

Academic Affairs

Office of the Provost and Academic Affairs


Renewal Notice

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 OF RENEWAL AND NON-RENEWAL

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 \(https://hr.uoregon.edu/templatesforms\)](https://hr.uoregon.edu/templatesforms)  provided on the HR website.

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.

Hello **gdrew** (/user) Log out (/user/logout)

(/)

Dashboard (/admin/dashboard) Content (/admin/content)

Structure (/admin/structure) Configuration (/admin/config) Help (/admin/help)

Main Menu (/admin/structure/menu/manage/main-menu) Add content (/node/add)

Find content (/admin/content) Manage files (/admin/content/file)

days of notice prior to the renewal of the appointment. However, you may not notify funding-contingent faculty of contract renewal until you have the funds 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.

PROCESS FOR NON-RENEWALS OR CHANGE IN FTE

If the decision is made to not renew an appointment for a career NTTF who has been promoted, non-renewal must be

Hello **gdrew** (/user) Log out (/user/logout)

(/)

Dashboard (/admin/dashboard) Content (/admin/content)

Structure (/admin/structure) Configuration (/admin/config) Help (/admin/help)

Main Menu (/admin/structure/menu/manage/main-menu) Add content (/node/add)

Find content (/admin/content) Manage files (/admin/content/file)

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](https://academicaffairs.uoregon.edu/evaluation-nttf).
(<https://academicaffairs.uoregon.edu/evaluation-nttf>)

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

Hello **gdrew** (/user) Log out (/user/logout)

(/)

Dashboard (/admin/dashboard) Content (/admin/content)

Structure (/admin/structure) Configuration (/admin/config) Help (/admin/help)

Main Menu (/admin/structure/menu/manage/main-menu) Add content (/node/add)

Find content (/admin/content/files)

Manage files (/admin/content/files/nttf)

Office of Academic Affairs

/2015-2018_cba_final_linked_0.pdf

New Hires (/new-hires)

1258 University of Oregon
Eugene, OR 97403

UO Policy Library

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

Academic Affairs Archive

(https://map.uoregon.edu



(/content/academic-affairs-archive)

/?z=18&buildingid=016&

pc=green&title=Office of
Academic Affairs)

Faculty Handbook

(/faculty-handbook)

Office: Johnson Hall, Room
207

Forms and Templates

(/content/academic-affairs-forms)

(https://map.uoregon.edu

/?z=18&buildingid=016&

pc=green&title=Office of

Academic Affairs)

Workshops (/workshops)

Departmental & Unit

P: 541-346-3081

Policies (/content

F: 541-346-2023

/departmental-policies)

academicaffairs@uoregon.edu

Academic Leadership

(mailto:academicaffairs@uoreg

Contact List (/content

/academic-leadership-

contact-list)

CAREERS (HTTP://HR.UOREGON.EDU/JOBS/AVAILABLE-POSITIONS)

PRIVACY

POLICY (HTTP://REGISTRAR.UOREGON.EDU/RECORDS-PRIVACY)

ABOUT

(HTTP://UOREGON.EDU/ABOUT)

FIND PEOPLE (HTTP://UOREGON.EDU

/FINDPEOPLE/)

(HTTP://UOREGON.EDU?UTM_SOURCE=BANNER-MODULE&

UTM_CAMPAIGN=FOOTER)



© UNIVERSITY OF OREGON (HTTP://UOREGON.EDU). ALL RIGHTS RESERVED.

Hello **gdrew** (/user) Log out (/user/logout)

(/)

Dashboard (/admin/dashboard) Content (/admin/content)

Structure (/admin/structure) Configuration (/admin/config) Help (/admin/help)

Main Menu (/admin/structure/menu/manage/main-menu) Add content (/node/add)

File content (/admin/content) Manage file (/admin/content/file)