

4 USF System USF USFSP USFSM

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6 **Number:** USF10.110
7 **Title:** Non-Reappointment (Faculty)
8 **Responsible Office:** Administrative Services/Human Resources

9
10 **Date of Origin:** 10-5-03

Date Last Amended: 8-23-13 (technical)

Date Last Reviewed: 8-23-13

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12 (1) Non-tenured faculty members (tenure-earning and non-tenure earning) may-can be provided
13 denied reappointment upon written notice of non-reappointment or end of funding in
14 accordance with this Regulation.¹

15 ~~(2) from the CAO or upon the appointment end date, if the employment contract or letter of offer~~
16 ~~or other documented appointment includes a statement that employment will end as of a certain~~
17 ~~date without additional notification. Absent such a statement, the period of notification (prior to~~
18 ~~the effective date of non-reappointment) is based on the faculty member's length of continuous~~
19 ~~employment as faculty as follows: One full semester notification for Instructional and Research~~
20 ~~Faculty in their first or second years of employment, and three (3) months for others.~~

21 ~~(3)~~

22 ~~(4)(2) One year's notice for all faculty members with two (2) or more years of service, with~~
23 ~~employment in the summer conditional upon the summer assignments procedures in the~~
24 ~~relevant department or unit. Time-Limited Appointments:~~

25 (a) When the employment contract, letter of offer, or other documented appointment includes a
26 statement that employment will end as of a certain date without additional notification, no
27 additional written notice of the end of the appointment is required; or

28 (b) Faculty members appointed for less than one (1) calendar year, or appointed as temporary,
29 or visiting, are not entitled to a notice of non-reappointment.

30 ~~(5)(3) Tenure-Earning (out-of-unit) Faculty: If the employment contract, letter of offer, or other~~
31 ~~documented appointment does not contain an end date, the University shall provide written~~
32 ~~notice to tenure-earning faculty, on the tenure-earning portion of the appointment, as follows:~~

33 (a) faculty with less than three (3) years of service will receive five (5) months' notice prior to

¹ In-unit faculty non-reappointments are controlled by the applicable collective bargaining agreement.

34 the last day of employment; or

35 (b) faculty with three (3) years or more years of service will receive twelve (12) months' notice
36 prior to the last day of employment. Faculty members appointed to "soft-money" (contract,
37 grant, or other temporary funding source) are entitled to ninety (90) days notice if they have
38 been employed for three (3) years or more in the USF System.

39 ~~(6)~~(4) Non-tenure Earning (out-of-unit) Faculty. If the employment contract, letter of offer, or
40 other documented appointment does not contain an end date, the University shall provide
41 written notice as follows:

42 (a) For the non-tenure earning portion of any faculty appointment, a faculty member may be
43 provided a non-reappointment or end of funding notice when that portion of such
44 appointment is funded by soft-money as follows:

45 (i) faculty with less than three (3) years of service will receive thirty (30) days' notice prior to
46 the last day of employment; or

47 (ii) faculty with three (3) years or more years of service will receive ninety (90) days' notice
48 prior to the last day of employment.

49 (b) For the non-tenure earning portion of the faculty appointment funded by other than soft-
50 money sources, the faculty member shall receive ninety (90) days' notice.

51 ~~(7)~~(5)

52 (a) Following receipt of the notice of non-reappointment, the chief academic officer or designee
53 (CAO) has the option to change the faculty member's assignment ~~if necessary~~. The USF
54 System is committed to compensate the faculty member's current University benefits, and
55 ~~to maintain current benefits~~ for which he/she is otherwise eligible until the effective date of
56 non-reappointment or separation from employment for other reasons, whichever is sooner.
57 However, compensation may be adjusted in accordance with any changes in assignment.

58 (b) Upon the delivery of a notice under this Regulation, if administrative duties or temporary
59 additional duties are removed for which a temporary special pay increase or stipend was
60 granted, that increase or stipend will be removed.

61 (c) Upon the delivery of a non-reappointment or end of funding notice, a faculty member will
62 not be eligible for a salary increase or bonus.

63 (d) If a faculty member receiving a notice of non-reappointment or end of funding also receives
64 separate clinical compensation from any University established practice plan (paid separately
65 from the regular University bi-weekly payroll system), such clinical compensation will be
66 treated in accordance with any clinical compensation guidelines in effect at the time the

67 notice is delivered.

68 ~~(8)(6)~~ For purposes of this Regulation, the term “soft money” means contract, grant or sponsored
69 research funds, auxiliary or convenience accounts, clinical trial funds, clinical practice plan
70 revenue, endowed chair or other gift funds, non-recurring or carry-forward funds, non-state-
71 legislatively appropriated funds, or other temporary or external funding sources.

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75 *Authority: Art. IX, Sec. 7, Fla. Constitution, Fla. Board of Governors Regulation 1.001.*

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77 *History: New (BOT approval) 10-5-03. Formerly 6C4-10.110, F.A.C., Amended 11-17-09, 8-23-13 (technical).*

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79 *Certification: The University of South Florida System certifies that it has followed the Florida Board of Governors*
80 *Regulation Development Procedure and has a record of written notices, comments, summaries and responses as*
81 *required.*

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