

# COLLEGE LETTERHEAD

SAMPLE

## MEMORANDUM

**DATE:** At least one month prior to the end of Spring Quarter

**TO:** Faculty member's name  
Faculty member's department

**CERTIFIED MAIL**

**FROM:** College President

**SUBJECT:** Notice of Non-renewal

In accordance with Article 18, Appointments & Assigned Fields, Section 1. Appointments, Subd. 1. Probationary of the current EMPLOYMENT CONTRACT between the State of Minnesota, Minnesota State Colleges and Universities Board of Trustees and the Minnesota Community College Faculty Association, this memo is to certify the non-renewal of your probationary faculty appointment effective the end of the \_\_\_\_\_ academic year.

*(It is not necessary nor required that you document a reason for the non-renewal in the "Notice Memo")*

This action of non-renewal is without recourse to the grievance procedures as outlined in Article 24.

You are eligible for the continuation of your basic insurance benefits under federal law (COBRA). Your human resources director will be providing the appropriate continuation of coverage materials to you as soon as possible. The director will also discuss with you your potential eligibility for other benefits, such as, unemployment compensation, severance pay, etc.

If you have any questions regarding this action, you may contact me or your division head.

cc: Division Head  
Human Resources Director  
Local Union Representative  
MCCFA  
MnSCU - Personnel  
MnSCU - Labor Relations  
Personnel File