School of Medicine Procedure for Non-Renewal of Faculty Appointments

1. The Department Chair or Administrator contacts the Dean’s Office (Josh Barwick) with information regarding the proposed non-renewal. This communication may be via email, and should include an explanation for the non-renewal (e.g., lack of funding, below-expectation performance) along with backup data and any relevant documentation. The non-renewal proposal should be submitted to the Dean’s Office by January 31 unless unusual circumstances prevent this.

2. The Dean’s Office reviews the recommendation and notifies the Department Chair of the decision.

3. The Chair issues written notice of non-renewal to the faculty member using the attached template letter. The Chair or Division Director should deliver this letter in person to the faculty member. Absent unusual circumstances that necessitate a later approval or delivery of the notice, every effort should be made to notify the faculty member by February 28.

4. The Department HR rep submits the non-renewal in Peoplesoft with an Action Code of “Termination” (TER) and a Reason Code indicating “End of Contract” (CNT). The signed notice of non-renewal should be attached to the eHRAF.

Note: All non-renewals are effective August 31st. Under current University rules, notices of non-renewal should be delivered by February 28th. The ultimate deadline for delivery of the notices is May 31, but notices should be delivered by February 28th unless circumstances necessitate late delivery.
[Template for Notice of Non-Renewal]

Personal and Confidential
Via Hand Delivery

[Date]

Dear Dr. [name]:

This letter will serve as notification that your faculty appointment in the School of Medicine as [academic rank] of [Department] will not be renewed beyond August 31, 2016. [For clinicians only: Any appointments you hold in affiliated practice plans and medical facilities will end simultaneously.]

This notice is given with the approval of the Dean and on his behalf, in accordance with the Emory University Statement of Principles Governing Faculty Relationships.

Thank you for your service to the School of Medicine.

Sincerely,

[Chair]

cc: Christian P. Larsen, M.D., D.Phil.
    Dean, School of Medicine