



**PRESIDENT'S POLICY MEMORANDUM NO. 271**

**TO: All Administrative and Professional Faculty Members**  
**FROM: Charles W. Steger**   
**DATE: October 28, 2011**  
**SUBJECT: Discontinue Annual Reappointment Letters for Regular Administrative and Professional Faculty**

**Approved by the Board of Visitors: March 28, 2011**  
**Effective Date: Upon Approval**

The Board of Visitors approved a resolution to discontinue annual reappointment letters for regular Administrative and Professional Faculty on the basis that it is an unnecessary duplication of effort.

Following is the text of the resolution.

**WHEREAS**, regular administrative and professional faculty members are annually evaluated by their supervisors and they collaboratively prepare an annual performance plan; and

**WHEREAS**, when funding is available, pay increases occur in the fall and are based upon the annual performance evaluation; and

**WHEREAS**, independent of the evaluation or performance planning process that occurs in the fall, administrative and professional faculty members are provided with reappointment letters in July; and

**WHEREAS**, it is an unnecessary duplication of effort for supervisors to write annual performance evaluations in the fall and annual reappointment letters in July; and

**WHEREAS**, the Task Force on Administrative and Professional Faculty recommends the elimination of an annual reappointment letter for regular administrative and professional faculty; and

**WHEREAS**, elimination of an annual reappointment letter does not affect the standards of notice required for non-reappointment as described in section 2.8.3.4 of the *Faculty Handbook*; and

*Invent the Future*

Policy Memorandum #271  
Page 2  
October 28, 2011

**WHEREAS**, elimination of an annual reappointment letter does not preclude the removal of an administrative and professional faculty member for just cause as described in section 7.6.2 of the *Faculty Handbook*; and

**NOW, THEREFORE, BE IT RESOLVED**, that section 7.3 of the *Faculty Handbook* be revised to omit language referring to an annual reappointment letter, as indicated in the attached text (deleted text is crossed out).

#####