

Renewal, Continuation, and Termination Instructions for Courtesy Appointments

1. Each May, Human Resources will notify departments of the Renewal and Termination Process for Courtesy Appointments, which begins May 1.

Department Instructions

2. Department HR Partners are required to log into Cognos and run the Active Courtesy & Campus Associate Appointment report for their department. This report is available in the Cognos HR Teams Folder. To run this report you must have access to Cognos: <https://idr.uoregon.edu/getting-access>
3. Department HR Partners review their the Active Courtesy & Campus Associate Appointment report to determine which appointments will be renewed, continued, or terminated for the next academic year.
4. Once renewal, continuation, or termination designations are finalized, department HR Partners submit their final list to their Vice President/Vice Provost or Dean's Office for final approval by the 3rd week in May. (Remember this list is a working document and will not activate any changes).
5. The Vice President/Vice Provost or Dean's Office will notify departments of approval of their courtesy designations or request further information by the second week in June.

How to Renew or Terminate Courtesy Appointments

6. Once you have approval for your courtesy designations, from your Vice President/Vice Provost or Dean's Office, use the [Unpaid Appointment Form](#) to renew (if there is an appointment end date on the report) or [Unpaid Appointment Termination Form](#) to terminate an appointment (if there is no end date).
7. No action is required for renewal appointments that do not have an end date; they will continue into the next academic year.
8. No action is required for appointments with acceptable end dates. These appointments will terminate on those dates.
9. Departments are encouraged to send renewal notices via letter or email to all faculty who have been renewed (this includes all renewal appointments on your list with or without an end date). Please contact Jen Mirabile at 346-2195 or mirabile@uoregon.edu for a renewal notice template.

Reminders:

- Please review the [Provost's Office guidance](#) for current employees and courtesy appointments.
- Remember you can renew a courtesy appointment for the year and end the appointment early using the [Unpaid Appointment Termination form](#).
- Appointments which were terminated in error can be renewed with an [Unpaid Appointment Form](#).
- New appointments require an [Unpaid Appointment Form \(UAF\)](#) and do not use the yearly renewal process.
- Renewal of courtesy appointments that require an appointment letter (i.e. for VISA purposes) will continue to be processed using an [Unpaid Appointment Form \(UAF\)](#).
- Update sponsor information by using the [Supervisor Record Maintenance](#) process and Banner NOAEPAF form.

For more information about Courtesy, Campus Associate and other Unpaid Appointments visit the HR Operations website:

<https://hr.uoregon.edu/hr-operations/university-appointments/courtesy-campus-associate-and-other-unpaid-appointments>