

Recommended handbook changes needed to bring us into compliance with the KBOR requirement that Notice of Non-Reappointment (NNR) be no more than 90 days (tracked changes):

### **Reappointment: Regular Non-Tenure Track Appointments**

**C60** Definition. Faculty members on regular non-tenure track appointments (see [C10](#)) are evaluated annually to determine whether or not they will be reappointed ~~for another year~~. These faculty members must be explicitly informed in writing of a decision not to renew their appointments in accordance with The Standards of Notice of Non-Reappointment. (See ~~C162.3~~[C160.1](#).)

**C160.1** General standards for non-reappointment.

1. For Tenure-Track Faculty: The Kansas Board of Regents has adopted The Standards of Notice of Non-Reappointment set forth by the American Association of University Professors in the autumn of 1964 for tenure-track only. (See [Appendix A](#). Also see AAUP Statement on Academic Freedom and Tenure, [Appendix C](#).)
2. For Non-Tenure-Track (NTT) Faculty:
  - a. Notice Period:
    - NNRs shall be provided 90 days prior to the end of the current appointment term (also known as the service end date)
  - b. Reasons for NNR:
    - NNRs may be used to initiate termination for cause or to initiate termination without cause. Potential reasons are outlined in [C161.1](#).
    - If an NNR is used to initiate termination for cause, the reason will be disclosed and is eligible for grievance in accordance to procedures described in [C160.3/C75](#) and in [Appendix G](#)

**C170.3** Persons holding regular or term unclassified professional appointments may be terminated without cause. Regular unclassified professional appointments shall be, provided that a 90-day notice of non-reappointment is given in accordance to PPM Chapter 4050, Notice Procedure for Non-Reappointing to the schedule below. This notice is called notice of non-reappointment.

~~During the first year of service, the individual must be notified by March 1 if he/she will not be reappointed for the next fiscal year. During the second year, notification of the non-reappointment for the next fiscal year must be made by December 15. Thereafter, the individual must be provided 12 months' notice if he/she will not be reappointed. (The first year of service ends with the fiscal year in which the individual was first appointed, unless the date of the appointment was after September 30. For those whose initial appointment was effective after September 30, the "first year" ends with the fiscal year after the year of appointment. However, in no case shall more than 12 months' notice be required.)~~

All appointments to term positions will be temporary appointments ending at or before the end of the term. Should need or money for the position be extended, a new term may be established with the approval of the dean or that appropriate vice president. In such instances, the incumbent may be appointed for the new term or a portion thereof without the position being declared open for initiation of a search process.

## Ancillary Handbook Changes

### Section C

**C12.2** Appointments at the rank of clinical assistant professor, clinical associate professor, and clinical professor. The primary responsibility for persons on these appointments will be teaching and clinical service. A component of the clinical appointment may include opportunity for scholarly achievement. Persons appointed to these positions should have credentials appropriate to the discipline. Clinical faculty are not eligible for tenure, and service in these positions is not credited toward tenure. Faculty at these ranks will be appointed on one of the following contracts:

- a. Clinical assistant professor, clinical associate professor, and clinical professor-- term appointment. This appointment may be full time or part time clinical track appointment. A term appointment carries no expectation of continued employment beyond the period stated in the contract. The Standards for Notice of Non-reappointment do not apply.
- b. Clinical assistant professor, clinical associate professor, and clinical professor-- regular appointment. This may be a full-time or part-time track position. As such a clinical professor at any rank on a regular appointment is a member of the general faculty and is afforded all perquisites accorded to the general faculty. Regular appointees are entitled to Notice of Non-Reappointment (see [C160](#), et seq., University Handbook).

Units that wish to use clinical faculty appointments must first include in their [departmental documents](#) the specific criteria that apply to these positions and the processes to be used for appointment, reappointment, annual evaluations and promotion. Under certain circumstances, to be set forth in the units' respective [departmental documents](#), persons appointed to clinical track or tenure track appointments may make a one-time transfer from their appointment track to the other. Approval of the departmental document revisions will follow the regular process.

