What is a “shortened” fixed-term appointment?
A regular status fixed-term appointment is typically nine or 12 months in duration. A shortened fixed-term appointment is a new appointment or a renewal of a regular status appointment for a period less than the typical nine or 12 months.

Communication of a shortened appointment should be planned in consultation with your HRBP.

How is a shortened fixed-term appointment different than a non-renewal of a fixed-term appointment?
- A non-renewal is a decision, communicated by formal written notice, informing the employee that an existing appointment will not be renewed at the conclusion of the contract.
- A shortened appointment is a renewal of an existing appointment for less than the time period of the existing appointment. For example, an employee on an existing 12-month appointment is renewed for six months.

How are shortened renewal appointments approved?
Shortened appointment renewals are a form of regular appointment renewal. As such, they do not require specific approval. However, a future decision to non-renew a shortened appointment will require review and approval consistent with any fixed-term appointment non-renewal. Most fixed-term appointments require a non-renewal request process and approval from the senior vice provost for faculty affairs.

How are shortened fixed-term appointments issued?
A shortened appointment is issued through the same notice format as a regular fixed-term appointment. The communication will state “NOTICE OF APPOINTMENT” on the top left side of the notice. The notice will indicate a specific date range for the appointment.

Questions or need assistance?
Please consult with your HRBP on appointments, reappointments and non-renewals to ensure compliance when process is required.

For non-renewal of appointment matters, please contact:
- Bill Sexton, Senior Employee and Labor Relations Officer, 541-737-4103
- Viki Dimick Jackson, Employee and Labor Relations Manager, 541-737-0547