

CHAPTER 108

NOTICE PERIODS FOR FIXED-TERM AND PROBATIONARY APPOINTMENTS

108.01 Notice Periods

Pursuant to UWS 10.05, if a fixed-term or probationary academic staff appointment will not be renewed, written notice shall be given to the employee in advance of the expiration of the employment contract as described below. If proper notice of nonrenewal is not given, the appointment shall be extended so that at least the minimum required notice period is provided.

(1) Fixed-term appointment of 50% or greater, regardless of funding source:

Years Employed	Minimum Required Notice Period
0-2 years	Three months
>2-6 years	Six months
>6 years	Twelve months

Exceptions:

- If the employment contract states that renewal is not intended, no further notice is required; however, for individuals with six or more cumulative years of service¹ to the University, notice separate from the employment contract is required regardless of contract language.
- For individuals with fixed-term appointments who (1) are funded by grants or other short-term funding and (2) have received notice of nonrenewal separate from their employment contract under this chapter, the individual's appointment may be extended beyond the initial date in the nonrenewal notice, without requiring another notice of nonrenewal, if additional funding becomes subsequently available and the extension (or cumulative extensions) is for a time period shorter than the notice period required for that employee.
(AS Doc 108, 9/2017)

(2) Fixed-term appointment of less than 50%:

- No minimum notice period is required.

(3) Probationary appointment:

Years Employed	Minimum Required Notice Period
0-1 year	Three months
>1-2 years	Six months
>2 years	Twelve months

(4) Limited title with concurrent academic staff appointment:

- When an academic staff member with a limited title appointment is terminated, the notice period defined above is applied to the appropriate concurrent appointment.

(AS Doc. 84, 4/2014)

¹“Cumulative years of service” is defined as the combined years of service to the University with an appointment of 50% or greater, regardless of position, title, unit, or continuity of appointment.

(AS Doc. 98, 2/2016)