OFFICERS OF INSTRUCTION
LETTERS OF NON-RENEWAL (LONs) GUIDELINES

A full time non-tenured officer of instruction (OOI) whose appointment will not be renewed beyond its stated term is entitled to clear and unambiguous notice of non-renewal in writing. Such notice may not be contingent upon any subsequent decision regarding the faculty member, such as the outcome of a tenure review or an evaluation for reappointment in a non-tenured rank.

**Eligible:**

Full time OOIs on tenure track
Full time OOIs not on tenure track

**Not Eligible:**

OOIs with Tenure or Tenure of Title should never receive LONs

**Rules:**

Written notice to a full-time non-tenured officer of instruction who holds a term appointment, informing him or her that his or her appointment is not to be renewed, must be given in advance of the end of his or her appointment, as follows:

1. **Unmodified titles:** (on tenure track; does not contain ‘at CUMC’ in title,)
   a. not later than March 1 of the first academic year;
   b. not later than December 15 of the second academic year of full-time service, if the appointment ends at the end of that academic year;
   c. at least twelve (12) months before the end of the appointment after two or more years of full-time service.

2. **Modified titles:** (not on tenure track; contains ‘at CUMC’ in title,)
   a. not later than March 31 of the second academic year of full-time service, if the appointment ends at the end of that academic year;
   b. at least six (6) months before the end of an appointment after two or more years of full-time service;
   
   Appointments normally end June 30 but may end December 31 with the prior approval of the Executive Vice President and Provost.

3. **Part time OOIs:** LON is strongly recommended at least 3 months before the appointment end date.

**Procedure:**

1. **Immediately contact the Office of Faculty Affairs when it has been determined that a faculty member should receive a letter of non-renewal.**
2. Prepare LON using the required template attached. Email to OFA for approval.
3. Once LON is 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.
4. Forward copy of signed letter to OFA.