

SUNY UUP Appointment Definitions

The [Board of Trustees](#) is the governing body of the State University of New York.

Temporary: A temporary appointment is an appointment that can be terminated at any time. Generally, these appointments are one year or less and at the end of that period the employee is automatically terminated.

Term: A term appointment is an appointment for a specific period of time (generally one year) which automatically expires at the end of that period unless terminated earlier because of resignation, retirement, or non-renewal.

Permanent: A permanent appointment is an appointment of a professional employee in a professional title which is eligible for a permanent appointment. An employee must serve 7 consecutive years at a full-time status and be in their current title for the last 2 years to be eligible. A permanent appointment is not automatic and must be recommended.

Appendix A: An Appendix A appointment is based upon the title the employee holds; it must be an Appendix A title. This appointment is term for three 1-year appointments, after the three years the employee is granted 5 year appointments thereafter. These employees are never eligible for permanent appointment.

Appointment Dates: The dates that should be indicated on the unclassified appointment form are the employees start date in their current title to one year unless approved otherwise or Appendix A.

For example:

- John Doe started 4/15/13 as a Staff Assistant. His unclassified appointment form, performance program and evaluation should all have the same dates of 4/15/13-4/14/14 for each year going forward.
- John receives a promotion on 9/10/16 to Senior Staff Assistant. Going forward for each renewal his dates for the unclassified appointment form, performance program and evaluation will be 9/10/16-9/9/17 for each year going forward.

Notice Dates: In the event a term appointment (including Appendix A) is not to be renewed upon expiration the employee must be notified in writing not less than:

- 45 calendar days prior to the end of a part-time service term appointment
- 3 months prior to the end of a term expiring at the end of an employee's first year of uninterrupted service within the University
- 6 months prior to the end of a term expiring after the completion of one, but not more than two years of an employees uninterrupted service within the University
- 12 months prior to the expiration of a term after two or more years of uninterrupted service with the University.