

**Notice of Academic Appointment and Assignment**

Name _____ SSN _____ Primary Appointment Sector _____ College _____ Academic Home Unit _____ Academic Assignment Unit _____ Rank _____ Rank Beginning Date _____ Period of Appointment: From _____ Through _____ Period of Assignment: From _____ Through _____	Employment Status / Appointment Series <table style="width: 100%;"><tr><td>Tenure Eligible:</td><td colspan="2">Not-Tenure Eligible:</td></tr><tr><td>____ Regular</td><td>____ Clinical</td><td>____ Military</td></tr><tr><td>____ Extension Title</td><td>____ Adjunct</td><td>____ Research Title</td></tr><tr><td>____ Librarian</td><td>____ Temporary</td><td>____ Voluntary</td></tr><tr><td>____ Special Title</td><td>____ Lecturer</td><td>____ Part-Time</td></tr><tr><td>____ CC Counselor</td><td>____ Visiting</td><td>____ Post-Retirement</td></tr></table> <table style="width: 100%;"><tr><td>Type of Appointment</td><td>Assignment Period in Months</td></tr><tr><td>____ Initial</td><td></td></tr><tr><td>____ Reappointment</td><td>____ 9 ____ 10</td></tr><tr><td>____ Terminal Reappointment*</td><td>____ 11 ____ 12</td></tr><tr><td>____ Post-Retirement</td><td>____ Other</td></tr><tr><td>____ Phased-Retirement</td><td></td></tr></table>	Tenure Eligible:	Not-Tenure Eligible:		____ Regular	____ Clinical	____ Military	____ Extension Title	____ Adjunct	____ Research Title	____ Librarian	____ Temporary	____ Voluntary	____ Special Title	____ Lecturer	____ Part-Time	____ CC Counselor	____ Visiting	____ Post-Retirement	Type of Appointment	Assignment Period in Months	____ Initial		____ Reappointment	____ 9 ____ 10	____ Terminal Reappointment*	____ 11 ____ 12	____ Post-Retirement	____ Other	____ Phased-Retirement	
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Joint (Secondary) Appointment Sector _____ College _____ Academic Assignment Unit _____ Rank _____ Rank Beginning Date _____ Period of Appointment: From _____ Through _____ Period of Assignment: From _____ Through _____	Type of Action Primary Appointment Promotion ____ Without Tenure Effective Date _____ ____ With Tenure Effective Date _____ Tenure Only _____ Effective Date _____ Secondary Appointment ____ Promotion Effective Date _____																														
Center/Institute Affiliation _____ From _____ Through _____																															
Comments and/or Special Descriptors: _____																															

Probationary Period (or Maximum Non-Tenured Period): If eligible for tenure, complete this section:

- a. Non-tenure period will end no later than _____
b. Other conditions regarding tenure, when applicable, are set forth under "Conditions of Appointment, Assignment, or Tenure," or are contained in the University's *Governing Regulations and Administrative Regulations*.

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 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 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 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 case of hardship or in a situation where the faculty member would otherwise be denied substantial professional advancement.

Conditions of Appointment, Assignment, or Tenure:

_____ Appointee	_____ Date	_____ CC President or Dean	_____ Date	_____ Chancellor/Vice President	_____ Date
_____ Director or Dean for Center/Institute	_____ Date	_____ CC President or Dean	_____ Date	_____ Chancellor/Vice President	_____ Date

*Terminal Reappointment: The period of the appointment above is a final appointment.

Distribution: Original to Chancellor/Vice President; copies for Appointee; CC Presidents or University System Deans; Director or Dean for Center/Institute; originating Department or Division.
The Appointee may be given the original in case of a special circumstance such as the Appointee being in the United States on a visa.