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# Academic Affairs

Office of the Provost and Academic Affairs

## Revision of Faculty Handbook from Thu, 11/16/2017 - 16:12

Revisions allow you to track differences between multiple versions of your content, and revert back to older versions.

The University of Oregon Faculty Handbook is a compendium of issues relating to working conditions for faculty with appropriate resources and links to relevant information. The Faculty Handbook does not, itself, constitute university policy, and its contents are not grievable. Instead, it is meant to serve as a resource for the benefit of all university employees and for ease of reference.

This handbook provides resources and information for all University of Oregon faculty. However, some sections of the handbook refer to policies and procedures that apply differently to faculty members who are represented by United Academics and to faculty members who are not represented. If faculty members are unsure whether they are represented or unrepresented, they should consult with their department head, director, or dean. More information about bargaining unit status can be found on the Academic Affairs website at [https://academicaffairs.uoregon.edu/bargaining-unit-status \(/bargaining-unit-status\)](https://academicaffairs.uoregon.edu/bargaining-unit-status (/bargaining-unit-status)).

To search for a topic, please use the "find" function in your browser or hit Command+F or CTR+F

**INSTITUTIONAL OVERVIEW**

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[Brief History of the University \(https://uoregon.edu/our-history\)](https://uoregon.edu/our-history) 

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## ACADEMIC APPOINTMENTS & RANKS

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### Academic Classifications and Ranks

- [Appointments, Classifications, and Ranks \(/content/appointments-ranks\)](#)
- [Reclassification of Represented NTTF Faculty \(/content/reclassification\)](#)
- [Emeritus \(/content/appointments-ranks#emeritus\)](#)
- [Courtesy \(/content/appointments-ranks\)](#)
- [\[CBA Article 15. Academic Classification and Rank\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_15\\_1.pdf\)](#)


### Assignment of Professional Responsibilities

- In accordance with the CBA, each unit has individually approved procedures and criteria. Please see [Department & Unit Policies \(https://academicaffairs.uoregon.edu/content/departamental-policies\)](https://academicaffairs.uoregon.edu/content/departamental-policies) for policies specific to your unit. If your unit does not yet have an approved policy, please refer to existing department policy and practice.
- [\[CBA Article 17. Assignment of Professional Responsibilities\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_17\\_0.pdf\)](#)

### Contracts

- [Appointments and Contracts \(/content/hiring-contracts\)](#)
- [Contracts for Represented Faculty \[CBA Article 16. Notices of Appointment\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_16\\_0.pdf\)](#)

### Summer Term Appointments

- [Summer Term Teaching Appointment Guidelines \(http://hr.uoregon.edu/hr-operations/university-appointments/summer-term-appointments/summer-term-teaching-assignment\)](http://hr.uoregon.edu/hr-operations/university-appointments/summer-term-appointments/summer-term-teaching-assignment) 
- The following is a link to CBA Article 18 that describes how summer term policies will be

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## Promotion, Tenure and Evaluation for TTF

- [TTF Promotion and Tenure Overview \(/promotion-tenure\)](/promotion-tenure)
- [Preparing Promotion and Tenure Files for TTF \(/content/preparing-promotion-and-tenure-files\)](/content/preparing-promotion-and-tenure-files)
- [TTF Evaluation \(/evaluation-ttf\)](/evaluation-ttf)
- In accordance with the CBA, each unit has individually approved procedures and criteria. Please see [Department & Unit Policies \(https://academicaffairs.uoregon.edu/content/departmental-policies\)](https://academicaffairs.uoregon.edu/content/departmental-policies) for policies specific to your unit. If your unit does not yet have an approved policy, please refer to existing department policy and practice.
- [\[CBA Article 20. Tenure Review and Promotion\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_20.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_20.pdf)




