

Article VIII: 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 of appointment, annual FTE and base salary (9-month or 12-month), reporting supervisor(s) and campus assignment (for in-person classes only), and the following statement:

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. 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. Notices 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 30 of the year prior to which the bargaining unit member’s notice of appointment is set to expire.
Non-Tenure Track	No later than April 1 if the bargaining unit member has less than two (2) consecutive annual reviews.
Non-Tenure Track	No later than January 15 if the bargaining unit member has at least two (2) consecutive annual reviews.

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