

## CHAPTER 2 ACADEMIC STAFF APPOINTMENTS

**2.01.A. Fixed-Term Appointments.** Fixed-term appointments are renewable, rolling horizon, or terminal. An initial period of evaluation is required (2.04), during which an appointment may be ended without the right of appeal. Once the evaluation period has been successfully completed, the employment of an academic staff member holding a fixed-term renewable or fixed-term rolling-horizon appointment may be ended only for reasons of (1) funding loss, (2) a budget or program decision that requires a program to be discontinued, curtailed, modified or redirected, (3) **documented** unsatisfactory performance, or (4) misconduct, according to the procedures outlined in ASPP 3, 5 and 6.

**2.04.F. Termination During the Evaluation Period.** During the evaluation period, the appointment may be terminated by the employing unit at any time. Before issuing a termination notice, the employing unit shall obtain the approval of the dean, director, or designee. If employment is terminated, the academic staff member shall be informed in a letter that includes the reasons for termination. There is no right of appeal. **During the evaluation period, the supervisor has a responsibility to provide the employee with performance expectations, feedback, resources, and support in order to assist the employee in meeting the goals and expectations of the position. Progress towards these goals should be reviewed during discussions between the supervisor and employee. Supervisors will conduct a written evaluation during the evaluation period.**

No notice period prior to termination is necessary, as long as the period of evaluation is specified in the appointment letter; however, if the appointment letter does not specify the period of evaluation, the employee shall be given at least 10 working days' notice. An employee who is given written notice of termination during the evaluation period shall be considered to have been dismissed during the evaluation period even if the last day of employment falls after the end of the evaluation period. Termination during an evaluation period is neither a nonrenewal nor a dismissal for cause and is not subject to the provisions of ASPP 3 or 6, or UWS 11.

**2.05.G. Movement Between Positions in the Same Operational Area.** School Colleges and/or Divisions have the option to waive part of or all of the evaluation period for employee's who passed a previous evaluation period and accepted a new position in the same operational unit as their last position. Employees will be notified in writing if the evaluation period is shorter than six months or if it is not required.