Persons appointed to these ranks may expect to be promoted on the basis of demonstrated individual merit in relationship to their association with the university's mission and within their discipline. Each higher rank demands a higher level of accomplishment consistent with the expectations based on specific criteria, standards, and guidelines developed by departmental faculty in consultation with the department head/chair and the appropriate dean. Department heads/chairs are expected to notify faculty members regarding their progress toward or readiness for promotion review.

Recommendations for appointment, reappointment, annual evaluation, and promotion shall be made according to the guidelines and procedures described in the University Handbook (see [Section C](#)). Persons appointed to clinical assistant professor positions will receive annually renewable one-year contracts. Those persons appointed to clinical associate professor positions will receive renewable three-year contracts. Those persons appointed to clinical full professor positions will receive renewable five-year contracts.

[Notice of Non-reappointment for these appointments must be given 12 months before the end of the contract.](#) (FS 6-14-05 /BOR 1-19-06/BOR 1-19-12)

(Before C60)

#### **Reappointment: Regular Non-Tenure Track Appointments**

[As of July 1, 2024, the procedures for non-reappointment of newly hired non-tenured or non-tenure track unclassified employees on regular appointments \(as defined in PPM Chapter 4650, .050 for unclassified appointment types, including unclassified administrative personnel\), have been updated and revised as per Kansas Board of Regents' policy. See Kansas State University Policy and Procedures Manual \(PPM\), \[Chapter 4050\]\(#\), \[Notice Procedure for Non-Reappointment effective July 1, 2024\]\(#\).](#)

(Before C160.1)

#### **Termination of Services**

[As of July 1, 2024, the procedures for non-reappointment of newly hired non-tenured or non-tenure track unclassified employees on regular appointments \(as defined in PPM Chapter 4650, .050 for unclassified appointment types, including unclassified administrative personnel\), have been updated and revised as per Kansas Board of Regents' policy. See Kansas State University Policy and Procedures Manual \(PPM\), \[Chapter 4050\]\(#\), \[Notice Procedure for Non-Reappointment effective July 1, 2024\]\(#\).](#)

## **Appendix A**

Because a probationary appointment, even though for a fixed or stated term, carries an expectation of renewal, faculty members should be explicitly informed of a decision not to renew their appointments, in order that they may seek a position at another college or university. Such notice should be given at an early date, since a failure to secure another position for the ensuing academic year will deny faculty members the opportunity to practice their profession. The purpose of this statement is to set forth in detail, for the use of the academic profession, those standards for notice of nonreappointment which the

association over a period of years has actively supported and which are expressed as a general principle in the 1940 Statement of Principles on Academic Freedom and Tenure. (See [Appendix C.](#))

## The Standard for Notice

(BOR 3-21-68; amended 9-21-79, 4-16-82)

Notice of non-reappointment should be given in writing to a [tenure-track](#) faculty member by the dean of the college in accordance with the following standards; however, such standards shall not be applicable to any administrative assignments (see [C170.1 to C170.3](#)). [Standards for non-tenure track faculty are outlined in C160.](#)

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 its termination. The intent here is to provide at least a six-month evaluation period for the faculty member newly appointed at the beginning of the academic year. Accordingly, persons who are appointed at mid-year (that is, January or February) must be notified by March 1 of the following calendar year if not reappointed for the next academic year.
2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least 12 months before the expiration of an appointment after two or more years in the institution. With one-year notice of non-reappointment, in accordance with Appendix A, there is no date, but simply a directive to provide one-year notice. The reason there are no specific dates is that there are faculty who have 9-month appointments, and there are faculty on 12-month appointments.
4. If the faculty member is not to be continued in service beyond the expiration of the probationary period, notice shall be given at least one year prior to the expiration of the probationary period.
5. Appointments designated as term teaching faculty do not require notification of non-reappointment.

These statements (i.e., the foregoing) shall apply even during periods of declared financial exigency, unless impossible, in which case notice shall be provided as early as feasible.