

UNIVERSITY OF KENTUCKY
NOTICE OF ACADEMIC APPOINTMENT AND ASSIGNMENT

Name _____ Rank _____

Academic Sector: ☐ Community College System ☐ RGS ☐ Lexington Campus ☐ Medical Center

College _____ Educational Unit _____

Period of Appointment: From _____ 19____ To _____ 19____

Period of Assignment: From _____ 19____ To _____ 19____

Employment Status: ☐ Part-time ☐ Full-time Soc. Sec. No. _____

Salary Base: ☐ 9 Months ☐ 10 Months ☐ 11 Months ☒ 12 Months ☐ Other

TYPE OF APPOINTMENT

☐ Initial Appointment ☐ Reappointment ☐ Terminal Reappointment*
☐ Temporary Appointment ☐ Joint Appointment ☐ Post-Retirement Appointment

APPOINTMENT SERIES

☐ Regular ☐ Special Title ☐ Extension Title ☐ Librarian ☐ Research Title
☐ Medical Center Clinical Title ☐ Adjunct ☐ Visiting ☐ Voluntary

TYPE OF ACTION

☐ Without Tenure ☐ With Tenure ☐ Promotion ☐ Change in Status

PROBATIONARY PERIOD (OR MAXIMUM NON-TENURE PERIOD): ☐ Applicable ☐ Not Applicable

If applicable:

- a. Prior service at another institution (maximum of 3 years) which will be counted as a part of the probationary period is _____ years.
- b. Non-tenure period will end no later than _____ 19____.
- c. Other conditions regarding tenure, when applicable, are set forth below under "CONDITIONS OF APPOINTMENT, ASSIGNMENT, OR TENURE, or are contained in the University's *Governing Regulations and Administrative Regulations*.

***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 year or less terminate at the expiration of the term without notice.

For those employed year-to-year on a fiscal or academic year basis, notification of non-renewal of appointment at the end of the first year of service shall be given not 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 appointment shall be given not later than December 15 if the appointment expires at the end of the 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 appointment.

NOTICE OF RESIGNATION:

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 a notice of non-renewal, the faculty member shall give written notice of not less than three months if the individual's rank is instructor or assistant professor, and not less than four months if the individual's rank is higher, before the end of regular duties during an academic year (exclusive of a summer session) or thirty days after receiving notification of terms of an appointment for the coming year, whichever date occurs later. However, the faculty member properly may request a waiver of this requirement in a case of hardship or in a situation where the faculty member would otherwise be denied substantial professional advancement.

CONDITIONS OF APPOINTMENT, ASSIGNMENT, OR TENURE:

Date _____

Appointee

Dean or Director

Chancellor

Date

Date

Date

Distribution: Original to Appointee; green copy for Chancellor; yellow copy for Dean or Director; pink copy for Department or Division; goldenrod copy for Originator. The recipients of the original and green copies may be reversed in case of a special circumstance such as the Appointee being in the United States on a visa.