



## Types of Appointment, Notice of Non-Renewal and Resignation

<p>Approved By: President</p> <p>Date Approved: 09/17/2005</p> <p>Revised:</p> <p>Date of Next Review: 09/17/2008</p>	<p>Related Policies: ORS 351.070; OAR 580-021-0015; OAR 580-021-0100; OAR 580-021-0130; OAR 580-021-0305; OAR 580-021-315</p> <p>Contact Officer: Assoc. Vice President for Human Resource Services</p> <p>Policy Custodian: Vice President for Finance and Administration, Executive Vice President and Provost</p>
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### A. Purpose:

Administrators may be employed on renewable, non-renewable, or temporary appointments. This policy defines each type of appointment, and renewal, non-renewal, and resignation procedures.

### B. Definitions

1. Renewable fixed-term: a full- or part-time appointment with a duration of greater than 90 days and, normally, a maximum length of 12 months that is eligible for annual renewal and subject to notice requirements in the event of non-renewal, as described below. Exceptions to the 12-month maximum upon appointment are decided on a case-by-case basis with approval from the appropriate vice president.
2. Non-renewable fixed-term: a full- or part-time appointment with a duration of greater than 90 days that has a specified end date and does not require notice prior to the end of the appointment. The maximum length of a nonrenewable fixed-term appointment is determined by source of funding, nature or length of project, and is discussed with the appointee at the time of appointment.
3. Irregular Employment Agreement: a temporary appointment of 90 days or less.

### C. Policy

1. Terms of Service: The department dean or director, in consultation with the appropriate vice president, is responsible for determining staffing levels, appointment types and duration.
  - a. Employees may be appointed on an academic year basis (less than 12 months), a 12-month basis, or on another basis arranged in individual cases due to factors such as funding, the nature of the appointment, and the length and/or the work to be performed.
  - b. Academic year appointments normally consist of a 9-month period from approximately the middle of September in one calendar year through the middle of June of the next calendar year, or for a comparable period of service within the fiscal year (July 1 – June 30) as best serves the particular assignment involved.

2. Renewal: The following provisions apply only to employees on renewable appointments:
  - a. Employees are initially appointed and renewed to fixed-term, renewable appointments. Beginning with the third year of employment, renewal may also be to a multi-year appointment not to exceed three (3) years contingent upon approval by the appropriate vice president and the president.
  - b. Employees on renewable appointments are considered “renewed” for continuing employment in a subsequent fiscal or academic year for the same appointment term as the previous appointment unless the employee receives notice of a change in terms or notice of non-renewal described in Section C.3.
  - c. Employees are issued a Notice of Appointment confirming their continuing employment and applicable terms and conditions of employment for each year their appointments are renewed.
3. Non-renewal: Notice of non-renewal to employees on fixed-term renewable appointments for reasons other than for cause or financial exigency are provided as follows:
  - a. During the first three years of employment, notice is provided at least two (2) months prior to the expiration of the current appointment with termination effective with the expiration of the current appointment.
  - b. For employees on one-year appointments, during the fourth or subsequent year of employment, at least twelve (12) months notice is provided at any point during the appointment with termination being effective at the end of the notice period.
  - c. For employees on multi-year appointments, at least twelve (12) months notice is provided at any point during the appointment with termination being effective at the end of the notice period or the expiration of the current appointment, whichever is later.
  - d. Some positions may be funded from sources such as externally supported grants and contracts. The termination or reduction of such support provides a bona fide cause for terminating an employee’s appointment without the usual notice. Individuals will be informed at the time of appointment, or at the time the funding basis is changed, that the position is a nonrenewable fixed-term appointment.
  - e. An employee’s appointment may be terminated without notice when a state of financial exigency exists as defined in OAR 580-021-0315.
  - f. When an employee’s appointment is not renewed because of a discontinuance or reorganization of a program or terminated at any time due to budgetary constraints, Human Resources Services assists the affected staff member in seeking transfer to other departments or in seeking other employment.
4. Appeal of non-renewal: Employees who have been given notice of non-renewal in accordance with the standards described above may appeal the notice only on the basis that the procedures for notice of non-renewal constitutes a violation of this policy or of any other University policies or rules.

5. Resignation: Resignations may be initially submitted and accepted orally or in writing to the employee's immediate supervisor or his/her designated representative. Either the employee or the supervisor must confirm in writing a resignation that is submitted and accepted orally. A minimum of thirty (30) days notice is requested, unless there are extenuating circumstances that prevent such notice.

**E. Policy Revision**

This policy may be revised at any time without prior notice. All revisions supersede prior policy and are effective upon approval.