**SAMPLE NTT APPOINTMENT – ADDENDUM LETTER**

**Extending Current Appointment and/or Deeming Appointment Presumptively Renewable**

(Updated May 16, 2023)

**(This letter is not for faculty in the NTT Lecturer title, formerly the Lecturer title.)**

***Notes:***

***Non-Grant Funded NTT Faculty – Appointment Terms***

* *First appointments and subsequent reappointments shall follow the following terms:*
	+ *The first appointment shall be for a term of one year or greater.*
	+ *If reappointed, the second appointment shall be for a term of one year or greater.*
	+ *If reappointed, the third appointment shall be for a term of three years or greater.*
	+ *If reappointed, the fourth appointment shall be for a term of four years or greater.*
	+ *All appointments after the fourth appointment shall be for a term of at least five years and shall be presumptively renewable regardless of rank.*
* *The term “presumptively renewable” in Article 27, sections IV and V of the AAUP-AFT collective negotiations agreement means that the NTT faculty member holding such an appointment may be non-reappointed for good cause, including poor performance, or termination or material modification of the entire program~~.~~, or a drastic decrease in student enrollment in the program or department that necessitates a downsizing of the entire program or department.*
* *With the exception of NTT faculty members who have received a notice of non-reappointment as of April 12, 2023, faculty members holding an NTT appointment on July 1, 2023 shall have terms of appointment that are consistent with the above.*

***NTT Faculty Promotions – Appointment Terms***

* *Effective July 1, 2023, upon promotion to the rank of Assistant Professor, Associate Professor, Professor or Distinguished Professor, NTT faculty will receive a term equal to or greater than the term held immediately prior to promotion but in no case shall such appointment upon promotion be for a term less than:*
	+ *Three years upon promotion to the rank of Assistant Professor;*
	+ *Four years upon promotion to the rank of Associate Professor and the appointment shall be presumptively renewable as that term is defined above;*
	+ *Five years upon promotion to the rank of Professor and the appointment shall be presumptively renewable as that term is defined above; and*
	+ *Five years upon promotion to the rank of Distinguished Professor and the appointment shall be presumptively renewable as that term is defined above.*
* *With the exception of NTT faculty members who have received a notice of non-reappointment as of April 12, 2023, NTT faculty holding the rank of Associate, Professor and Distinguished Professor on July 1, 2023 and whose current appointment resulted from promotion to those ranks shall have presumptively renewable appointments and shall have their terms extended consistent with the above.*

***NTT Faculty Hired Into the Rank of Associate, Professor And Distinguished Professor and Reappointed***

* ***Effective July 1, 2023****, NTT faculty members hired into the rank of Associate, Professor and Distinguished Professor, upon reappointment shall have a term consistent with the terms in the above section (Appointment Terms Upon Promotion) and their appointment shall be presumptively renewable.*
* *This also applies to NTT faculty members hired into the rank of Associate, Professor and Distinguished Professor whose current term of appointment is a reappointment.*
	+ *If their current term of reappointment is not consistent with the terms in the above section (Appointment Terms Upon Promotion), then their reappointment term shall be extended and their reappointment shall be presumptively renewable.*
	+ *If their current term of reappointment is consistent with the terms in the above section (Appointment Terms Upon Promotion), then their reappointment shall be presumptively renewable.*

 This letter is an addendum to your appointment letter dated [*Insert date of appointment/reappointment letter*] as a(n) [*Insert Title*] in the [*Insert Unit/School*], a non-tenure track [*Insert academic year or calendar year*] appointment for a term of [*Insert one, two, three, four, five, six, seven or eight years*] effective *[Insert begin date*] through [*Insert end* *date*].

[*If the current term of appointment requires an extension, insert the following. If it does not require an extension, please delete the following.]* Pursuant to Article 27, section IV.A.1 [*replace “section IV.A.1” with “section IV.A.4.b” if this is an appointment resulting from the promotion to the rank of Associate, Professor or Distinguished Professor*], your current appointment of [*Insert number of years*] is extended to [*Insert three, four or five years*] which means that the date your current appointment commenced remains the same but will now end on [*Insert new end* *date*], instead of [*Insert original end* *date*].

[*If the current term is presumptively renewable appointment, insert the following. If it is not a presumptively renewable appointment, please delete the following.]* Your current non-tenure track appointment is presumptively renewable. Appointment to a contract that is presumptively renewable means that your non-reappointment may only be for good cause, including poor performance, or termination or material modification of the entire program~~.~~, or a drastic decrease in student enrollment in the program or department that necessitates a downsizing of the entire program or department.

 All other terms and conditions set forth in your original appointment letter and UPF-5 dated [*Insert date of original appointment/reappointment letter*] remain the same and continue to govern your current NTT appointment.

Kindly indicate your acceptance of these new appointment terms by signing this letter and returning it to [*Insert a specific individual in the department*] on or before [*Insert date*]. A copy of this letter is enclosed for your records.

 Sincerely,

 Dean [*Insert Name*]

I accept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

c: AAUP-AFT