



**IUPUI**

OFFICE OF ACADEMIC AFFAIRS

### **FA Box-Separation or Non-Reappointment**

“Non-reappointment” refers to a failure to reappoint someone to an additional year (or years).

- Probationary tenure-track, lecturer, clinical, and academic specialists in their 3<sup>rd</sup> or subsequent year must be notified of non-reappointment **by May 30<sup>th</sup>** of the year **prior** to the expiration of their appointment. That is, most faculty have between 1 and 2 years of notice before the expiration of their appointment. (For example, during April of 2000, someone’s appointment end date is May 30<sup>th</sup>, 2001. That is 13 months of an active appointment. In May, they **are** reappointed; that moves the appointment end date to May 30<sup>th</sup>, 2002. That is 24 months of an active appointment. Or, they are **notified of non-reappointment**; their appointment end date continues to be May 30<sup>th</sup>, 2001.
- Non-reappointments can occur because of the changing needs of the program, or for poor performance on the part of employee. Non-reappointments are *not the same as dismissal*. Faculty can file a grievance over a non-reappointment decision.

Schools should notify faculty affairs about every faculty member who is being involuntarily non-reappointed.

IU Policy ACA-22 [IU Policy on Reappointment or Non-Reappointment During the Probationary Period](#) specifically applies to tenure-probationary faculty, but [ACA-18 Regulation of Clinical and Lecturer Appointments](#) applies it to non-tenure-track faculty.

Involuntary “separation:”

- For poor performance or misconduct, see “performance plans”
- Non-tenure-track faculty can be separated before the expiration of an appointment for:
  - “closure or permanent downsizing of the program in which the faculty member teaches and serves”
    - “non-reappointment”—which occurs at the end of an appointment—can occur for “changing” staffing needs, rather than “closure” of a program.
  - “professional incompetence, serious misconduct, or financial exigency”

Schools should work with faculty affairs for all cases of involuntary separation. Timely and documented feedback to employees of their performance or conduct issues is essential.

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For questions related to faculty affairs, please contact the  
IUPUI Office of Academic Affairs team at [acadhr@iupui.edu](mailto:acadhr@iupui.edu)



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