**NON-RENEWAL (TERM) TEMPLATE**

 **DECEMBER 2022**

 **USE DEPARTMENT LETTERHEAD**

**INTERNAL NOTE (remove this note when creating the letter):**

**STEPS TO BE TAKEN IN THIS ORDER**

1. **DEPARTMENT CHAIR VERBALLY NOTIFIES FACULTY MEMBER OF NON-RENEWAL OF TERM CONTRACT A MINIMUM OF 4 MONTHS PRIOR TO END OF CONTRACT.**
2. **THIS NON-RENEWAL LETTER SHOULD BE SENT TO THE OFFICE OF FACULTY AFFAIRS 4 MONTHS PRIOR TO THE END OF THE CURRENT CONTRACT. THE DEAN’S OFFICE WILL SEND A NON-RENEWAL LETTER TO THE FACULTY MEMBER AT LEAST 90 DAYS PRIOR TO THE END OF THE CONTRACT.**

Date

Toni M. Ganzel, M.D., MBA

Dean, School of Medicine

Dear Dr. Ganzel:

I am writing to recommend to you that the appointment of [Name], [rank] of [department] at [FTE] not be renewed beyond [end date of current term contract]. The faculty member was notified [date].

(It is not necessary to give a reason for non-renewal but you can if you wish.)

Sincerely,

Department Chair