*The University of Alabama at Birmingham*

*NON-RENEWAL/NON-REAPPOINTMENT LETTER TEMPLATE*

(Insert Date)

(Name)

(Address)

(City, State ZIP)

Dear (insert name):

This letter is to notify you that your appointment as (insert rank) in the Department of (insert department) in the School of (insert school) will not be renewed. As you know, the (describe offer or other letter), dated (insert date), provided that your appointment would end on (insert date).

As we have discussed, the reasons we are not renewing your appointment include the following: (choose one or more of the following)

* In connection with your (most recent annual performance review/most recent pre-tenure review), one or more of your teaching, scholarship or services were not found to be satisfactory. (Describe) The [UAB Faculty Handbook and Policies](http://www.uab.edu/policies/Pages/Faculty-Handbook.aspx) provides that these are the criteria to be used for appointments, promotions, and awards of tenure. See Section 2.10. (Cite any similar section of the department or school handbook or manual).
* The (curriculum/enrollment/finances/other program factors) in your department no longer support your reappointment. Section 2.13.4 of the Faculty Handbook contemplates that this is grounds for non-reappointment. (Cite any similar section of the department or school handbook or manual).
* You have disregarded (requests/directives) to (Describe the offense). Section 7.3 of the [You and UAB Handbook](http://www.uab.edu/humanresources/home/policies/handbook) for faculty and staff states that “insubordination” and “disobedience” are each grounds for discipline, including immediate discharge.
* You have not respected the rights of students. (Describe) Both the Faculty Handbook (see e.g., Section 2.2) and the You and UAB Handbook require that faculty members respect the rights of students.
* (Other violations of the Faculty Handbook or the You and UAB Faculty and Staff Handbook).
* (Violation of Enterprise Code of Conduct, etc.).

You have the right to appeal this decision to the dean of our college/school. Should the Dean concur in this decision, you have the right to appeal to the Provost in accordance with Section 2.17 of the Faculty Handbook. As provided there, a negative decision by the Provost ends the administrative review.

In accordance with Section 2.13.3 of the Faculty Handbook, your last day of employment by UAB will be (date not less than 3 months after date of letter if faculty member is in first full year of service, or 12 months after date of letter if faculty member has more than one year of service). (Note that less notice might be possible in severe situations.) During that time period, your duties will be (describe), and your compensation will be (insert dollar amount per month).

Please let me know if you have any questions about the above. I wish you success in your future career.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name)

(Title)

I acknowledge receipt of this letter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of faculty member)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cc: (Name of Dean)