

# Academic Affairs

Office of the Provost and Academic Affairs

## Contract Renewal

Most teaching faculty are appointed on a nine-month contract year, running from September 16 through June 15.

Most full-time administrative and research faculty are appointed for twelve months.

For faculty in the School of Law, the nine-month year runs from August 16 through May 15.

## NTTF NOTICE

### Timing

The university is obligated to provide notice of renewal or non-renewal to career NTTF bargaining unit members no later than **May 1** of the last year of the faculty member's current appointment. Refer to CBA, Article 16, sections 1 and 5 for details. This requirement does not apply to career NTTF in funding-contingent positions.

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 bargaining-unit career 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.

Other funding-contingent faculty must be notified "as soon practicable."

### Process and non-renewals

**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/templatesforms>  **provided on the HR website.**

If the decision is made to not renew an appointment for a career NTTF who **has been promoted**, non-renewal must be based on one of the four reasons listed in CBA Article 16, Section 2.

If the decision is made to not renew an appointment for a career NTTF who **has not been promoted**, the department/unit must list a reason for non-renewal.

Prior to sending any non-renewal, the department/unit must consult with Susan Anderson (if the NTTF is in a school or college) or Moira Kiltie (if the NTTF is in an OVPRI unit). Provide the performance reviews and associated documentation to Susan Anderson or Moira Kiltie at least two weeks before providing notice of non-renewal for those who **have not** been promoted, and no later than **April 4** for those who **have been** promoted.

If a department or unit needs to end the contract or change the FTE of a **funding-contingent** faculty member mid-appointment or is contemplating reorganization or other reduction in staff that will involve multiple employees, the department/unit head/director must contact Susan Anderson (if the NTTF is in a school or college) or Moira Kiltie (if the NTTF is in an OVPRI unit) well in advance to ensure that these changes are made appropriately.

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

For information on NTTF contract renewal evaluation, see [Evaluations – Non-tenure Track \(/evaluation-nttf\)](#)

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For specific information on contract renewal process contact Human Resources - Operations, at 346-3348.

QUICK LINKS

[Current UA CBA](#)

RESOURCES

[Tenure-Track Faculty](#)

[Contact Us](#)

Office of Academic Affairs

[UO Policy Library](#)

[Non-Tenure-Track Faculty](#)

207 Johnson Hall

1258 University of Oregon

Eugene, OR 97403



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[Faculty Handbook](#)

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[Workshops](#)

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[Departmental Policies](#)

[academicaffairs@uoregon.edu](mailto:academicaffairs@uoregon.edu)

Affirmative Action and Equal Opportunity, or to the Office for Civil Rights. Contact information, related policies, and complaint procedures

[Academic Leadership](#)

are listed on the [statement of non-discrimination](#).

[Contact List](#)