

Subject: FW: Follow-Up and Important Information Regarding Your Non-Reappointment
Date: Tuesday, August 12, 2025 at 12:34:06 PM Eastern Daylight Time
From: Angela Peoples
To: Todd Chavez, Britney Edwards, Tomaro Taylor, Carol Ann Borchert
Attachments: image001.png, image002.png, Andrew_Huse Signed_Non-Reappointment_Notice_8.2025.docx.pdf, Andrew Huse 2025-2026 Assignment.docx

Good afternoon,

This is just an FYI of the email I sent to Mr. Huse as a follow-up to our meeting from this morning.

Please let me know if you have any questions.

Kind regards,

Angela Lucas-Peoples, PHR

Executive HR Business Partner

HR Academic Embedded Services

Central Human Resources

University of South Florida

Phone: (813) 974-4525 | Fax: (813) 974-5911 | alm@usf.edu

GO BULLS!

"Never mistake knowledge for wisdom. One helps you make a living; the other helps you make a life" - Sandra Carey



From: Angela Peoples

Sent: Tuesday, August 12, 2025 12:29 PM

To: Andy Huse <ahuse@usf.edu>

Subject: Follow-Up and Important Information Regarding Your Non-Reappointment

Good afternoon Mr. Huse,

I am writing to follow up on our meeting earlier today concerning your non-reappointment. As discussed, I am providing you with a copy of the non-reappointment notice along with your off-campus work assignment for the remainder of your employment, which will officially conclude on August 13,

2026.

Please note the following points we reviewed:

- If you have any questions regarding your off-campus project, you may contact Tomaro Taylor via email at tomaro@usf.edu
- You no longer have access to the employee-only areas within the Library; these sections are now restricted. However, the university remains a public entity, and access to the campus is permitted. To retrieve any remaining personal items from your office, please contact David Rosa at darosa@usf.edu to arrange a time for removal by Friday, August 14.
- It is expected that you will continue to serve the University and the Library professionally throughout the remainder of your employment. Please refrain from any conduct disruptive to the workplace. Additionally, as outlined in Article 5.3 of the CBA, you are reminded that you are not authorized to speak on behalf of the University or the Library in matters of public interest.
- In accordance with university procedures, requests for annual leave and any required sick leave should be submitted through the Oracle Absences system.

Finally, I would like to provide you with contact information for various departments should you need further assistance:

Employee Relations – employee-relations@usf.edu

Benefits – benefits@usf.edu

Talent Acquisition – hr-activerecruiting@usf.edu

EAP - <https://magellanascent.com/>

Please feel free to reach out if you have any further questions.

Angela Lucas-Peoples, PHR

Executive HR Business Partner

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August 12, 2025

VIA Certified Mail, Returned Receipt Requested and E-Mail

Andrew Huse
1919 East Clifton Street
Tampa, FL 33610

Dear Mr. Huse,

I am providing you with this notice that the University is exercising its option under Article 12 of the Collective Bargaining Agreement (“CBA”) between the University and United Faculty of Florida to provide you with notice of non-reappointment from the position of Librarian. Under the terms of CBA Article 12, sec. 12.2.A(2), you are entitled to a one-year notice prior to the effective date of your non-reappointment. As such, your employment contract with the University will end August 13, 2026. No further notice of the end of your appointment will be given.

This action is taken based on management’s judgment that it is no longer in the University’s best interest to continue your appointment. Thus, this notice of non-reappointment does not constitute a dismissal for cause or disciplinary action, but rather the exercise of the University’s prerogative to discontinue your appointment with proper notice given.

During the remaining period of your appointment, your salary and benefits will remain unchanged; however, you may be subject to the reassignment of duties, in which case your Director will specify the change in assignment in writing. Regardless of assignment, it is expected that you will continue to serve the University and the Library in a professional manner for the remainder of your employment and that you will not engage in any behavior that is disruptive of the workplace. You are further reminded of your obligations under Article 5.3 of the CBA to make clear that you are not speaking as a representative of the University or the Library in matters of public interest. We trust that you will uphold the standards of professionalism and integrity expected of all our staff during this period.

You will also continue to be bound by all University Regulations and Policies, including, but not limited to, the University’s Policy on Invention and Works. This policy is available online at the following address:

<https://www.usf.edu/research-innovation/pl/documents/policy-0-300.pdf>

Our records indicate that you have possession of the following equipment and keys that are the property of the University and not for your personal use. These items include:

USF LIBRARIES | OFFICE OF THE DEAN

University of South Florida 4202 E. Fowler Ave, LIB122 | Tampa, FL | 33620



- Building swipe access USF ID Card
- Office key

Any property that has not been associated with your reassigned job as Librarian must be returned to Mr. David Rosa, Operations Manager, Building and Security at LIB 122 by August 14, 2025. To retrieve your personal items from your office, please contact Mr. Rosa at darosa@usf.edu to arrange a date and a time. The value of any university property not returned by that date will be deducted from your final pay, as well as from any applicable leave payouts.

This notice may be grieved exclusively under Article 12.3 of the CBA. A copy of the CBA is available online at the following address:

<https://www.usf.edu/hr/documents/employment-resources/employee-labor-relations/uff-collective-bargaining-agreement.pdf>

Please direct any questions you may have regarding this matter to your Director.

Thank you for your service to the University of South Florida. I wish you well in your future endeavors.

Cordially,

DocuSigned by:

Todd Chavez

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Todd Chavez

Dean, USF Libraries

CC: Tomaro Taylor
Director, USF Libraries Special Collections

Todd Chavez
Dean, USF Libraries

Steven Tauber, Ph.D.
Vice Provost for Faculty Administration

Personnel File

USF LIBRARIES | OFFICE OF THE DEAN

University of South Florida 4202 E. Fowler Ave, LIB122 | Tampa, FL | 33620

2025-2026 Assignment

The following outlines duties and expectations for the assignment ending August 13, 2026. Status updates and/or reports must be submitted to the employee's supervisor on the last Monday of each month.

It is understood that certain activities may occur at different times throughout the year given the employee's current and anticipated publishing contracts. Schedule adjustments should be noted in the employee's monthly report(s) and update(s).

August 2025	Submit a formal report on all outstanding activities, with an emphasis on items requiring immediate attention. Such reporting should include (at minimum): West Tampa Oral History Project, Tampa Bay History Journal, La Gaceta (donation), Podcast with Louise Krikorian.
September 2025	Provide a status report on the Tampa Theatre book, including the anticipated timeline for editorial and reading reviews. Investigate opportunities for Jose Gaspar publication.
October 2025	Begin researching and developing a detailed outreach and engagement plan to implement community archiving at the USF Libraries. The plan should include arguments for or against working with commercial entities and/or large social or philanthropic groups.
November 2025	Submit community archiving annotated bibliography.
December 2025	Submit community archiving literature review.
January 2026	Develop prospective community archiving partner list.
February 2026	Develop community archiving outreach and marketing plan.
March 2026	Initiate community archiving report/business and implementation plan (minimum 30 pages).
April 2026	Continue community archiving report/business and implementation plan.
May 2026	Submit final community archiving report/business and implementation plan.
June 2026	Revise and resubmit report/plan, as appropriate.
July 2026	Provide status update(s) on Tampa Theatre book and other formal publications, such as the Jose Gaspar publication, as appropriate.