The Office of

## Academic Affairs

## Faculty Handbook

The University of Oregon Faculty Handbook is a compendium of issues relating to working conditions for faculty with appropriate resources and links to relevant information. The Faculty Handbook does not, itself, constitute university policy, and its contents are not grievable. Instead, it is meant to serve as a resource for the benefit of all University employees and for ease of reference.

This handbook provides resources and information for all University of Oregon faculty. However, some sections of the handbook refer to policies and procedures that apply differently to faculty members who are represented by UA and to faculty members who are not represented. If faculty members are unsure whether they are represented or unrepresented, they should consult with their department head, director, or dean. More information about bargaining unit status can be found on the Academic Affairs website at <a href="https://academicaffairs.uoregon.edu/bargaining-unit-status">https://academicaffairs.uoregon.edu/bargaining-unit-status</a> (/bargaining-unit-status).

To search for a topic, please use the "find" function in your browser or hit Command+F or CTR+F

## INSTITUTIONAL OVERVIEW

Brief History of the University (https://uoregon.edu/our-history)

Mission Statement (https://uoregon.edu/our-mission)

Accreditation (http://accreditation.uoregon.edu/) •

Board of Trustees (http://trustees.uoregon.edu/) @

Office of the President (http://president.uoregon.edu/)

Office of the Provost (https://provost.uoregon.edu/) 🖪

University Senate (http://senate.uoregon.edu/)

## ACADEMIC APPOINTMENTS & RANKS

#### ACADEMIC CLASSIFICATIONS AND RANKS

- Appointments, Classifications, and Ranks (/content/appointments-ranks)
- Reclassification of Represented NTTF Faculty (/content/reclassification)
- Emeritus (/content/appointments-ranks)
- Courtesy (/content/appointments-ranks)
- [CBA Article 15] (/sites/academicaffairs2.uoregon.edu/files/article\_15.pdf)

#### ASSIGNMENT OF PROFESSIONAL RESPONSIBILITIES

• The following is a link to CBA Article 17 that describes how professional responsibility policies will be developed. Until fully developed and approved, please refer to existing department policy and practice. [CBA Article 17] (/sites/academicaffairs2.uoregon.edu /files/article 17.pdf)

#### **CONTRACTS**

- Appointments and Contracts (/content/hiring-contracts)
- Contracts for Represented Faculty [CBA Article 16] (/sites/academicaffairs2.uoregon.edu /files/article\_16.pdf)

#### SUMMER TERM APPOINTMENTS

- <u>Summer Term Teaching Appointment Guidelines (http://ups.uoregon.edu/content/summer-term-teaching-appointment-guidelines)</u>
- The following is a link to CBA Article 18 that describes how summer term policies will be developed. Until fully developed, please refer to existing department policy and practice. [CBA Article 18] (/sites/academicaffairs2.uoregon.edu/files/article 18.pdf)

## PROMOTION, TENURE & EVALUATION

### PROMOTION, TENURE AND EVALUATION FOR TTF

- TTF Promotion and Tenure Overview (/promotion-tenure)
- <u>Departmental Criteria for TTF Promotion & Tenure (/content/departmental-policies)</u>

- Preparing Tenure Files for TTF (/content/preparing-promotion-and-tenure-files)
- TTF Evaluation (/evaluation-ttf)
- CBA Article 20 describes the processes by which tenure-related faculty (TTF) are evaluated at various stages, including contract renewal, tenure, and promotion. Each unit engaging TTF has an approved procedures and criteria document, available from the department/unit and posted on the Academic Affairs website. Until these approvals are complete, please refer to your existing department/unit procedures and criteria document and to the university-level information provided through the following links. [CBA Article 20] (/sites /academicaffairs2.uoregon.edu/files/article\_20.pdf)

#### PROMOTION AND EVALUATION FOR NTTF

- NTTF Promotion Overview (/promotion)
- Preparing Promotion Files for NTTF (/preparing-promotion-files)
- NTTF Evaluation (/evaluation-nttf)
- CBA Article 19 describes the periodic review and promotion review for non-tenure-track faculty (NTTF). Until these documents are complete, please refer to existing department/unit policy and practice. [CBA Article 19] (/sites/academicaffairs2.uoregon.edu /files/article\_19.pdf)

## BENEFITS & LEAVES

#### BENEFITS

- Health Benefit Programs (https://hr.uoregon.edu/benefits)
- Summary of Services Available to Faculty (http://hr.uoregon.edu/employee-benefits/benefit-basics/quick-summary-services)
- Tuition Benefits (http://hr.uoregon.edu/benefits/staff-rates-tuition-0)
- [CBA Article 27] (/sites/academicaffairs2.uoregon.edu/files/article\_27.pdf), [CBA Article 28] (/sites/academicaffairs2.uoregon.edu/files/article\_28.pdf)

## LEAVES (HTTP://HR.UOREGON.EDU/POLICIES-LEAVES)

- <u>Leave Policies for Unrepresented Faculty (http://hr.uoregon.edu/oa/holidays-vacation-sick-jury-and-other-leaves)</u>
  - Sick Leave (http://hr.uoregon.edu/policy/leaves/sick-leave-oar) ■
  - Parental Leave [UO Policy No. 02.01.19] (http://policies.uoregon.edu/policy
     /by/1/0201-personnel/faculty-parental-accommodation-policy-officers-instruction)
  - Vacation Leave (http://hr.uoregon.edu/policies-leaves/oar-vacation)

- Holidays (http://hr.uoregon.edu/oa/holidays-vacation-sick-jury-and-other-leaves)
- <u>Family and Medical Leave</u> (http://hr.uoregon.edu/policies-leaves/parental-and-medical-leaves/family-and-medical-leaves) ■
- o Research and Sabbatical Leave (/content/sabbatical)
- Leave Policies for Represented Faculty (Sick, Parental, Vacation, Jury Duty, Sabbatical) (http://hr.uoregon.edu/policies-leaves/leave-policies/united-academics-leaves)
- [CBA Article 32] (/sites/academicaffairs2.uoregon.edu/files/article\_32.pdf), [CBA Article 33] (/sites/academicaffairs2.uoregon.edu/files/article\_33.pdf), [CBA Article 34] (/sites/academicaffairs2.uoregon.edu/files/article\_34.pdf)

## SEPARATING FROM THE UNIVERSITY

## RESIGNATION (HTTP://UPS.UOREGON.EDU/NODE/71) ₫

### RETIREMENT (HTTP://UPS.UOREGON.EDU/NODE/71)

- Retirement Classification (/sites/academicaffairs2.uoregon.edu/files/article\_15.pdf) (/file /384)[CBA Article 15.2(j)] (/sites/academicaffairs2.uoregon.edu/files/article\_15.pdf)
- Faculty Retirement Options (https://hr.uoregon.edu/benefits/retirement)
- Tenure Reduction Program (https://hr.uoregon.edu/benefits/retirement/retirement-planning/retirement-resources/links/tenure-reduction-program) •
- Rights and Privileges of Emeritus Faculty [UO Policy No. 02.01.10] (http://policies.uoregon.edu/policy/by/1/03000-human-resources/retired-faculty-rights-privileges-and-perquisites)
- Retirement Benefits (http://benefits.uoregon.edu/retirement.html) 🖪
  - Additional Services Available to Retired Faculty (https://hr.uoregon.edu/benefits
    /retirement/retirement-planning/retirement-suitcase/university-services-retirees)
- Represented Faculty Salary Increase in Lieu of 6% Pick Up [CBA Article 29] (/sites /academicaffairs2.uoregon.edu/files/article 29.pdf)
- [CBA Article 29] (/sites/academicaffairs2.uoregon.edu/files/article\_29.pdf), [CBA Article 30] (/sites/academicaffairs2.uoregon.edu/files/article\_30.pdf), [CBA Article 31] (/sites/academicaffairs2.uoregon.edu/files/article\_31.pdf)

Nonrenewals for Represented Faculty [CBA Article 16] (/sites/academicaffairs2.uoregon.edu/files/article\_16.pdf)

## GRIEVANCES AND APPEALS

All policies concerning grievances and appeals for unrepresented faculty are currently under

review.

