**Revised: May 18, 2023**

**RBHS FACULTY NON-REAPPOINTMENT LETTER TEMPLATE**

It is recommended that letters of non-reappointment are provided to faculty via email AND USPS with a return receipt (ex: certified mail).

In an effort to provide schools and institutes with standard language across RBHS for faculty non-reappointment letters, RBHS Faculty Affairs has updated templates. Updated templates include non-reappointment for:

1. Legacy AAUP-BHSNJ term faculty with 0.5FTE or greater,
2. Legacy AAUP-BHSNJ coterminous faculty 0.5FTE or greater
3. Per-diem, less than 0.5FTE, or volunteer
4. NJEA Program Directors
5. AAUP-AFT term faculty

Please note: if the termination is for cause or you would like to discuss, please contact RBHS Faculty Affairs for guidance (rbhsfacultyaffairs@rbhs.rutgers.edu).

1. ***Legacy AAUP-BHNSJ Term Faculty with 0.5FTE or greater***

*Notice of non-reappointment for AAUP-BHSNJ term faculty 0.5FTE or greater who will not be reappointed must be sent to the faculty member prior to the following deadlines: four months (February 28) prior to the expiration of a term of one year or less; six months (December 30) prior to the expiration of a term greater than one year but less than or equal to two years; twelve months (June 30) prior to the expiration of a term greater than two years.*

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

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

Date

Dear NAME:

Your appointment as (*title*) in the (*department / program*) at (*School*) ends on June 30, (*year*) and will not be renewed. Thank you for your service to (*School*).

1. **Legacy AAUP-BHSNJ coterminous faculty 0.5FTE or greater**

*Notice of non-reappointment for AAUP-BHSNJ coterminous faculty who are 0.5FTE or greater must be sent to the faculty member not less than 90 calendar days prior to the expiration of an appointment OR 90 calendar days following the receipt that funding is ending/reducing for the faculty member, whichever is sooner.*

*For non-reappointment at end of term:*

Dear NAME:

Your appointment as (*title*) in the (*department / program*) at (*School*) ends on June 30, (*year*) and will not be renewed. Thank you for your service to (*School*).

*For termination due to funding mid-appointment:*

Dear NAME:

Please be advised that your coterminous faculty appointment at the Rutgers (*School*) in the Department/Program of (*name*) as an (*academic title*) will end on (*date*). This is due to lack of funding in/with (*funding source*). Thank you for your service to (School).

1. **Per-diem, less than 0.5FTE, or volunteer**

*For faculty who are per diem, less than 0.5FTE, or voluntary, there are no specific deadlines set for notification. The following language can be utilized. Note: If the termination is for cause, please contact RBHS Faculty Affairs (**rbhsfacultyaffairs@rbhs.rutgers.edu**) for guidance.*

Your at-will appointment as (*title*) in the (*department / program*) of (*School*) will end on (*date*). Thank you for your service to (*School*).

1. **NJEA Program Directors**

*Article XVII: B. An appointment as Program Director shall terminate automatically if the Program Director's underlying faculty appointment ends and is not renewed during his/her term of appointment as Program Director. At the discretion of the Dean, a Program Director may be removed from the Program Director role at the time he/she receives notice that his/her underlying faculty appointment is not to be renewed. A Program Director may be removed or suspended during the term of his/her appointment for cause. The Dean has the discretion to remove a Program Director at the end of his/her Program Director appointment with or without cause and with or without prior notice.* ***Notice of non-renewal of the underlying faculty appointment shall be communicated in writing in accordance with the provisions of Article XXVII - Notice of Non-Reappointment of the AAUP-BHSNJ collective negotiations agreement.***

1. **AAUP-AFT term faculty**

*Notice of non-reappointment for Legacy AAUP-AFT faculty is in accordance with Article 27 of the agreement between the University and the AAUP-AFT.*

*The AAUP-AFT non-reappointment letter template can be found here:* [sample\_ntt\_non-reappointment\_letter\_at\_the\_end\_of\_a\_term\_appointment\_0.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Flaborrelations.rutgers.edu%2Fsites%2Fdefault%2Ffiles%2Fdocument%2Fsample_ntt_non-reappointment_letter_at_the_end_of_a_term_appointment_0.docx&wdOrigin=BROWSELINK)