

2022 Fixed-Term Academic Renewal Process

What are Fixed-Term Academic Renewals?

Fixed-term academic employees do not automatically continue into the next academic or fiscal year.

“Renewal” is the term used to describe the decisions and process of extending those appointments into successive year(s).

“Non-renewal” describes the decision and process of ending an appointment for fixed-term academic faculty employees.

Scope for Fixed-Term Academic Renewals

In: Fixed-term Academic Positions

- Clinical Professors (all ranks)
- Faculty Research Assistants* and Senior Faculty Research Assistants
- Instructors and Senior Instructors
- Lecturers
- Professors of Extension (all ranks)
- Professors of Practice (all ranks)
- Professors of Senior Research (all ranks)

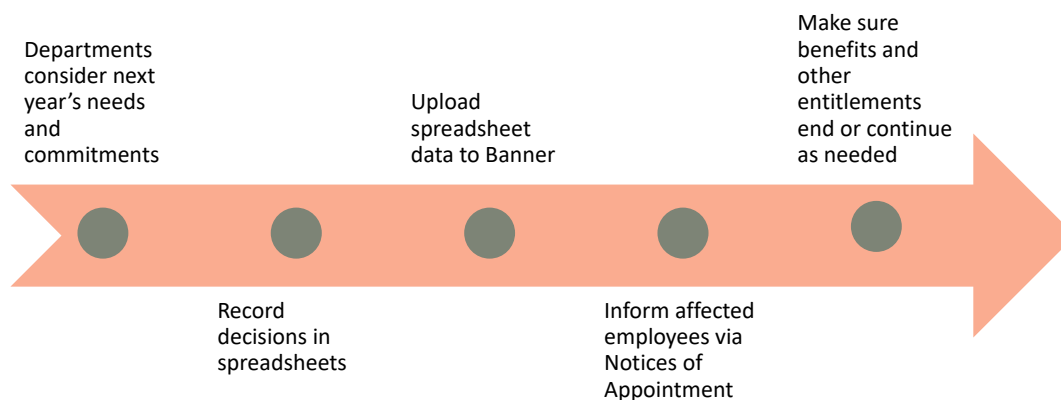
Out: All Other Position Types

- Academic wage appointments of all kinds*
- Postdoctoral Scholars**
- Classified Staff, including temporary hires
- Professional Faculty
- Tenure-Track Faculty
- Tenured Faculty

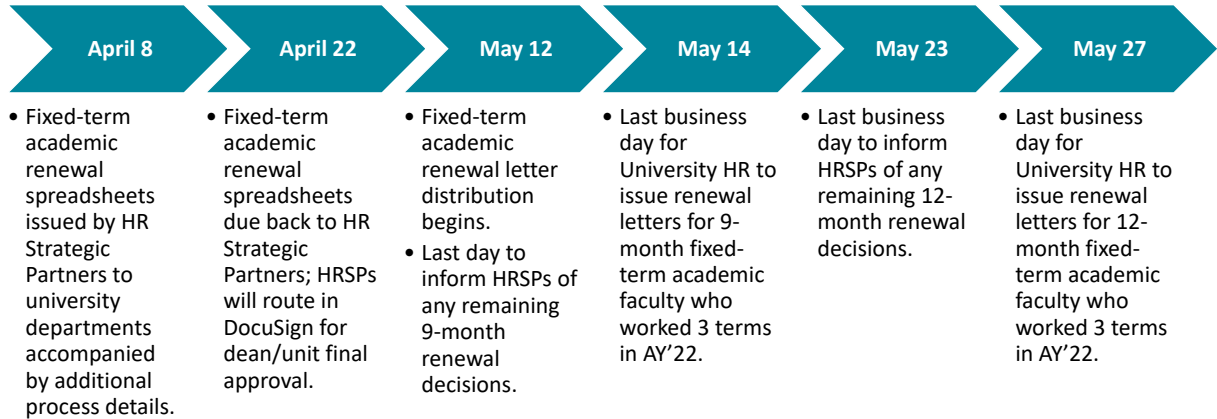
*A small group of short-term Faculty Research Assistants are on Academic Wage appointments and do not utilize the fixed-term renewal process.

