**DIVISION OF STUDENT AFFAIRS**

Guidelines for Non-continuing term positions

* Request to hire a non-continuing term employee must be approved in advance by the VP for Student Affairs Office. The request from the department Director must include a justification for requesting a term position as well as the specific term being requested. Terms will generally run the July 1 through June 30.
* The Office of Human Resources must be notified of our desire to designate a position as a term position prior to posting the position. The notification will be made by the department Director in writing to our HR employment representative with copy to VP for Student Affairs Office.
* The UofL job description posting and all other job postings must include a clear statement indicating that the position is a non-continuing term appointment. The job descriptions must include a specific ending date for the position.

*Sample text:*

*This is a n*on-continuing term *appointment.*

* The offer letter provided to the preferred candidate must include specific ending date for the position. **All term appointments will end on June 30.**

*Sample text:*

*This is a n*on-continuing term *appointment*. The position will end on June 30, 20\_\_\_.

* Once the candidate accepts the offer he/she must sign a document indicating they understand that the position will end on a specific date.

Sample text:

I understand this is a *n*on-continuing term position and that this position will end on June 30, 20\_\_.

* If the new staff member first day is close to June 30, the Director, after consultation with the VP Student Affairs, may establish a position end date beyond the standard 12 months. Example – staff member is hired on May 1 2011. End date is set for June 30, 2012 as opposed to June 30, 2011.
* If the department director wished to request an additional one year appointment, they must seek approval from the VP for Student Affairs Office and notify the Office of Human Resources of this intent in writing.
* If a new one year appointment is approved and offered, new offer letters and signed documents must be prepared and executed with new ending dates. These documents should generally be offered 30 days prior to the end of their employment end date.