

Julie Hawk

From: Julie Hawk
Sent: Thursday, April 18, 2013 10:36 AM
To: Julie Hawk
Subject: FW: Lecturer Period of Appointment HR Process
Attachments: Lecturer Renewal template.docx; Lecturer Non-Renewal Letter.doc

As per Institute Policy E6.0 *Policies on Faculty Rank*, periods of appointment may now be for multiple year terms for Lecturers, Senior Lecturers and Principal Lecturers. To help you facilitate the monitoring of these appointments, HR has developed a process and an EAF specifically for the Lecturer Ranks on multiple year appointments. In addition we have developed templates that should be used to notify employees of multiple year appointments as well as to notify employees of any non-renewal.

Notices of Renewal and Non-Renewal

- Use the *Lecturer Renewal Template* when renewing employees on multiple year appointments. This does not need to be issued when an employee is being promoted. The initial notifications come with the promotion letter from the Provost's office as well as the Salary Notification/Contract letter from Human Resources. Please note: a copy of the *Lecturer Renewal* should be attached to the renewal EAF and submitted to Human Resources.
- Use the *Lecturer Non-Renewal Letter* to notify an employee that their appointment will not be renewed and that their employment will end. Please note a copy of the *Lecturer Non-Renewal Letter* should be attached to the Termination EAF and submitted to Human Resources.

Monitoring the Multiple Year Periods of Appointment.

The **Faculty Ranks** report in Manager Self Service contains additional fields that can be used to monitor the multiple year periods of appointments. Three additional fields have been added.

- Lecturer Ranks Term – This shows the current term length for the period of appointment.
- Lecturer Ranks Appt Start – This is the date that the period of appointment started for any multiple year appointments, please note that anyone on an annual appointment does not have this date entered. The current academic year is assumed for all annual appointments.
- Lecturer Ranks Renewal Date – This is the date that the Renewal or Non-renewal must be communicated to the employee. As per policy, the date is 6/30 of the first year for a two year period of appointment, the second year of a three year period of appointment and the third year of a five year appointment.

The Lecturer EAF must be used when changing or renewing a multiple year appointment. https://www.rit.edu/fa/humanresources/sites/rit.edu.fa.humanresources/files/forms/EAF_Lecturer.pdf

Renewal for same Appointment Period

- Use ONLY for a Lecturer, Senior Lecturer or a Principal Lecturer with a multiple year appointment.
 - Example: A Senior Lecturer in the second year of a three year appointment and the department will be renewing the appointment for an additional three years.
 - Example: A Lecturer in the first year of a two year appointment and the department will be renewing the appointment for an additional two years.

Renewal with a change in Appointment Period

- Use **ONLY** for a Lecturer, Senior Lecturer or Principal Lecturer whose period of appointment is changing. Do **NOT** use for changes in Rank.
 - Example: A Lecturer currently on a one year appointment period will be moving to a two year appointment for the next academic year.
 - Example: A Senior Lecturer currently in the second year of a three year appointment and will be moving to a two year appointment beginning the next academic year.

Notes:

The Lecturer EAF is not required for renewing Lecturers on an annual appointment period. Only annual appointments will renew automatically, all other appointment renewals must be submitted on the Lecturer EAF.

Do not use the EAF for a non-renewal of an appointment period. For all non-renewals you must submit a Faculty Termination EAF to terminate the employee. A non-renewal letter template is attached.

Do not use the EAF for Promotions. Promotions will be handled in the normal process through the Provost's office.

The EAF must be completed and submitted to Human Resources as soon as the renewal determination is made but no later than 6/30.

If you have any questions, please contact me.

Thanks – Julie

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