

Career faculty will be eligible for promotion or continuous employment review after accumulating six years of employment at their current rank as a faculty member at or above .5 average FTE per year. 12-month career instructors may accrue FTE during fall, winter, spring, and summer terms. The six years of employment do not have to be consecutive.

Career faculty who will have completed five years of employment at their current rank as a faculty member at or above .5 average FTE per year, and who have an expected appointment of .5 average FTE or greater for the sixth year, should initiate the process by June 15 of the fifth year if a review in the sixth year is desired. Career faculty who have already completed more than five years of employment at their current rank as a faculty member at or above .5 average FTE per year may initiate the process by June 15 of any year. For further details, see Career Faculty Promotion.

Directions:

1. The candidate works with the appropriate staff member or manager to complete this form.
2. The candidate works with the appropriate staff member or manager to complete the table below to show appointed FTE for each term. Nothing over 1.0 FTE per term will count towards the average FTE (for example, for an FTE of 1.1, enter only 1.0). The FTE average for each year must be at least .5 in order for it to count towards eligibility.
3. The appropriate staff member or manager submits the form to the unit head with a notice of intent to be considered for review.
4. The unit head provides the e-signature and returns it to the staff member or manager.
5. The staff member or manager emails the completed form to [HRops@uoregon.edu](mailto:HRops@uoregon.edu) for verification of FTE.
6. HR Ops returns the verified form (with HR personnel initials and date) to the staff member or manager for inclusion in the dossier.

**Name (First Last):**

**APPROVALS**

**Instructional:**

**Research:**

**Name**

**College/School or  
Center/Institute:**

**Unit Manager:**

**Signature and Date**

**Department:**

**Unit Head:**

**UO ID:**

**Email Address:**

**Date of  
appointment  
to current  
rank:**

**Current Rank:**

**Rank (Title) Following Promotion  
(promotion review only):**

**Intended Year of Promotion (e.g.  
AY23):**

**University HR FTE verification:**

**12 month contract**

**Monthly FTE**

Year Start-End	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Average
Ex: 24-25	.66	.66	.66	.50	.50	.33	.50	.50	.50	.33	.33	.00	.50