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

**Model Letter of Offer**

**NEW EMPLOYEE**

**HIRED INTO AN ADMINISTRATIVE POSITION**

**WITH TENURE STATUS AND TENURE HOME**

**This letter of offer is for a new employee hired into an administrative position with tenure status and a tenure home in the same department or a different department at OSU. In the case of an international faculty member, you must consult with International Scholar Advisor in International Scholar & Faculty Services (ISFS) regarding visa options and residency. Do not present this letter to the appointee or make a formal offer of employment until the terms and conditions of the offer in this letter have been approved by your business center human resources unit. Please contact Employee benefits at 541-737-2805 if you have questions regarding appointment benefits.**

**Important – Generally, a faculty member who is serving in an administrative position while maintaining his/her tenure status and tenure home will serve at the pleasure of the Dean. When serving at the pleasure of the Dean, do not insert an appointment end date in the letter.**

**New employees accepting administrative positions in conjunction with tenure-track or tenured positions are not eligible for salary increases during their first year of employment in their administrative positions. Their [9 OR 12]-month annual salary in their tenured position will be adjusted proportionally for any regular salary adjustments that occurred during their administrative appointment. Exceptions must be approved by Academic Affairs.**

**\* 9-Month Academic Year Appointments: September 16 – June 15. A faculty member, however, may begin employment on another date during the academic year, as appropriate for the circumstance.**

**Term by term begin and end dates are as follows:**

 **September 16 – December 15**

 **December 16 – March 15**

**March 16 – June 15**

**\* 12-Month Fiscal Year Appointments: July 1 – June 30. A faculty member, however, may begin employment on any date on or after July 1.**

Date

Inside Address

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am pleased to offer you the position of [Director/Department Chair/Department Head] of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Oregon State University. You will serve in this position at the pleasure of the Dean.

As [Director/Department Chair/Department Head] of the Department of \_\_\_\_\_\_\_\_\_\_\_, your annual salary rate for [fiscal OR academic] year 20XX – 20XX will be $\_\_\_\_\_\_ for full-time, [9 OR 12]-month service. The FTE for this position is XX. This appointment includes tenure on a [9 OR 12]-month basis as [Assistant Professor/Associate Professor/Professor] at XX FTE in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This appointment will become effective on \_\_\_\_\_\_\_\_\_\_.

Your [9 OR 12]-month annual salary rate recognizes the administrative responsibilities of [Director/Department Chair/Department Head]. Should you no longer hold these responsibilities, you are entitled to resume your [full-time, 1.0 FTE OR part-time XX FTE], [9 OR 12]-month tenured appointment as [Assistant Professor/Associate Professor/Professor] in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your [9 OR 12]-month annual salary in your tenured position will be $\_\_\_\_\_\_, adjusted proportionally for any regular salary adjustments that occurred during your appointment as [Director/Department Chair/Department Head].

While the basic period of service in this position is anticipated to be \_\_\_\_\_\_\_ years, [Directors/Department Chairs/Department Heads] serve at the pleasure of the Dean. Continued appointment as [Director/Department Chair/Department Head] is possible. The normal teaching load as [Director/Department Chair/Department Head] in this [department/school/college] is \_\_\_\_\_\_\_\_\_course(s) per year.

**OSU Policies and Standards – Use in EACH letter:**

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

**Work Authorization Requirement – Use in EACH letter:**

This offer is contingent on your demonstration of your authorization to work in the United States for OSU. Ongoing employment will require your continuing ability to demonstrate that you remain authorized to work in the United States for OSU

**Criminal History Check - Use when an offer of employment is contingent upon a satisfactory criminal history check (CHC):**

This position is designated as a critical or security-sensitive position; therefore, you must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Because you hold a critical or security-sensitive position, you are required to self-report convictions [and because you are assigned youth program duties, your criminal history will be checked every 2 years]. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement. If this requirement is not met at the time of appointment, your start date will be adjusted to a date after the requirement is met.

