Procedure for Non-Reappointment or Reduction of Appointment Percentage for Non-Senate Appointees.

Please let your analyst know of any change in status for academic employees.

Reference: APP 4-09, [http://ap.uci.edu/policies-procedures/app/4-09/](http://ap.uci.edu/policies-procedures/app/4-09/)
APM 137, [https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-137.pdf](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-137.pdf)

The University is required to provide a written notice of an appointment or reappointment to each non-senate academic appointee with a term appointment. The University has the sole discretion not to reappoint those who have served less than eight consecutive years of service in a given academic title or title series. The University is required to give notice of non-reappointment to those who have served at least 50 percent time for eight or more consecutive years of service in the same academic title or title series.

Note: Pre-approval of any action by the School of Medicine Academic Affairs Office and Academic Personnel is required; please allow at least 10 working days for approval processing (e.g. April 15th for a June 30 non reappointment).

For academic appointees with less than 8 years of service in the same title or title series:
Non Reappointment - The School of Medicine requires a 30 day “courtesy” notice, but prefers a 60 day courtesy notice. See our website (link is at the bottom of this document) for Sample Letter. Please do not mail letter until you have received the green light from us after vetting.

Reduction in appointment percentage - UC policy (APM 145-32) requires a 30 day notice, but the School of Medicine prefers a 60 day courtesy notice. See our website (link is at the bottom of this document) for Sample Letter. Please do not mail letter until you have received the green light from us after vetting.

For academic appointees with more than 8 years of service at 50% or more in the same title or title series:
Non Reappointment - This is a two step process and UCI Policy (APM 137-32) requires a 60 day notice with a 14 day response period between issuing the Notice of Intent of Non-Reappointment and Notice of Action of Non-Reappointment. See our website (link is at the bottom of this document) for Sample Letter. Please do not mail letter until you have received the green light from us after vetting.

Reduction in appointment percentage - This is a two step process and UCI Policy (APM 137-32) requires a 60 day notice with a 14 day response period between issuing the Notice of Intent of Reduction in Appointment Percentage and the Notice of Action of Reduction in Appointment Percentage. See our website (link is at the bottom of this document) for Sample Letter. Please do not mail letter until you have received the green light from us after vetting.

Recommended practice:
Use mail delivery service to home address (FedEx, UPS, etc) with proof of delivery.

Please click on this link [http://www.som.uci.edu/academic-affairs/other-policies.asp](http://www.som.uci.edu/academic-affairs/other-policies.asp) and then scroll down to Non-Renewal for sample letters and procedures.