**Postdoctoral Scholars are renewed individually based on their start dates. Contact Angela Williamson for more information about establishing or extending a Postdoctoral Scholar.

Basic Steps of the Renewal Process



2022 Fixed-Term Academic Renewal Timeline



Spreadsheet Process: Behind the Scenes

- Data quality audits; very large Banner data file refined into ~160 spreadsheets
- Departments record renewal decisions on spreadsheets; Spreadsheets recombined into one large file
 - Status:
 - Renewal; Revised Appt Date
 - Data used to update Banner records
 - Data combined with custom DocuSign process to generate Notices of Appointment
 - DocuSign process updates personnel files
 - Employees access Notices of Appointment via email messages
 - Status: Non-renewal
 - Data used to end Banner appointment
 - Status: Not in this department; Uncertain
 - Every case is followed up by University Human Resources
 - Banner updates: by hand
 - Notices of Appointment generated by HR Support Services (not automated) and issued via DocuSign
 - Any Non-Renewals handled by HRSP/E&LR with communication to HR Support Services after employee has been informed
 - And after all that...the Compensation & Data Analytics team, DFA UIT, the Benefits & HR Services team have more downstream work!

Spreadsheet Status Options

Renewal	Non-renewal	Revised Appointment Date	Uncertain	Not in this department
<ul style="list-style-type: none"> • Same FTE • Some colleges/units mark "Renewal" and provide a new FTE in the Notes field • Same duration (e.g., all 9 months) 	<ul style="list-style-type: none"> • Use if you have received a written resignation from the employee and the final day of employment is before or the same as the end of the appointment; or • Use if a non-renewal proposal has been approved, the employee has been informed in writing by the supervisor and UHR, and you are prepared for the appointment to be terminated in Banner. This is RARE. 	<ul style="list-style-type: none"> • Same FTE • New appointment will begin the day after the current appointment ends • Must specify when the new appointment will end • All promoted fixed-term academic faculty must receive 2-year appointments, except in very specific circumstances 	<ul style="list-style-type: none"> • Removes employee from automated processes • Use if situation is too complex for the spreadsheet • HRSP and/or ELR will work with unit on decisions and will inform HR Support Services if Banner processing or renewal letter is needed 	<ul style="list-style-type: none"> • Spreadsheet data based on snapshot from mid-March; changes since that time not reflected • Indicate in the Notes field which timesheet organization/unit the employee should be moved to • Removes employee from automated processes

Important Details

If the employee's FTE will fluctuate during the next year, record **only** the first term's FTE and appointment dates on the spreadsheet. Provide additional detail to your HRSP.

Plan for all employees in a promoted rank to receive two-year appointments. Funding source or availability does not change the multi-year appointment requirement.

Multi-year appointments do not "roll over" and auto-renew as they did in the past.

What Happens After “Uncertain”

- Person was marked “uncertain” on the spreadsheet
 - Person added to tracking tool
 - HRSP continues follow-up with the unit
 - Decision:
 - Renewal
 - HRSP informs HR Support Services
 - HRSS updates Banner and generates Notice of Appointment
 - Employee receives NOA via DocuSign email process
 - Non-renewal
 - ELR/HRSP assist supervisor with request
 - If approved, HRSP/E&LR write non-renewal letter
 - If approved, supervisor and HRSP or ELR meet with employee
 - HR notifies HR Support Services
 - HR Support Services processes



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NOTICE OF APPOINTMENT

Date: DATE
To: NAME
OSU ID Number: 123-45-6789
Subject: Renewal of your Fixed-Term Appointment and
Notice of Appointment for 2022-23
Position Number: C1XXXX

This memorandum serves as formal notice of renewal of your salaried appointment in COLLEGE. The dates of service for this position are September 16, 2022 to June 15, 2023 paid on a 9-month basis.

This appointment carries the rank of Instructor and is for 1.0 FTE at your current rate of pay. To view your current job and wage information, go to MyOregonState > Online Services Employee Dashboard > Job Summary > Job Information.

While it is the University's intention to meet all terms and conditions of this letter, please note that budgetary and/or operational conditions could result in future alterations to your rate of pay, FTE employment, or other terms and conditions of employment. The University will provide the details of any appointment adjustments with advance notice.

