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Academic Affairs

Office of the Provost and Academic Affairs

Revision of *Renewal Notice* from *Fri, 03/23/2018 - 08:41*

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

NTTF Notice of Renewal and Non-renewal

The university must provide notice of renewal or non-renewal to all career non-tenure-track faculty (NTTF), in accordance with the dates and processes set forth in the CBA, Article 16, sections 1 and 5.

This process does not apply to postdoctoral scholars, pro tempore, or visiting faculty members.

Non-renewal approval process

Prior to sending any notice of non-renewal, each school/college must send a list of career NTTF scheduled to be non-renewed to the Office of the Provost (academicaffairs@uoregon.edu (<mailto:academicaffairs@uoregon.edu>)) by **April 10**. Lists must include the name and justification for non-renewal for each NTTF.

OtP, VPRI, and Human Resources will review the lists for compliance with the CBA and non-discrimination policy and will document the non-renewal so that the university can provide a list to the union as required under Article 16, Section 4. Units are also expected to keep a current list of all non-renewals so that OtP can refer to it as it creates its reports.

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Providing notice of renewal or non-renewal to faculty members

Notice of renewal or non-renewal must be provided by email to the bargaining unit faculty member's official UO email address, using the [appropriate template \(https://hr.uoregon.edu/templates/forms\)](https://hr.uoregon.edu/templates/forms) provided on the HR website.

The university is obligated to provide notice of renewal or non-renewal to non-funding contingent career NTTF no later than **May 1** of the last year of the faculty member's current appointment.

There is no fixed date for notices for career funding-contingent faculty, as appointment end dates vary considerably based on the particulars of funding sources. For funding-contingent NTTF who have achieved promotion, the CBA requires they receive at **least 30 days** of notice prior to the nonrenewal of the appointment. However, units may not notify funding-contingent faculty of contract renewal until funds are available to finance their new appointment.

Appointments for faculty in pro tem, visiting, postdoctoral scholar, and acting classifications expire in accordance with their terms; no notice is required. Other funding-contingent faculty must be notified "as soon practicable."

If notice is not provided by the timelines listed in CBA Article 16, Section 1, the affected NTTF "shall receive a payment proportional to his or her base salary for the number of days the notice was late" (CBA Article 16, section 5a). Further, a faculty member who does not receive notice as set forth in CBA and who continues to work under the terms and conditions of the expiring appointment after it expires will be paid for all work performed (CBA Article 16, section 5b). Any costs incurred for missing the deadline will be borne by the unit.

FTE notification for renewals

Notice of renewal must state the duration of the appointment, whether it is funding contingent, and the expected FTE. Expected FTE should aim to be as close to possible to the actual appointment, and if anything, should be stated conservatively so that it is raised rather than lowered if the stated workload is different from what was originally expected.

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Operations, at 346-3348.

QUICK LINKS

Current UA CBA (/sites

/academicaffairs2.uoregon.edu

/files

/2015-2018_cba_final_linked_0.pdf)

UO Policy Library

(http://policies.uoregon.edu/)



Faculty Handbook

(/faculty-handbook)

Forms and Templates

(/content/academic-affairs-forms)

Workshops (/workshops)

Departmental & Unit

Policies (/content

/departmental-policies)

Academic Leadership

Contact List (/content

/academic-leadership-contact-list)

RESOURCES

Tenure-Track Faculty (/tff)

Non-Tenure-Track Faculty

(/nttf)

New Hires (/new-hires)

Academic Affairs Archive

(/content/academic-affairs-archive)

Office of Academic Affairs

1258 University of Oregon

Eugene , OR 97403

Office: Johnson Hall, Room

207 (https://map.uoregon.edu

/?z=18&buildingid=016&

pc=green&title=Office of

Academic Affairs)

P: 541-346-3081

F: 541-346-2023

Contact Us (/content/about-us)

academicaffairs@uoregon.edu

(mailto:academicaffairs@uoreg

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