

**SANTA CLARA UNIVERSITY
NON-REAPPOINTMENT**

The University may elect at any time not to reappoint any probationary (tenure-track) faculty member provided written notice is given in accordance with the following timetable:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination;
2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;
3. After two or more years, not later than August 31 of the calendar year in which the final one-year appointment begins.

When a decision not to renew an appointment has been reached, the faculty member concerned will be informed of that decision in writing by the body or individual making that decision. Upon request, the faculty member will be advised of the reasons that contributed to the decision. Refer to section 3.5.3.1 of the *Faculty Handbook* for the complete policy on non-reappointment.