

## Employee Notification

Faculty Type	Nonrenewal or Layoff	Minimum Notice Period	Plan if work is available
<b>Untenured Faculty</b>			
< 2 years	Nonrenewal	6 months or 1 semester	Give 1 year notice regardless or two semesters as appropriate (contingent nonrenewal)
≥ 2 years	Nonrenewal	1 contract period (9 or 12 months)	Give 1 year notice regardless or two semesters as appropriate (contingent nonrenewal)
Advise employees that contingency may be extended through 2010-11 if federal stimulus funds and work are available.			
<b>Tenured Faculty</b>			
< 3 years	Layoff	6 months	Give 1 year notice regardless or two semesters as appropriate
≥ 3 years	Layoff	1 year	Give 1 year notice regardless or two semesters as appropriate
Advise all faculty that option for an additional one year visiting appointment may be available if funds and work is available.			
<b>A&amp;P</b>			
< 1 year	Nonrenewal	1 month	Give 1 year notice regardless (contingent nonrenewal)
≥ 1 year and < 5 years	Nonrenewal	3 months	Give 1 year notice regardless (contingent nonrenewal)
≥ 5 years	Nonrenewal	6 months	Give 1 year notice regardless (contingent nonrenewal)
Advise employees that contingency may be extended through 2010-11 if federal stimulus funds and work are available.			
<b>USPS</b>			
Any service	Layoff	14 days	Give required notice at time agreed with HR
Notify all employees that position is included in the reduction plan, change funding to federal stimulus and indicate that you will provide layoff notice 14 days prior to termination. Advise employees that contingency may be extended through 2010-11 if federal stimulus funds and work are available.			