

Board of Trustees of the Nebraska State Colleges

Personnel

POLICY NAME: Employment Appointments and Nonrenewal Notice Requirements

POLICY NUMBER: 5014

A. PURPOSE

To define employment appointments and non-renewal notice requirements for faculty and professional staff.

B. DEFINITIONS

1. **Special Appointment:** An appointment that is not a “Specific Term Appointment”.
2. **Specific Term Appointment:** A professional staff or faculty appointment for a term of one (1) academic or fiscal year.

C. POLICY

1. Annual Contracts for Faculty and Professional Staff

- 1.1 Faculty and professional staff shall be issued annual contracts specifying salary and other terms and conditions of employment in accordance with Board Policies and/or applicable collective bargaining agreements on the contract form approved by the System Office. All professional staff employment contracts (even grant funded positions) are issued on a fiscal year cycle.
- 1.2 Employment contracts must be signed by the President or Chancellor and be reported to the Board.
- 1.3 Employment warranties or other special conditions in employment contracts that violate Board Policies or collective bargaining agreements shall not be allowed.
- 1.4 Each person appointed to a faculty or professional staff position shall be designated as having either a Special Appointment or Specific Term Appointment.

2. Special Appointments

- 2.1. The following types of appointments to faculty or professional staff positions shall be filled by Special Appointment only:
- Any appointment, including temporary or interim appointments for less than one (1) academic year for faculty appointments or fiscal year for professional staff appointments;
 - Appointments to part-time positions that are less than .75 FTE;
 - Appointments to volunteer status;
 - Appointments to Lecturer;
 - Appointments to “visiting” faculty (a scholar who provides teaching or research in their area of expertise for less than one (1) academic year);
 - Appointments of graduate assistants (up to an academic or fiscal year); and
 - Appointments supported by funds over which the College does not have control or which the College cannot reasonably expect to continue indefinitely.
- 2.2 A “Special Appointment” shall terminate in accordance with the time stated in the written contract or with ninety (90) days written notice by either party. If no time is stated in the written contract, the appointment may be terminated by either party giving the other at least ninety (90) days written notice of the date of termination.
- 2.3 Special Appointments may also be terminated prior to the expiration of the contract term for cause, discontinuance, reduction or curtailment of a program or department, or financial exigency according to Board Policies. No advance notice shall be required in the event of dismissal for cause prior to the end of the appointment term.
- 2.4 Every “Special Appointment” is a non-tenure, non-ranked position and carries no presumption of reappointment beyond the termination date.
- 2.5 A member of the faculty or professional staff may hold a “Special Appointment” coincident with at “Specific Term Appointment,” and the terms of the “Special Appointment” may be independent of the terms of the other appointment status.

3. Specific Term Appointment

- 3.1 A “Specific Term Appointment” is a professional staff or faculty appointment for a term of one (1) academic or fiscal year. Faculty appointments will be designated as either “Probationary/Tenure Track Appointment,” “Tenured Appointment,” or “Non-Tenure Track Appointment.”

- 3.2 The Chancellor has the discretion to offer Vice Chancellors Specific Term contracts for a period of two (2) years with a salary level which is determined annually. Contracts may be renewed at the discretion of the Chancellor. Such renewal shall be for an additional one (1) year period with a salary level determined for the upcoming year. Written notice of non-renewal shall be given by June 30 prior to the final contract year. No advance notice shall be required in the event of dismissal for cause prior to the end of the appointment term.
- 3.3 Reappointment and non-renewal notice requirements for faculty covered by the SCEA bargaining unit are contained in the current NSCS-SCEA Bargaining Agreement.
- 3.4 Reappointment and non-renewal notice requirements for professional staff covered by the NSCPA bargaining unit are contained in the current NSCS-NSCPA Bargaining Agreement.
- 3.5 Non-union faculty or non-union professional staff specific term appointments will terminate at the end of the stated term, if written notice of non-reappointment is given in accordance with the following requirements:
- Written notice of intent not to renew appointments shall be given at least thirty (30) days prior to expiration during the first year of employment, three (3) months prior to expiration during the second year of employment, or six (6) months prior to expiration during the third or subsequent years of employment in a full-time position. For purposes of determining non-renewal notice periods, years of employment refer to years of employment in specific term appointments. Specific Term Appointments may also be terminated prior to expiration of the contract term for cause, discontinuance, reduction or curtailment of a program or department, or financial exigency according to Board Policies.
 - Written notice of intent not to renew appointments for Head Coaches shall be given at least thirty (30) days prior to expiration during the first year of employment, or three (3) months prior to expiration during the second or subsequent years of employment in a full-time position. For purposes of determining non-renewal notice periods, years of employment refer to years of employment in specific term appointments. Specific Term Appointments for Head Coaches may also be terminated prior to expiration of the contract term for cause, discontinuance, reduction or curtailment of a program or department, or financial exigency according to Board Policies.
 - A written notice of intent not to renew shall be signed by the President, Chancellor or the Chair of the Board of Trustees. Notice shall be deemed to have been properly given by personal delivery or if mailed to the employee's home address, as reflected by the records of the

College or System Office, by certified mail with sufficient postage attached.

