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8 **Document Key**

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11 **ARTICLE 16. NOTICES OF APPOINTMENT**
12

13 **Appointments**
14

15 **Section 1. Notification of Appointment.** The Office of the Provost shall provide a bargaining
16 unit faculty member to be appointed to a position subject to this Agreement with written
17 notification of the appointment as soon as practicable. Notice by any other means is not valid
18 notice and does not cause the formation of an agreement between the University and the
19 bargaining unit faculty member. Oral promises regarding terms and conditions of employment
20 and representations made in writing by persons other than the Office of the Provost are not
21 binding upon the University. ~~Written offers regarding terms and conditions of employment~~
22 ~~made by the Office of the Provost or designees, including Deans and Department Heads, are~~
23 ~~binding upon the University.~~ The notice of appointment, which may be provided electronically
24 such as by email or link to a website, shall include, but need not be limited to, the following:
25

- 26 a. Effective date of appointment;
27
28 b. Classification, category, and rank;
29
30 c. Department and title;
31
32 d. Duration of appointment, defined work periods (nine-month faculty, twelve-month, etc.)
33 and/or if appointment is contingent on funding;
34
35 e. Tenure status, including the nature of any restrictions on eligibility for tenure and any
36 credit for prior service; or
37
38 f. Career status, including the nature of any restrictions on eligibility for promotion and
39 any credit for prior service;
40
41 g. Salary;
42
43 h. FTE;
44
45 i. Other requirements of employment.
46

~~Section 2. Since a potential bargaining unit faculty member who is offered a position at the university has the right to negotiate a starting package, Human Resources will maintain a website outlining the elements of a starting package that are traditionally negotiated by incoming hires, including but not limited to:~~

- ~~a. Relocation expenses, including offsets for tax obligations~~
- ~~b. Salary~~
- ~~c. Research funding~~
- ~~d. Additional Academic Support Account funds~~
- ~~e. Stipends related to endowed chairs~~
- ~~f. Graduate Employee Support~~
- ~~g. Office or lab space~~
- ~~h. Office or lab equipment~~
- ~~i. Partner hire~~
- ~~j. Credit for prior service and research~~
- ~~k. Course load/releases~~

Section 2. Reporting Site. Bargaining unit faculty members will be assigned a primary reporting site at the time of hire. Bargaining unit faculty members may be required to move, relocate, travel, or work at multiple reporting sites:

- i. With reasonable notice if required by their job duties as stated in their initial hiring materials; or,
- ii. By mutual agreement; or,
- iii. With at least 12 months' notice of a change. Such changes may not be arbitrary or capricious.

Bargaining unit faculty members shall receive relocation and/or travel expenses consistent with university policy.

Section 3. The University will provide a bargaining unit member with written information concerning duties, responsibilities, and institutional expectations. The University shall provide such written information, which may be provided electronically such as by email or link to a website, within a reasonable time of the notice of appointment or reappointment and whenever significant changes occur. The written information shall include:

- a. Professional responsibilities (see Article 17)

- 93
94 b. Link to relevant school, college, or department policies
95

96 **Section 4. Joint and Multiple Appointments.** A joint appointment is one appointment with
97 the same classification and rank that spans two or more units. A multiple appointment
98 describes when a bargaining unit faculty member has separate appointments in two or more
99 units. Joint or multiple appointments may not exceed 1.0 FTE in total and are subject to the
100 following:

- 101
102 a. Joint or multiple appointments for Career and Tenure-Track and Tenured bargaining
103 unit faculty members require a memorandum of understanding (MOU) to be completed
104 at the time of hire or additional appointment. MOUs are not valid unless approved in
105 writing by the bargaining unit faculty member, the hiring departments, and the Office
106 of the Provost.
- 107
108 i. Tenure-Track and Tenured MOUs must specify expectations for promotion and
109 tenure review and identify how reviews and the tenure and promotion process
110 will be handled among the units.
111
112 ii. Career MOUs must specify expectations for promotion review and identify how
113 reviews and the promotion process will be handled among the units.
114
- 115 b. Career joint or multiple appointments where the second appointment or assignment is
116 shorter than one year and less than 0.3 FTE (annualized) may forgo the MOU process
117 and may be extended for one additional year without an MOU. Any subsequent joint or
118 multiple appointments within a six-year period require an MOU.
119
- 120 c. Limited Duration faculty may hold joint or multiple appointments.
121

122 Aggregate appointments across two or more departments that total 0.50 FTE or above will
123 receive benefits.
124

125 **Section 5. Summer Session.** There will not be notices of appointment associated with
126 Summer Session instructional appointments. The provisions of Summer Session
127 appointments will be communicated in writing or email in accordance with Article 18.
128