## Promotion and Evaluation for NTTF

- [NTTF Promotion Overview \(/promotion\)](/promotion)
- [Preparing Promotion Files for NTTF \(/preparing-promotion-files\)](/preparing-promotion-files)
- [NTTF Evaluation \(/evaluation-nttf\)](/evaluation-nttf)
- In accordance with the CBA, each unit has individually approved procedures and criteria. Please see [Department & Unit Policies \(https://academicaffairs.uoregon.edu/content/departmental-policies\)](https://academicaffairs.uoregon.edu/content/departmental-policies) for policies specific to your unit. If your unit does not yet have an approved policy, please refer to existing department policy and practice.
- [\[CBA Article 19. NTTF Review and Promotion\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_19.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_19.pdf)

## BENEFITS & LEAVES

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## Benefits

- [Health Benefit Programs \(https://hr.uoregon.edu/benefits\)](https://hr.uoregon.edu/benefits) 
- [Summary of Services Available to Faculty \(http://hr.uoregon.edu/employee-benefits/benefit-basics/quick-summary-services\)](http://hr.uoregon.edu/employee-benefits/benefit-basics/quick-summary-services) 
- [Tuition Benefits \(http://hr.uoregon.edu/benefits/staff-rates-tuition-0\)](http://hr.uoregon.edu/benefits/staff-rates-tuition-0) 

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- Leave Policies for Unrepresented Faculty
  - [Sick Leave \(http://hr.uoregon.edu/policy/leaves/sick-leave-oar\)](http://hr.uoregon.edu/policy/leaves/sick-leave-oar) 
  - [Parental Leave \[UO Policy No. 02.01.19\] \(http://policies.uoregon.edu/policy/by/1/0201-personnel/faculty-parental-accommodation-policy-officers-instruction\)](http://policies.uoregon.edu/policy/by/1/0201-personnel/faculty-parental-accommodation-policy-officers-instruction) 
  - [Vacation Leave \(http://hr.uoregon.edu/policies-leaves/oar-vacation\)](http://hr.uoregon.edu/policies-leaves/oar-vacation) 
  - [Holidays \(http://hr.uoregon.edu/policies-leaves/holidays/holidays-unclassified\)](http://hr.uoregon.edu/policies-leaves/holidays/holidays-unclassified) 
  - [Family and Medical Leave \(http://hr.uoregon.edu/policies-leaves/parental-and-medical-leaves/family-and-medical-leaves\)](http://hr.uoregon.edu/policies-leaves/parental-and-medical-leaves/family-and-medical-leaves) 
  - [Sabbatical Leave \(/content/sabbatical\)](/content/sabbatical)
- Leave Policies for Represented Faculty (Sick, Parental, Vacation, Jury Duty, Sabbatical)
  - [Sick Leave \(http://hr.uoregon.edu/policies-leaves/leave-policies/united-academics-leaves#Sick Leave Article 32 Sections 2-7\)](http://hr.uoregon.edu/policies-leaves/leave-policies/united-academics-leaves#Sick_Leave_Article_32_Sections_2-7) 
  - [Parental Leave \(http://hr.uoregon.edu/policies-leaves/leave-policies/united-academics-leaves#Parental Leave Article 32 Sections 8-11\)](http://hr.uoregon.edu/policies-leaves/leave-policies/united-academics-leaves#Parental_Leave_Article_32_Sections_8-11) 
  - [Vacation Leave \(http://hr.uoregon.edu/policies-leaves/leave-policies/united-academics-leaves#Vacation Leave Article 32 Sections 12-19\)](http://hr.uoregon.edu/policies-leaves/leave-policies/united-academics-leaves#Vacation_Leave_Article_32_Sections_12-19) 
  - [Holidays \(http://hr.uoregon.edu/policies-leaves/leave-policies/united-academics-leaves#Holidays and Paid Leave During Breaks Article 32 Sections 20-21\)](http://hr.uoregon.edu/policies-leaves/leave-policies/united-academics-leaves#Holidays_and_Paid_Leave_During_Breaks_Article_32_Sections_20-21) 
  - [Jury Duty \(http://hr.uoregon.edu/policies-leaves/leave-policies/united-academics-leaves#Jury Duty Article 34 Section 1\)](http://hr.uoregon.edu/policies-leaves/leave-policies/united-academics-leaves#Jury_Duty_Article_34_Section_1) 
  - [Sabbatical Leave \(/content/sabbatical\)](/content/sabbatical)
- [\[CBA Article 32. Leaves\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_32.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_32.pdf), [\[CBA Article 33. Sabbatical\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_33.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_33.pdf), [\[CBA Article 34. Jury Duty\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_34.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_34.pdf)

**SEPARATING FROM THE UNIVERSITY**

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[Resignation \(http://hr.uoregon.edu/employee-responsibilities-and-resources\)](http://hr.uoregon.edu/employee-responsibilities-and-resources) [Retirement \(http://hr.uoregon.edu/hr-programs-services/retirement-planning-guide-and-resources\)](http://hr.uoregon.edu/hr-programs-services/retirement-planning-guide-and-resources) 

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<http://policies.uoregon.edu/policy/by/1/03000-human-resources/retired-faculty-rights-privileges-and-perquisites>

- [Retirement Benefits \(http://hr.uoregon.edu/benefits/retirement\)](http://hr.uoregon.edu/benefits/retirement)
  - [Additional Services Available to Retired Faculty \(https://hr.uoregon.edu/benefits/retirement/retirement-planning/retirement-suitcase/university-services-retirees/university-\)](https://hr.uoregon.edu/benefits/retirement/retirement-planning/retirement-suitcase/university-services-retirees/university-)
- [Represented Faculty Salary Increase in Lieu of 6% Pick Up \[CBA Article 29\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_29.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_29.pdf)
- [\[CBA Article 29, Retirement Benefits\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_29.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_29.pdf), [\[CBA Article 30.Benefits for Eligible Retired Bargaining Unit Faculty\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_30.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_30.pdf), [\[CBA Article 31. Tenure Reduction Program\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_31.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_31.pdf)

## [Non-renewals for Represented Faculty \(/renewal-notice\)](/renewal-notice)

- [\[CBA Article 16. Notices of Appointment\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_16.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_16.pdf)

## **GRIEVANCES AND APPEALS**

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[Grievances and Appeals \(http://hr.uoregon.edu/employee-labor-relations/representation-rights-grievances\)](http://hr.uoregon.edu/employee-labor-relations/representation-rights-grievances)

[Grievance Terms and Procedure for Represented Faculty \[CBA Article 22\] \(https://academicaffairs.uoregon.edu/sites/academicaffairs2.uoregon.edu/files/article\\_22.pdf\)](https://academicaffairs.uoregon.edu/sites/academicaffairs2.uoregon.edu/files/article_22.pdf)

[Appeals from the Denial of Tenure or Promotion for Represented Faculty \[CBA Article 21\] \(https://academicaffairs.uoregon.edu/sites/academicaffairs2.uoregon.edu/files/article\\_21.pdf\)](https://academicaffairs.uoregon.edu/sites/academicaffairs2.uoregon.edu/files/article_21.pdf)

[Grievance Procedures for Unrepresented Faculty \(https://policies.uoregon.edu/grievance-procedures\)](https://policies.uoregon.edu/grievance-procedures)

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- [Academic Freedom \[UO Policy No. 01.00.19\] \(http://policies.uoregon.edu/node/218\)](http://policies.uoregon.edu/node/218) 
- [Freedom of Inquiry and Free Speech \[UO Policy No. 01.00.16\] \(http://policies.uoregon.edu/policy/by/1/01-administration-and-governance/freedom-inquiry-and-free-speech\)](http://policies.uoregon.edu/policy/by/1/01-administration-and-governance/freedom-inquiry-and-free-speech) 
- [Academic Freedom, Free Speech, and Faculty Responsibilities for Represented Faculty \[CBA Article 5\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_5.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_5.pdf)

## Conflict of Interest Policies

- [Conflict of Interest, Potential \[UO Policy No. 09.00.05\] \(http://policies.uoregon.edu/policy/by/1/09-research/conflicts-interest-potential\)](http://policies.uoregon.edu/policy/by/1/09-research/conflicts-interest-potential) 
- [Financial Conflict of Interest Policy \[UO Policy No. 09.00.04\] \(http://policies.uoregon.edu/vol-2-academics-instruction-research/ch-6-research-general/research-financial-conflict-interest\)](http://policies.uoregon.edu/vol-2-academics-instruction-research/ch-6-research-general/research-financial-conflict-interest) 

