years	7 months
6 years	8 months
7 years	9 months

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8 years	10 months
9 years	11 months
10 years	12 months

Units with full-time academic professional employees as described above must plan well in advance of the termination date of a grant to assure adequate funding is available to meet the requirement for notice of non-reappointment. The requirement for notice must be met even if the grant runs out of funds. Other sources of funds must be located to supplement the grant funds in the amount necessary to meet the requirement for notice of non-reappointment. Required notices should be given if there is any doubt about the continued funding for individual research projects. The issuing of the notice of non-reappointment does not preclude reappointment should additional funds be received.

To determine the minimum notice necessary for full-time academic professional employees as described above, the following rules apply:

- Computation of the length of service will begin with the first full day of full-time permanent service, 12 pay months equaling a year. Any period of time on a full or partial leave of absence without pay will not count toward the service requirement, with 30 calendar days during the service period equaling one month.
- A full-time academic professional employee in a permanent position and in the first year of employment should be given the same notice as an employee who has completed one year of service. Notice is not required if it is clear that the position was of a temporary nature. For temporary positions, the position should be identified by the hiring official as "visiting" in order to avoid confusion concerning the notice requirement.
- Article IX, section 10e, of the University of Illinois Statutes states, "On a case-by-case basis, credit may be given for all or part of their relevant experience in other University of Illinois positions." A unit may give service credit for previous support staff or faculty service, but each case must be negotiated individually at the time the academic professional position begins. A letter of agreement signed by the employee and the unit head must be included with the appointment papers when initiating the academic professional position.
- Any break in service of more than 30 calendar days through resignation, termination, etc., requires the re-computation of service time. Service in one full-time academic professional position eligible for notice will transfer to another full-time academic professional position if no break in service is involved. A short break of thirty (30) days or less will be handled as a leave without pay when computing service credit for notice of non-reappointment.
- Notice is not required for an employee who holds a part-time academic professional contract in

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combination with a part-time faculty or other position that does not, on its own merits, qualify for notice.

- For appointments that are split between an academic professional position and a tenured or tenure track position, an employee must be informed upon initial employment about the percentage of time for which the employee is tenured or working towards tenure.
- If an employee is switching from a full-time academic professional position to a split appointment in which the other part of the contract is for a position that does not have academic professional rights to notice of non-reappointment, the employee must be informed in writing of the loss of rights to notice of non-reappointment.
- Notice of non-reappointment is required for an employee who has more than one academic professional position, totaling 100% time, unless one or more of the positions has a title including the terms "visiting," "acting," "interim," or "adjunct." Notice can be given on only one of the positions, but the employee must be informed in writing that, as a part-time employee, the employee does not have notice rights for the other positions.
- Exempt from the above provisions are the following administrative officers: the President of the University; the chancellors and vice chancellors; the officers of the Board of Trustees who are University employees; other general officers of the University; and the deans, directors, heads and chairs of academic units.

Director of Intercollegiate Athletics and Coaches - Written notice of non-reappointment shall be given to an academic professional employee who is the Director of Intercollegiate Athletics or a coach of an intercollegiate athletic team in accordance with the following schedule:

Length of Full-Time University Service	Minimum Notice of Non-reappointment
Less than 4 years	3 months
4 years or over	6 months

Contracts that Specify an Appointment Contingent upon Receipt of Funds - Contracts can be shortened if the source of funds will be completely depleted and no one else will be paid from that source of funds for a period extending later than the terminal date of the employee whose contract is being shortened. In all such cases, the required notice period must still be honored. Units must avoid offering contracts for periods that extend beyond that for which funds will be available.

Academic Professional Employee with Less Than Full-Time Appointments - No formal notice of non-reappointment is required.

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PROCEDURES

RESPONSIBILITY

Notice of Non-Reappointment

1. Unit/Department Head
2. Administrative Official
3. UIC HR Service Center
4. Board of Trustees
5. Secretary of the Board of Trustees

ACTION

Submits a PITR and a copy of the letter to the employee from the department/unit that indicates a notice of non-reappointment will be forthcoming from the Board of Trustees. Verifies home address is current.

Reviews for timeliness, completeness, and appropriate notice period. Send PITR and letter to UIC HR Service Center. Notice must arrive in UIC HR Service Center 3 weeks prior to the beginning of the terminal notice period.

Verifies appropriate notice period, processes the PITR to include generation of a contract, and sends a copy of the department's notice letter to Board of Trustees.

Approves notice of non-reappointment.

Issues official notice of non-reappointment before the beginning date of the notice period.