University of Oregon
Policy Statement Development Form

Policy Title: Appointment of Officers of Administration

Policy submitted by:
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Email: lking@uoregon.edu
Organization: Human Resources
Date: February 18, 2011

Preamble: Officers of administration hold positions that are administrative, professional, managerial, supervisory or confidential as defined in Public Employees Collective Bargaining Act (PECBA).

Reason for Policy: To establish and define employment appointments for officers of administration.

Who is Governed by this Policy:
(Please mark all that apply)
___ Faculty
___ Students
___ Staff
___ Other: Officers of Administration (OAs)

Who Should Know this Policy:
President, vice presidents, deans, directors, department heads, OA supervisors, university administrators, and all officers of administration.

Policy Statement: Officers of Administrations receive fixed-term appointments. The term of the appointment is set forth in the notice of appointment. An Officer of Administration is not eligible for tenure, and the Oregon Administrative Rules regarding timely notice for tenure-related appointments do not apply.

Positions of Indefinite Duration: An Officer of Administration in a position that is expected to continue indefinitely usually serves for a 12-month term (July 1 – June 30) or a term equal to the remainder of the fiscal year in which the appointment is made, whichever is shorter. The President or designee may approve an initial appointment term of longer than 12-months and any subsequent appointment term of longer than 12-months. An appointment term longer than three-years requires the prior written approval of the President and the Chancellor.
If reappointment of an Officer of Administration beyond the term specified in the notice of appointment will not be offered for reasons other than cause or financial exigency, advance written notice will be given as follows: at least one month before the end of the term of appointment for an Officer of Administration who has served 12 months or less as an Officer of Administration, and at least three months before the end of the term of appointment thereafter.

**Other Positions:** An Officer of Administration who serves in a position with a funding source, such as a grant, that provides a specified time limit on the funding will have an appointment term of 12-months or less but in no event longer than the period of time the funding will remain available. An exception may be made upon written approval of the President or designee. Such an appointment ends on its last day, and no notice is required.

An Officer of Administration who serves in a position with an anticipated duration of less than 12-months will have an appointment term of that anticipated duration or shorter. Such an appointment ends on its last day, and no notice is required.

**Procedures:** Each University official with hiring authority (e.g., president, vice president, senior vice provost, etc.) is responsible for approval and administration of appointments of Officers of Administration in the official's portfolio. A decision not to reappoint an Officer of Administration who occupies a position of indefinite duration must be made in consultation with the designated official in the Office of Human Resources. The written notice to the affected Officer of Administration is subject to the approval of the official with hiring authority.

**Exclusions and Special Situations:**
An Officer of Administration who received a fixed-term appointment which included a timely notice provision of up to one year prior to June 30, 2011, will retain the right to receive, for the duration of their employment with the University as an Officer of Administration, advance written notice equivalent to the timely notice period provided as part of that fixed-term appointment.

**Forms/Instructions/Regulations:**
Notices of appointment are generated, distributed and executed by the university’s office of Unclassified Personnel Services.

**Cross Reference to Related Policies:**
Policy No. 03.05.01, Officers of Administration (currently under review).

**Responsible University Office:**
University Office: Human Resources
Office Website URL: http://hr.uoregon.edu/
Policy Owner: Mary Beth Allen
   Email: marybeth@uoregon.edu
   Phone: Ext. 6-6296
Related Documents:
N/A

Revision/Development History:
Developed and distributed March, 2011.

Organizational Category:
(Please mark only one)

- Administration and Governance
- Academic and Curricular
- Human Resources
- Facilities
- Students
- Finance and Business Affairs
- University Relations
- Health and Safety
- Research
- Information Technology
- General
POLICY CONSULTATION AND REVIEW

Consultation and review by the following individuals or groups:

Reviewed by Senate (See Attached email) May 11, 2011
Nathan Tublitz, University Senate President Date

Reviewed by ELT April 11, 2011
Executive Leadership Team Date

Print Name Date

Print Name Date

Print Name Date

APPROVED BY:

President or Designee

Signature Date

POLICY EFFECTIVE DATE: 5/18/2011

ASSIGNED POLICY NUMBER: 03.05.06
Dear Kathy:

On May 11, 2011, the University Senate passed Senate Motion US10/11-15 to adopt the Appointment of the Officers of Administration policy. The complete text of the motion can be found at:
http://senate.uoregon.edu/content/adoption-appointment-officers-administration-policy.

Cheers,

Nathan

On Thu, 12 May 2011 11:11:32 -0700, Kathy Warden wrote:
> Hi Nathan. Can you send me a quick email stating that the Senate
> approved the Appointment of Officers of Administration policy? I can
> then attach it to the policy. Thanks.
> > Kathy Warden
> > Program Manager
> > Office of the Senior Vice President and Provost
> > (541)346-3531

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