

Nonrenewal of Probationary Appointment
(regular tenure track, clinical track, or research track faculty);
or **Denial of Tenure** (tenure track faculty only)

Tenure track Clinical track Research track Review completed _____ [month/year]

Last Name _____ First Name _____ EMPID _____

TIU _____ TIU org # _____ College _____ Campus _____

A letter communicating the nonrenewal or tenure denial decision to the candidate must be sent in accordance with the **standards of notice** required by **Faculty Rule 3335-6-08**.

- 1) Not later than March first of the first academic year of probationary service, if the appointment expires at the end of that year; or if a one-year appointment expires during an academic year, at least three months in advance of its expiration;
- 2) Not later than December fifteenth of the second academic year of probationary service, if the appointment expires at the end of that year; or if an appointment expires during the second academic year, at least six months in advance of its expiration; and
- 3) At least twelve months before the expiration of an appointment after two or more years in the institution.

Please submit a copy of the letter accompanied by this form to the Office of Academic Affairs no later than June 1 of the year in which the decision occurs.

This letter, which may come from either the TIU head or the college/regional campus dean, must state the **mandatory termination date**, which is normally May 31 for faculty with two or more years of service. Regardless of hire date, the final pay-out is normally effective May 31 both for 9-month and 12-month faculty.

The above-named has been informed in writing [COPY ATTACHED] that his/her appointment will not be renewed beyond May 31, 20____ [or other date if applicable: _____].

SIGNATURES

TIU Head _____ Date _____

Regional campus dean _____ Date _____

College dean _____ Date _____