

**Proposed Revision to University Handbook**  
**Section C60, C160.1, and C170.3**  
**Notice of Non-Reappointment**  
**Approved by Faculty Affairs on November 19, 2024**  
**Approved by Faculty Senate on December 10, 2024**

Rationale: 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):

Current Version of Relevant Portion

**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 [Link to KBOR Policy]. See Kansas State University Policy and Procedures Manual (PPM), Chapter XXXX, Notice Procedure for Non-Reappointment effective July 1, 2024” [Link to PPM chapter]

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 General standards for non-reappointment. 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. (See Appendix A. Also see AAUP Statement on Academic Freedom and Tenure, Appendix C.)

C170.3 Persons holding regular or term unclassified professional appointments may be terminated without cause, provided that notice is given according 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.

#### Edited Version of Relevant Portion

### **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 [C162.3C160.1](#).)

#### **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.

If a notice of non-reappointment is used to initiate termination for cause, the reason will be disclosed and is eligible for administrative review up to and including a grievance hearing in accordance to procedures described in C160.3/C75 and Appendix G.