

Black text – original

Orange text – OTAAUP suggested additions

~~Orange strikethrough – OTAAUP suggested deletions~~

Oregon Tech – language

Changes accepted by both parties

Article 8: Notices of Appointment

Section 1. Appointment and Renewal. Oregon Tech shall provide each bargaining unit member with a written Notice of Appointment signed by the President at the time of hire and at each contract renewal period that identifies, as applicable, classification, rank, type of appointment, the dates **and term** of appointment, annual FTE and base salary (9-month, **11-month** or 12-month), reporting supervisor(s) and campus assignment (for in-person classes only).

The following statement shall also be included:

This position is subject to a Collective Bargaining Agreement (“CBA”) between Oregon Tech and the Association, OT-AAUP (see: <https://www.oit.edu/provost/faculty-labor-relations>) and all Notices of Appointment and individual agreements regarding your terms and conditions of employment prior to the effective date of the CBA are considered void, **unless those terms have been approved by Oregon Tech since the effective date of the Inaugural CBA and formalized in the placed in the bargaining unit member’s personnel or academic file in the Office of Human Resources.** ~~Only~~ **†**The terms and conditions set forth in this Notice of Appointment and the current CBA govern your employment at Oregon Tech.

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

Oregon Tech shall send annual Notices of Appointments to bargaining unit members by email or by mail, no later than August 15.

Section 2. Appointment Period.

The initial and second term of appointment for **career professional** track bargaining unit members shall be an annual appointment that is considered probationary.

After the second term of appointment, the term of appointment becomes a two-year rolling notice of appointment. Under normal conditions, **career professional** track bargaining unit members will maintain a two-year rolling notice of appointment ~~until promoted to Senior Instructor 2 or Senior Librarian.~~ “Normal conditions” means the **career professional** track bargaining unit member must at least meet **or exceed** expectations in all categories on their APE **consistent with their job classifications** ~~position description~~ and have no disciplinary actions.

*Oregon Tech reserves the right to add to, modify, or amend proposals during negotiations.

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Oregon Tech Counter*
June 5, 2025

If, in year one of the rolling contract period, the career professional track bargaining unit member fails to meet expectations as outlined in the paragraph above, the “rolling” component of the appointment is not renewed. Instead, they bargaining unit member will be provided with a Warning of Non-Renewal, and will develop a plan with their ~~direct supervisor~~ their department chair, with approval from the dean, to address identified shortcomings ~~a plan for improvements that must need to be made met~~ before the non-renewal notice deadline in year two. The plan should include regular check-ins with the ~~direct supervisor~~ department chair at least twice a term to review progress.

If the career professional track bargaining unit member satisfies the plan for improvement, they will be moved back into a two-year rolling-notice of appointment.

If the career professional track bargaining unit member fails to satisfy the plan for improvement, they will receive a Notice of Non-Renewal, as described in Section 3.

Section 3. Warning/Notice of Non-Renewal. Oregon Tech shall send notices of non-renewal to bargaining unit members by email or regular mail in accordance with the following schedule:

<u>Rank</u>	<u>Date</u>
Tenure Track	No later than June 1 of the year prior to which the bargaining unit member’s notice of appointment is set to expire.
Career Professional Track:	
● Probationary (year 1 and 2)	No later than April 1
● Rolling year 1 (year 3) Non-Renewal	No later than June 1 for Warning of
● Rolling year 2 (year 4) Non-Renewal	No later than April 1 for Notice of

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