

## OREGON INSTITUTE OF TECHNOLOGY

### Timely Notice and Termination of Contract for Unclassified Administrators Fixed Term OIT-20-045

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**APPLICABILITY:** All unclassified administrators of Oregon Institute of Technology on fixed-term appointments, excluding the president.

A fixed-term appointment is a contract of employment for a specified period of time. When fixed-term appointments for unclassified administrators will not be renewed, a written notice will be given at least ninety (90) days prior to the expiration of the current contract. If the notice of non-renewal is not given at least 90 days prior to the expiration of the current contract, the contract period will be extended to provide 90 days notice.

No reason is necessary for a non-renewal of appointment. Such notices of non-renewal may be based on the availability of funds or other reasons within the discretion of the president.

The contract of an unclassified administrator hired on or after July 1 of a contract year or during the first year of incumbency in a new position may be terminated by the president without cause by providing thirty (30) days written notice.

During the period between notification of non-renewal and the end of the appointment the administrative staff member may continue to work in the current position, be reassigned to another position as approved by the appropriate vice president, or may voluntarily resign or retire if eligible in lieu of non-renewal.

#### Reasons for Termination during the Appointment Period

Administrators or administrative staff may be removed by the president for financial exigency (university-wide); retrenchment (university-wide); or significant organizational restructuring (department/unit), which is recommended by the appropriate vice president or department head and approved by the president to be necessary because of significant financial or budget considerations that must be addressed immediately. An administrator or an administrative staff member who is released not for cause before the end of their appointment period will receive a written notice of not less than 90 days. The decision will be final and cannot be grieved.

The president reserves the right to immediately terminate a contract or appointment for cause at any time. Just cause includes, but is not limited to: malfeasance; insubordination; violation of university policies in the area of sexual harassment and/or other prohibited discrimination; unwillingness or inability to fully and faithfully carry out the duties of the position or otherwise render effective service; gross misconduct in violation of Oregon Tech policies, OUS Administrative Rules, state or federal laws, rules or regulations as they may apply to the performance of the incumbent's duties and responsibilities.

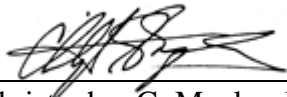
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This policy will be in effect as of July 1, 2014.

Recommended by:

Administrative Council – May 19, 2014  
President's Council – May 22, 2014

Approved:   
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Christopher G. Maples, President

Date: May 29, 2014