129 **Tenure-Track and Tenured Appointments**

130
131
132 **Section 6.** The initial appointment in the Tenure-Track and Tenured classification will usually
133 be to the rank of assistant professor, without tenure, and for a period of three years unless the
134 University and the bargaining unit faculty member agree to a shorter duration. At the time of
135 hire, the University and the bargaining unit faculty member may agree upon credit toward
136 tenure for prior service, specific review timelines, and relevant review period windows or
137 materials. The timeline for tenure consideration for those granted credit will be six years less
138 any credit granted. Such agreement will be documented in the initial appointment. The

139 University and the bargaining unit faculty member may agree to reduce or forgo the credit for
140 prior service. Such agreement will be documented in a revised notice of appointment.

141
142 **Section 7.** If an appointment of a full-time, tenure-track bargaining unit member is not to be
143 renewed for reasons other than for just cause (Article 24) or program elimination or reduction
144 (Article 25), notice of nonrenewal shall be given in writing as follows: during the first annual
145 appointment, by March 15 for those whose contracts expire on or about June 15, or at least three
146 months' notice given prior to expiration of the appointment, whichever is longer; during the
147 second year of service, by December 15 for those whose contracts expire on or about June 15, or
148 at least six months' notice given before expiration of the appointment, whichever is longer; in the
149 third and subsequent years of service, at least 12 months' notice, which may be given at any
150 time.

151
152

153 **Career Appointments**

154
155 **Section 8. Career Faculty FTE.** Career faculty will be assigned a base FTE at the time of hire.
156 Permanent changes to that FTE for instructional Career faculty (including librarians) are only
157 allowed by mutual written agreement between the bargaining unit faculty member and the
158 Office of the Provost or Dean. Changes in base FTE for research Career faculty are allowed by
159 mutual agreement or with 30 days' notice for any reason.

160
161 Instructional career faculty members may agree to temporary changes in their base annualized
162 FTE. If an instructional Career faculty member's actual FTE exceeds their base annualized FTE
163 for at least three years over any five-year period, either:

- 164 a. the instructional Career faculty member's base annualized FTE will be permanently
165 increased to a mutually agreeable agreed upon amount no less than the average of their
166 FTE over the previous five years, or
167 b. the instructional Career faculty member's FTE cannot be temporarily increased again.

168
169 This section only applies to annualized FTE assignments up to 1.0 during the regular academic
170 year. FTE considerations for Career positions designated as funding-contingent are in Section
171 18 below.

172
173 **Section 9.** The University supports and encourages, where feasible and appropriate, the creation
174 of Career faculty appointments at 0.50 FTE or above. The University may not make Career
175 faculty appointments at an FTE level of below 0.50 FTE to preclude providing benefits.

176
177 **Section 10. Career Faculty Expectation of Employment.** Bargaining unit faculty members
178 with an appointment in the Career classification (Career faculty) will be hired with the
179 expectation of continued employment, except where specified in Section 18. Their employment
180 may only be terminated for cause (Article 24), through a program reduction or elimination
181 (Article 25), or through layoff (Article 16).

182
183 **Section 11. Career Faculty Layoff Notification.** Career faculty members can be laid off from
184 their position at any time with appropriate notice.

185
186 Career faculty members who are in their first year of employment will have a notice period of
187 at least 30 days before being laid off.

188
189 Career faculty members who are in their second and subsequent years of employment, but have
190 not achieved promotion, will have a notice period of at least 90 days before being laid off.
191 Career faculty members hired at a promoted rank will have a notice period of at least 90 180
192 days before being laid off. They will have a notice period of at least 365 days before being laid
193 off once they have successfully completed a promotion in rank review or successfully
194 completed a continuous employment review at the University.

195
196 Career faculty members who have achieved promotion will have a notice period of at least 365
197 days before being laid off.

198
199 ~~Career faculty members who have been hired at higher ranks will be granted the notice period~~
200 ~~that corresponds to such rank.~~

201
202 Notice periods for Career positions designated as funding-contingent are in Section 18 below.

203
204 **Section 12. Career Faculty Layoff Rationale.** The University may lay off a Career faculty
205 member in their first year of employment for any reason.

