

Template Letter for Greater than 10 year Long-Term AP when
Reason for Termination is Budgetary or Programmatic
[Contact AHR for Letter if Reason is Performance]

Confidential

DATE (same day you talk to employee)

TO: Employee name, job title

FROM: Supervisor name, job title

REGARDING: Written Statement to Discuss Proposed Notice of Nonreappointment

This written statement describes the basis for my recommendation that the Board of Trustees issue you a Notice of Nonreappointment.

Your employment at the university as a full-time, non-visiting academic professional began in DATE (Month/Year). Currently your position is that of TITLE.

Reasons for Nonreappointment

The notice of nonreappointment is necessary because your position must be eliminated for [budgetary or programmatic] reasons. According to university policy, you are entitled to 12 months notice of nonreappointment to be given by the Board of Trustees.

Evaluation of Job Performance

[This paragraph should address the employee's performance. For example, if the non-reappointment was due primarily to budgetary challenges the sample below may be used/modified:]

The decision to request a notice of non-reappointment for a long-term employee does not come easily. You have been a valued employee in our unit. This decision is due to an overall loss of funding to the unit and the resulting program reorganization. I want to thank you for all your contributions and for the opportunity to work with you.

Alternatives to Nonreappointment

There will be no replacement of this position. We regret that there are no alternatives to nonreappointment. During the transitional year, you will perform duties as assigned.

Impact of Termination on Employee's Benefits

Benefits will terminate as of your last date of employment. Please contact the Benefits Center at 333-3111 or visit the NESSIE website for additional information at <https://nessie.uihr.uillinois.edu/cf/events/index.cfm> including the COBRA option to extend your health insurance after separation. The State Universities Retirement System (SURS) can be reached at 217-378-8800 or you may visit their website at <http://www.surs.org>.

Employment Resources

The Office of Academic Human Resources can provide advice and consultation upon request regarding resume writing and job search strategies to those seeking alternative employment. You may wish to contact that office to access these services. The University of Illinois maintains an on-line Employment Center on the worldwide web at <https://jobs.illinois.edu>.

Relocation Plan – Academic professional employees who are being released from their current positions due to lack of funds or for programmatic reasons – if they have more than five years of continuous full-time, non-visiting service to the University on the Urbana-Champaign campus – may be interviewed upon request via the Office of Academic Human Resources for any academic vacancy for which they qualify on this campus. To be eligible for the Relocation Plan, employees must submit a resume and a letter from the terminating unit to the Office of Academic Human Resources. --For complete information, consult Section IX/C-26 of the *Campus Administrative Manual* (<http://www.fs.uiuc.edu/CAM/CAM/ix/ix-c/ix-c-26.html>) or call the Office of Academic Human Resources (333-6747).

APPROVALS:

[The following signatures are intended for multiple-level review of the appointment action. At each level, the reviewer/approver is to consider alternatives to nonreappointment. If the reviewing officer is aware of a current or impending vacancy, it may be possible to re-deploy the employee via the relocation plan. Please consult Section IX/C-26 of the *Campus Administrative Manual* (<http://www.fs.uiuc.edu/CAM/CAM/ix/ix-c/ix-c-26.html>) or call the Office of Academic Human Resources (333-6747).]

Name (supervisor or Department Head), title DATE

Unit Executive Officer Name or Dean, College-level unit name DATE

Director, Academic Human Resources DATE

I have received this letter.

EMPLOYEE NAME, title DATE