

San Francisco Campus

SAMPLE LETTER

NOTICE OF INTENT: 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 it is the intent of the department not to renew your appointment beyond that date.

The reason for this intended action is _____. *(Provide details regarding the decision not to reappoint, such as the details regarding an expiring grant, information regarding a program or laboratory that will be closed, etc. Attach any available materials supporting the decision.)*

According to Academic Personnel Manual (APM) 137 – Non-Senate Academic Appointees/Term Appointment (attached), you have the right to respond to me regarding this intended action either orally or in writing within 14 calendar days of the date of this letter. Should you choose not to respond either orally or in writing, the department will not renew your appointment beyond the above referenced date.

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

Supervisor's Signature

cc: Department Chair
Department Personnel File
Dean's Office - Academic Affairs
Academic Personnel Office, Box 0401

*Notes for departmental use:

- Any appointee of more than 8 years with a 50% or greater appointment must be given a written Notice of Intent not to reappoint within at least 60 days of the appointee's specified ending date.
- Review APM 137 – Non-Senate Academic Appointees/Term Appointment and consult with Department Chair, department academic personnel administrator, and Dean's Office before proceeding. Questions about policy and process may be directed to Cynthia Lynch Leathers, Director of Academic Personnel at 476-2888.
- It is strongly recommended that the non-renewal be discussed with the employee prior to sending the written notification.
- Be sure to enclose any materials supporting the decision not to renew.
- Attach a copy of APM 137.
- The appointee is entitled to respond to this notice. The response, if any, shall be reviewed by the Department Chair or designee. If there is no change in the action

following review of a timely response, if any, from the appointee, a Notice of Action is issued at least 15 calendar days following and within 30 calendar days of the date of this letter.

- If the employee has questions about University policy or their rights to appeal, they may be directed to Cynthia Lynch Leathers, Director of Academic Personnel at 476-2888.