**Career Faculty Layoff Justification Memo**

This template is to be completed for all non-funding-contingent Career Faculty layoffs of those in the United Academics bargaining unit.

**Section 1: Unit & Employee Information**

Faculty Member:   
UO ID Number (95#):  
Category & Rank:  
Department:  
School/College:   
Faculty Hire Date:  
Annualized FTE:  
If the faculty member has multiple UO appointments, please detail:

Notice period (at least):  
[ ] 30-days (in their first year of employment and not hired at a promoted rank)  
[ ] 90-days (in their second or subsequent years of employment but not yet promoted)  
[ ] 365-days (for promoted Career faculty)

Anticipated notice date:  
Effective termination date:

**Section 2: Layoff Rationale**

[ ] The Career Faculty member is in their first year. Career Faculty Members in their first year of employment may be laid off for any non-discriminatory, relevant reason. Please describe and complete Section 5 (you may skip Sections 3 & 4):

[Replace with your text here.]

[ ] The Career Faculty member is in their second or subsequent years of employment, please select the appropriate rationale:

[ ] Failure to meet the standards of excellence at a major research university, as determined through the procedures developed in accordance with Article 19; or

[ ] Inadequate resources within the unit or department to continue funding the bargaining unit faculty member’s position; or

[ ] Pedagogical or programmatic reasons, including but not limited to reasons under Article 3, Section 1, and departmental adjustments necessary to accommodate graduate students; or

[ ] Replacement of the laid off position with a Tenure-related position.

**Section 3: Layoff Justification**

Detail the context, objective facts, and criteria that support the rationale selected in Section 2:

[Replace with your text here.]

**Section 4: Earned Seniority Consideration**

*Article 16, Section 13. In situations where more than one Career faculty member could be laid off to address financial, pedagogical or programmatic needs, or to replace a position with Tenure-related position, layoffs should be based on the functions and skills required to perform necessary work. If more than one faculty member has the functions and skills to perform necessary work, layoffs shall follow earned seniority (Pre-promotion first, then Senior I, then Senior II).*

If relevant, please detail the earned seniority considerations that justify the layoff of this faculty member and not another:

[Replace with your text here.]

**Section 5: Approvals**

Unit Head:  
Date:

School/College Dean:  
Date:

Employee & Labor Relations:   
Date: