

## **Guidance Regarding Documentation for Ending Non-paid or Less-than-regular part-time paid Faculty Appointments**

For faculty members who are not employed full-time or regular part-time (50% FTE or greater) by the Medical College, the Medical College Academic Appointment Policies state the following for termination of renewable appointments as of their current end date:

“Even though advance notification is not required in the case of non-renewals of appointments which are less than regular (50%) part-time salaried or are held by individuals on the professional staffs of affiliated institutions, such individuals should be given sufficient notification of termination of appointment. Unless a letter of resignation has been received, the faculty member should receive written confirmation of his/her termination.” (Academic Staff Handbook, Leaves and Termination of Appointment, page 24).

Because there are often many of these types of appointments that end with the academic year (June 30), in recent years the Office of Faculty Affairs has implemented a way for Departments to recommend ending appointments via the annually submitted Academic Staff List (ASL). This means that a Recommendation for Termination of Appointment form (RTAF) is not needed when the ASL is used; however, a RTAF always may be used to record the end of any appointment, but both mechanisms are not needed for the same appointment.

Regardless of the mechanism your department uses to record the end of one of these types of appointments, a copy of the Department’s communication to the faculty member is needed for the OFA to record the appointment ending, issue a confirmation of the Department’s recommendation to the faculty member, and close the file.

We are reaching out with this guidance statement now because all too often we receive recommendations to end these types of appointments but do not receive a copy of the Department’s correspondence. This results in delays, sometimes for many months, in closing the file and issuing a confirmation to the faculty member.

Our guidance therefore is as follows:

1. When your Department recommends termination of the type of renewable appointment defined above, via the ASL or with a RTAF, please be sure to include the supporting correspondence;
2. If the recommendation to end the appointment does not include supporting correspondence, the OFA will remind you that it is missing and hold off on issuing a confirmation to the faculty member of the Department’s recommendation until we receive the documentation;
3. If after a holding period of 4 weeks – and not longer - the OFA has not received documentation the OFA will send confirmation to the faculty member, with a copy to the Department;
4. Note: any responses the OFA receives from faculty members who were unaware of the Department’s recommendation or who otherwise disagree with it, will be directed to the Department for resolution.

Should you have any questions about this matter, please feel free to contact us directly at 646-962-8770 or [OFA-HELP@med.cornell.edu](mailto:OFA-HELP@med.cornell.edu). Thank you.