**Revised: 1/08/16**

**FACULTY NON-REAPPOINTMENT/NON-CONTINUATION LETTER TEMPLATE**

***Full-time and part-time (50% FTE or greater), full title faculty*** *whose term appointment is expiring may be non-reappointed. Notice of non-reappointment must be sent to the faculty member prior to the following deadlines:* ***four months (February 28) prior to the expiration of a one-year term; six months (December 31) prior to the expiration of a two-year term; twelve months (June 30) prior to the expiration of a term longer than two years.***

*The notice of non-reappointment shall read as follows*:

Date

Dear Dr. Smith:

***If full-time and part-time (50% FTE or greater), full title:*** Your appointment as (*title*) in the (*department / program*) at (*School*) expires on July 1, (*year*) and will not be renewed. Thank you for your service to (*School*).

***If part-time (less-than-50% FTE, at-will):*** Your at-will appointment as (*title*) in the (*department / program*) of (*School*) will end on (*date*). Thank you for your service to (*School*).

*The notice of non-reappointment or non-continuation should be signed by the Chair and/or Dean.*

***All letters should be sent by USPS regular mail and by one of the following, in order of preference:***

* ***Hand delivery with signature of faculty attesting to receipt, OR***
* ***If hand delivery cannot be reasonably accomplished, another method that requires signature on receipt along with an e-mail with letter attached as a pdf.***

***Please be sure to keep copies of all mail and e-mail correspondence for the faculty file.***