[Discipline for Represented Faculty \[CBA Article 24\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_24.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_24.pdf)

## Ethics & Community Standards

- [Affirmative Action and Equal Opportunity \(http://aaeo.uoregon.edu/\)](http://aaeo.uoregon.edu/) 
- [Title IX \(https://titleix.uoregon.edu/\)](https://titleix.uoregon.edu/) 
- [Community Standards Affirmation Policy \[UO Policy No. 01.00.10\] \(http://policies.uoregon.edu/policy/by/1/01-administration-and-governance/community-standards-affirmation\)](http://policies.uoregon.edu/policy/by/1/01-administration-and-governance/community-standards-affirmation) 
- [Ethics & Professional Responsibility for Represented Faculty \[CBA Article 36\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_36.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_36.pdf)

[New Faculty Portal \(/orientation\)](/orientation)

## Personnel Files

- [Faculty Promotion and Tenure Files Access to Information in the Closed Portion \[UO Policy No. 02.01.16\] \(http://policies.uoregon.edu/policy/by/1/0201-personnel/faculty-No.02.01.16\)](http://policies.uoregon.edu/policy/by/1/0201-personnel/faculty-No.02.01.16)



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- In accordance with the CBA, each unit has individually approved procedures and criteria. Please see [Department & Unit Policies \(https://academicaffairs.uoregon.edu/content/departmental-policies\)](https://academicaffairs.uoregon.edu/content/departmental-policies) for policies specific to your unit. If your unit does not yet have an approved policy, please refer to existing department policy and practice.
- [Professional Development Training and Policy \[UO Policy No. 03.08.01\] \(http://policies.uoregon.edu/vol-3-administration-student-affairs/ch-8-admissions-oregon-residency/professional-development-and\)](http://policies.uoregon.edu/vol-3-administration-student-affairs/ch-8-admissions-oregon-residency/professional-development-and) 
- [Recognition \(/content/awards\)](/content/awards)
- [Workshops \(/workshops\)](/workshops)
- [Sabbatical \(/content/sabbatical\)](/content/sabbatical)
- [\[CBA Article 33. Sabbatical\], \(/sites/academicaffairs2.uoregon.edu/files/article\\_33.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_33.pdf)
- [\[CBA Article 35, Professional Development\] \(/files/article\\_35\\_1-10-17.pdf\)](/files/article_35_1-10-17.pdf)

## Research Support

- [The Office for Research and Innovation \(http://research.uoregon.edu/\)](http://research.uoregon.edu/) 
- [Research Development Services \(http://rds.uoregon.edu\)](http://rds.uoregon.edu) 
- [Sponsored Projects Services \(http://sps.uoregon.edu\)](http://sps.uoregon.edu) 
- [Research Compliance Services \(http://orcr.uoregon.edu/\)](http://orcr.uoregon.edu/) 
- [Innovation Partnership Services \(http://ips.uoregon.edu/\)](http://ips.uoregon.edu/) 

## Teaching and Learning Support

- [Classroom Resources \(/classroom-resources\)](/classroom-resources)
- [Facilities and Support for Represented Faculty \[CBA Article 12\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_12.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_12.pdf)
- [Teaching Resources \(/teaching-resources\)](/teaching-resources)
- [New and Revised Programs \(/new-revised-programs\)](/new-revised-programs)
- [New and Revised Courses \(/new-revised-courses\)](/new-revised-courses)
- [Assessment of Curriculum \(/content/curriculum-assessment\)](/content/curriculum-assessment)
- [Graduate School: Guidelines for Good Practice in Graduate Education \(http://gradschool.uoregon.edu/sites/gradschool2.uoregon.edu/files/Guidelines%20for%20Good%20Practice%20text%202011\\_0.pdf\)](http://gradschool.uoregon.edu/sites/gradschool2.uoregon.edu/files/Guidelines%20for%20Good%20Practice%20text%202011_0.pdf) 
  - [Graduate Employee Appointments \(http://gradschool.uoregon.edu/staff/gtf-](http://gradschool.uoregon.edu/staff/gtf-)

