**SAMPLE NTT NON-REAPPOINTMENT LETTER AT THE END OF A TERM APPOINTMENT**

(Updated May 12, 2023)

***Note:*** *Reappointments of NTT faculty (excluding those in the NTT Lecturer title) are based on the continuing need for the position, availability of funding and a positive formal evaluation. For NTT faculty with presumptively renewable appointments pursuant to Article 27, sections IV and V of the AAUP-AFT collective negotiations agreement, non-reappointment may 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.*

 I am writing to inform you that your appointment as a(n) [*Insert Title*] 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*]