

Renewal Process for Courtesy Appointments

1. Each May Unclassified Personnel Services will generate a list of active courtesy appointments for renewal information for the next fiscal year.
2. Attached is the list for your area. Please distribute to each respective department for review. Each department should review and designate “Yes” for those appointments they wish to keep active for the next fiscal year to June 30, 2015. They should designate “No” for those appointments they do not wish to renew; these appointments will be terminated on their current end date.
3. Please include any changes to the sponsor responsible for this appointment. If a faculty member sponsors an appointment and then resigns from the university, we will need a new sponsor designated for this renewal.
4. Please have the department forward their completed spreadsheet to your office for final approval.
5. Dean’s Office/VP’s Office should forward the final approved list to Jen Mirabile in Unclassified Personnel Services, mirabile@uoregon.edu.
6. New appointments, renewals for VISA purposes and renewal appointments that require an appointment letter will continue to be completed using an Unpaid Appointment Form (UAF).
7. Any changes or **early termination** of an appointment renewed using this process can be accomplished by sending a UAF to Unclassified Personnel Services.
8. Appointments which need to be renewed and were missed during this process can be processed with a UAF form to Unclassified Personnel Services.