<u>Grievance Terms and Procedure for Represented Faculty [CBA Article 22] (/sites/academicaffairs2.uoregon.edu/files/article\_22.pdf)</u>

Appeals from the Denial of Tenure or Promotion for Represented Faculty [CBA Article 21] (/sites /academicaffairs2.uoregon.edu/files/article\_21.pdf)

## FACULTY RIGHTS, RESPONSIBILITIES & RESOURCES

#### ACADEMIC FREEDOM AND FREE SPEECH

- Academic Freedom [UO Policy No. 01.00.19] (http://policies.uoregon.edu/node/218)
- Freedom of Inquiry and Free Speech [UO Policy No. 01.00.16] (http://policies.uoregon.edu/policy/by/1/01-administration-and-governance/freedom-inquiry-and-free-speech)
- Academic Freedom, Free Speech, and Faculty Responsibilities for Represented Faculty [CBA Article 5] (/sites/academicaffairs2.uoregon.edu/files/article\_5.pdf)

#### CONFLICT OF INTEREST POLICIES

- Conflict of Interest, Potential [UO Policy No. 09.00.05] (http://policies.uoregon.edu/policy/by/1/09-research/conflicts-interest-potential)
- Financial Conflict of Interest Policy [UO Policy No. 09.00.04] (http://policies.uoregon.edu/policy/by/1/09-research/financial-conflict-interest-disclosure-and-management-investigators-external)

<u>Discipline for Represented Faculty [CBA Article 24] (/sites/academicaffairs2.uoregon.edu/files/article 24.pdf)</u>

#### ETHICS & COMMUNITY STANDARDS

- Community Standards Affirmation Policy [UO Policy No. 01.00.10] (http://policies.uoregon.edu/policy/by/1/01-administration-and-governance/community-standards-affirmation)
- Ethics & Professional Responsibility for Represented Faculty [CBA Article 36] (/sites /academicaffairs2.uoregon.edu/files/article\_36.pdf)

# ORIENTATION FOR NEW FACULTY MEMBERS AND OFFICERS OF ADMINISTRATION (ONFOA) (/ORIENTATION)

#### PERSONNEL FILES

- Faculty Promotion and Tenure Files Access to Information in the Closed Portion [UO Policy No. 02.01.16] (http://policies.uoregon.edu/policy/by/1/0201-personnel/faculty-promotion-and-tenure-files-access-information-closed-portion)
- Personnel Files for Represented Faculty [CBA Article 8 (/sites /academicaffairs2.uoregon.edu/files/article\_8.pdf)]

#### PROFESSIONAL DEVELOPMENT

- The following is a link to CBA Article 35 that describes how professional development fund policies will be developed. By agreement, these new policies will be developed in the fall of 2015. Until that time, please refer to existing department policy and practice. [CBA Article 35] (/sites/academicaffairs2.uoregon.edu/files/article\_35.pdf)
- Professional Development Training and Policy [UO Policy No. 03.08.01]
   (http://policies.uoregon.edu/policy/by/1/0308-professional-development-and-training/professional-development-and-training-policy)
- Recognition (/content/awards)
- Workshops (/workshops)
- Sabbatical (/content/sabbatical)
- <u>Sabbatical for Represented Faculty [CBA Article 33]</u> (/sites/academicaffairs2.uoregon.edu /files/article\_33.pdf)

#### RESEARCH SUPPORT

- The Office for Research and Innovation (http://research.uoregon.edu/)
- Research Development Services (http://rds.uoregon.edu)
- Sponsored Projects Services (http://sps.uoregon.edu)
- Research Compliance Services (http://orcr.uoregon.edu/)
- Innovation Partnership Services (http://ips.uoregon.edu/)

#### TEACHING AND LEARNING SUPPORT

- Classroom Resources (/classroom-resources)
- Facilities and Support for Represented Faculty [CBA Article 12] (/sites /academicaffairs2.uoregon.edu/files/article\_12.pdf)
- Teaching Resources (/teaching-resources)
- New and Revised Programs (/new-revised-courses)
- New and Revised Courses (/new-revised-programs)
- Assessment of Student Learning (/content/assessment-student-learning)

#### <u>TERMINATION (HTTP://UPS.UOREGON.EDU/NODE/71)</u> ••

• Termination Without Cause for Program Elimination or Reduction for Represented Faculty [CBA Article 25] (/sites/academicaffairs2.uoregon.edu/files/article\_25.pdf)

