

POLICY CONCEPTS: INSTRUCTIONS AND GUIDELINES

All policy proposals – including new policy concepts, proposed revisions, or suggested repeals – must be submitted via the form on page 2 to the Office of the University Secretary with appropriate supporting information and documents. Completed submissions are forwarded to the University Senate (academic policies) or the President’s Policy Advisory Council (PAC), which ensures proper routing through the policy-making process. (See UO Policy I.03.01 for more information.)

Please keep the following definition of a university policy in mind as you develop your concept:

A University Policy (“Policy”) is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University’s mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board [of Trustees] or the President [of the University] as a University Policy.

A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.

To help facilitate as smooth a process as possible, please consider the following:

1. Consult as many stakeholders as possible *prior to submitting* your concept. A primary role for the PAC is to ensure that appropriate offices, departments or groups are consulted.
2. Run your concept by the Office of General Counsel (OGC) *prior to submission*. OGC review is a required step in policy-making.
3. Please use the proper template – email uopolicy@uoregon.edu to obtain either (a) the new policy template (new proposals) or (b) the Word version of the existing policy in its proper template (for redlines/revisions).
4. A “redlined” version of your concept in Word is required for proposed revisions. This must be done using the appropriate Word version (see #3, above).
5. Include any appropriate related resources that will be useful to those reviewing the concept. Links are preferred, but supplemental documents are of course acceptable for items not online. Examples of such items include any associated procedures or unit level policies (even if in draft form), or other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept;
6. Please submit all documents as individual files.
7. Someone from the responsible office or proposing unit will need to attend a PAC meeting to explain the concept and answer any questions.

Please email uopolicy@uoregon.edu if you have any questions. Thank you!

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Jeslyn Everitt, Associate General Counsel
Policy Title & # (if applicable):	V.11.01 Political Activities 580.022.0015 Candidates for Public Office V.11.09 Relationships with State Government
Submitted on Behalf Of:	
Responsible Executive Officer:	Office of Government and Community Relations

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): Jeslyn Everitt

GENERAL SUBJECT MATTER

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

The proposal is to repeal both:

- 580.022.0020 Candidates for Public Office, <https://policies.uoregon.edu/candidates-public-office>
- and
- V.11.09 Relationships with State Government, <http://policies.uoregon.edu/vol-5-human-resources/ch-11-human-resources-other/relationships-state-government>

Because they are fully incorporated within and duplicative with:

- Political Activities, <https://policies.uoregon.edu/vol-5-human-resources/ch-11-human-resources-other/political-activities>

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.

V.11.01 Political Activities
580.022.0015 Candidates for Public Office
V.11.09 Relationships with State Government

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

At some point Policy V.11.01 “Political Activities” was created and fully incorporated verbatim language from two other policies, “Candidates for Public Office” and “Relationships with State Government” into section B and C. It is reasonable to assume that the intent had been to have the Political Activities policy wholly replace the other two, which could then be repealed, but the repeal was never effectuated. Thus, we ask to repeal the two redundant policies, since they are no longer needed.

This will avoid confusion and duplication of policies, and help maintain a streamlined policy library.

AFFECTED PARTIES

Who is impacted by this change, and how?

N/A – no substantive policy changes are being made with these updates.

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.).)

Name	Office	Date
Trent Lutz	Community and Government Relations	10/14/25
Kaia Rogers	Human Resources	10/20/25
Kelly Wolf	Business Affairs	10/15/25

Reason for Policy

To articulate key parameters around running for and serving in elected office, including the overarching right to do so.

Entities Affected by this Policy

All UO employees interested in running for political office.

Web Site Address for this Policy

<https://policies.uoregon.edu/candidates-public-office>

Responsible Office

Human Resources: 541-346-3159, hrinfo@uoregon.edu

Enactment & Revision History

17 March 2015 - Senate-proposed revisions approved by the university president

01 July 2014 - Former Oregon Administrative Rule became UO policy by operation of law

Policy

(1) ~~In accordance with the Oregon Constitution, it is Board policy to allow employees to seek political office and to serve in the event of election. Before an employee shall become a candidate for any public office, whether for a salaried or non-salaried position, the employee is expected to consult with the president.~~

~~(2) Political activity shall in no way interfere with the performance of the major duties prescribed by the university.~~

~~(3) Because circumstances under which a campaign is conducted will vary widely depending on the nature of the elective office and the extent of opposition, the determination of whether an employee may continue full-time duties while conducting or engaged in a campaign rests with the employee's president. In the event of election to the State Legislature, an employee normally will be placed on leave of absence without pay during the period of full-time~~

University of Oregon Policy 580.022.0015
Candidates for Public Office
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~~responsibility. If elected or appointed to a full time salaried office, the employee may be placed on leave of absence without pay during the term of office or may be required to resign.~~

Commented [JL1]: Section B. Candidates for Public Office in V.11.01 Political Activities policy.

