



**BOISE STATE UNIVERSITY**

University Policy 4460

## NonReturnees - Faculty

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### **Effective Date**

July 1978

### **Last Revision Date**

April 7, 2026

### **Responsible Party**

Provost and Vice President for Academic Affairs, (208) 426-1202

### **Scope and Audience**

This policy applies to all benefit-eligible faculty.

### **Additional Authority**

- Idaho State Board of Education Policy, Section II.G. (Policies Regarding Faculty - Institutional Faculty Only)
  - University Policy 4250 (Lecturer Faculty)
  - University Policy 4490 (Clinical Faculty)
  - University Policy 4540 (Financial Exigency Policy and Staff Reduction Procedures)
  - University Policy 4730 (Teaching Faculty)
  - University Policy 5010 (Research Faculty Policies and Procedures)
  - University Policy 7000 (Position Definitions)
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## **1. Policy Purpose**

To establish the process and notification requirements for non-renewal of faculty employment contracts, and for faculty who intend to resign or retire.

## 2. Policy Statement

Boise State University is committed to maintaining clarity and fairness in the employment relationship with its faculty. This policy provides requirements for notification of non-renewal of faculty employment contracts. It also establishes the process and responsibilities for faculty members who intend to resign or retire.

## 3. Definitions

The definitions for all of the faculty positions referenced herein are found in University Policy 7000 (Position Definitions).

## 4. Contract Non-Renewal Process and Notification Requirements for Non-Tenured Faculty

### 4.1 Tenure-Eligible, Clinical Faculty, Lecturer Faculty, Teaching Faculty, and Research Faculty

- a. Notice of non-renewal must be given in writing and in accordance with the following requirements:
  - i. **First Year of Service.** At least 90 calendar days in advance of the contract's end date.
  - ii. **Second Year of Service.** At least 180 calendar days in advance of the contract's end date.
  - iii. **Three or More Years of Service.** 365 calendar days before the expiration of an appointment after three (3) or more full academic years in the institution.
- b. Failure by the University to provide timely notice of non-renewal because of mechanical, clerical, or mailing error does not extend or renew the letter or contract of employment for another term, but the existing term of employment will be extended to provide the employee with a timely notice of non-renewal.
- c. Notice of non-renewal is not required when the Idaho State Board of Education has authorized a reduction in force resulting from a declaration of financial exigency and a non-tenured faculty member is to be laid off. In that event, notice of layoff must be given as provided under University Policy 4540 (Financial Exigency Policy and Staff Reduction Procedures - Faculty).

## 4.2 Request for Review

Non-renewal of a non-tenured faculty member's employment contract is not subject to investigation or review, nor is it appealable to the Idaho State Board of Education, except:

- a. The faculty member may request an investigation or review to establish that written notice was or was not received in accordance with the time requirements in section 4.1.a. In such a case, the investigation or review will be concerned only with the manner and date of notification of non-renewal and will not consider grounds for non-renewal. The employee must request such investigation or review in writing by notifying the Provost within fifteen (15) days of receipt of the written notice of non-renewal.
- b. A non-tenured faculty member who believes the non-renewal of their employment contract was the result of protected class discrimination must present bona fide allegations and evidence of such to the President, who must immediately notify the Office of Compliance and Ethics, which will review and investigate the allegation following the process under University Policy 1060 (Non-discrimination and Anti-harassment).

## 4.3 Limited-Duration Faculty Appointment

A Limited-Duration Faculty Appointment may be terminated with written notice due to end of project/appointment, loss of grant, contract, or other third-party funding. Non-renewal of a Limited-Duration Faculty member's contract is not grievable, nor is it appealable to the Idaho State Board of Education. In most cases, the non-renewal notice specifying the anticipated appointment duration and term date will be included in the offer letter. In those cases, a separate non-renewal notice will not be provided. If limited-duration appointments are to be ended prior to the originally anticipated end date, non-renewal provisions and timelines above will apply.

## 5. Faculty Notification Requirements for Resignation or Retirement

- a. Any faculty member who intends to resign is encouraged to submit a letter of resignation to their department chair or unit head, preferably 6 (six) to 12 (twelve) months in advance.
- b. Any Faculty Member who qualifies for retirement is encouraged to state their intentions to retire, along with their retirement date, in writing to their department chair or unit head, preferably 6 (six) to 12 (twelve) months in advance.
- c. Full-time tenured faculty members desiring Phased Retirement must meet the eligibility requirements and develop a plan and written contract for approval by the appropriate dean (see University Policy 4470 - Faculty Voluntary Phased Retirement).

## 6. Related Information

[Retirement Checklist and End of Employment FAQs](#)

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## Revision History

July 1995; June 2015; April 7, 2026