

San Francisco Campus

**SAMPLE LETTER**  
**NOTICE OF NON-RENEWAL OF APPOINTMENT**

(Non-Senate Academic Appointees with appointments of 50% time or greater  
who have served less than 8 consecutive years)

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

*(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

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\*Notes for departmental use:

- Review APM 137 – Non-Senate Academic Appointees/Term Appointment.
- 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.
- Any appointee of more than 8 years with a 50% or greater appointment must be given at least 60 days written notice of non-renewal. See 8 Year Non-Renewal Template.
- A copy of this letter must be sent to Benefits & Financial Planning immediately.
- 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.