



**Oregon State University**  
**College of Agricultural  
Sciences**

**Policy on Extended Three-Year Contracts for Fixed Term Faculty**

Oregon State University [policy](#) allows for extended contracts for fixed-term faculty who have passed their first promotion. A fixed-term faculty member who has achieved their second promotion may be eligible for a three-year contract consistent with university, college and unit policies. The College of Agricultural Sciences (CAS) has an interest in retaining career employees who have made significant contributions to the college and their unit over a sustained period. This document details CAS' policy on three-year contracts for fixed-term faculty who have achieved their second promotion.

Three-year fixed-term contracts may be available to employees in the following academic ranks who are appointed at a minimum of 0.75 FTE, have been in their position at least eight (8) years, have made significant contributions to the college and unit, are funded greater than 75% on recurring, state, federal or county funds, and have passed their second promotion in rank:

- Senior Instructor II;
- Full Professor Extension;
- Full Professor Senior Research;
- Full Professor of Practice;
- Senior Research Associate II; and
- Senior Faculty Research Assistant II.

A reasonable expectation of funding continuation for the position must exist for an extended fixed-term contract to be given to a faculty member who has achieved their second promotion. Units are responsible for the funding of faculty granted three-year contracts. Fixed-term faculty in positions funded by Education and General (E&G), Agricultural Experiment Station (AES), Extension (AGES) or County support funds will be considered for an extended contract if there is a reasonable expectation that funds will be available for the duration of the contract. Extended, three-year contracts will not be granted to faculty supported on soft funds such as grants, contracts. However, all faculty who have achieved their first promotion will receive a two-year contract.

**Process to Initiate a Three-Year Extended Fixed-Term Contract:**

A justification letter that includes the following information is to be prepared by the unit leader and DocuSigned to CAS Deans Approval (to sign) with a cc: to the HR Strategic Partner for concurrence and approval of the request for a three-year, extended fixed-term contract.

Faculty funded on AGES or County-support funds must also receive the concurrence of the Vice Provost for Extension and Engagement:

- Employee's name, rank and position number;
- Time in academic rank and rank promotion date;
- Employee's FTE;
- Funding source(s) for the contract;
- A statement explaining the anticipated funding period available for continuation of the position; and
- Summary of the employee's sustained contributions to the University.

**Annual Review:**

The unit leader will review the appropriateness of continuation of an extended year contract each year or consistent with our CAS evaluations guidelines. The department head will continue to be aware of, record, and hold employees accountable for performance levels during their extended year contract. Documentation of such a review will be maintained in the department.

CAS Dean's Office