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

**Model Letter of Offer and Notice of Appointment**

**CURRENT EMPLOYEE**

**HIRED INTO A FIXED-TERM, ACADEMIC FACULTY APPOINTMENT**

**This letter of offer and notice of appointment is for a current employee hired into a fixed-term, academic faculty position. Conditions for renewal of this fixed-term appointment are not to be stated in this letter. 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 Recruitment team. Please contact employee benefits at 541-737-2805 if you have questions regarding appointment benefits.**

**Important – Current OSU employees accepting new fixed-term, academic faculty positions are eligible for salary increases when they had an appointment during the academic year preceding the effective date of the increase and met expectations in their most recent annual review. Exceptions to this rule 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

Inside Address

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

Congratulations (first name)! I am pleased to offer you a [full-time, 1.00 FTE OR part-time, 0.XX FTE] fixed-term position as \_\_\_\_\_\_\_\_\_\_\_ in the [Office/Department/College] of \_\_\_\_\_\_\_\_. This letter, when accepted below, serves as a notice of appointment for the period beginning\*\*\_\_\_\_\_ and ending \*\*\_\_\_\_\_ with a full-time [9/12]-month annual salary rate of $\_\_\_\_\_. We believe that your knowledge, skills, and experience would be a great fit for our [Office/Department/College] and it is our hope that you will enjoy your role and make significant contribution to the overall success of OSU. Please take the time to review our offer as it includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with OSU. Reappointments are at the discretion of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

While it is the University’s intention to meet all terms and conditions of this letter over time, please note that budgetary and/or operational conditions could result in future alterations to your salary, FTE employment, or other terms and conditions of employment. If that occurs, the University will provide the details of any appointment adjustments with advance notice.

**Academic Faculty Collective Bargaining Agreement statement - Use if appointee is being placed into a *non-supervisory* UAOSU represented position. (For clarity, a non-supervisory UAOSU represented position does not supervise another Academic Faculty who is represented by the Union, but could supervise a professional faculty, graduate assistant, or a classified employee.)**

Academic faculty positions with the job title of <Insert Rank> are 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://beav.es/faculty-union-bargaining>).

**Promotion Status for Academic Faculty only – Use one of the following paragraphs as appropriate:**

**Use when appointing a Fixed-Term Instructional or Fixed-Term Research position:**

Decisions related to promotion are never automatic or routine. At the earliest, you will be eligible for promotion on July 1, 20XX [12-month faculty] or September 16, 20XX [9-month faculty], provided that you meet both of the following conditions:

1. at least 4 years have elapsed since your initial hire date or last promotion; and
2. accumulated a minimum of 3.0 FTE years in service since your initial hire date or last promotion.

**Use when appointing a Fixed-Term Professorial position:**

Decisions related to promotion are never automatic or routine. At the earliest, you will be eligible for promotion on July 1, 20XX [12-month faculty] or September 16, 20XX [9-month faculty], provided that you meet both of the following conditions:

1. at least 6 years have elapsed since your initial hire date or last promotion; and
2. accumulated a minimum of 4.5 FTE years in service since your initial hire date or last promotion.

**Term-by-term Instructor appointments:** **Use for ALL Term-by-Term Instructor Appointments (optional for unpromoted instructors hired for three consecutive terms when low course enrollment is a concern and the unit would like to make the renewal 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.

**Offer Prior to Degree Completion - If the department would like to make an employment offer prior to a candidate’s completion of their required degree(s), the following paragraph must be included. The candidate must complete their academic program and be granted the required degree(s) no later than the start date of their employment. For additional information, go to** <https://beav.es/rankedposition-pdf>**.**

This offer of employment is contingent upon completion of your \_\_\*\*\*\_\_ degree by [enter appointment begin date here] \_\_\_\_\_\_\_\_, the start date of your employment. Please provide proof of completion of your degree to [department head or other appropriate department/college administrator] before the start date in order to demonstrate that the contingency has been met.

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

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

**Vaccination Program Requirement – Use in EACH letter:**

Your employment with Oregon State University is contingent upon completion of OSU’s Vaccination Program Requirements **by your appointment start date**. Visit [https://covid.oregonstate.edu/vaccination-program-requirement](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcovid.oregonstate.edu%2Fvaccination-program-requirement&data=04%7C01%7CRobbin.Sim%40oregonstate.edu%7C83412a2cea6548573ab108d9a48d8999%7Cce6d05e13c5e4d6287a84c4a2713c113%7C0%7C0%7C637721750060723039%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=74DC0vqp19t0pqxQ5cJheL7iciD3%2BOq%2FaJuQELgkyeM%3D&reserved=0) for additional information and program compliance options. If you are unable to access the faculty and staff portal by your appointment start date, or if you have questions, please reach out to [employeecovidcompliance@oregonstate.edu](mailto:employeecovidcompliance@oregonstate.edu). Non-compliance with this requirement will result in discipline, up to and including dismissal with prior notice.

**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.

**Critical Training Requirement – Use in EACH letter:**

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.

**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.

**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.

**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 the sample wording at** <http://hr.oregonstate.edu/starter>**.**

**Benefits - Select one of the following paragraphs, as appropriate:**

**If the FTE for this appointment is 0.50 or greater, and the employee is currently in a benefits-eligible, academic faculty or professional faculty position, use:**

Your current benefits program selections will remain in effect. Please contact the University Human Resources employee benefits section at (541) 737-2805 if you have questions regarding your benefits.

**If the FTE for this appointment 0.50 or greater and results in benefits for the first time use BOTH PARAGRAPHS BELOW:**

Visit the “New Employee Onboarding” website at <http://hr.oregonstate.edu/inside-osu> to review health benefit plan options, 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 retirement eligible position, you will receive the Retirement Plan Notification to your OSU email account in your fourth month of employment. You must complete and submit the Retirement Election Form by the deadline listed in the notification. Retirement program election must be made by the time you complete six months of service. This is a one-time irrevocable decision for all Oregon Public University employment. Retirement 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 retirement eligible positions: https://hr.oregonstate.edu/benefits/current-employees/retirement/.

**If the appointee is transferring from a classified position to a benefits-eligible academic faculty position, use:**

Should you accept this offer of employment into an academic faculty position, the terms and conditions of employment will be different from those you currently have in your classified position. Please contact the employee benefits office at (541) 737-2805 for an explanation of your medical insurance, retirement, and other benefit plans.

**If the appointee is transferring from a classified position, use:**

Your classified union dues will continue to be deducted from your paycheck on a monthly basis unless you provide written notification to the union that you wish to terminate your membership. The union’s address is SEIU, Local 503, OPEU, 1730 Commercial Street SE, P.O. Box 12159, Salem, OR 97309.

**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).

**Technology Transfer - Use in EACH letter:**

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 the letter in DocuSign and you will receive an electronic copy of the final document for your records.

I look forward to your acceptance of this offer.

Sincerely,

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

[Dean, Director, Department Head/Chair]

I accept this offer, as outlined in this letter.

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[Employee Name] Date