Notice of Renewals/Non-renewals for NTT Faculty

February is the time of the year to notify many of our NTT faculty about their appointments for next year. Please keep in mind the following:

1. Collected Rules and Regulations require that “NTT faculty who will not receive a reappointment should be informed in writing at least three months in advance of the appointment end date unless extenuating circumstances exist.” For faculty with nine-month appointments, such notices of non-renewal should be sent by the end of February.

2. When an NTT faculty member’s appointment will be renewed, the Provost’s Office highly recommends that such notice be given in writing each year. At this point, you may wish to send renewals to individual NTT faculty members that you are confident you will be renewing. If, however, you are not yet certain you will be able to renew individual NTT faculty members, then you should wait to send notification of renewal until you have further clarity regarding your ability to renew.

3. Appointments are generally (though not always) 9/1 - 5/31 or 9/1 - 8/31. It is sometimes more appropriate to renew for a period of time shorter than nine months (e.g., when the position is funded by grants and grant funds are not yet guaranteed).

4. Unranked faculty (instructors, etc.) whose appointments are not being renewed should also receive notice in writing prior to the end of their current appointment, but the three-month notification rule does not apply, unless the department committed to such notification (or some other period) in the offer letter or previous renewal letters. When considering non-renewals, please check obligations made previously.

5. Suggested language is provided below for both renewal and non-renewal letters.

6. The guidelines here refer to NTT faculty only. Separate processes are in place for tenure-track faculty members.
Sample language for renewal:

This letter confirms that your appointment as (Title) in the [Name of Department/Name of College/School] has been renewed. Your appointment is continued through (Date – generally May 31 or August 31, 20XX).

[optional] describe any changes in assigned duties

[optional]: We look forward to your continuing contributions. Your efforts are greatly appreciated.

Sample language for non-renewal:

This letter is to inform you that your appointment, which ends on [Give Date, usually May 31, 20XX or August 31, 20XX], will not be renewed.

[optional] Thank you for your service to the University of Missouri.