

Contracts/Letters of Appointment

Annual letters of appointment stating whether the appointment is probationary, tenured, or special are sent to the faculty no later than June 30 according to SBHE Policy 605.1. Faculty letters of appointment must be signed and returned to the Office of the President by July 20. Failure to return the signed document within the specified period renders the letter of appointment null and void and is deemed a notice of resignation by the faculty member, unless a specific extension is granted by the President in writing or, in his/her absence, the Vice President for Academic Affairs. The University may require new faculty to return a signed letter of appointment within a shorter period of time.

A faculty member may terminate an appointment effective at the end of the academic year, providing that he or she give notice in writing at the earliest possible opportunity, but not later than May 15, or one month after receiving notification of the terms of an appointment for the coming academic year, whichever date occurs later. The faculty member may properly request a waiver of this requirement of notice in cases of hardship or in a situation where an adequate replacement can be employed and he or she would otherwise be denied substantial professional advancement or other opportunity.

Reference: SBHE Policy 605.1, Section 7 Academic Freedom and Tenure; Academic Appointments