## GENERAL UNIVERSITY POLICIES & RESOURCES

## <u>ANTI-DISCRIMINATION & HARASSMENT POLICIES (HTTP://AAEO.UOREGON.EDU</u>/SITES/AAEO.UOREGON.EDU/FILES/AAEO\_BOOKLET\_COLOR\_0.PDF) •

- <u>UO Policy Prohibiting Sexual Harassment (http://aaeo.uoregon.edu/policy-prohibiting-sexual-harassment-including-sexual-assault-intimate-partner-relationship-violence)</u>
- Workplace Harassment Prevention Training (http://odt.uoregon.edu/registration/course view.php?crse id=445)
- Faculty/Student Relationships (http://workplacerelationships.uoregon.edu/)
- <u>Sexual Violence & Mandatory Reporting (http://aaeo.uoregon.edu/sexual-harassment-violence/protocol-responding-incidents-sexual-harassment-involving-students/procedures-university-faculty-and-staff-response-incidents-sexual-harassment)</u>
- Non-Discrimination Policy for Represented Faculty [CBA Article 14] (/sites /academicaffairs2.uoregon.edu/files/article\_14.pdf)

#### **BACKGROUND CHECK POLICIES**

- <u>Criminal, Credit, and Related Background Checks (https://hr.uoregon.edu/recruit/recruitment-and-selection/background-checks/criminal-credit-and-related-backg)</u>
- <u>Criminal Records Checks for Represented Faculty Members [CBA Article 37]</u> (/sites /academicaffairs2.uoregon.edu/files/article 37.pdf)

### DRUGS, ALCOHOL, AND TOBACCO POLICIES

- <u>Drug-Free Workplace [UO Policy No. 03.04.03]</u> (http://policies.uoregon.edu/policy/by/1/0304-employee-relations/drug-free-workplace)
- Smoking Policies (http://healthyoregon.uoregon.edu/Tobacco.aspx)
- Drug & Alcohol Testing for Represented Faculty Members [CBA Article 38] (/sites

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/academicaffairs2.uoregon.edu/files/article 38.pdf)

#### **HEALTH & SAFETY INFORMATION**

- Emergencies (http://emc.uoregon.edu/)
- Environmental Health & Safety (http://ehs.uoregon.edu/)
- Health and Safety Information for Represented Faculty [CBA Article 13] (/sites /academicaffairs2.uoregon.edu/files/article\_13.pdf)

# INFORMATION SECURITY & TECHNOLOGY POLICIES (HTTPS://IT.UOREGON.EDU/ACCEPTABLE-USE-POLICY)

• <u>Acceptable Use of University Information Assets for Represented Faculty [CBA Article 39]</u> (/sites/academicaffairs2.uoregon.edu/files/article\_39.pdf)

Parking & Transportation (https://parking.uoregon.edu/)

Use of University Facilities [UO Policy No. 04.00.05] (http://policies.uoregon.edu/policy/by/1/04-facilities/facilities-scheduling) ■

## POLICY RESOURCES & REGULATORY REQUIREMENTS

<u>UA Collective Bargaining Agreement (/sites/academicaffairs2.uoregon.edu/files/2015-2018 cba final linked.pdf)</u>

UO Policy Library (http://policies.uoregon.edu/) ₫

ADA (Americans with Disabilities Act) (http://www.ada.gov/pubs/adastatute08.htm) •

EEOA (Equal Employment Opportunity Act) (http://www.eeoc.gov/eeoc/history/35th/thelaw/eeo\_1972.html) ■

FERPA (Family Educational Rights and Privacy Act) (http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

P: 541-346-3081

QUICK LINKS RESOURCES <u>Contact Us</u>

Current UA CBA Tenure-Track Faculty
Office of Academic Affairs

UO Policy Library ☑ Non-Tenure-Track Faculty 207 Johnson Hall

Faculty Handbook New Hires 1258 University of Oregon

Eugene, OR 97403 Forms and Templates Academic Affairs Archive

<u>Workshops</u> F: 541-346-2023

<u>Departmental Policies</u>
academicaffairs@uoregon.edu

Academic Leadership

Contact List

<u>CAREERS</u> <u>PRIVACY POLICY</u> <u>ABOUT</u> <u>FIND PEOPLE</u>



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