

## POLICY CONCEPT FORM

Name and UO Title/Affiliation:

Angela Wilhelms, University Secretary

Policy Title/# (if applicable):

UO Policy 02.01.13 – Faculty Vacancy Announcements

Submitted on Behalf Of:

Office of the Provost and Academic Affairs

Responsible Executive Officer:

Office of Provost (Contact: Mariann Hyland)

SELECT ONE:  New Policy

Revision

Repeal

*Click the box to select*

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:  Yes  No

If yes, which attorney(s): Kevin Reed

### GENERAL SUBJECT MATTER

*Include the policy name and number of any existing policies associated with this concept.*

A 1986 UO Policy (# 02.01.13) titled "Faculty: Vacancy Announcements"

### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

*List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.*

NA

### STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

This 30 year old policy is not a university policy per se. It is a good practice and one the Office of the Provost and Human Resources intend to continue and codify through administrative procedure in the Provost's office (so there will remain a record that this is a practice we follow). Since this policy is in fact mostly procedures, there is agreement that it is not generally appropriate for the University-level policy library.

### AFFECTED PARTIES

*Who is impacted by this change, and how?*

NA since this will remain an OPAA administrative procedure.

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**CONSULTED STAKEHOLDERS**

*Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)*

| <b>Name</b>              | <b>Office</b>            | <b>Date</b>       |
|--------------------------|--------------------------|-------------------|
| <b>Mariann Hyland</b>    | <b>Academic Affairs</b>  | <b>Multiple</b>   |
| <b>Nancy Nierath</b>     | <b>Human Resources</b>   | <b>Multiple</b>   |
| <b>Harbaugh/Sinclair</b> | <b>University Senate</b> | <b>In Process</b> |

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**Reason for Policy**

To standardize information contained in academic position announcements.

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**Entities Affected by this Policy**

Faculty, potential faculty candidates and those filling faculty positions

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**Web Site Address for this Policy**

<http://policies.uoregon.edu/policy/by/1/0201-personnel/faculty-vacancy-announcements>

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**Responsible Office**

Office of the Senior Vice President and Provost: 541-346-3186, [provost@uoregon.edu](mailto:provost@uoregon.edu)

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**Enactment & Revision History**

02/08/2010 Policy number revised from 3.140 to 02.01.13  
Issued by: President 01/31/1986

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**Policy**

Vacancy announcements for academic positions at the University of Oregon shall contain the tenure status of the position being offered.

Procedures: When an appointing department or unit requests authorization from the Vice-President to fill an academic position, the Notice of Academic Position Opening form (NAPO) shall indicate whether the position is to be tenured, tenure-related, or of a limited-fixed-term duration, and the minimum salary. When the department or unit head and dean or director have signified their approval of the requested status and minimum salary, the form is sent to the Vice-President, who may approve or disapprove the proposed status or minimum salary. When the Vice-President signs the NAPO form, the proposed fixed-term or tenure status of the position. All published announcements of the position and direct mailings of the position description shall contain similar information about the fixed term or tenure status of the position. The Office of Affirmative Action shall return unsigned to the department/unit any position announcements that do not contain information about the fixed-term or tenure status of an academic position.

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**Related Resources**

NA