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

NOTICE OF APPOINTMENT

 *NOTE TO DEPARTMENTS:*

DATE: *This letter is to be used only for those*

*employees who have been identified by the Department of Intercollegiate Athletics as having involvement or association with student athletes.*

TO: [Employee’s Name]

[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 \_\_\_\_\_\_\_\_\_\_. [Note: For 9-month appointment, indicate fall, winter or spring term ending date, UNLESS you are giving a contract with a differing ending date because of regular operating needs. In this case, you may give a contract for any length of time up to 9 months, as appropriate, not to exceed June 15, 2020.]

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.

This position has been identified as one that requires notification of certain obligations of the position based on the National Collegiate Athletic Association (NCAA) regulations for Division 1 (FBS) universities. NCAA regulations require that all employees working outside the Athletics Department who are involved or associated with student athletes must be aware of the University’s commitment to comply with all NCAA regulations. Personnel within the Department of Intercollegiate Athletics are available to assist you in understanding and adhering to these regulations. Please direct any questions that you may have pertaining to NCAA regulations or any other NCAA-related matter to the Associate Athletic Director for Compliance in the Department of Intercollegiate Athletics.

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

Thank you for your service to the institution.

c: Your HR Team in the Business Center

9-month Term Dates:

 September 16 – December 15

 December 16 – March 15

 March 16 – June 15