

PROCEDURES CONCERNING TERMINATION OF LONG-TERM ACADEMIC PROFESSIONAL EMPLOYEES

It has been the long-standing policy and practice of the campus to review a recommendation to terminate an employee. The following procedures of counseling and review are used in cases of involuntary termination of full-time, non-visiting, academic professional employees who have ten or more years of full-time continuous service to the University of Illinois as an academic professional staff member. All of the following steps must be completed and reviewed by the Office of Academic Human Resources before the formal request is made to the Board of Trustees for issuance of a notice of non-reappointment.

I. General Overview of Process

A written statement serves as the basis of discussion for a meeting between the employing unit and the employee. [The written statement should be reviewed and approved as outlined in B, below, prior to the meeting with the employee.] At this meeting with the employee, the employee should be provided with a copy of the statement for the discussion. Following the meeting, forward a copy of the written statement with the employee's signature indicating receipt of the letter to Academic Human Resources.

A. Step 1: Draft Written Statement (letter) to Employee

This statement should include the following points:

1. Employee's name, employee's position title, number of years of service in unit, and total number of years of service as an academic professional at the University of Illinois.
2. The reason(s) for the decision not to continue the appointment of the employee. This section need not include a detailed list of reasons; it must, however, provide enough general information to guide the employee who wishes to seek reconsideration or to grieve the decision. Thus, statements such as "your position must be cut for budgetary reasons" or "the quality of your work performance was not sufficient" are suitable. [Note: if the notice is being given for performance reasons, please forward the last two years of performance evaluations to the Director of Academic Human Resources prior to forwarding the written statement for approvals.]
3. Evaluation (summary) of the employee's job performance.
4. Impact of the termination on the employee's anticipated benefits. Benefits will terminate as of the last date of pay. Information about the impact on retirement should be available from SURS.
5. Alternatives to termination and plans for reassignment of duties related to the position, if any.

For a sample letters see Attachment 2 and 3

B. Step 2: Circulate Written Statement (letter) for Approval Signatures

The second step in the process is a review and approval of the proposed Notice of Nonreappointment. The written statement prepared in Step 1 is forwarded for review and approval by the following officers as appropriate:

1. Unit head employing the academic professional staff employee
2. Director to whom the department or unit head reports
3. Dean to whom the director reports
4. Director, Office of Academic Human Resources

If the reviewing officer concurs with the recommendation, it is forwarded to the next level; otherwise, it is returned to the originating level for appropriate action.

Reviewing officers are encouraged to consider alternatives to nonreappointment for those terminated for budgetary or programmatic reasons. If the reviewing officer is aware of the opportunity to relocate the employee in another position, whether the position is a current or impending vacancy, the officer may request that the employee be considered a candidate for the relocation plan.

C. Step 3: Meeting and Discussion with Employee

Once the document has been reviewed and approved by the appropriate administrative officers as outlined above, and if all reviewing officers concur, the Office of Academic Human Resources will return the signed letter to the unit for the meeting with the employee. Following the meeting with the employee, forward a copy of the letter (signed by the employee) to Academic Human Resources. Also, include points listed below in the discussion:

- ☐ **Employment Center:** The Office of Academic Human Resources provides a variety of employment resources on their web-site at: <http://www.ahr.uiuc.edu/career/index.htm>. The office can also provide advice and consultation upon request regarding resume writing and job search strategies to those seeking alternative employment. The UI maintains an on-line Employment Center at <https://hrnet.uihr.uillinois.edu/panda-cf/application/SearchForm.cfm>
- ☐ **Relocation Plan:** The Office of Academic Human Resources also coordinates the Relocation Plan. Only full-time, non-visiting academic professional staff members who have received formal Notice of Nonreappointment for budgetary or programmatic reasons are eligible to participate in the Relocation Plan. Those who have been given Notice of Nonreappointment for reasons other than lack of funding or programmatic changes are not entitled to the provisions of this policy. **Details of the Relocation Plan may be found in the *Campus Administrative Manual*, Section IX/C-26:**
<http://www.fs.uiuc.edu/CAM/CAM/ix/ix-c/ix-c-26.html>

Ask the employee to sign the letter (make a photocopy for the next step).

D. Step 4: Preparation of the Notice of Nonreappointment

Provost's Communication 11 sets out the requirements for the notice period due the employee. The entire pre-review process should take no longer than two weeks. Upon receipt of copy of the letter signed by the employee, the Office of Academic Human Resources will forward documentation along with the terminal contract document to the Board of Trustees office. The Board of Trustees office will mail the notice to the employee's home address via regular U.S. mail. For additional guidance, refer to the procedures outlined in Communication No. 11.