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

In the event that a term appointment will not be renewed, we must notify the employee in writing that s/he will not be reappointed. Notice dates are based on appointment types.

APPOINTMENT TYPES

1. **Temporary –** Part-time or full-time appointments with no fixed duration.
2. **Part-time Term –** Less than full-time appointment with a fixed duration.
3. **Full-time Term –** Full-time appointment with a fixed duration.
4. **Permanent Appointment –** “Tenure” for professional employees.
5. **Continuing Appointment –** “Tenure” for academic employees.

* Part-time temporary employees who work four (4) semesters and are reappointed for a consecutive 5th 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.

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