**Valid Driver’s License/ Satisfactory Driving History - Use when an offer of employment is contingent upon a valid driver’s license/satisfactory driving history:**

This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement. If this requirement is not met at the time of appointment, your start date will be adjusted to a date after the requirement is met.

**Certification/Licensure Requirements – Use if the appointee is required to have special licenses or credentials as part of the required qualifications (at appointment, or within a certain period of time):**

This offer of employment is contingent upon verification of your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ license/certification by your appointment start date. Please provide your supervisor with proof of this requirement before this date.

**Assigned duties – Use in EACH letter:**

Your position responsibilities are identified in your position description, available from the department.

**Start-up Package – The start-up package paragraph is optional. However, if it is included, it should state WHAT the department/college is firmly committed to providing in a start-up package, not what the department/college will TRY to achieve. This paragraph should not describe HOW the department/college will deliver its commitments as these are matters internal to the department/college. If you are providing a start-up package, insert your paragraph here. We encourage you to review sample wording at** <http://hr.oregonstate.edu/starter>.

**Moving Expenses – Use if the employee will receive a relocation allowance for moving expenses:**

In addition to your salary, you are authorized a relocation allowance of $xxxxx to help defray any costs you may incur for relocation expenses. Under tax laws, all moving expenses may be 100% taxable and reportable. OSU cannot provide tax advice and recommends that you seek the advice of a tax professional. If you voluntarily separate from the university within one (1) year, you agree that you may be required by the university to repay this allowance. For additional information regarding the OSU Relocation Allowance policy, please visit <https://fa.oregonstate.edu/relocation-and-moving>.

**Benefits:**

**Use if appointee is eligible for benefits (appointment .50 FTE or greater)**

Visit the “New Employee Onboarding” website at <http://hr.oregonstate.edu/inside-osu>

to review health benefit plan options, pension and retirement savings options, and how to enroll. You must enroll in your health benefits **within 30 days** of your hire date. Benefits are generally effective the first of the month after your hire date and completion of the enrollment process. The “New Employee Onboarding” website also contains general information to orient you to OSU including work/life balance topics and resources. If you are in a pension eligible position, you will be asked to make a pension program election before you complete your first six (6) full months of employment. Pension contributions will be made on your behalf by the university after you have served a waiting period of six (6) full months from your hire date. This website contains additional information regarding pension eligible positions: <http://hr.oregonstate.edu/orient/benefits/uf/pension>.

**Use if appointee is not eligible for benefits (appointment less than .50 FTE)**

Visit the “New Employee Onboarding” website at <http://hr.oregonstate.edu/inside-osu> for general information to orient you to OSU including work/life balance topics and resources.

**Personal Demographic Paragraph – Use if appointee has never been employed by OSU (NOTE: A new form MAY be required when rehiring or reappointing a former employee. See the OSCAR Rehire/Reappoint tasks instructional text when rehiring or reappointing a former employee to determine whether or not a new form is required.) The paragraph can be excluded if a form is not required:**

Please complete the enclosed personal demographic form and return it to \_\_\_\_\_\_\_\_\_\_. This will speed up your access to campus services.

**Technology Transfer Statement – Use one of the following paragraphs, as appropriate:**

**Use if a Personal Demographic form is required:**

Oregon State University has a technology transfer program. All OSU employees are required to sign an agreement concerning the rights to technology developed during their employment at OSU. If you would like additional information, including rights to a royalty share, contact the Office of Commercialization and Corporate Development, Kerr Administration Building A312, (541) 737-3888.

**Use if a Personal Demographic form is NOT required:**

The technology transfer agreement signed at the time of your original employment with OSU will remain in effect.

**Acceptance Statements – Use in EACH letter:**

If you find this offer to be acceptable, please sign one copy of the letter and return it to me. The other copy is for your records.

We look forward to your acceptance of this offer.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Dean, Director, Department Head/Chair]

I accept this offer, as outlined in this letter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

(Employee Name) Date

c: Vice Provost, Academic Affairs

BC Human Resources