

Limited Term Overview and Process for Staff

1. Definition:

A limited term appointment requires work for a specified time period, with a specific end date. Limited term appointments typically do not exceed one or two years in duration. An allowed exception is for [Postdoctoral Researcher](#) appointments, which are not to exceed five years, with a possible option of a one-year extension with approval. A limited term designation is made to “Regular” positions and is not applicable for “[Temporary](#)” positions. “Acting” and “Interim” appointments are also viewed as limited term since there should be a projected end date for such assignments. For more information, visit www.hreo.ku.edu/files/documents/Guidelines_Appts_w_Special_Conditions_of_Employment.pdf.

Please note that a “Limited Term” designation to a position is not the same as “Contingent Upon Funding.” A “Contingent Upon Funding” designation should be used for all positions that are not supported by University General Funds. In some cases it may also be used on positions supported on non base University General Funds. In the event funding is unavailable to support a position, limited term or otherwise, appropriate procedures must be followed to reassign, transfer or terminate the position.

Generally a position is not designated as both “Contingent Upon Funding” and “Limited Term.” For example, some appointments may require a specified end date that do not necessarily relate to funding (e.g. interim appointment, special project, etc.). Postdoctoral Research positions, however, will always list a limited term end date regardless of the funding source.

2. Recruitment Process:

- a) At the time a requisition/recruitment plan is being created, a limited term status and end date should be denoted in the appropriate fields. This allows potential applicants to recognize the length of commitment the unit has for the position.
- b) If there is a change to the limited term end date at the time the offer has been made/accepted a note should be made on the Hiring Proposal in PeopleAdmin.
- c) Offer letters will contain language stating that the position is in a limited term capacity and has a designated end date.
- d) Human Resources & Equal Opportunity (HR/EO) keys the limited term status and end date into the Human Resource/Payroll system (HR/Pay).
 - i) In the event a limited term position is transferred to an alternate department and the same position number is not used, then [HR/EO](#) must be contacted in order to tie the employment criteria to the new position number in the HR/Pay system.
 - ii) The limited term status is displayed on the employee’s appointment page in the Kyou portal.

3. Notice of Limited Term End Date Expiration

- a) HR/EO runs monthly reports to identify positions which have upcoming expirations of limited term end dates.
- b) An HR/EO representative will contact the assigned department to alert them of the future end date and determine how the unit would like to proceed with the appointment.

4. Extending a Limited Term End Date

- a) In the event an employee’s limited term end date needs to be extended, the department needs to provide written justification regarding the reason and requested length of time for the extension. This request should be approved by the appropriate budgetary authority and sent to HR/EO for final review.

- b) If approved, HR/EO will reissue a new offer letter to officially extend the end date of the limited term appointment.
 - i) Once the Offer Letter is signed and returned to HR/EO the HR/Pay system is updated to reflect the new limited term end date.
 - ii) The Offer letter is then submitted by HR/EO to Payroll for retention in the employee's folder.

5. Ending a Limited Term Appointment

- a) In the event the limited term date will not be extended, the department should work with HR/EO to generate an official letter of notice to the employee. It is suggested that a minimum of 10 working days be given as notice to the employee.
 - i) The letter of notice may be signed by a designated signature authority on behalf of the academic unit, research center, etc. (i.e., Dean, Assistant/Associate Dean, Department Chair, Director, Associate Vice Provost, etc.)
 - ii) The original letter should be marked as confidential and delivered to the employee.
 - iii) Copies of the letter should be distributed to the administrative hierarchy, Payroll Services, and to the Director of HR/EO.
 - (1) Payroll Services will key the termination into the HR/Pay system from the letter issued, this letter is used as the payroll form
 - (2) HR/EO will alert Benefits to the upcoming termination.
 - (3) The final letter will be retained in the employee's folder for documentation purposes.
- b) For additional information go to [Employees Who End Their Working Relationship with KU & Checklist](#).