- Failure to provide the required notice period shall not result in automatic reappointment or create any right to reappointment for an additional term. The employer shall have the option of providing employment or severance pay in lieu of any portion or all of the notice to which the employee is entitled, so long as the extension of employment or severance pay is commensurate with the notice to which the employee is otherwise entitled.

4. Faculty Acceptance of Appointment to Academic Dean Position

4.1. Tenured Faculty

- A faculty member who has earned tenure within the College who accepts an appointment as Academic Dean shall retain their tenure and academic rank along with the right to return to a faculty position. While employed as an Academic Dean, the individual shall not continue to accrue time or credit toward faculty rank promotion.
- Should the individual move from an Academic Dean position to another professional staff position within the College, they shall relinquish tenure and academic rank, along with the right to return to a faculty position.

4.2 Non-Tenured Faculty and External Hires

- A non-tenured faculty member within the College, or an individual hired from outside the College, shall have no rank, tenure, nor the right to a future position in the faculty as part of an Academic Dean appointment.

4.3 Academic Deans may be subject to termination of employment for cause per Board Policy 5103. If employment is terminated for cause, all rights to return to faculty and tenure status also terminate.

4.4 At any time during the Academic Dean appointment while the individual has the right to return to tenure, the President may offer the individual the right to return to tenured faculty employment. If the individual does not exercise the right to return, the right to return to faculty and their tenure status will terminate.

4.5 An Academic Dean with faculty tenure who wishes to resign the position and exercise their right to return to a faculty position is required to notify the Vice President for Academic Affairs (VPAA) of their intent to resign the position by submitting a formal letter of resignation to the VPAA *no later than October 1 preceding the end of the current contract year*. The resignation will become *effective June 30* of the following year, and faculty status will be returned as of July 1, according to the terms of the current SCEA Bargaining Agreement and/or applicable Board Policies. However, they will not have accrued credit toward faculty rank promotion while employed in an Academic Dean position.

- 4.6 Individuals currently employed as Academic Deans who previously relinquished their tenure, rank and right to return to teach according to the terms of this policy shall have tenure, rank and the right to return to teach restored.

5. Faculty Acceptance of Appointment to Other Professional Staff Positions

5.1. Tenured Faculty

- Tenured faculty members who accept an employment appointment to a professional staff position, other than Academic Dean, may be contractually granted the right to return to their tenured faculty position, at the discretion of the President, for a maximum of two (2) years. If the President offers such a right to return in an employment contract, the College shall only be allowed to refill the faculty vacancy with special appointments until the right to return period has expired.
- If the professional staff member does not exercise the right to return to their tenured faculty position within the two (2) year period, they will be deemed to have relinquished all future rights to return to tenured faculty employment. At a President's approval and subsequent request to the Chancellor, an extension of the two (2) year time period may be granted by the Chancellor due to extenuating circumstances.
- At any time during the professional staff appointment while the individual has the right to return to tenure, the President may offer the individual the right to return to tenured faculty employment. If the individual does not exercise the right to return, the right to return to faculty and their tenure status will terminate.
- A professional staff member with faculty tenure who wishes to resign the position and exercise their right to return to a faculty position is required to notify the VPAA and their immediate supervisor of their intent to resign the position by submitting a formal letter of resignation to the VPAA and their immediate supervisor *no later than October 1 preceding the end of the current contract year*. The resignation will become *effective June 30* of the following year, and faculty status will be returned as of July 1, according to the terms of the current SCEA Bargaining Agreement and/or applicable Board Policies. However, they will not have accrued credit toward faculty rank promotion while service in the professional staff position.

FORMS/APPENDICES:

None

SOURCE:

Policy Adopted: June 1993

Policy Revised: November 1997, June 2006, April 2008, June 2011, June 2013, April 2014 – Effective Date July 2014, March 2015 – Effective Date July 2015, November 2019, May 2022, March 2025- Effective July 1, 2025.