

UNIVERSITY OF KENTUCKY  
LEXINGTON, KENTUCKY

NOTICE OF ACADEMIC APPOINTMENT AND ASSIGNMENT

NAME \_\_\_\_\_ RANK \_\_\_\_\_

COLLEGE \_\_\_\_\_ DEPARTMENT/DIVISION \_\_\_\_\_

PERIOD OF APPOINTMENT: FROM _____ 19____ TO _____ 19____		
PERIOD OF ASSIGNMENT: FROM _____ 19____ TO _____ 19____		
EMPLOYMENT STATUS: <input type="checkbox"/> PART TIME <input type="checkbox"/> FULL TIME		
SALARY BASE: <input type="checkbox"/> ACADEMIC YEAR <input type="checkbox"/> 10 MONTHS 12 <input type="checkbox"/> MONTHS <input type="checkbox"/> OTHER		
TYPE OF APPOINTMENT	APPOINTMENT SERIES	TYPE OF ACTION
<input type="checkbox"/> INITIAL APPOINTMENT	<input type="checkbox"/> REGULAR	<input type="checkbox"/> WITHOUT TENURE
<input type="checkbox"/> REAPPOINTMENT	<input type="checkbox"/> SPECIAL TITLE	<input type="checkbox"/> WITH TENURE
<input type="checkbox"/> TERMINAL REAPPOINTMENT*	<input type="checkbox"/> VOLUNTARY	<input type="checkbox"/> PROMOTION
<input type="checkbox"/> TEMPORARY APPOINTMENT	<input type="checkbox"/> VISITING	<input type="checkbox"/> JOINT APPOINTMENT
<input type="checkbox"/> POST RETIREMENT APPOINTMENT	<input type="checkbox"/> ADJUNCT	<input type="checkbox"/> CHANGE IN STATUS

ELIGIBLE TO BE CONSIDERED FOR TENURE:

- Prior service (maximum of 3 years) which will be counted as part of the non-tenure period is \_\_\_\_\_ years.
- Non-tenure period will end no later than \_\_\_\_\_ 19\_\_\_\_.
- Other conditions regarding tenure, when applicable, are set forth below under "CONDITIONS OF APPOINTMENTS, ASSIGNMENT, OR TENURE."

INELIGIBLE FOR TENURE:

Part-time faculty are not eligible for tenure nor for usual faculty benefits.

\*TERMINAL REAPPOINTMENT:

The period of the appointment confirmed above is a final appointment.

NOTICE OF NON-RENEWAL OF APPOINTMENT:

Part-time, visiting, or temporary short-term appointments with explicit terminal dates of one academic year or less, terminate at the expiration of the term without notice. For those appointed on a fiscal year basis, notification of non-renewal of appointment at the end of the first year of service shall be given no later than March 1 if the appointment expires at the end of that year or three months in advance if the one-year appointment terminates during the academic year. Notification of non-renewal of appointment at the end of the second year of service shall be given no later than December 15 if the appointment expires at the end of that year or six months in advance if the appointment expires during the year. Notification of non-renewal of appointment after more than two years of service shall be given at least 12 months before expiration of the appointment. Notice of non-renewal of appointment of those on post-retirement shall be no less than six months.

RESIGNATIONS:

Notice of resignation should be given early enough to obviate serious inconvenience to the University. If a faculty member desires to terminate an existing appointment or to decline a renewal in the absence of non-renewal, he shall give written notice of not less than three months if his rank is Instructor or Assistant Professor, and not less than four months if his rank is higher, before the end of his duties during an academic year (exclusive of a summer session) or thirty days after receiving notification of the terms of his appointment for the coming year, whichever date occurs later. However, he may properly request a waiver of this requirement in case of hardship or in a situation where he would otherwise be denied substantial professional advancement.

CONDITIONS OF APPOINTMENT, ASSIGNMENT, OR TENURE:

Appointee

Dean or Director

Vice President

Date

Date

Date

Distribution: Original to Appointee; Green copy for Vice President; Yellow copy for Dean; Pink copy for Department; Goldenrod copy for Originator.