**SAMPLE LECTURER NON-REAPPOINTMENT LETTER FOR LECTURERS WITH APPOINTMENTS OF AT LEAST TWO SEMESTERS**

**(NOTICE OF NON-REAPPOINTMENT MUST BE GIVEN AT LEAST 60 DAYS PRIOR TO THE EXPIRATION OF THE SEMESTER)**

***Note:*** *Effective Fall 2024, Lecturers with appointments of at least two semesters as a Lecturer**must be given notice of non-reappointment, or of intention not to recommend reappointment at least sixty (60) days prior to the expiration of the semester. Reappointment shall be based on the continuing need for the position, availability of funding, and a positive formal evaluation conducted pursuant to Article 12. If an evaluation is not conducted pursuant to Article 12, the unit member shall not be non-reappointed based on a lack of an evaluation.*

I am writing to inform you that your appointment as a Lecturer [*Insert Appropriate Level Number*] will not be renewed upon its termination date of [*Insert end date*] due to [*Insert reason for non-reappointment*]. If you have any questions concerning this matter, please discuss them with your department chair.

On behalf of the [*Insert Unit/School*], please accept our appreciation for your contributions to the Department of [*Insert department*] and to the University. Best wishes in your future endeavors.

Sincerely,

Dean [*Insert Name*]

c: [*Department/Program*]