

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Faculty Non-Reappointment

UH-Downtown/PS 10.A.07
Issue No. 5
Effective date: 11/15/93
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1. PURPOSE

This PS states the procedures to be followed in cases of non-reappointment of faculty members during the probationary appointment period prior to the time a tenure decision is made.

2. POLICY/PROCEDURES

2.1 Non-reappointment occurs when the institution decides not to renew the appointment of a probationary faculty member.

2.2 Non-reappointment decisions must be based on educational or institutional concerns and may not violate the principle of academic freedom.

2.3 Notice of non-reappointment or of intention not to recommend to the board of regents reappointment of a probationary faculty member must be given in writing to the affected faculty member according to the following timetable:

2.3.1 Faculty members in the first academic year of service must receive non-reappointment notice not later than March 1 if appointed in September and not later than October 1 if appointed in January.

2.3.2 Faculty members in the second academic year of service must receive non-reappointment notice not later than December 14.

2.3.3 Faculty members with two or more years of service must receive not later than May 31 non-reappointment notice, which is notice of intent to issue a one-year terminal appointment.

2.4 Probationary faculty members should be cognizant of the timetable for non-reappointment and should provide those responsible for initial recommendations (department chairman, tenured department faculty, appropriate division dean) with information that will assist those concerned with making recommendations.

2.5 Non-reappointment decisions are initiated by either a department chairman or tenured members of the chairman's department. If the chairman and tenured faculty agree that notice of non-reappointment should be issued, a recommendation to that effect is sent to the appropriate dean, who informs the vice president for academic affairs and the president of the recommendation. If the chairman and tenured faculty disagree on a non-reappointment recommendation, a meeting is held with the division dean.

If, as a result of this meeting, two of the three participants (dean, chairman, tenured faculty) agree to recommend non-reappointment, the dean so informs the vice president for academic affairs and the president. If two of the three do not agree to recommend non-reappointment, the matter goes no further.

2.5.1 Once the decision is made to recommend non-reappointment, the dean informs the involved faculty member of this intent in writing.

2.5.2 The involved faculty member may request a conference with the dean to discuss the reasons for the recommendation. Following this conference, the faculty member may request a written explanation of these reasons.

2.5.3 The involved faculty member may request that the initial recommending groups (dean, department chairman, and tenured department faculty) reconsider their recommendation. Requests for reconsideration must be made within five working days of the involved faculty member's receiving notification from the dean of the decision to recommend non-reappointment. Requests for reconsideration are made to the dean.

2.5.4 If no request for reconsideration is received or if upon reconsideration two of the three participants (dean, chairman, tenured department faculty) remain convinced that a recommendation for non-reappointment is warranted, the dean so informs the vice president for academic affairs and the president.

2.6 The president has the final authority to make non-appointment decisions. The president issues notices of non-reappointment in accordance with the timetable outlined in 2.3.

2.7 The faculty member issued a notice of non-reappointment may file a procedural grievance only, such as a failure to meet notification deadlines.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Academic Affairs and Provost

Review: As needed

Reprint of original policy statement. Signed original on file in the President's Office.