Template

**NONRENEWAL NOTICE FOR APPOINTMENT THROUGH END OF FIFTH YEAR ON ESS TRACK**

(Bracketed areas: Follow directions or fill in appropriate information.)

**[Date]**

**[Name]**

**[Address]**

**[City]**, **[State] [Zip]**

Dear Dr. **[Name]**:

Our records indicate that your appointment terminates on **[contract end date]**. In accordance with University statutes, University policies and procedures, and the WSU/AAUP-AFT Agreement, it is my responsibility to inform you at this time that your appointment will not be renewed (although you may, of course, be awarded Employment Security Status, pursuant to which the terminal date of an Academic-Staff member’s appointment is eliminated).  As you know, term appointments for academic staff on the employment-security track are normally limited to five years of full-time service. See the WSU/AAUP-AFT Agreement at Article XX.A.3 and XX.B.2.

Sincerely,

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**[name]** **[name]**

Chair, Dept. of **[department]** Dean, College of **[college]**

cc: [**Associate Provost]**, Associate Provost for Faculty Affairs, Provost’s Office

 Personnel Records