Office of Human Resources – Requests for the Non-Renewal of Appointments

The Office of Human Resources, Employee and Labor Relations unit (ELR), generally processes fixed-term faculty non-renewal requests on behalf of the Senior Vice Provost of Academic Affairs. ELR advises requestors on the non-renewal process, gathers relating facts, and ensures essential elements needed for the evaluation are present. The request, as well as supporting documents and/or information, is then submitted by ELR to the Senior Vice Provost of Academic Affairs for final determination.

Requests for non-renewal generally occur relating to performance, re-organization, or lack of funding. Please include the following with each request:

* **Performance - the justification statement** requesting non-renewal, should include:

1. A justification for why the non-renewal is being requested;
2. A statement confirming whether a merit increase or other increase was provided in the previous year;
3. The most recent performance evaluation and any coaching documents;
4. A description of the performance problems that support the non-renewal request and key supporting documentation relating to performance;
5. A description of how the employee was notified of his or her performance problems (in addition to any coaching documents already provided); and
6. A description of whether the performance problems persisted after the notice was provided and any key supporting documentation related to the continued poor performance.

* **Re-Organization - the justification statement explaining the need for the re-organization and** requesting non-renewal, should indicate whether reassignment to another position has been considered. Also attach:

1. The current organizational chart with position profile titles, not working titles, and
2. the proposed organizational chart with position profile titles, not working titles.

* **Funding - the justification statement** requesting the end of appointment, should indicate:

1. If the employee is aware of the financial situation of the workgroup;
2. Efforts to pull together funding to retain the employee;
3. A copy of the most recent Notice of Appointment letter with “gift, grants, or contracts language;” and,
4. The index under which the employee is been paid and verification by business center accounting staff that funding has been exhausted.

Requests should be submitted to [ELR.Requests@oregonstate.edu](mailto:ELR.Requests@oregonstate.edu). As indicated above, upon receipt of the request, ELR generally gathers additional facts and verifies elements needed for the final review and determination by the Senior Vice Provost of Academic Affairs.

Please be aware that ELR or Academic Affairs may communicate directly with the requesting department when additional information is required.

When a decision is made, ELR will generally contact the requestor and the HR Manager at the business center supporting them.