Academic faculty positions with the job title of Instructor are represented by United Academics of Oregon State University (UAOSU), AAUP/AFT, AFL-CIO, unless this position is noted as supervisor of record, in which case the position is not represented by UAOSU. For non-supervisors, please be advised that this position is subject to a collective bargaining agreement between the Oregon State University and UAOSU. For more information regarding the contract, please go to the Academic Faculty Resources page: (<https://facultyaffairs.oregonstate.edu/academic-faculty-resources>).

This appointment is subject to all OSU policies and standards, which are incorporated by this reference.

This offer of employment is contingent upon the (college/unit's) decision that there is sufficient enrollment of students to justify offering the course.

Thank you for your service to the institution.

Sample Notice of Appointment (NOA)

- All Notices of Appointment for unpromoted instructional employees will include enrollment contingency language. (See second to last paragraph in the sample.)
- NOAs are issued to employees via DocuSign process and are not provided to units.
- NOAs do not include language about grant or other “soft” funding.

Non-renewals

Please contact your HR Strategic Partner immediately if considering any non-renewal

Most fixed-term academic employees have rights to advance notice of up to four months

- Existing appointments will be extended if necessary to fulfil the advance notice period

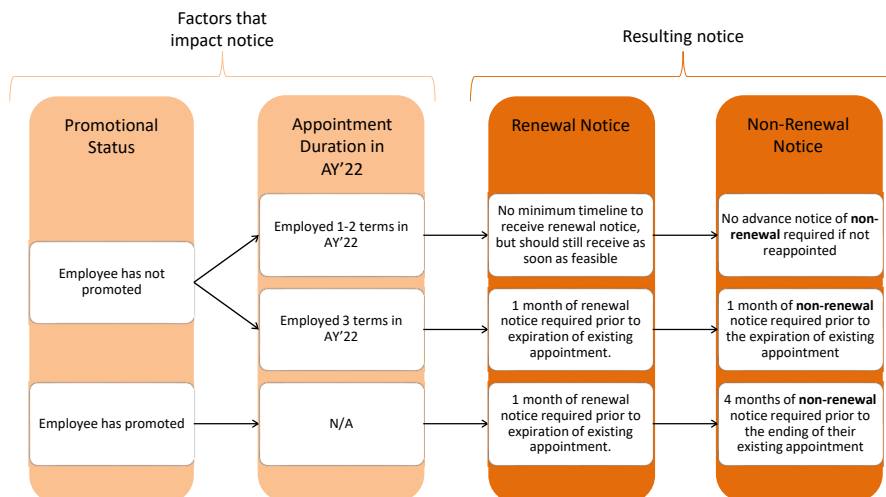
HRSP will guide you through building a business case for review by Faculty Affairs and unit leadership

- Include time for review in your planning

Remember that unused accrued vacation hours up to the maximum are paid out to the employee at time of separation from OSU

- Existing labor distributions are used

Fixed-Term Academics: Advance Notice At a Glance



Common Questions

We aren't sure about enrollment yet. What should we do?

- Tell us what you know so far. Use the Notes field as necessary. Remember that all Notice of Appointments for unpromoted Instructional employees will include enrollment contingency language this year.

We may have to non-renew someone. How do we mark that on the spreadsheet?

- Unless you are 100% positive the person has been notified in writing by their supervisor and UHR, mark the person "Uncertain."

We think someone should have received a Notice of Appointment but the person hasn't seen anything.

- Ask the person to check their spam folder. Some people don't realize the NOA comes in email. Notices outside the semi-automated process are generated on a first-come, first-served basis.

Can you unlock the spreadsheets so we can make changes?

- We must maintain consistency so the file upload is successful. Remember the spreadsheet is designed to record as many decisions as possible – not all of them. Talk with your HRSP about how to achieve your needs.

Can we update funding using the renewal spreadsheets?

- Please use the labor distribution process to update funding sources.

Can we get copies of the final approved spreadsheets?

- Yes! Let your HRSP know you'd like a copy.

For additional assistance please contact your HR Strategic Partner.

Reminder

Spreadsheets due April 22!

Thank you!