**LETTER OF OFFER**

**Current Employee**

**Tenured Administrator**

***Tenured Academic Faculty Hired into an Administrative Position, Maintaining Tenure***

This letter of offer is for a current employee hired into an administrative position who will be maintaining their current tenure status and a tenure home. 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 human resources service center. If you have questions, please contact your human resources service center.

Important – Generally, a faculty member who is serving in an administrative position while maintaining their tenure status and tenure home will serve at the pleasure of the Dean. In this case, do not insert an appointment end date in this letter.

Current OSU employees accepting administrative positions while maintaining tenure status and home are not eligible for salary increases during their first year of employment in their new administrative position. Their full-time annual salary in their tenured position will be adjusted proportionally for any regular salary adjustments that occur during their administrative appointment. Exceptions must be approved by Faculty 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

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

Congratulations! I am pleased to offer you the position of [Director/Department Chair/Department Head] of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Oregon State University.

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 X.XX. This appointment will become effective on \_\_\_\_\_\_\_\_\_\_.

**\*\*Split FTE Appointments** - **If the appointee will continue to work in their current tenured position while working in this new administrative position their FTE will be split between two positions (both together cannot exceed 1.00). The offer letter should clearly state what will happen to the current position when the appointee accepts the new position:**

While serving as [Director/Department Chair/Department Head], the FTE in your current position as [Assistant Professor/Associate Professor/Professor] in the \_\_\_\_\_\_\_\_\_\_\_ will be reduced to X.XX FTE, at your current full-time annual salary rate.

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, 1.00 FTE OR part-time X.XX FTE], [9 OR 12]-month tenured appointment as [Assistant Professor/Associate Professor/Professor] in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 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].

Your tenured position, if non-supervisory, is represented by United Academics of Oregon State University (UAOSU), AAUP/AFT, AFL-CIO. Please be advised that this position is subject to a collective bargaining agreement between the Oregon State University and UAOSU. For more information regarding the contract, please go to the Academic Faculty Resources page (<https://facultyaffairs.oregonstate.edu/academic-faculty-resources>).

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/Vice President/Provost/etc.]. 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.

(OPTIONAL statement from hiring unit - add option to Offer Letter Request Form)

Please take the time to review the offer, including the terms and conditions and applicable policies on the following pages. The offer includes important details about your compensation, benefits and the terms and conditions of your anticipated

employment with OSU.

If you find this offer to be acceptable, please digitally sign the letter and you may download an electronic copy of the final document for your records.

Please respond within one week of digital receipt of this offer. An offer not accepted or declined within this timeframe may be considered withdrawn.

I look forward to your acceptance of this offer.

Sincerely,

Hiring Authority Name

Title

Email Address

**Additional Terms and Conditions of Employment:**

While it is the University’s hope that we are able to provide this level of salary for the entire appointment period, it is possible that financial circumstances will necessitate the University implementing temporary salary reductions that may impact your salary. If that occurs, the University will provide advance notice of the details of any salary reductions.

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

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.

Continued employment is contingent upon your completion of all Critical Trainings assigned to you no later than 60 days after employment and with future recertification requirements. Visit <https://hr.oregonstate.edu/osu-critical-training-program> for additional information about OSU’s Critical Training Program. Non-compliance with this requirement will result in discipline, up to and including dismissal with prior notice.

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

The technology transfer agreement you signed on your initial appointment at OSU will remain in effect.

**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 University Standard: 05-010 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.

**FLSA Paragraph – Include one of the following paragraphs in EACH letter, as appropriate.**

**For FLSA Exempt employees:**

This position meets the criteria for exemption from the provisions of the Fair Labor Standards Act; thus, you will not be eligible to receive overtime compensation.

**For FLSA Non-Exempt employees:**

This position does not meet the criteria for exemption from the provisions of the Fair Labor Standards Act; thus, you will be eligible to receive overtime compensation, as appropriate. Working overtime requires prior approval from your supervisor.

**Benefits – Use in EACH letter if the employee is currently in a benefits eligible unclassified position:**

Your current benefits program selections will remain in place. Please contact Employee Benefits in University Human Resources at 541-737-2805 or [employee.benefits@oregonstate.edu](mailto:employee.benefits@oregonstate.edu) if you have questions regarding your benefits.

**Leave Accrual – If this appointment results in changes to sick or vacation leave accrual for the employee, insert this paragraph.**

Please contact your Human Resources Service Center team regarding changes to your sick and vacation leave benefits. They may be reached at [hrsupportservices@oregonstate.edu](mailto:hrsupportservices@oregonstate.edu).