April 18, 2017

MEMORANDUM

TO:                  Senior Executive Administrators, Deans, Directors, Department/School Chairs/Heads and Business Center Managers

FROM:             Susan Capalbo, Senior Vice Provost for Academic Affairs
                    Donna Chastain, Director and Interim Chief Human Resources Director

SUBJECT:         Fixed-Term Faculty Appointment Renewal Process, Model Letters and Timeline for Completion and Distribution

This memorandum provides information regarding the annual renewal/non-renewal fixed-term appointment process. Once again the process is being conducted utilizing online spreadsheet tasks. Contract dates in the appointment letters must coincide with the information submitted on the spreadsheets. Salary increases are not permitted through the issuance of a renewal letter.

RENEWAL NOTICE TIMELINE

April 20  Renewal spreadsheets and instructions will be made available to human resources teams in the business centers for distribution to department/unit key representatives.

May 4  Completed spreadsheets due back to your human resources teams from department/unit key representatives.

May 25  Departments/units begin distribution of notice of appointment renewal letters to employees.

RENEWAL NOTICE PROCESS

The Periodic Review of Faculty, PROF review, is an important part of personnel management and should be completed and on file prior to the renewal process occurring. Reviews of unclassified employees are to be maintained in each department/unit. Refer to the Performance Evaluation section located at http://hr.oregonstate.edu/manual/periodic-review-faculty for information on PROF reviews. Supervisors of professional faculty employees may use the EvalS tool to initiate performance reviews. For more information please visit http://hr.oregonstate.edu/evals.
Service Provided by your HR Team in the Business Center:
Your HR Team can generate the appropriate University Model Letter for your signature and distribution to your employees. Please contact your HR Manager to discuss how you would like to proceed with the generation and distribution of the Renewal/Non-renewal Notices.

All fixed-term employees must receive only one of the following letters:
- Notice of appointment letter renewing his/her appointment (9- and 12-month employees); OR
- Notice of reasonable assurance letter (9-month employees only); OR
- Notice of non-renewal letter (9- and 12-month employees).

University Model Letters:
- Use the appropriate University Model Letter for the notice of appointment for 9- or 12-month fixed-term faculty members.
- Appointment letter dates are either July 1, 2017 (12-month), or September 16, 2017 (9-month)
- Contact your HR Manager to discuss how you would like to proceed with the generation and distribution of the notices.

Appointments Requiring NCAA Regulation Notification:
- Use the NCAA Model Letter when issuing a contract renewal to an employee whose appointment requires NCAA regulation notification.
- Contact the Senior Associate Athletic Director for Compliance in Intercollegiate Athletics if you are uncertain as to who should be receiving this notice of appointment in your unit.

Notice of Reasonable Assurance:
- Send a “reasonable assurance of continued employment” letter to those 9-month faculty members you would like to rehire but for whom you are unable or unwilling to make a firm commitment by May 25, 2017.
- Your HR Team can generate the letter for your signature and distribution or provide you with the template should you wish to do this task.
- Contact your HR Manager to discuss how you would like to proceed.

CONTACT INFORMATION
For renewal process questions or assistance:
- Your HR Team in the Business Center; or
- Edith Birky in the Office of Human Resources at 541-737-0736 or edith.birky@oregonstate.edu

For NCAA regulation matters:
• Kyle Pifer, Senior Associate Athletic Director for Compliance at 541-737-0902 or kyle.pifer@oregonstate.edu

NON-RENEWAL NOTICE TIMELINE
• As soon as possible, if you anticipate issuing a non-renewal letter, email Employee and Labor Relations at ELR.Requests@oregonstate.edu and copy your HR Manager in the Business Center. If you have not received final determination by the May 4 renewal spreadsheet deadline, mark “Uncertain” on the spreadsheet.

NON-RENEWAL NOTICE PROCESS
• Requires an initial consultation with the Senior Employee and Labor Relations Officer or the Employee and Labor Relations Manager.
• Review and provide all documents listed in the Requests for the Non-renewal of Appointments document (http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/documents/requests-non-renewal-of-appointments.pdf)
• Non-renewals require approval from the Senior Vice Provost for Academic Affairs.

Non-renewal notification letters are required for any fixed-term employee who will not be renewed, regardless of funding source, unless employees are in the following categories:
• Instructors appointed from emergency pools;
• Athletic coaches on contracts;
• Fixed-term employees paid on gift, grant, or contract funds;
• Fixed-term employees employed at less than 0.50 FTE.

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<tr>
<th>Minimum Required Non-Renewal Notification Requirements</th>
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<tr>
<td>Years of Continuous Service</td>
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<tr>
<td>Less than two years</td>
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<tr>
<td>Greater than two years, but less than six years</td>
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<td>Six years or more</td>
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Scheduling and Use of Vacation Leaves
• Twelve-month employees not being renewed should be provided sufficient notice to allow them to use their available vacation balance.
• An employee must be paid out for any remaining vacation leave at the time of termination, up to the maximum of 180 hours at his or her current rate of pay.
• Please refer to OSU policies and standards 580-021-0030 Scheduling and Use of Vacation Leaves for additional information.

For non-renewal appointment matters, please contact Employee and Labor Relations directly at:
• ELR.Requests@oregonstate.edu
• Erin Frost, Senior Employee and Labor Relations Officer at 541-737-4103; or
• Viki Dimick Jackson, Employee and Labor Relations Manager at 541-737-0547