

# Section 18: Non-Renewal

## 18.01 Dismissal by Non-Renewal

In the event of a non-renewal of an academic staff appointment occurs for reasons other than cause or budget the dean or division head and supervisor should start the process early enough to allow time for appeal procedures (see below) to be completed prior to the original appointment conclusion date. The supervisor must consult with the Office of Human Resources and Diversity and their immediate supervisor prior to presenting a non-renewal decision to the impacted academic staff member. A non-renewed academic staff, regardless of title, may request to receive written reasons for non-renewal at the time the decision is presented or any period up to five business days after receipt of the non-renewal.

*A non-renewed academic staff, regardless of title, must request to receive written reasons for non-renewal at the time the decision is presented. The supervisor must consult with the Office of Human Resources and Diversity and the Academic Staff Review Committee prior to presenting a non-renewal decision.*

Academic Staff members who receive a non-renewal notice, have the right to request a review of the non-renewal by a sub-committee of the Academic Staff Assembly Review Committee (see Academic Staff Assembly By-Laws). The Academic Staff member has five business days to request this review. The non-renewal notice has to clearly outline the academic staff member's right to request this review, including relevant contact information. The purpose of this consultation will be focused solely on determining whether or not University and Academic Staff Personnel Rules were followed in deciding not to renew an academic staff appointment. Membership of this subcommittee will be chosen from the membership of the Academic Staff Assembly Review Committee based on availability, category and neutrality. No member of the subcommittee may serve on a consultation considering a staff member from his/her College or Division.

*All decisions of non-renewal must be reviewed by a sub-committee of the Academic Staff Assembly Review Committee (see Academic Staff Assembly By-*

*Laws), prior to being presented. The purpose of this consultation will be focused solely on determining whether or not University and Academic Staff Personnel Rules were followed in deciding not to renew an academic staff appointment. This sub-committee will consist of three members, at least one of which must hold the Lecturer title. Membership of this subcommittee will be chosen from the membership of the Academic Staff Assembly Review Committee based on availability, category and neutrality. No member of the subcommittee may serve on a consultation considering a staff member from his/her College or Division.*

