

Policy Title:	Administrator Appointment, Non-renewal, Resignation
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Governing Body:	SOU	Policy Number:	FAD 0.18
Policy Contact:	Human Resources	Date Revised:	June 13, 2012
Custodial Office:	Finance & Administration	Date Approved:	June 13, 2012
Approved By:	Cabinet	Next Review:	June 2014
Related Policy:	OAR 580-021-0315		

A. Purpose

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

B. Definitions

Renewable: a full or part-time appointment with a duration of greater than 90 days that is eligible for annual renewal and subject to the notice requirements described below. Exceptions to the 12-month maximum upon appointment are decided on a case-by-case basis after consultation between the Director of Human Resources and the appropriate vice president.

Temporary Appointment: a full or part-time appointment with a duration of greater than 90 days that does not require notice prior to the end of the appointment. The maximum length of a temporary appointment is 12 months. Exceptions to the 12-month maximum upon appointment are decided on a case-by-case basis after consultation between the Director of Human Resources and the appropriate vice president.

Irregular Employment Agreement: a temporary appointment of less than 90 days.

C. Policy Statement

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. Appointment duration is 12 months maximum.

b. 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.

c. 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 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.

b. Employees are typically issued an annual letter confirming their continuing employment.

3. Non-renewal and Termination Without Cause of Administrative Appointments:

- a. Administrative appointments may be terminated, without cause, at any time during the appointment period by providing the employee with a ninety (90) day written notice prior to the termination of employment.
- b. An employee's appointment may be terminated without notice when a state of financial exigency exists as defined in OAR 580-021-0315.
- c. 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 will offer assistance to the affected staff member in seeking transfer to other departments or in seeking other employment.
- d. When a grant experiences a loss in funding, employees' whose appointments are funded by that grant may be terminated without notice.
- e. The FTE of a temporary position may be changed by the hiring authority at any time during the appointment with a 30 day notice.
- f. The temporary position may be terminated by either party prior to the end date with a 30 day notice.

4. Appeal of non-renewal: Employees who have been given notice of termination or 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. Appeals are made to the Director of Human Resources.

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.

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

D. Policy Consultation

Academic Council, Business Affairs Council, Student Affairs Council.

E. Associated Procedures or Other Information

Replace this sentence with other information or press F1 for help.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.