

Career faculty will be eligible for promotion after accumulating six years of employment as a faculty member at or above .5 average FTE per year. Career instructors may accrue FTE during fall, winter, and spring terms; however, not during summer term. The six years of employment do not have to be consecutive.

Career faculty who will have completed five years of employment as a faculty member at or above .5 average FTE per year, and who have an expected appointment of .5 average FTE or greater for the sixth year, should initiate the promotion process by June 15 of the fifth year if a promotion review in the sixth year is desired.

Career faculty who have already completed more than five years of employment as a faculty member at or above .5 average FTE per year may initiate the promotion process by June 15 of any year.

**Directions:**

1. The candidate works with the appropriate staff member or manager to complete this form.
2. The candidate works with the appropriate staff member or manager to complete the table below to show appointed FTE for each term. Nothing over 1.0 FTE per term will count towards the average FTE (for example, for an FTE of 1.1, enter only 1.0). The FTE average for each year must be at least .5 in order for it to count towards eligibility. Summer is not included in this calculation.
3. The appropriate staff member or manager submits the form to the unit head with a notice of intent to be considered for promotion review.
4. The unit head provides the e-signature and returns it to the staff member or manager.
5. The staff member or manager emails the completed form to [HROps@uoregon.edu](mailto:HROps@uoregon.edu) for verification of FTE.
6. HR Ops returns the verified form (with HR personnel initials and date) to the staff member or manager for inclusion in the promotion dossier.

**Name (First Last):**
**APPROVALS**
**Instructional:**
**Research:**
**Name**
**College/School or  
Center/Institute:**
**Unit Manager:**
**Signature and Date**
**Department:**
**Unit Head:**
**UO ID:**
**Email Address:**
**Current Rank:**
**Rank (Title) Following  
Promotion:**
**Intended Year of  
Promotion (e.g. AY23):**
**University HR FTE verification:**

9-month contract					
	Year	Fall (FTE)	Winter (FTE)	Spring (FTE)	Average
<b>Example</b>	<b>2023</b>	1.0	0	.5	0.5
Year 1					
Year 2					
Year 3					
Year 4					
Year 5					
Year 6					

Please email completed and signed form to [HROps@uoregon.edu](mailto:HROps@uoregon.edu) for verification of FTE.