OFFICERS OF INSTRUCTION
LETTERS OF NONRENEWAL (LONs)

“Written notice to a full-time office or instruction who holds a term appointment, informing him or her that his or her appointment is not to be renewed, will be given in advance of the expiration of his or her appointment as follows:
1. not later than March 1 of the first academic year;
2. not later than December 15 of the second academic year of full-time service, if the appointment expires at the end of that academic year”

-Columbia University Faculty Handbook 2008

Eligibility:

Tenured track full time Officers of Instruction
Not on tenure track full time Officers of Instruction
Part time officers of instruction *(Strongly recommended as well)*

Not Eligible:

Officers of Instruction with Tenure
Officers of Instruction with Tenure of Title

Rules:

1. Letters of Non-Renewal state that the appointment will not be renewed after June 30\textsuperscript{th} of the appropriate year *(or the appropriate appointment end date)*.

2. Timeline of receipt of letter:
   a. **Unmodified titles:** *(no clinical titles or titles indicating an appointment in an affiliated hospital or institute)*
      - Less than 1 year, LON by March 1\textsuperscript{st}
      - 1-2 years, LON by December 15\textsuperscript{th}
      - Great than 2 years, LON at least 12 months from June 30\textsuperscript{th}
   b. **Modified titles:** *(clinical titles or titles indicating an appointment in an affiliated hospital or institute)*
      - Less than 2 years, LON – (allow as much notice as possible)
      - Great than 2 years, LON at least 6 months from June 30\textsuperscript{th}
   c. **Part time Officers of Instruction:** *(LON is strongly recommended)*
      - 4-6 weeks before end of stated term
Procedure:

1. **Immediately call Carolyn Merten, Director, Office of Faculty Affairs (342-0242, 20242) when it has been determined that a faculty member is to receive a letter of non-renewal.**

2. Determine eligibility and length of notice required using the following:
   a. the faculty member’s exact title
   b. length of full-time service
   c. the rules above.

3. Write LON using the Letter of Non-Renewal template.
   Email to Carolyn Merten (cm822@columbia.edu) for approval.

4. Once approved send to faculty member via mail delivery system that affords a signed receipt or hand deliver to the individual and request they sign at the bottom, acknowledging receipt.

5. Forward copy of signed letter to Office of Faculty Affairs.

6. Office of Faculty Affairs will enter ‘NonRenewal Effective Date’ in FAHRIS. This will allow OFA to help make certain that the person is not renewed erroneously.