TEMPLATE: CAREER-FACULTY LAYOFF NOTICE (REGULAR / NON-FUNDING-CONTINGENT)

[Date]

[Name]

[Department/Unit]

[School/College]

University of Oregon

Dear [First and Last Name]:

We must share some difficult news [Add if appropriate], and we want to do so with the utmost respect and gratitude for everything you’ve done in service to the University of Oregon community. This letter serves as the [Depending on employment duration: 30/90 / 180 /365-day] layoff notice of your appointment in the [School/College/Department], which ends your employment effective [last day]. We have made this determination after careful deliberation and in accordance with the Collective Bargaining Agreement.

Your position is being laid off [For Career Faculty in their first year: include any non-discriminatory, relevant reason]. {For Faculty in their second year or beyond give one of these reasons: [for failure to meet the standards of excellence at a major research university] or [due to Inadequate resources within the unit or department to continue funding you position] or [for pedagogical or programmatic reasons] or [due to the replacement of your position with a tenure-related position]}.

We understand this transition may be challenging, and we want to ensure you have access to support and resources during this time:

* Canopy Employee Assistance Program   
  Career and transition counseling   
  (800) 433-2320 <https://www.canopywell.com/>
* UO Human Resources Benefits Office  
  Health insurance, other benefits, and retirement  
  (541) 346-3085 [hrbenefits@uoregon.edu](mailto:hrbenefits@uoregon.edu)
* UO Human Resources Talent Acquisition  
  Information regarding job search resources  
  (541) 346-2963 [talent@uoregon.edu](mailto:talent@uoregon.edu)
* United Academics, faculty union at the University of Oregon  
  Rights under the collective bargaining agreement  
  (541) 636-4714 [info@uauoregon.org](mailto:info@uauoregon.org)

Additional resources to assist you during this period of transition are available on the [Human Resources website](https://hr.uoregon.edu/career-transition-resources) (<https://hr.uoregon.edu/career-transition-resources>). Open positions, recruitment pools, and information for subscribing to position announcements are available at <https://careers.uoregon.edu/>.

I assure you that this action was taken after careful consideration. [Add if appropriate:] Thank you for your valuable contributions to the University of Oregon.

Sincerely,

[Dean/Department Head/Unit Head]

cc: Human Resources Operations at [hrops@uoregon.edu](mailto:hrops@uoregon.edu)