April 10, 2019

MEMORANDUM

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

FROM: Susan Capalbo, Senior Vice Provost
       Cathy Hasenpflug, Chief Human Resources Officer

SUBJECT: Fixed-Term Faculty Appointment Process, Notification letters,
         and Timeline for Completion and Distribution

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

RENEWAL NOTICE PROCESS AND TIMELINE

Notification letters are required for any fixed-term employee who will be renewed.

April 19   Renewal spreadsheets and instructions will be made available to your HR teams for
distribution to department/unit key representatives.

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

May 27     Departments/units may begin distribution of appointment renewal letters to
employees. Distribution continues through June 30, 2019.

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

All continuing fixed-term employees must receive one of the following letters prior to the
expiration of their current contract:
   • Notice of appointment letter renewing their appointment (9- and 12-month employees); OR
   • Notice of reasonable assurance letter (9-month employees only).
Your HR Team will generate the appropriate renewal letters on University Office of Human Resources letterhead for distribution to your employees. Contact your HR team if your unit prefers to prepare their own renewal letters using departmental letterhead.

Renewal process questions or assistance:
- For general questions/assistance please contact your HR Business Partnership Manager
- For Professional Faculty questions/assistance please contact the HR Employee Relations team at Employee.Relations@oregonstate.edu
- 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 NCAA notification questions:
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
- 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 Business Partnership Manager.
- Review and provide all documents listed in the Requests for the Non-renewal of Appointments document.
- Non-renewals require approval from the Senior Vice Provost for Faculty Affairs. 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.

The non-renewal notification process is time sensitive. If deadlines are not met, the unit or college will be required to renew the employee for the length of time necessary to achieve the required notice.

The minimum notification standards for fixed-term non-renewals for professional faculty and academic faculty are listed below. Only instructors appointed from emergency pools, fixed-term employees employed at less than 0.50 FTE, fixed-term employees employed at 0.50 FTE or more and designated by their appointment letter as paid on gifts grants, or contracts; and Athletics coaches on contracts are exempt from these notification requirements.
### Minimum Required Non-Renewal Notification Requirements

<table>
<thead>
<tr>
<th>Years of Continuous Service in a Fixed-Term position *</th>
<th>Notice Requirements</th>
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<tbody>
<tr>
<td>Less than 2 years</td>
<td>1 month prior to beginning of next contract period</td>
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<tr>
<td>Greater than 2 years, but less than 6 years</td>
<td>2 months prior to beginning of next contract period</td>
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<tr>
<td>6 years or more</td>
<td>4 months prior to beginning of next contract period</td>
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*Service in other employment categories does not count towards this calculation

### 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.

### Non-renewal process questions or assistance:

- For general questions/assistance please contact your HR Business Partnership Manager; and
- **Employee and Labor Relations team at ELR.Requests@oregonstate.edu**; or
- Viki Dimick Jackson, Employee and Labor Relations Manager at 541-737-0547