

## GUIDELINES ON NOTICE DATES FOR FACULTY AND NON-TEACHING PROFESSIONALS (UUP)

If a term appointment will not be renewed, we must notify the employee in writing that they will not be reappointed (non-renewal letter signed by the President must be in employees' hand by the notice date). Notice dates are based on appointment types.

### APPOINTMENT TYPES

- **Temporary** – Part-time or full-time appointments with no fixed duration.
- **Part-time Term** – Less than full-time appointment with a fixed duration.
- **Full-time Term** – Full-time appointment with a fixed duration.
- **Permanent Appointment** – For professional employees.
- **Continuing Appointment** – For academic employees.
- Part-time temporary employees who work four (4) consecutive semesters and are reappointed for a consecutive 5<sup>th</sup> semester will be appointed to a term appointment. If a part-time term employee's service is interrupted for four (4) consecutive semesters, the employee may be given a temporary appointment for reappointment.

Appointments	Notice of Non-renewal
<b>1. Temporary</b>	Can be terminated at will. No minimum notice period is stipulated.
<b>2. Part-time Term Appointment</b>	45 days notice from the appointment end date.
<b>3. Full-time Term Appointment, first year of service</b>	Three (3) months notice required; for academic employees whose terms end in June, July or August, notice is not later than March 31.
<b>4. Full-time Term Appointment, after completion of one but not more than two years of service</b>	Six (6) months notice required; for academic employees whose terms end in June, July or August, notice is not later than December 15.
<b>5. Full-time Term Appointment, after two or more years of uninterrupted SUNY service</b>	One (1) year notice required.