

San Francisco Campus

## **SAMPLE LETTER**

### **NOTICE OF ACTION: NON-RENEWAL OF APPOINTMENT**

Non-Senate Academic Appointees with appointments of 50% time or greater  
who have served 8 or more consecutive years

As you know, your appointment as \_\_\_\_\_ (title) ends on \_\_\_\_\_ (date). I regret to inform you that your appointment will not be renewed.

*(Following employee response)*

On \_\_\_\_\_ (date) I received your (*oral or written*) response to my letter of \_\_\_\_\_ (date) notifying you of the department's intent not to renew your appointment. I have taken your response into account; however your response has not altered my decision. Therefore your appointment will not be renewed beyond the above referenced date.

*(If no employee response)*

My letter of \_\_\_\_\_ (date) notifying you of the department's intent not to renew your appointment indicated that you had the right to respond within 14 calendar days either orally or in writing. I have not received any response from you. Therefore your appointment will not be renewed beyond the above referenced date.

Upon receipt of a copy of this letter, the Office of Benefits and Financial Planning will send you a letter describing your University benefits and information regarding the availability of health care coverage continuation under the COBRA act. If you have questions regarding your benefits, please contact that office at 476-1400.

You may be eligible to receive Unemployment Insurance benefits. Eligibility is determined by the State of California. To determine your eligibility you must file a claim at a local office of the State of California Employment Development Department.

You have the right to grieve this action in accordance with Academic Personnel Manual (APM) 140 – Non-Senate Academic Appointees/Grievances (attached). If you have questions about University policy or your rights to grieve this action, they may be directed to Cynthia Lynch Leathers, Director of Academic Personnel, at 476-2888.

*(If appropriate, add closing paragraph of appreciation for the employee's past contributions to the unit.)*

Department Chair

cc: Department Personnel File  
Dean's Office - Academic Affairs  
Academic Personnel Office, Box 0401  
Benefits and Financial Planning, Box 0918

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\*Notes for departmental use:

- ❑ Review APM 137 – Non-Senate Academic Appointees/Term Appointment.
- ❑ Any appointee of more than 8 years with a 50% or greater appointment must be given a written Notice of Intent no later than 60 calendar days prior to the appointee's specified end date. A Notice of Action must be issued no sooner than 15 days and not later than 30 calendar days following the date of the written Notice of Intent.
- ❑ Attach a copy of APM 140 - Non-Senate Academic Appointees/Grievances.
- ❑ A copy of the letter must be sent to Benefits & Financial Planning immediately.