



Office of Human Resources
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April 14, 2008

MEMORANDUM

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

FROM: Jacquelyn T. Rudolph
 Director, Office of Human Resources

SUBJECT: Fixed-Term Faculty Appointment Renewal and Non-Renewal
 Model Letters and Timeline for Completion and Distribution

CONTACT: Nancy Bremner, Academic Human Resources Officer
 extension 7-0736 or nancy.bremner@oregonstate.edu

The renewal/non-renewal fixed-term appointment process will once again be conducted utilizing online spreadsheet tasks. The online spreadsheets will be available to designated college/division staff on April 22, 2008, with a return deadline of May 16, 2008 (May 9 for non-resident aliens). Spreadsheet instructions will be made available to your designated staff member on April 22.

As in the past, the issuance of notice of appointment renewal or non-renewal letters will occur after the completion of the spreadsheet process. It is important that contract dates in the appointment letters coincide with the information submitted on the spreadsheets. The model letters have been updated and are available at:
<http://oregonstate.edu/admin/hr/model.html>

Timeline and Notice Requirements

We ask that you follow the timeline below when completing this important process:

Week of May 5	<i>Deans, Directors, and Department Heads are asked to notify the Associate Director for Employee Relations or the Director, Office of Human Resources, of their intent to not renew an employee's appointment as soon as possible and prior to the week of May 5, 2008.</i> Notification prior to the week of May 5 provides an opportunity for consultation to occur and a reasonable amount of time for notice to be provided to the employee. Please refer to the information beginning on page three of this memorandum regarding the non-renewal notification timeline requirements for professional faculty, instructors and senior instructors that vary based on the employee's years of service.
Week of June 2	Departments/units are asked to distribute notice of appointment renewal letters to employees during the week of June 2, 2008 , and forward copies of the employee signed letters to the Office of Human Resources.

Every fixed-term employee must receive one of the following letters, signed by the appropriate dean, vice president, or vice provost:

- Notice of appointment letter renewing his/her appointment (9- and 12-month employees); or
- Notice of reasonable assurance letter (9-month employees only); or
- Notice of non-renewal letter (9- and 12-month employees).

Notice of Appointment

- If you are prepared to make a binding commitment to a 9- or 12-month fixed-term faculty member for an appointment beginning either July 1, 2008, or September 16, 2008, please use the model letters provided on the Office of Human Resources website as noted above. ***Please use the current model letters and do not use model letters from previous years.***
- A notice of appointment is a contractual obligation that binds your college/division to employ the faculty member for the dates outlined in the notice, regardless of subsequent department/unit budget constraints, changes in workload, or organizational restructuring.
- If you issue a notice of appointment for less than a full year, you *must* issue either another notice of appointment letter to the faculty member or a non-renewal letter, as is appropriate, prior to the end of the employee's initial contract end date.
- The Periodic Review of Faculty, PROF review, is an important part of personnel management. Reviews of unclassified employees are to be maintained in each department/unit. Please refer to the Performance Evaluation section located at <http://oregonstate.edu/admin/hr/policies.html>, for information on PROF reviews.

Notice of Reasonable Assurance

- It is appropriate to send a "reasonable assurance of continued employment" letter to those 9-month faculty members you would like to rehire but for whom you are unable or unwilling to ***make a firm commitment by June 2, 2008.*** Oregon Revised Statute 351.267 was designed to insure that 9-month fixed-term faculty who are likely to be rehired for Fall Term would not qualify for unemployment insurance during the summer. The model letter is available on the Office of Human Resources website noted above.

Multi-year and Extended Appointments

- Multi-year and extended appointment information will be distributed under separate cover by OHR. Do not take any action in issuing letters for these appointments unless you have received information from OHR.

Notice of Non-Renewal of a Fixed-Term Appointment

- If there is a fixed-term faculty member, either 9- or 12- month, who you do not plan to reappoint for the 2008-09 academic or fiscal year, please notify the Associate Director of Employee Relations or the Director, Office of Human Resources, as soon as you have made that determination but no later than the week of May 5, 2008. A non-renewal requires consultation with the Associate Director or the Director and their approval. Notification no later than the week of May 5 provides an opportunity for consultation to occur and a reasonable amount of time for notice to be provided to the employee. If you are unable to meet this timeline, contact either

the Associate Director or the Director to discuss options. Their contact information is included at the end of this memo.

- Employee notification requirements for professional faculty, instructors and senior instructors at 0.50 FTE or greater (not paid on gift, grant, or contract funds and excluding instructors appointed from an emergency pool recruitment) when such action is for reasons other than cause (OAR 580-021-0320) or financial exigency (OAR 580-021-0315) are outlined below.

Minimum Required Non-Renewal Notification Requirements

Years of Continuous Service	Professional Faculty, Instructors or Senior Instructors
Less than two years	One Month prior to the beginning of the next contract period
Greater than two years but less than six years	Two Months prior to the beginning of the next contract period
Six years or more	Four Months prior to the beginning of the next contract period

- If the minimum notification requirement outlined above is not met, the college/division will be required to renew the employee's contract for the length of time necessary to achieve the required notice period. **Before providing a notice of non-renewal to an employee who falls within this category, contact the Director of Human Resources for review and approval.**

Scheduling and Use of Vacation Leaves

- **As a reminder, those twelve-month employees who are not being renewed should be provided sufficient notice to allow them to use their available vacation balance.** The employee must be paid out for any remaining vacation leave at the time of termination whether or not payment is requested. Please refer to the OAR below for additional information.

OAR 580-021-0030 Scheduling and Use of Vacation Leaves. Vacation leaves are scheduled with approval of the employee's supervisor and should be planned cooperatively with the employee. Vacation leave should be scheduled in such a manner as to minimize disruption to the organization. Supervisors must be reasonable in allowing the use of vacation leave and may not unreasonably deny vacation requests where the result would be the forfeiture of accrued vacation.

If you have questions about this process, please contact Nancy Bremner at 7-0736 or nancy.bremner@oregonstate.edu.

For contract non-renewal, please contact:

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Jacque Rudolph	Director, Office of Human Resources jacque.rudolph@oregonstate.edu	7-0546