

Commission on Faculty Affairs

RESOLUTION TO REVISE FACULTY HANDBOOK SECTIONS ON NOTIFICATION TIME FOR NON-REAPPOINTMENT CFA 2026-27J

Resolution Proposal Form Sent to University Council Cabinet	Date <u>September 8, 2026</u>
First Reading by Commission	Date
Approval by Commission	Date
First Reading by Senate	Date
Approval by Senate	Date
Faculty Senate Comment	Date
Staff Senate Comment	Date
Administrative and Professional Faculty Senate Comment	Date
Graduate and Professional Student Senate Comment	Date
Undergraduate Student Senate Comment	Date
First Reading, University Council	Date
Approved, University Council	Date
Approved, President	Date
Approved, Board of Visitors	Date
Effective Date	Upon Approval or Date

WHEREAS, faculty at Virginia Tech in tenure-track, non-tenure track, and research series are provided with timelines regarding notification non-reappointment decisions in Chapter 2 (section 2.14-2.15); and

WHEREAS, faculty in restricted or temporary appointments are not provided with any information about reappointment or non-reappointment except in their initial terms of faculty offer (TOFO); and

WHEREAS, the language in Chapter 2 (section 2.14) describing the requirements for notification of non-reappointment of temporary or restricted faculty lacks clarity; and

WHEREAS, the tables describing notice periods for faculty on regular appointments in Chapter 2 (section 2.15) are structured differently, which may lead to confusion; and

WHEREAS, the tables describing notice periods for faculty on regular appointments in Chapter 2 (section 2.15) are structured differently, which may lead to confusion; and

WHEREAS, improving the clarity and consistency of the Faculty Handbook is an ongoing priority of the university;

NOW, THEREFORE, BE IT RESOLVED that Chapter 2, section 2.14-2.15 be revised to give better guidance for faculty and supervisors on the notification timeline for non-reappointment, with changes provided below, underlined and in red.

2.14 Non-Reappointment of Faculty Members on Temporary or Restricted Appointment

For faculty members on temporary or restricted appointments for which there is no indicated opportunity for reappointment, the ~~letter of appointment~~terms of faculty offer (TOFO) ~~provides a start and end date for the appointment that~~ also serves as notice of the termination of employment.~~;~~ ~~The the~~ appointment is discontinued unless notified otherwise. If the TOFO for a restricted appointment does not include an appointment end date, notice of non-reappointment should be given in accordance with guidance for faculty on regular appointments as described in the following section.

The TOFO makes clear that continuation of a restricted appointment, even during the initial year, is based on the need by the university for the scope and level of services being provided, satisfactory performance, and available funding. Occasionally a loss of funding makes it necessary to terminate a restricted appointment before the end date of the contract. While units are encouraged to make every effort to assure continuity of employment to individuals performing satisfactorily, there are circumstances in which this may not be possible or in the best interest of the university. Whenever possible, notice of non-reappointment of a restricted faculty member before the end of their contract period should follow the guidance for faculty on regular appointments as described in the following section.

Research faculty members are ordinarily on restricted appointments for a fixed period because of limitations of external funding. Reappointments may be possible if such funding is renewed but should not be assumed.

2.15 Non-Reappointment of Faculty Members on Regular Appointment

The decision to non-reappoint a faculty member on a regular appointment may stem from many factors beyond unsatisfactory service, such as modification of programmatic emphasis, enrollment trends, a change in the nature of the position, or simply the intention to seek an appointee with superior qualifications or stronger potential for professional development. Non-reappointment does not require establishment or documentation of just cause.

2.15.1 Notice of Non-Reappointment for Faculty on Probationary, Tenure-Track or University Libraries Continued Appointment Track

Years	Notice
<u>0-1 years</u> First year of employment (One-year term appointment)	February 9 of academic year or three months before end of employment <u>their first year of employment.</u>

<u>1-2 years</u> <u>Second-year-of employment</u>	November 9 of the academic year or six months before end of <u>their second year of</u> employment-year;
<u>>2 years</u> <u>Subsequent years</u>	12 months <u>One year</u> before end of <u>their current year of employment</u> employment-year (May 9 for academic year appointments).

