

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY ADMINISTRATIVE PROCEDURE**



**12.07.99.P0.02**

**Non-Renewal of Full-Time Non-Tenure Track (NTT) Faculty  
Appointments**

Approved March 24, 2022

Next Scheduled Review: March 1, 2027

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**UAP Purpose**

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This University Administrative Procedure (UAP) serves as a point of reference regarding the process and notification requirements when the decision is made to non-renew the appointment of a full-time non-tenure track faculty member. This UAP does not apply to part-time (adjunct), tenured, or tenure-track faculty. See Prairie View A&M University (PVAMU) UAP [12.07.99.P0.01 Fixed Term Academic Professional Track Faculty](#) and System Policy [12.07 Fixed Term Academic Professional Track Faculty](#), for additional information.

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**Official Procedures and Responsibilities**

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**1. TERMS OF APPOINTMENT**

- 1.1 Generally, all full-time non-tenure track faculty employees have a one-year fixed-term appointment, except when approved for a multi-year appointment by the Provost and Senior Vice President for Academic Affairs (Provost). Each one-year fixed-term appointment is from September 1 through May 31 and does not guarantee a summer appointment. Summer appointments require separate appointments.
- 1.2 There is no implied guarantee or promise of future employment beyond the specified term of the appointment. Reappointment of a non-tenure track faculty member is subject to continued satisfactory performance, the existence of continued funding, and departmental needs, as determined by the dean or designee. Written notification will be sent if a full-time non-tenure track faculty appointment is not renewed.
- 1.3 A non-tenure track faculty appointment letter will contain a salary; however, such salary is subject to adjustment based on department needs as determined by the dean or designee, including without limitation to the number of classes available.

**2. DECISIONS TO TERMINATE OR NOT TO RENEW**

- 2.1 The appointment of a non-tenure track faculty member may be nonrenewed at the end of a term or dismissed for good cause during a term in accordance with [System Policy 12.01 Academic Freedom, Responsibility and Tenure](#). A decision not to renew a non-tenure track faculty appointment is within the discretion of the dean or designee.

### **3. NON-RENEWAL OF NON-TENURE TRACK FACULTY**

- 3.1 The university is not required to give a reason for a decision not to renew a non-tenure track faculty member's appointment at the end of its term.

### **4. NOTICE OF NON-RENEWAL TIMELINE**

- 4.1. Notice of nonrenewal of full-time non-tenure track faculty appointments will be provided prior to the end of the fixed-term appointment. Failure to provide timely notice of non-renewal does not extend or renew the employment appointment for another term, but the existing term of appointment may be extended to provide the employee with timely notice of non-renewal. Notice of non-renewal from the dean or designee must be given in writing and in accordance with the following criteria:

#### **4.1.1 First Year through Fifth Year of Full-Time Service**

Notice must be given at least six months in advance of what would have been the next term of service. For appointments that begin on or around September 1 and extend through May 31, this would be on or around March 1.

#### **4.1.2 Six or More Years of Full-Time Service**

Notice must be given at least nine months in advance of what would have been the next term of service. For appointments that begin on or around September 1 and extend through May 31, this would be on or around December 1.

### **5. GRIEVANCE PROCESS**

- 5.1 There is no formal appeal process for non-tenure track faculty members who are nonrenewed; however, a full-time non-tenure track faculty member has a right to present a grievance to the Provost on an issue related to the non-renewal of his/her appointment at the university.

### **6. DISMISSAL FOR GOOD CAUSE**

- 6.1 A non-tenure track faculty member may be dismissed for good cause at any time before the end of the term of their appointment in accordance with [System Policy 12.01 Academic Freedom, Responsibility and Tenure](#).

### **7. SUMMARY DISMISSAL OR SUSPENSION WITHOUT PAY**

- 7.1 A non-tenured faculty member whose term has not expired may be subject to summary dismissal or suspension without pay pending dismissal for good cause in accordance with [System Policy 12.01](#), Section 8.1.2.

## **8. APPEAL**

- 8.1 A faculty member who is dismissed for cause, summarily dismissed, or suspended without pay may submit a notice of appeal to the President or designee within 10 (ten) business days of receipt of the notice in accordance with [System Policy 12.01 Academic Freedom, Responsibility and Tenure](#).

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### **Related Statutes, Policies, Regulations and Rules**

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[System Policy 12.01 Academic Freedom, Responsibility and Tenure](#)

[System Policy 12.07 Fixed Term Academic Professional Track Faculty](#)

[University Administrative Procedure 12.07.99.P0.01 Fixed Term Academic Professional Track Faculty](#)

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### **Contact Office**

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Office of Academic Affairs                      936-261-2175

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