

FY 2025 CONTRACT RENEWAL NOTIFICATION SCHEDULE

In accordance with Board of Regents Policy Manual 8.3.4 Notice of Employment and Resignation

Renewal Notifications Issued during fiscal year 2023-2024 are for contracts to be issued in FY2025.

❖ **Faculty who will complete three full years (or more) of full-time continuous service as of 06/30/2024:**

- Full-time faculty service began 7/1/2021 or earlier for fiscal year; 8/1/2021 for academic year.
- Faculty member must have been issued at least three (or more) one-year contracts.
- The reference to “year” applies to the academic year for those on academic contract and the fiscal year for those on fiscal year contracts.

Nine months’ notice before the date of termination of the contract:

Academic: before 8/15/2023

Fiscal: before 9/30/2023

President’s Authorized Designee:

- HR Faculty Support Services sends out reports to respective areas and are reviewed by each College/School.
- Notification letters must be delivered to faculty members in person or by certified mail prior to the appropriate deadline. Renewal notifications are optional.

❖ **Faculty who will complete two full years of full-time continuous service (but less than three) as of 6/30/2024:**

- Full-time faculty service began between 7/2/2021-7/1/2022 for fiscal year; 8/2/2021-8/1/2022 for academic year.
- Faculty member may have more than two years of full-time continuous service but would not have been issued a third one-year contract.
- The reference to “year” applies to the academic year for those on academic contract and the fiscal year for those on fiscal year contracts.

Six months’ notice before the date of termination of the contract:

Academic: before 11/15/2023

Fiscal: before 12/30/2023

President’s Authorized Designee:

- HR Faculty Support Services sends reminders to respective areas that report sent in July should be reviewed by each College/School.
- Notification letters must be delivered to faculty members in person or by certified mail prior to the appropriate deadline. Renewal notifications are optional.

❖ **Faculty who will complete less than two full years of service as of 6/30/2024:**

- Full-time faculty service began between 7/2/2022-7/1/2023 for fiscal year; 8/2/2022-8/1/2023 for academic year.
- Faculty member may have more than one full year of full-time continuous service but would not have been issued a second one-year contract.
- The reference to “year” applies to the academic year for those on academic contract and the fiscal year for those on fiscal year contracts.

Three months’ notice before the date of termination of the contract:

Academic: Before 02/15/2024

Fiscal: Before 03/30/2024

President’s Authorized Designee:

- HR Faculty Support Services sends reminders to respective areas that report sent in July should be reviewed by each College/School.
- Notification letters must be delivered to faculty members in person or by certified mail prior to the appropriate deadline. Renewal notifications are optional.

Note: Copies of non-renewals designated for the Executive Vice President for Academic Affairs & Provost should be forwarded to Human Resources - Faculty Support Services.