206
207 The University may lay off a Career faculty member in their second and subsequent years of
208 employment for the following reasons:

- 209
- 210 a. Failure to meet the standards of excellence at a major research university, as determined
 - 211 through the procedures developed in accordance with Article 19; or
 - 212 b. Inadequate resources within the unit or department to continue funding the bargaining
 - 213 unit faculty member's position; or
 - 214 c. Programmatic or pedagogical reasons, including but not limited to reasons under
 - 215 Article 3, Section 1, and departmental adjustments necessary to accommodate graduate
 - 216 students; or
 - 217 d. Replacement of the laid off position(s) with a Tenure-related position.

218
219 The University shall provide a written statement documenting the reason for the layoff at the
220 time of notice.

221
222 It is acknowledged that in the layoff decisions pursuant to this Section, subsection (a), (c), and
223 (d) rely on the University's exercise of academic judgment. Decisions made on the basis of
224 inadequate resources as described in (b) may or may not rely on academic judgment.

225
226 Layoff rationale for Career positions designated as funding-contingent are in Section 18 below.

227
228 **Section 13.** In situations where more than one Career faculty member could be laid off under
229 Section 12 to address financial, pedagogical or programmatic needs, or to replace a position with
230 Tenure-related position, layoffs should be based on the functions and skills required to perform

231 necessary work. If more than one Career faculty member has the functions and skills to perform
232 necessary work, layoffs shall follow earned seniority **at the institution, followed by consideration**
233 **of rank** (Pre-promotion first, then Senior I, then Senior II). The order of layoffs may also take
234 into consideration the equity goals of the university.

235
236 Grievances related to lay off decisions can be pursued exclusively through Article 23, Section
237 11.

238
239 **Section 14.** On or before July 1 of each year, the University will send a report to the Union
240 detailing the layoffs for the preceding year. The report will list the department and stated reason
241 the faculty member was laid off.

242
243 **Section 15.** Career faculty who are laid off under this Article will be provided with career
244 transition resources and information on subscribing to position announcements at the university.

245

246

247 **Limited Duration Appointments**

248

249 **Section 16. Limited Duration Appointments.** Appointment or reappointment duration for
250 bargaining unit faculty members in the Pro Tem, Visiting, Retired, Postdoctoral Scholar,
251 Postbaccalaureate Scholar, or Acting classifications is at the discretion of the University, in
252 compliance with the provisions of this Agreement. Their employment expires in accordance
253 with its terms and no notice is required.

254

255 **Section 17.** The duration of the appointment for a Postdoctoral or Postbaccalaureate Scholar
256 and the provisions for appointment, renewal, or nonrenewal will be specified at the time of
257 hire and included in the written notification of appointment.

258

259 ~~**Section 18. Limited duration faculty whose employment will not be renewed will be**~~
260 ~~**provided with career transition resources and information on subscribing to position**~~
261 ~~**announcements at the university.**~~

262

263 **Funding-Contingent Appointments (Career and Limited Duration)**

264

265 **Section 18.** Appointments in the Career and Limited Duration classifications shall be designated
266 as funding-contingent in their notice of appointment under Section 1.d. if they are fully or
267 partially:

- 268 i. Funded by sources other than general funds (e.g., gifts, grants, contracts, awards,
269 sponsored projects, service center or core facility revenue, income, auxiliaries,
270 cooperative agreements, etc.); or,
- 271 ii. Temporarily supported on general funds (e.g., one-time, startup, seed funding, bridge-
272 funding, sabbatical, etc.); or,
- 273 iii. Appointed to programs, projects, or activities that are temporary, short-term, or self-
274 supporting.

275

276 Notwithstanding the terms set above, Career appointments designated as funding-contingent

277 have an expectation of continued employment for as long as funding for the position is known
278 to be available. A funding-contingent appointment can be terminated due to lack of funding,
279 changing programmatic needs, or poor performance by the bargaining unit faculty member
280 holding the appointment, subject to the notice requirements below.

281
282 Bargaining unit faculty members with funding-contingent appointments who have achieved
283 promotion shall receive at least 30 ~~60~~-days' notice before being laid off. Funding-contingent
284 ~~Career~~ faculty members who ~~are in their second or subsequent years of employment, but who~~
285 have not achieved promotion ~~will have a notice period of at least 30 days before being laid off.~~
286 ~~Funding-contingent faculty members who are in their first year of employment~~ are not subject
287 to notice before being laid off (although at least 30 days' notice is encouraged).

288
289 Before terminating a funding-contingent appointment for a bargaining unit faculty member's
290 poor performance, the University must meet with the bargaining unit faculty member to discuss
291 the poor performance and provide the bargaining unit faculty member with written instructions
292 and a timeline to remedy the poor performance.

293
294 Changes in FTE for funding-contingent faculty are allowed by mutual agreement or change in
295 funding, programmatic need, or performance.