

Columbia University Irving Medical Center

OFFICERS OF INSTRUCTION LETTERS OF NON-RENEWAL (LONs) GUIDELINES

A full-time non-tenured officer of instruction (OOI) whose appointment will not be renewed beyond its stated term is entitled to clear and unambiguous notice of non-renewal in writing. Such notice may not be contingent upon any subsequent decision regarding the faculty member, such as the outcome of a tenure review or an evaluation for reappointment in a non-tenured rank.

Eligible:

Full-time OOIs on tenure track
Full-time OOIs not on tenure track

Not Eligible:

OOIs with Tenure or Tenure of Title should never receive LONs

Rules:

Written notice to a full-time non-tenured officer of instruction who holds a term appointment, informing him or her that his or her appointment is not to be renewed, must be given in advance of the end of his or her appointment, as follows:

1. **Unmodified titles:** (on tenure track; does not contain “at CUMC” in title)
 - a. not later than March 1 of the first academic year;
 - b. not later than December 15 of the second academic year of full-time service, if the appointment ends at the end of that academic year;
 - c. at least twelve (12) months before the end of the appointment after two or more years of full-time service, except in the case of those in their seventh year of counted service (or tenth year for clinical faculty), who must receive notice by May 31 or at least thirteen (13) months.
2. **Modified titles:** (not on tenure track; contains “at CUMC” in title)
 - a. not later than March 31 of the first academic year of full-time service, if the appointment ends at the end of that academic year;
 - b. not later than March 31 of the second academic year of full-time service, if the appointment ends at the end of that academic year;
 - c. at least six (6) months before the end of an appointment after two or more years of full-time service;

Appointments normally end June 30 but may end December 31 with the prior approval of the Executive Vice President and Provost.

3. **Part-time OOIs:** Issuance of the LON is strongly recommended at least 3 months before the appointment end date.

Procedure:

1. **Immediately contact the CUIMC Office of Faculty Affairs (OFA) when it has been determined that a faculty member should receive a letter of non-renewal, and inform ISSO-CUIMC if the officer is on a non-immigrant visa (J-1, H-1B, O-1, E-3, TN).**
2. Prepare LON using the required template located in the Additional Resources section of the OFA Website.

3. Email to OFA for approval.
4. Once LON is approved, send to faculty member via mail delivery system that affords a signed receipt or hand deliver to the individual and request they sign at the bottom, acknowledging receipt.
5. Forward copy of signed LON to OFA and to ISSO-CUIMC if the officer is on a non-immigrant visa (J-1, H-1B, O-1, E-3, TN).

Columbia University Irving Medical Center

OFFICERS OF RESEARCH LETTERS OF NON-RENEWAL (LONs) GUIDELINES

A full-time officer of research (OOR) whose appointment will not be renewed beyond its stated term is entitled to clear and unambiguous notice of non-renewal in writing. Officers of research (OOR) should receive written notice of non-renewal 3 months prior to the officer's appointment end date. The Provost may require that an appointment be extended in the absence of compelling reason for giving less than 3 months' **notice**.

Eligible:

All full-time OORs regardless of rank or years of service

Rules:

Written notice to a full-time officer of research, in the form of a LON that states that the appointment will not be renewed beyond its current end date, must be given in advance of the end of his or her appointment, as follows:

1. **Full-time professional, staff and postdoctoral OORs:** 3 months before the appointment ends.
2. **Part-time OORs:** Issuance of the LON is strongly recommended at least 3 months before the appointment end date.

Procedure:

1. **Immediately contact the CUMC Office of Faculty Affairs (OFA) when it has been determined that an officer of research is to receive a letter of non-renewal, and inform ISSO-CUIMC if the officer is on a non-immigrant visa (J-1, H-1B, O-1, E-3, TN).**
2. Prepare LON using the required template located in the Additional Resources section of the OFA Website. Email to OFA for approval.
3. Once approved send to officer of research via mail delivery system that affords a signed receipt or hand deliver to the individual and request they sign at the bottom, acknowledging receipt.
4. Forward copy of signed letter to OFA and to ISSO-CUIMC if the officer is on a non-immigrant visa (J-1, H-1B, O-1, E-3, TN).