



RUTGERS POLICY

Section: 60.5.12

Section Title: Faculty

Policy Name: Notice Requirements for Faculty Holding Appointments of One Year or More with Limitation of Term

Formerly Book: 3.3.16

Approval Authority: President

Responsible Executive: Executive Vice President for Academic Affairs

Responsible Office: Office of Academic Labor Relations

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Errors or changes? Contact: aclr@rutgers.edu

1. **Policy Statement**
Deans and directors of academic units of the University must give faculty members, holding appointments of one year or more with limitation of term, written notice of non-reappointment, or of intention not to recommend reappointment, in accordance with the timing requirements set forth in this policy.
2. **Reason for Policy**
To establish, across the University, requirements for uniform and equitable written notice of non-reappointment, or of intention not to recommend reappointment, for faculty members holding appointments of one year or more with limitation of term.
3. **Who Should Read This Policy**
 - Chancellors, deans, directors and department chairs
 - Faculty members
 - Academic administrators
4. **Related Documents**
Policy 60.5.10 - Faculty Term Appointments
5. **Contacts**
Office of Academic Labor Relations
848-932-7174
6. **The Policy**

60.5.12 NOTICE REQUIREMENTS FOR FACULTY HOLDING APPOINTMENTS OF ONE YEAR OR MORE WITH LIMITATION OF TERM

- A. Except as set forth in paragraph B, deans and directors of academic units of the University must give faculty members, holding appointments of one year or more with limitation of term, written notice of non-reappointment, or of intention not to recommend reappointment:
1. Four months prior to the expiration of the first academic year of service.
 2. Seven months prior to the expiration of the second year of academic service.
 3. Not later than twelve months in advance of the termination of the appointment in all other cases.
- B. NOTICE OF NON-REAPPOINTMENT FOR FACULTY HOLDING APPOINTMENTS OF ONE YEAR OR MORE WITH LIMITATION OF TERM IN ROBERT WOOD JOHNSON MEDICAL SCHOOL, SCHOOL OF HEALTH RELATED PROFESSIONS, RUTGERS SCHOOL OF DENTAL MEDICINE, NEW JERSEY MEDICAL SCHOOL, SCHOOL OF PUBLIC HEALTH, AND SCHOOL OF NURSING (former UMDNJ School of Nursing):
1. Written notice that a term appointment is not to be renewed upon expiration will be provided as specified in the applicable collective negotiations agreement.