

EMPLOYMENT PERIODS

The following employment periods are established to govern employment with the University of Arkansas on all of its campuses and in all of its programs and activities.

1. Administrative Employees

The President of the University shall serve at the pleasure of the Board of Trustees, unless otherwise provided by contract. The vice presidents, members of the System staff, and the Chancellors or chief executive officers of each campus, division or unit shall serve at the pleasure of the President, unless otherwise provided by contract. Vice chancellors, associate vice chancellors, and assistant vice chancellors shall serve at the pleasure of their appropriate Chancellors, unless otherwise provided by contract. Persons in such positions are "at-will" employees and may have their employment terminated by the university for convenience at any time or may be dismissed immediately for cause. Although a dismissal for cause may be effective immediately, an administrator may seek review of a for-cause dismissal in accordance with the policies of the campus, division or unit. If no review policy applies, the administrator shall have the opportunity to seek review of the matter to the chief executive of the campus, division, or unit, or a designee selected by the chief executive, who shall make a final decision on the for-cause termination.

**Deleted:** , effective for, and hereby incorporated as a part of, all personnel actions for employment to perform personal services during the period beginning July 1, 1983, and/or thereafter:

**Deleted:** Termination of employment in such positions shall be effected by a notice, in writing, thirty days in advance thereof.

2. Faculty Employees

(A) Faculty members who have been awarded tenure, have a right to continuous employment except for a disciplinary suspension or dismissal for cause (according to the procedures in Section IV., C. of Board Policy No. 405.1) or for termination in the event of demonstrably bona fide financial exigency, reduction or elimination of programs, retirement, or resignation.

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Faculty members in tenure-track positions<sup>1</sup> who have not yet been awarded tenure, heretofore or hereafter, may be terminated effective at the end of a year by a written notice, given in advance, according to the following schedule of time: (a) in the first year of his/her employment, not less than ninety (90) days before the employment ceases; (b) in the second year of his/her employment, not less than one hundred eighty (180) days before the employment ceases; and (c) not later than twelve months before the expiration of the employment after the employment has continued for two or more consecutive years. "Year" will be either fiscal year (July 1 through June 30 next) or academic year (fall and spring semester of the same fiscal year). For purposes of (c) above, the employment for the last

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<sup>1</sup> See definition in Board Policy 405.1.

year shall be for an academic or fiscal year according to the employment period previously served by the individual.

These termination notice periods are those specified under IV.B., "Non-Reappointment", in Board Policy No. 405.1. In addition to termination as outlined here, these employees may be dismissed for cause, or terminated in the event of demonstrably bona fide financial exigency, reduction or elimination of programs, retirement, or resignation, pursuant to Board Policy No. 405.1.

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(C) Clinical or other non-tenure track faculty who have received multi-year term appointment under merit-based campus procedures approved by the President, may be terminated upon the expiration of their appointment or under campus procedures for such purpose, or they may be dismissed for cause by written notice of the chief academic officer of the campus, division, or unit, following verbal or written notice and opportunity to respond. Although the dismissal for cause may be effective immediately, the faculty member may, within five (5) working days of dismissal, appeal such termination directly to the Chancellor or chief executive officer of the campus, division or unit, with such decision to be final, or appeal in accordance with the grievance policies of the campus, division or unit. Further, such faculty may be terminated in the event of demonstrably bona fide financial exigency, reduction or elimination of programs, retirement, or resignation. Terminations for bona fide financial exigency, reduction or elimination of programs, retirement, or resignation are not appealable or grievable events.

