

Memo to: All UH-Downtown/PS Holders  
From: Juan Sánchez Muñoz, President  
Subject: Non-Reappointment of Probationary  
Tenure-Track Faculty

UH-Downtown/PS 10.A.07  
Issue No. 6  
Effective Date: 04/27/2018  
Page 1 of 3

## **1. PURPOSE**

This Policy Statement (PS) states the procedures to be followed in cases of non-reappointment of faculty members during the probationary appointment period prior to the time a tenure decision is made.

## **2. DEFINITIONS**

Non-reappointment: Occurs when the institution decides not to renew the appointment of a probationary faculty member.

## **3. POLICY**

- 3.1 Non-reappointment decisions must be based on educational or institutional concerns and may not violate the principle of academic freedom.
- 3.2 Notice of non-reappointment of a probationary faculty member must be given in writing to the affected faculty member according to the following timetable:
  - 3.2.1 Faculty members in the first academic year of service must receive non-reappointment notice not later than March 1 if appointed in September and not later than October 1 if appointed in January.
  - 3.2.2 Faculty members in the second academic year of service must receive non-reappointment notice not later than December 14.
  - 3.2.3 Faculty members with two or more years of service must receive not later than May 31 non-reappointment notice, which is notice of intent to issue a one-year terminal appointment.
- 3.3 Probationary faculty members should be cognizant of the timetable for non-reappointment and should provide those responsible for initial recommendations (department chair, tenured department faculty, and appropriate dean) with information that will assist those concerned with making recommendations.
- 3.4 Non-reappointment decisions are initiated by either a department chair or tenured members of the department. If the chair and tenured faculty agree that notice of non-reappointment should be issued, a recommendation to that effect is sent to the appropriate

dean, who informs the senior vice president for academic affairs and provost and the president of the recommendation. If the chair and tenured faculty disagree on a non-reappointment recommendation, a meeting is held with the college dean.

If, as a result of this meeting, two of the three participants (dean, chair, tenured faculty) agree to recommend non-reappointment, the dean so informs the senior vice president for academic affairs and provost and the president. Within 30 days, the senior vice president for academic affairs and provost must make a recommendation to the president regarding the non-reappointment. If two of the three (dean, chair, tenured faculty) do not agree to recommend non-reappointment, the matter goes no further.

- 3.4.1 Once the decision is made to recommend non-reappointment, the dean informs the involved faculty member of this intent in writing.
- 3.4.2 The involved faculty member, shall be granted upon request, a conference with the dean to discuss the reasons for the recommendation. Following this conference, the faculty member may request a written explanation of these reasons.
- 3.4.3 The faculty member issued a notice of non-reappointment may file a grievance in accordance with [PS 10.A.02](#) (Faculty Grievance Policy).
- 3.4.4 Within 30 days after the decision of the grievance committee or the notice of non-reappointment if the faculty member has not grieved, the senior vice president for academic affairs and provost must make a recommendation to the president regarding the non-reappointment.
- 3.5 The president has the final authority to make non-appointment decisions. The president issues notices of non-reappointment in accordance with the timetable outlined in section 3.2.
- 3.6 The faculty member issued a notice of non-reappointment may file a grievance in accordance with [PS 10.A.02](#) (Faculty Grievance Policy).
- 3.7 Tenure-track employment is subject to the UH [SAM 06.A.09](#) (Academic Personnel Policies) and faculty subject to non-reappointment are subject to its provisions.

#### **4. PROCEDURES**

See Section 3 for procedures.

## **5. EXHIBITS**

There are no exhibits associated with this policy statement.

## **6. REVIEW PROCESS**

Responsible Party (Reviewer): Senior Vice President for Academic Affairs and Provost

Review: Every five years, or as necessary.

Signed original on file in Employment Services and Operations.

## **7. POLICY HISTORY**

Issue 4: 10/09/89

Issue 5: 11/15/93

Issue dates for previous versions are not available.

## **8. REFERENCES**

[PS 10.A.02 Faculty Grievance Policy](#)

[SAM 06.A.09 Academic Personnel Policies](#)