2.15.2 Notice of Non-Reappointment for Faculty on Regular, Non-Tenure-Track, Instructional Appointments

Years	Notice
<u>Less than two years <2 years</u>	At least three months before the end of the current contract <u>term.</u> for those who have been in a regular appointment for less than two years.
<u>Up to five years 2-5 years</u>	At least one semester before the end of the current contract <u>term</u> for those on an academic year (AY) appointment; or six months for those on a calendar year (CY) appointment; for those who have been in a regular appointment for two years up to five years.
<u>Five years or more >5 years</u>	At least one year before the end of the current contract for those on regular appointment for five years or more <u>their current contract term</u> (May 9 for academic year (AY) appointments).

2.15.3 Non-Reappointment for Research Faculty on Regular Appointment

Years	Notice
<u>Less than two years 0-2 years</u>	At least three months for those in regular appointments for less than two years.
<u>Two years or more >2 years</u>	At least six months for those in regular appointments for two years or more.
<u>Hired P prior to March 2001</u>	<u>At least one year</u> For those research faculty appointed to regular positions before March 2001, the notice of reappointment is 12 months.

2.15.4 Notice of Non-Reappointment for Administrative and Professional Faculty on Regular Appointment

Years	Notice
<u>Prior to one year 0-1 years</u>	At least three months <u>before end of their first year of employment</u> before the expiration of an initial one-year appointment (for example, if the effective date of an initial one-year appointment was July 1, then written notice of non-

	reappointment must be made by March 31 for termination effective June 30).
1-2 years More than one, but less than two years	At least six months for administrative and professional faculty members employed by the university for more than one year, but less than two years.
Two years or more >2 years	At least <u>one year</u> . 12 months for administrative and professional faculty members employed by the university two years or more.

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5.7.2 Termination of Appointment During the Contract Period

Occasionally a decline in funding resources makes it necessary to terminate an appointment before the end of a contract. While department heads, chairs, or school directors are encouraged to make every effort to assure continuity of employment to individuals performing satisfactorily, ~~there are circumstances in which this may not be possible or in the best interest of the university.~~ Non-tenure-track faculty appointments may be terminated in the case where there are insufficient funds or no further need for services. Written notice of termination will follow the schedule outlined in chapter two of this handbook "Retirement, Resignation, and Non-Reappointment Non-Reappointment of Faculty on

- Temporary or Restricted Appointment" or "Notice of Non-Reappointment for Faculty on Regular, Non-Tenure-Track, Appointments". A proposed notice of termination during the contract period because of insufficient funds or lack of need for services requires the approval of the dean and provost.

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6.10.2 Non-Reappointment of Research Faculty

The terms of faculty offer for a restricted appointment clearly defines the length of the appointment and serves as a notice of termination. The terms of faculty offer makes clear that continuation of appointment, even during the initial year, is subject to the availability of funds, the need for services, and satisfactory performance.

Research faculty members with regular appointments s receive written notice of non-reappointment as described in chapter two of this handbook should it become necessary to end the appointment.

6.10.3 Termination of Position Because of Insufficient Funds or No Further Need for Services

Occasionally a sponsor terminates funding before the end of a contract or directs a change in the research program resulting in the need to terminate the services of an

employee. While principal investigators and research centers are encouraged to make every effort to assure continuity of employment to individuals performing satisfactorily, there are circumstances in which this may not be possible or in the best interest of the research program or university. Research faculty appointments may be terminated in the case where there are insufficient funds or no further need for services. The date of termination for a restricted faculty member is at least 30 calendar days from the date of notification. A faculty member on a regular appointment is entitled to notice of non-reappointment, as stated in chapter two of this handbook. A proposed notice of termination because of insufficient funds or lack of need for services requires the approval of the department head, chair, or school director, and dean (or appropriate administrator), and the Office of Research and Innovation.