**Deleted:** - (C) - Faculty

(D) Other faculty members and other academic employees in positions for which tenure may not be awarded (part-time faculty in the ranks of assistant professor, associate professor, professor, University professor, and distinguished professor; clinical, research, adjunct, or visiting faculty; research associates or research assistants; instructors, assistant instructors, master lecturers and lecturers; and faculty in clinical attending positions at the University of Arkansas for Medical Sciences notwithstanding that such faculty may be designated as assistant professor, associate professor or professor) are considered "at will" employees and may be terminated for convenience at any time, or dismissed for cause by written notice by the chief academic officer of the campus, division or unit, following verbal or written notice and opportunity to respond. Although a dismissal for cause may be effective immediately, employees under this section may seek review of a for-cause dismissal in accordance with the review policies of the campus, division or unit. If no review policy applies, these employees shall have the opportunity to seek review of the matter to the chief executive of the campus, division, or unit, or a designee selected by the chief executive, who shall make a final decision on the for-cause termination. For appointments through June 30, 2018, termination for convenience is effected by giving written notice at least sixty (60) days in advance of the date the employment is to cease. Thereafter, termination for convenience is effected by giving written notice at least thirty (30) days in advance of the date the employment is to cease.

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**Deleted:** may be terminated at any time, or dismissed for cause under the procedures of Board Policy No. 405.1. Termination is effected through the giving of a notice, in writing, of that action at least sixty

3. Graduate Assistants. Graduate assistants; graduate associates; and teaching assistants (hereinafter collectively referred to as “graduate assistants”) are considered “at will” employees and may be terminated from their appointments at any time for convenience, or dismissed for cause.

Deleted: Staff Employees - ... [1]

(A) Termination for convenience shall be effected by giving written notice, at least thirty (30) days in advance.

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(B) With respect to dismissal for cause as defined in this policy, dismissal shall be effective immediately upon notification, and no advance notice shall be required, although the graduate assistant may seek post-termination review of the action pursuant to the campus grievance procedures for graduate students.

(C) With respect to other forms of unsatisfactory work performance, graduate assistants shall be given written notice of the possibility of termination, with a statement of actions pertaining to the duties of the assistantship to be taken within a specific time period to achieve satisfactory performance. These expectations must be appropriate to the nature of the appointment. If a graduate assistant so notified does not meet the requirements of satisfactory performance within the time frame specified, the student may be terminated from his or her appointment immediately.

(D) In the case of grant termination or loss of appropriated funds, termination may be immediate or with reduced notice.

For purposes of this policy, “graduate assistant” refers to all of those graduate students who are receiving a stipend and/or tuition benefits in exchange for duties associated with a University department or unit. These positions may be referred to as graduate associates, graduate assistants, senior graduate assistants, teaching assistants, fellows, or the like.

#### 4. Staff Employees-Appointed or Regular Positions

All classified and non-classified staff employees of the university, whether full-time or part-time, who are appointed or hold regular positions, are “at-will” employees and may have their employment terminated by the university for convenience at any time or may be dismissed immediately for cause. In the case of grant termination or loss of appropriated funds, termination may be immediate. Although a dismissal for cause may be effective immediately, a staff member may seek review of a for-cause dismissal in accordance with the review policies of the campus, division or unit. If no review policy applies, the staff member shall have the opportunity to seek review of the matter to the chief executive of the campus, division, or unit, or a designee selected by the chief executive, who shall make a final decision on the for-cause termination.

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#### 5. All Other Employees and Student Workers (excluding Graduate Assistants)

Deleted: 4. - Students and Hourly Employees - ... [2]

All other employees (for example, temporary and hourly employees who do not hold an appointed or regular position) and student workers (excluding Graduate Assistants) may be terminated at any time without advance written notice. While advance written notice is not required, termination should be communicated to the employees and documented.

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6. Procedure

Each campus, division or unit of the University may establish procedures, which are consistent with any applicable Board Policies, University of Arkansas Systemwide Policies and Procedures, and laws, for processing personnel actions and similar employment-related information for all employees, and for communicating this information to employees.

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- \_\_\_\_\_ 2017 (Revised)
- September 18, 1998 (Revised)
- April 18, 1998 (Revised)
- September 16, 1994 (Revised)
- March 27, 1989 (Corrected)
- January 23, 1987 (Revised)
- July 19, 1983 (Corrected)
- April 15, 1983 (Revised)
- January 7, 1983

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Staff Employees

All staff employees of the University, whether full-time, part-time, extra help, or otherwise,

4. Students and Hourly Employees

Students