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[Termination Without Cause for Program Elimination or Rejection for Represented Faculty \[CBA Article 25\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_25.pdf\)](#) General

university policies &amp; Resources

**GENERAL UNIVERSITY POLICIES & RESOURCES**[TOP \(/FACULTY-HANDBOOK#TOP\)](#) »


## Anti-Discrimination & Harassment Policies

- [Discrimination Complaint and Response \(https://policies.uoregon.edu/vol-5-human-resources/ch-11-human-resources-other/discrimination-complaint-and-response\)](https://policies.uoregon.edu/vol-5-human-resources/ch-11-human-resources-other/discrimination-complaint-and-response) 
- [Workplace Harassment Prevention Training \(http://odt.uoregon.edu/registration/course\\_view.php?crse\\_id=445\)](http://odt.uoregon.edu/registration/course_view.php?crse_id=445) 
- [Faculty/Student Relationships \(http://workplacere Relationships.uoregon.edu/\)](http://workplacere Relationships.uoregon.edu/) 
- [Sexual Violence & Mandatory Reporting \(https://prevention.uoregon.edu/resources\)](https://prevention.uoregon.edu/resources) 
- [Non-Discrimination Policy for Represented Faculty \[CBA Article 14\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_14.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_14.pdf)

## Background Check Policies

- [Criminal, Credit, and Related Background Checks \(https://hr.uoregon.edu/recruit/recruitment-and-selection/background-checks/criminal-credit-and-related-backg\)](https://hr.uoregon.edu/recruit/recruitment-and-selection/background-checks/criminal-credit-and-related-backg) 
- [Criminal Records Checks for Represented Faculty Members \[CBA Article 37\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_37.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_37.pdf)

## Drugs, Alcohol, and Tobacco Policies

- [Drug-Free Workplace \[UO Policy No. 03.04.03\] \(http://policies.uoregon.edu/policy/by/1/0304-employee-relations/drug-free-workplace\)](http://policies.uoregon.edu/policy/by/1/0304-employee-relations/drug-free-workplace) 
- [Drug & Alcohol Testing for Represented Faculty Members \[CBA Article 38\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_38.pdf\)](/sites/academicaffairs2.uoregon.edu/files/article_38.pdf)

## Health & Safety Information



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## [Information Security & Technology Policies \(https://it.uoregon.edu/acceptable-use-policy\)](https://it.uoregon.edu/acceptable-use-policy)

- [Acceptable Use of University Information Assets for Represented Faculty \[CBA Article 39\] \(/sites/academicaffairs2.uoregon.edu/files/article\\_39.pdf\)](https://sites/academicaffairs2.uoregon.edu/files/article_39.pdf)

[Parking & Transportation \(https://parking.uoregon.edu/\)](https://parking.uoregon.edu/) 

[Use of University Facilities \[UO Policy No. 04.00.05\] \(http://policies.uoregon.edu/policy/by/1/04-facilities/facilities-scheduling\)](http://policies.uoregon.edu/policy/by/1/04-facilities/facilities-scheduling) 

### **POLICY RESOURCES & REGULATORY REQUIREMENTS**

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[UA Collective Bargaining Agreement \(/sites/academicaffairs2.uoregon.edu/files/2015-2018\\_cba\\_final\\_linked.pdf\)](https://sites/academicaffairs2.uoregon.edu/files/2015-2018_cba_final_linked.pdf)

[UO Policy Library \(http://policies.uoregon.edu/\)](http://policies.uoregon.edu/) 

[ADA \(Americans with Disabilities Act\) \(http://www.ada.gov/pubs/adastatute08.htm\)](http://www.ada.gov/pubs/adastatute08.htm) 

[EEOA \(Equal Employment Opportunity Act\) \(http://www.eeoc.gov/eeoc/history/35th/thelaw/eo\\_1972.html\)](http://www.eeoc.gov/eeoc/history/35th/thelaw/eo_1972.html) 

[FERPA \(Family Educational Rights and Privacy Act\) \(http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html\)](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html) 

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Forms and Templates

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