Related Resources

NA

Reason for Policy

To articulate guidelines around official university relationships with and advocacy of the state and its political instrumentalities.

Entities Affected by this Policy

Employees of the university

Web Site Address for this Policy

<https://policies.uoregon.edu/vol-5-human-resources/ch-11-human-resources-other/relationships-state-government>

Responsible Office

Human Resources: 541-346-3159, hrinfo@uoregon.edu; Office of the Provost: 541-346-3186, provost@uoregon.edu

Enactment & Revision History

- 15 July 2021 – Policy renumbered (from OAR 580.022.0020 to UO Policy V.11.09)
 - 17 March 2015 - Senate-proposed revisions approved by the university president
 - 01 July 2014 - Former Oregon Administrative Rule. Became UO policy by operation of law
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Policy

- (1) ~~Except for the president and designees, no employee of the university is authorized to represent the university to the Legislature, its members or committees, to the Office of the Governor, and to the Executive Department and its Divisions.~~
- (2) ~~Nothing in this rule shall be construed as inhibiting an employee of the university from exercising the right of citizenship in a personal capacity, or be construed as inhibiting any employee of the university from appearing before a body of state government identified in this rule in response to a request from that body.~~
- (3) ~~Faculty members are encouraged to visit the Legislative Sessions and Hearings with students in the interests of furthering the effectiveness of organized class work, or to respond~~

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Relationships with State Government
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~~to requests from the Legislature for establishment and maintenance of special involvements such as student intern programs.~~

Commented [JL1]: Section C. Relationships with State Government in V.11.01 Political Activities policy.

Related Resources

NA

Reason for Policy

This policy expresses the University's position on political activities of employees.

Entities Affected by this Policy

All employees of the university.

Web Site Address for this Policy

<https://policies.uoregon.edu/vol-5-human-resources/ch-11-human-resources-other/political-activities>

Responsible Office

Office of Government and Community Relations: 541-346-5020

Enactment & Revision History

25 February 2016 - Renumbered as UO Policy V.11.01 and related resource to ORS Chapter 260 added
02 September 2015 - Technical revisions enacted by the university secretary
22 March 2015 - Sections B and C (former OARs 580-022-0015 and 0020) amended by the university president upon recommendation of the university senate
01 July 2014 - Became a University of Oregon Policy by operation of law
Former Oregon Administrative Rule Chapter 580 Division 22, Sections 0010-0020

Policy

A. Public Activities

(1) Although there is no prohibition against active participation by University employees in various community and public affairs, it is expected that time given to such activities shall not interfere with the duties of the employees concerned.

(2) No employee shall take action that might be construed as committing the institution or the Board to a position on public issues.

B. Candidates for Public Office

(1) In accordance with the Oregon Constitution, it is University policy to allow employees to seek political office and to serve in the event of election. Before an employee shall become a

candidate for any public office, whether for a salaried or nonsalaried position, the employee is expected to consult with the President.

(2) Political activity shall in no way interfere with the performance of the major duties prescribed by the University.

(3) Because circumstances under which a campaign is conducted will vary widely depending on the nature of the elective office and the extent of opposition, the determination of whether an employee may continue full-time duties while conducting or engaged in a campaign rests with the employee's President. In the event of election to the State Legislature, an employee normally will be placed on leave of absence without pay during the period of full-time responsibility. If elected or appointed to a full-time salaried office, the employee may be placed on leave of absence without pay during the term of office or may be required to resign.

C. Relationships with State Government

(1) Except for the President and designees, no employee of the University is authorized to represent the University to the Legislature, its members or committees, to the Office of the Governor, and to the Executive Department and its Divisions.

(2) Nothing in this policy shall be construed as inhibiting an employee of the University from exercising the right of citizenship in a personal capacity, or be construed as inhibiting any employee of the University from appearing before a body of state government identified in this policy in response to a request from that body.

(3) Faculty members are encouraged to visit the Legislative Sessions and Hearings with students in the interests of furthering the effectiveness of organized class work, or to respond to requests from the Legislature for establishment and maintenance of special involvements such as student intern programs.

Related Resources

Chapter 260 of the Oregon Revised Statutes (ORS) controls political campaigning by public employees. Available here: https://www.oregonlegislature.gov/bills_laws/ors/ors260.html.