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6 Appointment at the time of hire and at each ~~annual~~ contract renewal, no later than July 1st of every
7 year, to include, but not be limited to, ~~all of~~ the following:

8 i) Classification (type of appointment) and Rank

9 ~~ii) Duration: fixed term or continuous appointment~~

10 iii) Period of Appointment stating effective start and end dates, and appointment basis
11 (9month, 10.5mo, 11mo or 12mo), ~~and for fixed term appointments the appointment~~
12 ~~duration, and whether the appointment is renewable.~~

13 iv) Annual FTE

14 v) Annual Base Salary Rate and actual appointment salary (based on FTE), including annual
15 stipends, additional pay or special conditions

16 vi) Assigned department(s) and campus location, including online

17 vii) Any credit granted toward promotion or tenure, if applicable.

18 viii) Statement that ~~e~~Each the position is subject to a collective bargaining agreement (CBA)
19 between Oregon Tech and the Association, OT-AAUP, with electronic information on
20 accessing the current Agreement.

21 Individuals shall have an opportunity to review their Notice of Appointment and clarify
22 inconsistencies, omissions or errors with the Office of Human Resources or the Office of the Provost
23 within the first term of their effective starting date of appointment.

24 A joint appointment for a bargaining unit member shall be indicated on the Notice of Appointment
25 by including in (vi) all assigned departments, units, or colleges, and the percentage of FTE assigned to
26 each.

27 28 Section 2. Notices of Appointment for Tenure Track and Tenured Faculty.

29 ~~Oregon Tech The Employer~~ shall provide annual Notices of Appointments to tenure track or
30 tenured faculty by email (with read receipt requested, in pdf format), via a secure link, or by mail, no
31 later than July 1st.

32
33 Tenure track faculty are typically considered to be on annual appointments during the probationary
34 period prior to applying for tenure review. An unsuccessful tenure review shall be communicated to
35 the faculty according to the timeline outlined in the Article [x] on Promotion and Tenure for Tenure
36 Track Faculty, and no later than the end of Winter term.

37
38 Non-renewal notices for faculty on tenure track shall be sent by June 30th of the year prior to which
39 their contract is to end. The notice shall include a reason for non-renewal, including programmatic

85 **Section 6. Lack of Renewal Notice**

86 If the Employer does not provide a bargaining unit faculty member with notice as set forth above in
87 Sections 1-3, that faculty shall receive a payment proportional to his or her base salary for the
88 number of days the notice was late.

89
90 A bargaining unit faculty member who does not receive notice as set forth in Sections 1-3 and
91 continues to work under the terms and conditions of the expiring appointment after that
92 appointment expires will be paid for all work performed, under the terms of the expired
93 appointment.

94
95 **Section 7. Reclassification caused by initial CBA**

*OT-AAUP reserves the right to add to, modify, or amend proposals during the course of negotiations.