

USF System   USF   USFSP   USFSM

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

Date of Origin: 10-5-03

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- (1) Non-tenured faculty members (tenure-earning and non-tenure earning) can be provided written notice of non-reappointment or end of funding in accordance with this Regulation.<sup>1</sup>
- (2) Time- Limited Appointments:
  - (a) When the employment contract, letter of offer, or other documented appointment includes a statement that employment will end as of a certain date without additional notification, no additional written notice of the end of the appointment is required; or
  - (b) Faculty members appointed for less than one (1) calendar year, or appointed as temporary, or visiting, are not entitled to a notice of non-reappointment.
- (3) Tenure-Earning (out-of-unit) Faculty: If the employment contract, letter of offer, or other documented appointment does not contain an end date, the University shall provide written notice to tenure-earning faculty, on the tenure-earning portion of the appointment, as follows:
  - (a) faculty with less than three (3) years of service will receive five (5) months' notice prior to the last day of employment; or
  - (b) faculty with three (3) years or more years of service will receive twelve (12) months' notice prior to the last day of employment.
- (4) Non-tenure Earning (out-of-unit) Faculty. If the employment contract, letter of offer, or other documented appointment does not contain an end date, the University shall provide written notice as follows:
  - (a) For the non-tenure earning portion of any faculty appointment, a faculty member may be provided a non-reappointment or end of funding notice when that portion of such appointment is funded by soft-money as follows:

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

- (i) faculty with less than three (3) years of service will receive thirty (30) days' notice prior to the last day of employment; or
    - (ii) faculty with three (3) years or more years of service will receive ninety (90) days' notice prior to the last day of employment.
  - (b) For the non-tenure earning portion of the faculty appointment funded by other than soft-money sources, the faculty member shall receive ninety (90) days' notice.
- (5)
- (a) Following receipt of the notice of non-reappointment, the chief academic officer or designee (CAO) has the option to change the faculty member's assignment. The USF System is committed to compensate the faculty member's current University benefits for which he/she is otherwise eligible until the effective date of non-reappointment or separation from employment for other reasons, whichever is sooner. However, compensation may be adjusted in accordance with any changes in assignment.
  - (b) Upon the delivery of a notice under this Regulation, if administrative duties or temporary additional duties are removed for which a temporary special pay increase or stipend was granted, that increase or stipend will be removed.
  - (c) Upon the delivery of a non-reappointment or end of funding notice, a faculty member will not be eligible for a salary increase or bonus.
  - (d) If a faculty member receiving a notice of non-reappointment or end of funding also receives separate clinical compensation from any University established practice plan (paid separately from the regular University bi-weekly payroll system), such clinical compensation will be treated in accordance with any clinical compensation guidelines in effect at the time the notice is delivered.
- (6) For purposes of this Regulation, the term "soft money" means contract, grant or sponsored research funds, auxiliary or convenience accounts, clinical trial funds, clinical practice plan revenue, endowed chair or other gift funds, non-recurring or carry-forward funds, non-state-legislatively appropriated funds, or other temporary or external funding sources.

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

*History: New (BOT approval) 10-5-03. Formerly 6C4-10.110, F.A.C., Amended 11-17-09, 8-23-13 (technical), 10-12-17.*

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