This message supersedes the memo distributed on March 1, 2018.

March 14, 2018

MEMORANDUM

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

FROM: Susan Capalbo, Senior Vice Provost
Donna Chastain, Director & Interim Chief Human Resources Officer

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

This memorandum provides information regarding the annual renewal/non-renewal fixed-term appointment 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.

RENEWAL NOTICE PROCESS AND TIMELINE

The appointment renewal process is being conducted utilizing an online spreadsheet task.

April 19 Renewal spreadsheets and instructions will be made available to human resources teams in the business centers for distribution to department/unit key representatives.

May 3 Completed spreadsheets due back to your human resources teams from department/unit key representatives.

May 25 Departments/units may begin distribution of notice of appointment renewal letters to employees. Distribution continues through June 30, 2018.

Note: Salary increases are not permitted through the issuance of a renewal letter.

All fixed-term employees must receive only one of the following letters prior to the expiration of their current contract:

- 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).
Your HR Team in the Business Center can generate the appropriate University Model Letter on approved generic University Office of Human Resources letterhead for distribution to your employees. Contact your HR Team to discuss how you would like to proceed with generation and distribution of the Renewal/Non-Renewal Notices.

Units preferring to prepare their own 9- or 12-month fixed-term faculty notice of appointment letters using college or inter-departmental letterhead need to use the appropriate University Model Letter (without changes) and follow the instructions located at http://hr.oregonstate.edu/policies-procedures/administrators/contract-renewal-and-non-renewal-model-letters/offer-letter-mod-1

**Renewal process questions or assistance:**
- For general questions/assistance please contact your HR Team in the Business Center; or
- For Academic Faculty questions/assistance please contact Edith Birky in the Office of Human Resources at 541-737-0736 or edith.birky@oregonstate.edu
- For Professional Faculty questions/assistance please contact ELR.Requests@oregonstate.edu or Employee.Relations@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 PROCESS AND TIMELINE

Notification letters are required for any fixed-term employee who will not be renewed, regardless of funding source.

Non-renewal of fixed-term employees at 0.50 FTE or higher and athletic coaches on contracts at any FTE

- Requires an initial consultation with the Senior Employee and Labor Relations Officer or the Employee and Labor Relations Manager prior to issuance of non-renewal letter.
- **As soon as possible**, if you anticipate issuing a non-renewal letter, email Employee and Labor Relations at ELR.Requests@oregonstate.edu and copy the HR Business Partnership Manager serving your Business Center.
- 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](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.** The Employee and Labor Relations Manager will notify the appropriate supervisor and HR Business Partnership Manager once the approval is obtained.
- If you have not received final approval by the May 3rd renewal spreadsheet deadline, mark “Uncertain” on the spreadsheet.

<table>
<thead>
<tr>
<th>Minimum Required Non-Renewal Notification Requirements</th>
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<tbody>
<tr>
<td>Years of Continuous Service</td>
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<td>----------------------------</td>
</tr>
<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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<tr>
<td>Six years or more</td>
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*Employees at 0.5 FTE or higher paid on gift, grant or contract funds, and whose most recent appointment letter contains the appropriate grant language are still required to receive non-renewal approval. However, they are not subject to the advance notification timeline requirements.

If the minimum notification requirement outlined above is not met, the college/division will be required to renew the employee’s contract for the length of time necessary to achieve the required notice period. For 9-month employees, this may require a full or partial Summer session appointment to meet the notification requirement.

Non-renewal of instructors appointed from emergency pools (any FTE) and fixed-term employees employed at less than 0.50 FTE do not require prior approval or the minimum notification timeline requirement.

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 their 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 contract matters, please contact Employee and Labor Relations directly at:
• ELR.Requests@oregonstate.edu or Employee.Relations@oregonstate.edu or
• Viki Dimick Jackson, Employee and Labor Relations Manager at 541-737-0547