

GUIDELINE FOR USAGE: Non-renewal of non-tenured faculty at the end of the contract year, to remove an administrator from the administrative role, when dismissing tenured faculty as a result of program closure, or when terminating faculty.

Revised 10/2021

NON-RENEWAL OF UNTENURED FACULTY:

Non-tenured faculty must be notified in writing according to the schedule below.

Unit/College Request Deadline	Letter Delivery Deadline*	Employment Year(s) at UI	Non-renewal Policy Timeline Description
Jan 15	March 1	1 st Year	In the 1 st full year of employment & not renewing at the end of the current contract year
Nov 15	Dec 15	2 nd Year	In the 2 nd full year of employment & not renewing at the end of the current contract year
Mar 16	July 15	3 rd Year & On	In the 3 rd full year (or more) of employment & not renewing at the end of the next contract year

*The dates are not negotiable and are stated in [FSH 3900](#).

NOTE: When a contract ends within an academic or fiscal year please contact the provost office to discuss the time requirements for notification that may be outside of the above dates.

REMOVE AN ADMINISTRATOR FROM THE ADMINISTRATIVE ROLE:

A review of the employment contract and any subsequent contracts will be conducted to determine the exact timing for notification and action.

DISMISSING TENURED FACULTY AS A RESULT OF PROGRAM CLOSURE:

A review of the affected program area, employees, and actions taken to date with regard to program viability and enrollment will be analyzed for exact time and notification of action per Idaho State Board of Education policy.

TERMINATION:

Under some circumstances and depending upon contingencies associated with the contract (if applicable) a termination is triggered instead of a non-renewal.

General Process Steps:

1. Complete the request form and submit to provost@uidaho.edu.
2. The Vice Provost for Faculty will review the form and attached documentation and will follow-up via phone interview to confirm responses/information provided.
3. The Vice Provost for Faculty will confer with legal counsel and HR and/or take the opportunity to coordinate among the administrative processing offices.
4. The Vice Provost for Faculty will consult with the Provost & EVP prior to submitting the request to the President.
5. The President will coordinate with the requesting department and college to deliver the termination. Copies will be provided to the Office of the Provost and Executive Vice President for the personnel files.

SEPARATION/CHANGE REQUEST FORM FOR FACULTY (revised 10-2021)

This form must be completed for presidential action to non-renew, non-tenured faculty at the end of the contract year, to remove an administrator from the administrative role, or when dismissing tenured faculty as a result of program closure. This form is to be completed by the first-level supervisor. The first-level supervisor must confer with their supervisor, typically a dean or vice provost, prior to submitting this form to provost@uidaho.edu.

SUPERVISOR INFORMATION AND ACTION REQUEST

Title: _____ Name: _____
Phone: _____ Email: _____
Dean/Vice Provost: _____
Phone: _____ Email: _____
Select Method of Delivery (if approved): _____
Primary Action: _____

EMPLOYEE INFORMATION

Employee Name: _____ Vandal Number: V _____
Department/Unit: _____ College: _____
UI Sponsored Visa: _____
Mailing Address: _____
College/Unit HR Business Partner: _____
Employee first hire date: _____ Employee FTE: _____

EMPLOYEE APPOINTMENT INFORMATION

Contingencies in the offer letter or annual salary agreement and/or contract associated with the position?
Multi-year contract employee? Start: _____ End: _____
Planned effective date for Non-Renewal: _____
Faculty type: _____
Tenure status: _____
Current rank: _____
Has non-renewal/termination been discussed with employee? If Yes, _____

FACULTY REVIEWS/EVALUATIONS AND DOCUMENTATION

Supervisor, please complete this section by marking the box for all items that have occurred with the employee. Please provide additional information in the next section.

3 rd Year Review	Unsatisfactory annual performance review or other communication
Peer Performance Review	Reprimand or other disciplinary action
Periodic Review	Other (explain on last page)

SUPPORTING DOCUMENTATION AND EXPLANATION OF REQUEST

Answer Yes/No to the best of your knowledge

Has employee ever:

- Formally or Informally raised any concerns of illegal, unsafe, or unethical practices at UI?
- Formally or Informally raised any concerns of, or complained of harassment or discrimination?
- Contacted the Safety Office, the Internal Auditor, or any internal office or external governmental agency regarding a work-related issue?
- Discussed a medical condition that may or may not be affecting their work?
- When the employee requests sick leave, do they indicate why?
- Ever requested an accommodation?
- Requested or taken family-medical leave in the past year?
- Requested or taken military leave in the past year?
- Ever indicated that they felt they were being treated differently because of age, gender, national origin, race and/or ethnicity, disability, or religion?

Continue on the next page

If you answered yes to any of the above questions or are unsure if you should answer yes or no, please describe the situation below:

Describe other information applicable to the faculty appointment and/or information about the items selected under faculty reviews/evaluations here:

Provide an explanation of full rationale for the request to separate/change this employee's employment. If your request is related to a shift in enrollments, program closure or other applicable situation, explain why this employee was selected over others.
