

RULES OF  
DEPARTMENT OF EDUCATION  
DIVISION OF UNIVERSITIES  
UNIVERSITY OF FLORIDA

6Cl-7.013 Academic Affairs; Non-Renewal of Non-Tenured or Non-Permanent Status Faculty Appointments: Appointments Subject to Non-Renewal Notification, Non-Renewal Notification Requirements, and Non-Renewal Transmittal Procedures.

(l) Procedures for the Non-Renewal of Non-Tenured or Non-Permanent Status Faculty.

(a) Appointment periods are stated for the purpose of encumbering funds, thus nNon-tenured and non-permanent faculty appointments shall not create any rights, interest, or expectancy of continued employment ~~beyond the term specified in the contract~~. Faculty in these positions have the right to appropriate notice of non-renewal of the appointment as provided in (2) below.

(b) The President or the President's designee may choose ~~not to~~ discontinue ~~renew~~ the employment of a non-tenured or non-permanent status faculty member in accordance with the provisions of this rule.

(c) By the end of the sixth year of continuous full-time, or equivalent part-time employment or service, a faculty member in a tenure-earning position who has not been granted tenure shall be given notice of non-renewal of employment as provided for in subsections (2) and (3) of this rule.

(d) A faculty member in a permanent status-earning position in county extension who has not been granted permanent status by the end of the sixth year of continuous employment and a

faculty member at the P.K. Yonge Developmental Research School who has not been granted permanent status by the ~~end~~lose of the third year of continuous employment shall be given notice of non-renewal of employment as provided for in subsections (2) and (3) of this rule. Refer to 6Cl-7.025, F.A.C.

(e) Non-tenured and non-permanent status faculty who are appointed to serve in an academic-administrative classification or administrative position and ~~whose~~who will not be offered further employment with the University will be discontinued, shall be entitled to written notice of non-renewal in accordance with this rule.

(f) In the event of a break in service for more than one semester in one full year or more than two semesters in two full years, only service following such break shall be counted for purposes of determining length of service. Approved paid or unpaid leaves shall not be considered a break in service.

## (2) Non-Renewal Notification Requirements

(a) Notice of non-~~renewal~~reappointment or intention ~~not to non-renew~~reappoint shall be provided in writing. At any time during any appointment, a non-tenured or non-permanent status faculty member may be non-~~renewed~~reappointed upon written notice as follows:

1. For ~~employees~~faculty in their initial appointment period~~contract year~~ of faculty employment with the University, three (3) months prior to the effective date of the non-renewal notice~~reappointment~~;

2. For ~~employees~~faculty in their second appointment period~~contract year~~ of faculty employment with the University, six (6) months prior to the effective date of the non-renewal notice~~reappointment~~; and

3. For ~~employees~~ faculty in their third appointment period~~contract year~~ of faculty employment or beyond with the University, twelve (12) months prior to the effective date of the non-renewal notice~~reappointment~~. These notification procedures also apply to faculty with five or more years of continuous university employment as of June 30, 1993 whose salary is funded through "soft" money, e.g., contracts and grants, sponsored research funds, and grants and donation trust funds.

(b) The requirement of written notice of non-renewal~~reappointment~~ set forth in subsection (2)(a) of this rule is not applicable to the following non-tenured or non-permanent status accruing faculty appointments if the statement described in subsection (2)(c) of this rule is included in the individual's notification of appointment~~employment contract~~:

1. Those holding visiting appointments;
2. Those who are appointed for less than one (1) academic year; or
3. Those with less than five (5) years continuous service whose salary is funded through "soft" money, e.g., contracts and grants, sponsored research funds, grants and donations trust funds, and special funds such as those allocated to meet enrollment demands.

(c) Faculty not entitled to a written notice of non-renewal~~reappointment~~ as provided in subsection (2)(b) above, shall have the following statement included in the notification of the appointment or reappointment: "Your employment for this appointment period~~under this contract~~ will cease on the date indicated. No further notice of cessation of employment is required." If this statement is not included in either the notification of appointment~~employment contract~~ or letter of appointment or reappointment, then, ninety (90) days notice prior to the effective date of the non-renewal notice shall apply for faculty who have five or more years of continuous University service after July 1, 1993.

(3) Notice of Non-Renewal.

(a) Prior to the transmission of the notice of non-~~renewal~~~~reappointment~~, the President or the President's designee shall confer informally with the faculty member concerning the non-~~renewal~~~~reappointment~~.

1. The notice of non-renewal shall include the following:

a. A statement that the University is ~~discontinuing~~~~not renewing~~ the ~~appointment~~~~employment contract~~;

b. A reference to the meeting held with the President or the President's designee to ~~advise~~~~advise~~ the faculty member of non-~~renewal~~~~reappointment~~;

c. The expiration date of the current ~~appointment period~~~~contract~~;

d. The last date of employment with the University; and

e. A copy of the appropriate appeal procedures in effect at the University. (Refer to 6Cl-7.04l, F.A.C.)

2. Following the mailing of the notice of non-~~renewal~~~~reappointment~~, the President or the President's designee may, at any time, in the best interests of the institution as it is the President's prerogative to do in all cases, reassign such a faculty member to other institutional duties after consultation with the faculty member and the departments or other units affected.

(b) This action does not release the University from its ~~contractual~~ commitment to compensate the faculty member for assigned duties performed during the period prior to the effective date of ~~the non-renewal~~~~reappointment~~.

(c) Should a faculty member enter into other full-time professional employment or employment which may interfere or conflict with the faculty member's assignment without written approval of the President, prior to the expiration of the faculty member's appointment

period~~contract~~, the University will immediately terminate payment of any compensation thereunder.

Specific Authority 229.0081(2), 229.0082(1)~~240.227(4)~~ FS

Law Implemented 229.0081(2)(m), 229.0082(5)~~240.227(5), (19)~~, 240.505~~(3)~~(4) FS

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