The Office of Human Resources, Employee and Labor Relations unit (ELR) processes fixed-term faculty non-renewal requests on behalf of the Senior Vice Provost of Faculty 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 Faculty Affairs for final determination.

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

- **Performance - the justification statement** should include:
  1- An explanation 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/Re-Deployment of Funds - the justification statement** should include:
  1- An explanation of the need for the re-organization and why the non-renewal is being requested;
  2- A statement indicating whether reassignment to another position has been considered;
  3- The current organizational chart with position profile titles, not working titles, and
  4- the proposed organizational chart with position profile titles, not working titles.

- **Funding - the justification statement** should indicate:
  1- A statement indicating whether the employee is aware of the financial situation of the workgroup;
  2- Explanation of efforts to pull together funding to retain the employee;
  3- A copy of the most recent Notice of Appointment letter (which should include the “gift, grants, or contracts” language if the employee is being paid on external grant funding);
  4- The index number under which the employee is being paid; and
  5- Verification by business center accounting staff that funding has been exhausted.

Requests should be submitted to 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 Faculty Affairs.

*Revised Feb. 2019*
Please be aware that ELR or Faculty 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 Business Partner.

Please visit ELR’s answers to Frequently Asked Questions (FAQs) on the ELR webpage.