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 recommended non-renewal. This communication may be via email, and should include an explanation for the non-renewal (e.g., funding, performance) along with backup data and any relevant documentation.

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.

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: Under current University rules, notices of non-renewal must be delivered before May 31st and ideally before February 28th. All non-renewals are effective August 31st.