OFFICERS OF RESEARCH
LETTERS OF NONRENEWAL (LONs)

“Officers of research are not entitled to a minimum period of notice of non-renewal. However, principal investigators are responsible for informing them in advance of a decision not to renew their appointments...The Provost may require that an appointment be extended in the absence of compelling reason for giving less than three months’ notice. Notice of nonrenewal must be given in writing. The Provost may require a department, school, institute, or center to extend a research appointment if this obligation is not met.”

-Columbia University Faculty Handbook 2008

Eligibility:

Full time Officers of Research
Regardless of rank or years of service

Rules:

1. Letters of Non-Renewal state that the appointment will not be renewed after June 30th or the appropriate appointment end date.
2. Part time Officers of Research: LON is strongly recommended, give preferably 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 Officers of Research correct title and appointment end date.
3. Write LON using the template attached. Email to Carolyn Merten (cm822@columbia.edu) for approval.
4. Once approved send to researcher 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 OFA.
6. OFA will enter ‘Non-Renewal Effective Date’ in FAHRIS. This will allow OFA to help make certain that the person is not renewed erroneously.