

Partial Tenure Relinquishment Program Application and Agreement Procedures

Faculty Member:

1. Review and become familiar with the program policies, available at website:
http://oregonstate.edu/admin/hr/tenure_relinquishment.html
2. Discuss options for reduction in your tenure with your unit or department chair/head, including a comparable reduction in your work duties to reflect a reduced FTE.
3. Discuss options for continued employment with your unit or department chair/head, including timing of resignation or retirement, length of possible academic wage appointment, duties to be performed and initial work schedule.
4. Obtain the Application and Agreement form, available at website:
http://oregonstate.edu/admin/hr/tenure_relinquishment.html
5. Submit the completed Application and Agreement to your unit or department chair/head.
6. You and your unit or department chair/head should discuss and be in agreement regarding your work duties and responsibilities. Your unit or department chair/head will provide you with a revised position description reflecting a reduction in your assignments. If you have questions or concerns, discuss them before you sign the position description. Note: the review and approval process for your application cannot be completed without a position description signed by both parties.

Unit or Department Chair/Head:

1. Review and become familiar with the program policies.
2. Discuss availability of a partial tenure relinquishment with the faculty member. If you have determined that this option can be made available to him or her, be prepared to provide information about an adjustment in the faculty member's work assignment to reflect the reduction in FTE, changes in leave accrual, the amount of the salary increase, the timing of the FTE reduction and any other pertinent information.
3. Review the Application and Agreement form submitted by the faculty member. Complete the Department/College Use Only section and sign the form if you are approving the request.
4. Complete a revised position description (PD) for the faculty member's new work assignments; review the PD with the faculty member, and obtain his or her signature on the position description. Sign it. Provide a copy to the faculty member.
5. Forward Application and Agreement Form and position description to your dean/vice provost/vice president for review and approval.

Dean/Vice Provost/Vice President

1. Review Application and Agreement form and approve, as appropriate.
2. Review revised position description for appropriateness based on FTE reduction.
3. Forward the form and position description to the Office of Human Resources (OHR).

Office of Human Resources and the Provost

1. OHR will verify eligibility and other pertinent information prior to forwarding the Application and Agreement form to the Provost for review and approval.
2. The Office of Human Resources will contact the unit or department chair/head regarding the outcome of the Provost's review. Additionally, OHR will provide instructions for completion of the necessary transactions in Banner and the online recruitment and position description system.