

**University of West Florida Regulation**  
**UWF/REG 2.020 University Procedures Relating to Non-Renewal of Non-Tenured Status, Non-Unit Faculty Appointments**

- (1) The President or the Vice President for Academic Affairs may choose not to renew the employment of a non-tenured status faculty member. The non-tenured status faculty members subject to the provisions of this rule include those non-unit faculty members who have not been awarded tenure or who are employed in non-tenure earning positions and those A & P staff members not included in the collective bargaining unit. The decision not to renew such an individual's appointment shall not be based on constitutionally-impermissible grounds.
- (2) By the end of the sixth year of continuous full-time, or equivalent part-time employment or service, a non-unit 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 subsection (6) of this rule.
- (3) Non-tenured status faculty who are appointed to serve in an academic-administrative classification or administrative position and who will not be offered further employment with the University shall be entitled to written notice of non-renewal.
- (4) 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.
- (5) Non-tenured faculty appointments shall not create any rights, interest, or expectancy of employment beyond the term specified in the contract.
- (6) Non-renewal Notification Requirements – Notice of non-reappointment or intention not to reappoint, shall be given in writing within the following time limits:
  - (a) For non-unit faculty in their initial contract year of employment with the University, a minimum of three (3) months prior to expiration of their contract;
  - (b) For non-unit faculty in their second contract year of employment with the University, a minimum of six (6) months prior to the effective date of non-reappointment; and
  - (c) For non-unit faculty in their third contract year of employment or beyond with the University, twelve (12) months prior to the effective date of non-reappointment.
- (7) The requirement of written notice of non-reappointment set forth in subsection (6) of this rule is not applicable to the following non-tenured status faculty appointments:
  - (a) Those holding visiting appointments;
  - (b) Those who are appointed for less than one (1) academic year; or
  - (c) Those with less than five (5) years continuous service whose salary is funded through “soft” money, e.g., contracts and grants, sponsored research funds, and grants and donations trust funds.
- (8) Faculty not entitled to a written notice of non-appointment as provided in subsection (7) above, shall have the following statement included in their employment contracts: “Your employment hereunder will cease on the date indicated. No further notice of cessation of your employment with the University is required.”
- (9) Prior to the transmission of the notice of non-reappointment, the President or the Vice President for Academic Affairs shall confer informally with the faculty member and explain the reason(s) for non-reappointment.
- (10) The notice of non-renewal shall include the following:
  - (a) A statement of the reasons for non-renewal;
  - (b) A reference to the informal conference held with the President or the Vice President for Academic Affairs to explain the reason(s) for the non-reappointment;
  - (c) The expiration date of the current contract;
  - (d) The last date of employment with the University; and
  - (e) A copy of the appropriate appeal procedures in effect at the University.

*Specific Authority: 240.227(1), (5) FS. Law Implemented 240.227(5) FS.*

*History: New 5/26/88. Formerly FAC Rule 6C6-2.020 adopted 5/26/88. Converted to UWF/REG 2.020-7/21/05.*