

University of Houston-Downtown

Notice of Terms of Initial Appointment

In accordance with the University of Houston-Downtown policy, persons accepting offers which will results in the recommendation of their name for initial appointment to the university are to be notified in writing of the terms of the appointment and of criteria and procedures relating to reappointment and the award of tenure. The appointee must acknowledge in writing that the conditions and terms of the initial appointment, as well as the criteria and procedures for reappointment and tenure, are agreed to.

Initial appointment will be recommended to the Chancellor and Board of Regents for

_____ as _____
Name Title Rank

in the _____
Department and Division

to begin _____ and end _____ at the salary of _____
amount base

Appointment to this position would be:

with *tenure*

for a *tenure probationary* period (or for a portion thereof) which would begin _____
and end _____, credit having been given for _____ years of service prior to this
appointment. Number

Reappointment decisions will be made according to the University System policy. The timetable of these decisions can be found at the end of this form.

With continued full-time service in the rank at the University of Houston-Downtown, a tenure decision will be made no later than _____. In case of a positive decision, appointment with tenure would begin _____.

For a *non-tenured/non-probationary* period; the tenure policy of the University of Houston-Downtown does not permit time in service as (Rank) _____ to be counted towards tenure.

This statement must be signed by the chairperson of the department, the dean of the division, the vice president for academic affairs and the president.

Signatures:

Chairperson(s) _____ Date _____

Dean of Division(s) _____ Date _____

Vice President for Academic Affairs _____ Date _____

I agree to the terms of this appointment as indicated above. I have read and agree to the criteria and procedures employed in recommendations and decisions about reappointment and the awarding of tenure at the University of Houston-Downtown and any special procedures customarily employed in the department, program or division of the university in which my appointment is to be recommended.

Candidate's name (print) _____

Candidate's signature _____

Date signed _____

Non-reappointment refers to a situation in which a non-tenured member is not offered the next successive employment appointment at the end of a stated employment period. The president is delegated this authority; the chancellor shall be notified of such decisions and shall inform the Board of Regent. Non-reappointment notification must conform to the following schedule of dates:

1. Not later than March 1 of the first academic year of service if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of termination.
2. Not later than December 15 of the second academic year of service if the appointment expires at the end of that academic year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. Not later than May 31 of the academic year preceding the academic year in which the appointment is to expire, when the individual is in the third or later year of appointment