***(PLEASE COPY, REVISE AND PRINT TO YOUR DEPARTMENT LETTERHEAD)***

NOTICE OF APPOINTMENT

 *NOTE TO DEPARTMENTS:*

DATE: *Use this letter for employees* *paid on gift, grant or*

TO: [Employee’s Name] *contract funds.*

[Employee’s ID#]

FROM:

SUBJECT: Renewal of Your Fixed-Term Appointment and

Notice of Appointment for 2019-20

This memorandum serves as formal notice of renewal of your appointment to a [9-/12-] month fixed-term position in the [Department/College] of \_\_\_\_\_\_\_\_\_\_ for the period \_\_\_\_\_\_\_\_\_ [September 16 or July 1, 2019\* to \_\_\_\_\_\_\_\_\_\_ or until exhaustion of the grant, contract or gift funds designated to cover your salary and benefits, whichever comes first.

The appointment carries the [rank/title] of \_\_\_\_\_\_\_\_\_\_ [if title use: “Professional, Non-teaching Faculty”] and is for [\_\_\_\_\_] FTE at your current annual salary rate.

This appointment is subject to all OSU policies and standards, which are incorporated by this reference.

Your duties as [title] are outlined in the [attached position description/position description on file] in your [department/college].

**Term-by-term Instructor appointments (optional statement): this statement may be used for term-by-term Instructor appointments when low course enrollment is a concern and the (college/unit) would like to make the offer contingent upon sufficient enrollment:**

This offer of employment is contingent upon the (college/unit’s) decision that there is sufficient enrollment of students to justify offering the course.

Thank you for your service to the institution.

c: Your HR Team in the Business Center

[\* or specify end date of the grant or contract funding]

9-month Term Dates:

 September 16 – December 15

 December 16 – March 15

 March 16 – June 15