

Notice Requirements for Early Termination, Non-Renewal or Reduction in Effort/Salary for RTE Facultyⁱ

The time periods set out below constitute the minimum acceptable notice requirements for a dean, director, or chairperson, or his or her designee, to inform a RTE faculty member of early termination, non-renewal, or reduction in effort/salary. More notice is generally preferable, and units should therefore strive to notify affected individuals as early as possible.

These procedures should be distributed to the relevant department chairs, directors and college administrators to assist them in their budgetary planning process.

I. NON-RENEWAL OR EARLY TERMINATION OF TERM APPOINTMENTS

There are minimum notice requirements for the non-renewal or early termination of appointments for RTE faculty members holding renewable appointments, subject to the exceptions noted below in Section 1D. These requirements vary depending on academic title and length of service.

A. Lecturers, Senior Lecturers, and All Ranks of Clinical Professor, Professor of the Practice, and Research Professor. A minimum of three months of notice is required for those with less than two years of service (excluding summers). One semester of notice is required for those having completed at least two years of service. Two semesters of notice are required for those having completed three or more years of service.

Table 1: Lecturers, Senior Lecturers, and All Ranks of Clinical Professor, Professor of the Practice, and Research Professor

Term of Service	Less than 2 years of service	2-3 years of service	3 years of service	More than 3 years of service
Notice Required	3 months	1 semester	2 semesters	2 semesters

B. Academic staff not listed aboveⁱⁱ. A minimum of three months' notice is required for nonrenewal or early termination of appointments. For each year of service in the position beyond three years, add an additional month to this minimum, up to a six-month maximum.

Table 2: Academic Staff Not Listed in Section 1A (above)

Term of Service	Less than 2 years of service	2-3 years of service	3 years of service	More than 3 years of service
Minimum Notice Required	3 months	4 months	5 months	6 months

C. Funding, budget, or other uncertainties. If funding, budget or other uncertainties create the possibility, but not certainty, of early termination or nonrenewal of a position, the individual should be notified of the uncertainty, and this notification serves as sufficient notice to satisfy the above requirements. Such notice should be in writing to the individual and specifically note that it is serving as notice of non-renewal or early termination, should such actions be necessary. It is not adequate, for example, simply to issue a blanket notification to all academic staff that funding, budget, or budget uncertainties may cause some non-renewals or early terminations of staff positions.

D. Exceptions. In some situations no notice is required. These include:

- (1) An appointment clearly communicated as being non-renewable (i.e., a terminal appointment, although notice would be required for early termination of the appointment);
- (2) The termination of the grant or contract that is the sole source of salary for the individual and for which the individual is the principal investigator;
- (3) Situations in which the individual is not paid through Cornell; and
- (4) Cases in which the individual is dismissed for cause.

II. REDUCTION OF EFFORT/SALARY

The notice requirements for the reduction in effort, and a corresponding reduction in salary, for RTE faculty members are in most cases less extensive than those that pertain to the non-renewal or early termination of such appointments. Two months of notice is required if the planned reduction in effort/salary does not affect benefit status. In cases in which such reduction will result in the loss of benefits for such individuals, the notice provisions for early termination or non-renewal described above should be observed. If funding, budget or other uncertainties create the possibility, but not certainty, of a reduction in effort/salary, the individual should be notified of the uncertainty, and this notification serves as sufficient notice to satisfy the notice requirements for a reduction in effort/salary.

ⁱ Research, Teaching, or Extension Faculty Members

ⁱⁱ For a list of all academic titles, see [Approved Academic Titles](#).